Navigating the DCF Online Portal (Personal Menu)

In the Personal Menu, you may view your transcript, enroll or unenroll in courses and/or exams, make payments and take online courses.

Let's view My Student Information and Transcript:



Click "Return to Menu" to go back to the Personal Menu.

Instructor Led or Online Courses Enroll/Unenroll: You may choose any of the following three tabs:

*Instructor Led Course Enroll	*Onlir	e Course Enr	roll *C	ourse Unenroll					
(←) (∞) https://tsaining01-dcf.myflorida.com File Edit View Favorites Tools Help	vistudentsite/protected/course-enroll-unerroll.js ${\cal J}$	- 🔒 C 🗙 🏼 🍏 Administrative Functions (a)	d 🧭 Enroll/UnEnroll in Courses 🛛 🗙						
ormal between the hours of 11:00 AM	and 2:00 PM.								
Course Enrollment for				Return to Menu 👻					
	Click H	ere for Course Descriptions							
Instructor Led Course Enroll	Online Course Enroll Course	Unenroll							
Step 1 - Search for Course	Step 2 - Choose Location/Da	Step 3 - Choose Modules	Step 4 - Register for Classes						
Step 5 - Confirmation									
Please select a County, Cou	Please select a County, Course (DCF/DOE), Language, and TimeSpan. Press Next to Continue.								
	Hillsborough County Di Co Language (Any/5 TimeSpan (30/60/90) E Ci	County: Hillsborough = urse (DCF/DOE): DCF = panish/English): Any = ays from Today: 30 Days = ururse Reference:	ays Selected						
	🕹 Print PDF	Schedule for Hillsborough County							
				- Next					
Course Enrolment	MENT AMILIES 4								
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To Enroll For an Instructor Led Course that you have a Course Reference for, type in the Course Reference below.

*The Course Reference must be entered exactly as is. It is case sensitive and must include spaces. Ex. Moore SAAP 061614 is with an uppercase M for Moore and SAAP and has a space between Moore and SAAP and between SAAP and the course start date.

Step 1 - Search for Courses	Step 2 - Choose Loo	cation/Date	Step 3 - Choose Mo	odules	Step 4 - Register for Classes	
Step 5 - Confirmation						
Please select a County, Cours	e (DCF/DOE), Language	, and TimeSpa	an. Press Next to Conti	nue.		
	Hillsborough (County DCF	Course Any Language	e 30 Day	s Selected	
			County: Hillsboroug	ih 💌		
	Laco	Cours	e (DCF/DOE): DCF			
	TimeSpan	(30/60/90) Days	from Today: 30 Days			
		Cours	se Reference:		9	
	<u>A</u>	Print PDF Sch	nedule for Hillsborough (County		
						→ Next
FLORIDA DEPARTA	MENT					
MYELEAMULUES COM						
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Select the course you want and click "Next."



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Course Details will appear. Click "Next."

		Click Here for Course Descr	riptions		
tructor Led Course Enroll	Online Course Enroll	Course Unenroll			
ep 1 - Search for Courses	Step 2 - Choose Locat	tion/Date Step 3 - Choo	ose Modules	Step 4 - Register for Classes	
tep 5 - Confirmation		and the second se			
You have chosen the followin	n Classies) Press Back to	Cancel or Next to Register			
	g chastes). I less back to	cancer of Next to Register.			
+ Course Details:					
SAAP meets on 06/16	2014 at 07:00 AM till 12:30 PM	(
SAAP meets on 06/17	2014, at 07:00 AM till 12:30 PM	Č.			
University of Phoenix					
12802 Tampa Oaks Boulev	ard				
Room: 120					3
Temple Terrace, FL					1
Taught by: Lisbeth Moore					
Americans With Disabil	ities Act Accommodation	Remest			
If you need to request spec	ial accommodations to take a	s course, you must provide wr	ritten notification	n to your local Training Coordinating Agency	
(TCA) listed below at least	two weeks before you plan to	take a course. Please Contac Contact: (813) 930-757	9		
		Hillsborough County Public S	Schools		
		Phone: (813) 9307579			
Coloral Area Americanista Dese	Lanna an Fastab	Modules And Fees' SAAP ((\$0.00)		
School-Age Appropriate Pract	Language: English				
School-Age Appropriate Pract Ref#. Moore SAAP 061614	Language: English				
School-Age Appropriate Pract Ref#: Moore SAAP 061614	Language: English	Back to Cancel or Next	to Register -		K
School-Age Appropriate Prace Ref#: Moore SAAP 061614	Language: English ourse Notes: < Press	Back to Cancel or Next	to Register -		K

When you see the green check mark, you have been registered for the course. Print your confirmation.

