

Division of Family & Children Services

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Education & Training Services Section

How to Register

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

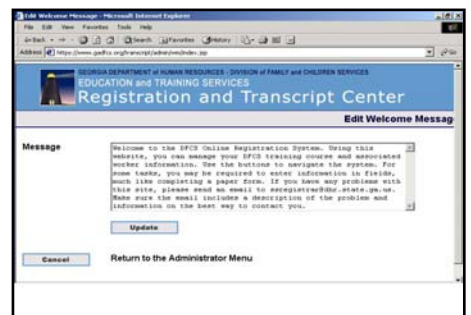
Steps to access the On-Line System:

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.
4. Enter your **Employee ID Number** and **Password**. Once access has been granted, a menu will appear.
5. Once you have logged in the first time, you should change your password.
6. For questions about the online registration click on the **Questions?** button in the lower far right hand corner of the screen and send an e-mail with your questions.



View Welcome Message:

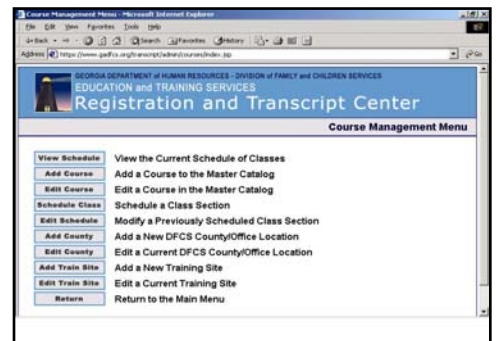
1. From the **Administrator Menu**, click on the **Welcome** button.
2. Edit the Welcome message and click on the **Update** button to save the change.
3. Click the **Cancel** button to end the session.



Courses

Manage Courses (Catalog & Schedule):

1. From the **Administrator Menu**, click on the **Course** button.
2. Click on the **View Schedule** button, from the **Course Management Menu**
3. The **View Current Schedule Menu** appears.
4. Choose the **Month** and **Year** from the drop-down menu.
5. Click the **Return** button to return to the **Course Management Menu**.



Add a Course to the Master Catalog:

1. Click on the **Add Course** button, from the **Course Management Menu**.
2. The **Add Course to Catalog Menu** appears.
3. Under the **Course Information**, fill in the blank fields, **Course ID**, **Course Name**, **Description**, and **Prerequisites**, and click **Add Course** button.
4. Click on the **Add Course** button to add another course to the Master Catalog.
5. Click on the **Course** button to return to the **Course Management Menu**.
6. Return to the **Administrator Menu**, click on the **Main Menu** button.

Edit a Course in the Master Catalog:

1. From the **Course Management Menu**, click on the **Edit Course** button.
2. Choose a course from the drop-down menu and click **Next**
3. Edit the course selection and click the **Update Course** button.
4. Return to the **Edit Course from Catalog Menu**, click on the **Edit Course** button.
5. The **Course** button will return to the **Course Management Menu**.
6. Click on the **Main Menu** button to return to the **Administrator Menu**.

Schedule a Class Section:

1. From the **Course Management Menu**, click the **Schedule Class** button.
2. Choose the course to schedule from the drop-down menu and click **Next**.
3. The **Schedule Class Section Menu** appears.
4. Select from 3 **Instructor** fields.
5. Choose the **Training Site** location from the drop-down menu.
6. Add the **Min/Max #** of Seats.
7. Check the radio box to allow a **Waiting List**.
8. Add comments in the **Comments** field with further instructions.
9. Click **Next**.
10. **Schedule a Class Section Menu** appears.
11. Select from **Consecutive Interval (of Days)** or **Single Day**.
12. From the **Consecutive Interval (of Days)**, choose from the following: **Start Date**, **End Date**, **Start Time**, **End Time**
13. From the **Single Day**, choose from the following: **Date**, **Start Time**, **End Time**, and click **Add**
14. The schedule date will appear at the top of the page. Click on the **Schedule** button to schedule the course.
15. Click on **Remove** to delete the date.
16. Return to the **Schedule a Class Section Menu**, click on the **Schedule Class** button
17. The **Course** button will return to the **Course Management Menu**.
18. Click on the **Main Menu** button to return to the **Administrator Menu**.

Modify a Previously Scheduled Class Section:

1. In the **Course Management Menu**, click on the **Edit Schedule** button.
2. Choose a Course from the drop-down menu and click Next.
3. Choose a Section to edit from the drop-down menu and click the **Next** button.
4. Make the change from the **Edit Section Schedule Menu** and click **Next**.
In the **Edit Section Schedule Menu**, remove or change the schedule dates and click the **Add** button. The changes will appear at the top of the page.
5. Click on the **Schedule** button to save the changes.
6. From the **Edit Section Schedule**, click on the **Schedule Menu** button to return to the **Edit Section Schedule Menu**.
7. The **Course** button will return to the **Course Management Menu**.
8. Click on the **Main Menu** button to return to the **Administrator Menu**

The screenshot shows a web browser window displaying the 'Schedule a Class Section' form. The form includes fields for Course (set to 'test'), Instructor 1, 2, and 3 (each with a dropdown menu), Minimum # of Seats, Maximum # of Seats, Training Site (set to 'Abraham Baldwin College'), and a Comments field. There are 'Cancel' and 'Next' buttons at the bottom.

