

Division of Family & Children Services

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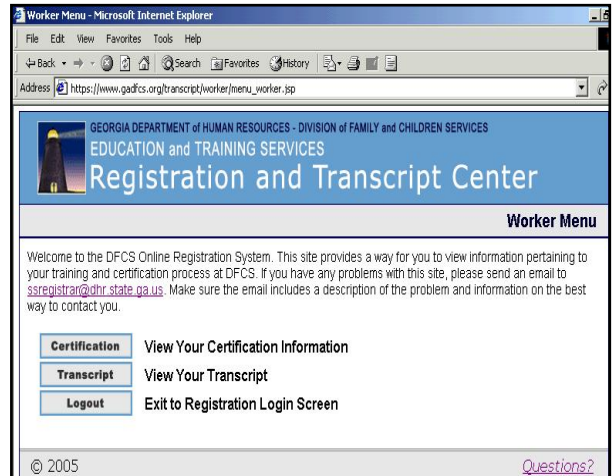
Education & Training Services Section

Workers

- ◆ The **On-Line Registration & Transcript Center for SS and OFI Workers** is on the Internet.

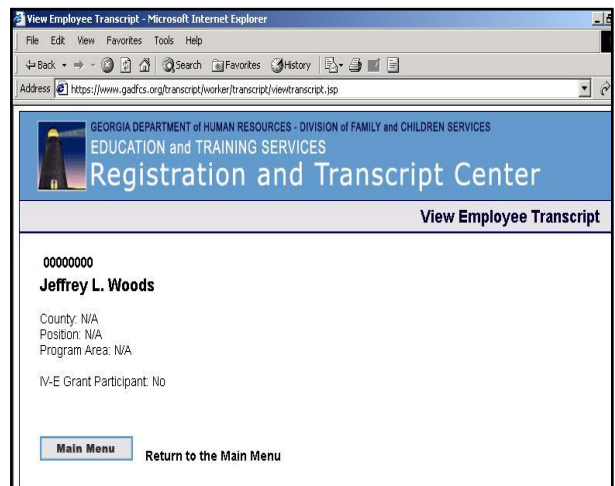
Steps to access the On-Line System:

1. Click here: <https://www.gadfcs.org/transcript> to access the website.
2. Everyone who already had an account in the system will have a temporary password of **pass and the last 4 digits of their employee ID number**.
3. Enter your **Employee ID Number** and **Password**. Once access has been granted, a menu will appear.
4. Once you have logged in the first time, you should change your password
3. For questions about the online registration, click on the **Questions?** button in the lower far right hand corner of the screen and send e-mail with your questions.



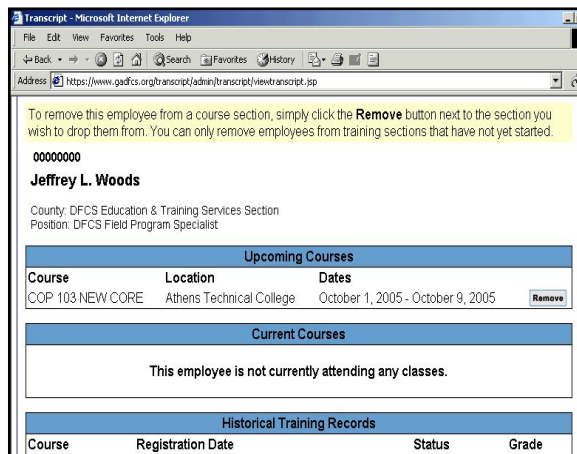
Certification: View Your Certification Information:

1. From the **Worker Menu**, click on the **Certification** button.
2. At this point, you will see the **Employee ID, Name, County, Position, and Program Area**.
3. Return to the **Worker Menu**, click on the **Main Menu** button.



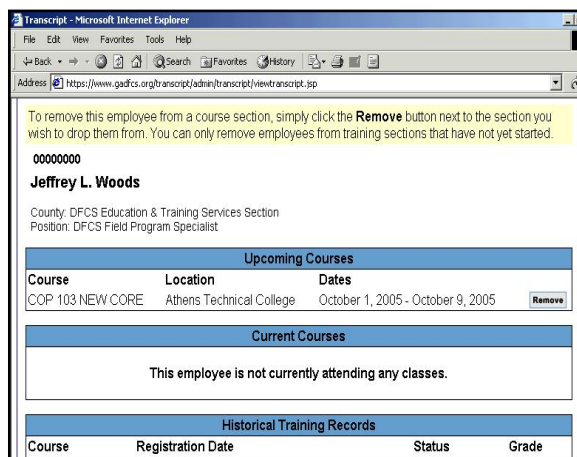
Transcript: View Your Transcript

1. From the **Worker Menu**, click on the **Transcript** button.
2. View the **Course ID, Name, County, Position**.
3. The Transcript menu allows the worker to view **Upcoming Courses, Current Courses**, and the **Historical Training Records**
4. Click on the **Return** button to return to the **Worker Menu**.



Remove Worker from Course

1. You can only remove yourself from a class that has not yet started.
2. From the **Worker Menu**, click on the **Transcript** button.
3. Find the course you want to remove and click on the **Remove** button.
4. Microsoft box will appear to inform you that this is a permanent action, click the **OK** button.
5. Click on the **Return** button to return to the **Worker Menu**.



If you have any questions about creating a new worker account and/or registering a worker for a course, please send an email to: ssregistrar@dhr.state.ga.us or ofiregistrar@dhr.state.ga.us