						Return to Menu	
	1	Click Here	e for Course Desc	riptions			
nstructor Led Course Enroll	Online Course Enroll	Course Un	enroll				
Step 1 - Search for Courses	Step 2 - Choose Loc	ation/Date	Step 3 - Choo	se Modules	Step 4 - Register for Classes	1	
Step 5 - Confirmation						-	
Click Back to register for anot	ther online course or retu	rn to the Mai	in Menu.				1
Registr	ration Results:		\checkmark		You Have Been Registered!		
Users may unenroll from c	ourses on the 'Course Unenro	ll' tab listed ab	ove. Course confirm	tion is displaye	d on the My Student Information 'Confirm	ations' tab.	
	Pay for Courses		Print Confirmation		Return to Menu		
+ Back							

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Online Course Enroll- to enroll for an online course, click "Online Course Enroll."

					Return to Menu
		Click Here for Course	Descriptions		
structor Led Course Enroll	Online Course Enroll	Course Unenroll			
Step 1 - Search for Courses	Step 2 - Choose Loc	ation/Date Step 3 - C	hoose Modules	Step 4 - Register for Classes	
Step 5 - Confirmation					
Please select a County, Cours	e (DCF/DOE), Language,	and TimeSpan, Press Ne	ext to Continue.		
	Hillsborough C	ounty DCF Course An	v Language 30 Da	vs Selected	
		County	Hillsborough		
	Langu	age (Any/Spanish/English)	Anv 💌		
	TimeSpan (30/60/90) Days from Today	: 30 Days 💌		
		Course Reference		٩	
	A	Print PDF Schedule for Hi	Isborough County	í.	

*Read the yellow box before proceeding.

Select the courses you want to enroll in. Click "Next."

Instructor Le	ed Course Enroll	Online Course E	nroll Course Unenroll						
Step 1 - Se	elect Online Course	e Step 2 - Reg	gister Step 3 - Confirm						
Please set	Please select an Online Course. Press Next to continue registering. Courses will not show if you are already signed up or you have not finished them.								
(1 (2 (3 (4 (5 (6 ac (7 7 (7) (7)	 Click here to read the requirements for taking online courses. Review the Training Requirements for your child care program. Choose one (1) Rules and Regulations course (Facility or Family). You can only earn inservice once for each course and you may not earn CEUs for a course you have previously taken. The training courses listed below are available online. These courses are self-paced computer-based training modules that may be accessed 24 hours a day, 366 days a year. To enroll in any of the on-line course islied below, click on the button to the left of the course. If you choose to pay now by credit cad, you will be able to immediately start the course form the Take or Resume Online Courses isleen on the main memu. If you pay by mail you will not be able to begin the course until your payment is processed. One you begin the course you will have 46 days to complete the course. If you do not complete the course in the alloted 45 days, you must pay for the course again to continue. Please follow the instructions on the course set. Your course completion information will be able to on your Child Care Training Transcript. The cost is \$10.00 per course. There are no refunds or transfers for online courses. You may choose to print your own Participant Guides or you may purchase the guide. For information about purchasing a Participant Guide or transfers! Remember - there are no refunds or transfers! 								
(8 m aı (9 or (1)	(i) Unce you begin rife c utomatically posted on i)) The cost is \$10.00 per you may purchase the (0) At the completion of	again to continue, your Child Care Ti ar course. There a guide. For inform the course, pleas	Please follow the instructions on the course si raining Transcript. Te no refunds or transfers for online courses y lation about purchasing a Participant Guide(5) e allow 48 hours for your in-service to post to y Remember – there are no refunds or trai Select a Training Area Child Care Facility Part 1	A Compared the completion info e. Your course completion info ou may choose to print your o click here. rour transcript. hsfers!	mation will be wn Participant Guide				
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Confirm the course/courses you want to enroll in. Click "Next."



When you see the green check mark, you have been registered for the course. Print your confirmation.