Add a New DFCS County/Office Location:

1. From the **Course Management Menu**, click on the **Add County** button
2. The **Add County/Office Location** will appear.
3. Fill in all the **Site Name**, **Address**, **City**, **State**, **Zip**, and choose a **Region** from the drop-down box and click the **Add County** button.
4. Click on the **Add County** button to return to the **Add County/Office Location**.
5. The **Course** button will return to the **Course Management Menu**.
6. Click on the **Main Menu** button to return to the **Administrator Menu**.

The screenshot shows a web browser window displaying the 'Add County/Office Location' form. The form includes fields for Training Site Information: Site Name, Address, City, State, and Zip. There is a Region dropdown menu and 'Cancel' and 'Add County' buttons at the bottom.

Edit a Current DFCS County/Office Location:

1. From the **Course Management Menu**, click on the **Edit County** button.
2. Choose a **County/Office location** from the drop down menu and click **Next**.
3. Update the Training Site Information and click the **Update County** button.
4. Return to the **Edit County/Office Location Menu** click on the **Edit County** button.
5. The **Course** button will return to the **Course Management Menu**.
6. Click on the **Main Menu** button to return to the **Administrator Menu**.

The screenshot shows a web browser window displaying the 'Edit County/Office Location' form. The form includes a dropdown menu to 'Select a County/Office Location to Edit' and a 'Next' button. There are 'Cancel' and 'Next' buttons at the bottom.

Add a New Training Site:

1. From the **Course Management Menu**, click on the **Add Train Site** button.
2. Fill in the blank field under the **Training Site Information** and click the **Add Train Site** button.
3. Click on the **Add Train Site** button to return to the **Add Train Site Menu**.
4. The **Course** button will return to the **Course Management Menu**.
5. Click on the **Main Menu** button to return to the **Administrator Menu**.

Edit a Current Training Site:

1. From the **Course Management Menu**, click on the **Edit Train Site** button
2. Choose a training site from the drop –down menu and click **Next**.
3. Make the updates to the selected training site and click the **Update Site** button.
4. Click on the **Add Train Site** button to return to the **Edit Train Site Menu**.
5. The **Course** button will return to the **Course Management Menu**.
6. Click on the **Main Menu** button to return to the **Administrator Menu**.

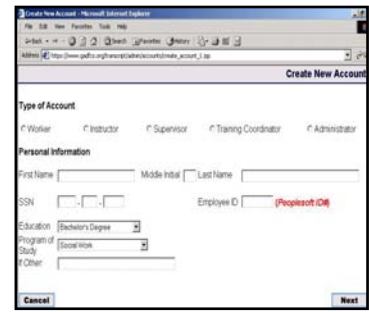
Accounts

Create a New Employee Account:

1. From the **Administrator Menu**, click on the **Accounts** button.
2. The **Account Menu** appears.
3. Click on the **Create** button.
4. The **Create New Account** form appears.
5. Fill in all the blank fields, SS#(Option) and click **Next**.
6. Fill in the Contact Information and click **Next**.
7. Fill in the DFCS Information and click **Next**.
8. Select from the **Supervisor/Training Coordinator** drop-down menus and click **Next**.
9. Click on the **Create** button to return to the **Create New Account** button.
10. The **Account** button will return to the **Account Menu**.
11. Click on the **Main Menu** button to return to the **Administrator Menu**

Edit an Employee Account:

1. From the **Accounts Menu**, click on the **Edit** button.
2. Add the Employee ID to the **Employee ID** field and click the **Edit** button.
3. Edit from the **Type Account**, **Personal Information** and click the **Next** button.
4. Edit from the **Contact Information** and click **Next**.
5. Edit from the DFCS Information and click **Next**.
6. Edit from the **Supervisor/Training Coordinator** drop-down menus and click **Next**.
7. Click on the **Create** button to return to the **Create New Account** button.
8. The **Account** button will return to the **Account Menu**.
Click on the **Main Menu** button to return to the **Administrator Menu**.



The screenshot shows a web browser window titled "Create New Account" with the URL "https://www.dhrs.ga.gov/AccountAdmin/AccountAdmin_Account_1.asp". The form is titled "Create New Account" and has a "Next" button at the bottom right. The form is divided into several sections:

- Type of Account:** Radio buttons for Worker, Instructor, Supervisor, Training Coordinator, and Administrator.
- Personal Information:** Text boxes for First Name, Middle Initial, and Last Name.
- SSN:** Three text boxes for the Social Security Number.
- Employee ID:** A text box with a red "(PeopleSoft ID)" label.
- Education:** A dropdown menu with "Bachelor's Degree" selected.
- Program of Study:** A dropdown menu with "Account Work" selected.
- Other:** A text box.

Buttons for "Cancel" and "Next" are located at the bottom of the form.

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