	Click Here	o for Course Descriptions		
nstructor Led Course Enroll	Online Course Enroll Course Un	enroll		
Step 1 - Search for Courses	Step 2 - Choose Location/Date	Step 3 - Choose Modules	Step 4 - Register for Classes	
Step 5 - Confirmation				
Click Back to register for anot	her online course or return to the Mai	in Menu.		
Registr	ation Results:	\checkmark	You Have Been Registered!	
Users may unenroll from co	ourses on the 'Course Unenroll' tab listed ab	ove. Course confirmation is displayed	ed on the My Student Information 'Confirmations	' tab.
	Pay for Courses	Print Confirmation	Return to Menu	
+ Back		R		

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<u>Competency Exams Enroll/Unenroll</u>-You must complete four steps to

Step 1 – Select a time and place. The county will default to <u>Hillsborough</u> county and the student can view exam dates for 30 or 60 days. Click on the 2nd page for more dates and times or click NEXT for next step.

Step 2 – Select the Exams to take. The exam language defaults to **English**. If student wants to take the exam in **Spanish** it must be selected in this step.

Step 3 – Register

Step 4 – Registration Results

xam E	nroll Exam U	nenroll					
Step 1	1 - Select a Time	and Place	Step 2 - Select the Exams to Take	Step 3 - Register	Step 4 - Registration Results		
Selec	ct the location, da	te and time b	elow. For more choices, select a new cou	inty or month.			
			County: Hillsborough 💌 TimeSpan (30/60) Days from Today	/: 30 Days ≖		
_	Date	Time	Location	Address		Exam Limit	-
	06/17/2014	6:30 PM	Erwin Tech Center, Rm 222	NO PURSES OR CELL Tempa	PHONES ALLOWED	3 exam limit	
0	06/19/2014	6:30 PM	Erwin Tech Center, Rm 222	NO PURSES OR CELL	PHONE'S ALLOWED	3 exam limit	
0	06/21/2014	8:30 AM	Marchman Technical - Cafeteria	NO PURSES OR CELL New Port Richey	PHONES ALLOWED	7 exam limit	
0	07/01/2014	6:30 PM	Erwin Tech Center, Rm 222	NO PURSES OR CELL Tampa	PHONES ALLOWED	3 exam limit	
0	07/10/2014	6:30 PM	Erwin Tech Center, Rm 222	NO PURSES OR CELL Tampa	PHONES ALLOWED	3 exam limit	
0	07/12/2014	8:30 AM	Marchman Technical - Cafeteria	NO PURSES OR CELL New Port Richey	PHONES ALLOWED	7 exam limit	
			(m. (m. 11	(av) (av)			
						-	Next
						100	

After exam registration is successful the student can click on "Pay for Exam" or "Return to Menu"

Students may use the <u>Unenroll</u> feature from this section to cancel competency exams within the seven (7) days prior to the exam date. A confirmation dialog box pops up when the <u>Unenroll</u> feature has been successful!

<u>Pay for Unpaid Courses and Exams</u>: You must complete five steps to pay for unpaid courses or competency exams.

There are five (5) steps to complete in this section to pay for unpaid courses or competency exams. The five (5) steps are:



<u>Take or Resume Online Courses</u> – Click "Go to Course." *Online courses are available for 45 days from the date you begin the course.

Course Code	Course Title	Click on butto	n to go to cour Date Started	se! Davs Remaining	Must Complete Before	Action
DCF/SNP	Special Needs Appropriate Practices (SNP)	No	Conc Charles	Currentaning	max complete berore	Go to Course
CF/HSAN	Health, Safety and Nutrition (HSAN)	No				Go to Course
CF/CAAN	Identifying and Reporting Child Abuse and Neglect (CAAN)	No	04/23/2014	2	06/07/2014	Go to Course
CF/CGAD	Child Growth and Development (CGAD)	No				Go to Course
CF/BOAS	Behavioral Observation and Screening (BOAS)	No	05/09/2014	17	06/23/2014	Go to Course
CF/FACR	Child Care Faolity Rules and Regulations (FACR)	No	04/21/2014	0	06/05/2014	Go to Course
DCF/ELC	Early Literacy for Children Age Birth through Three (ELC)	No				Go to Course
FL	ORIDA DEPARTMENT CHILDREN AND FAMILIES MOTEAMILIES.COM					