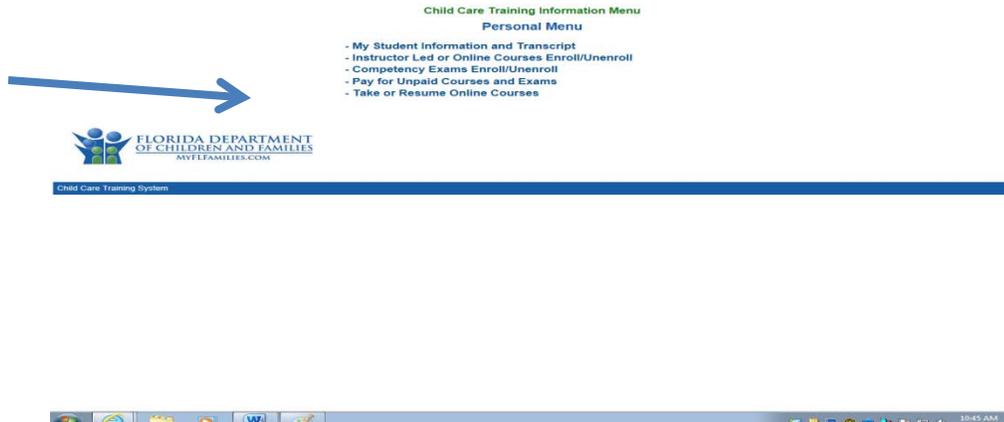


Navigating the DCF Online Portal (Personal Menu)

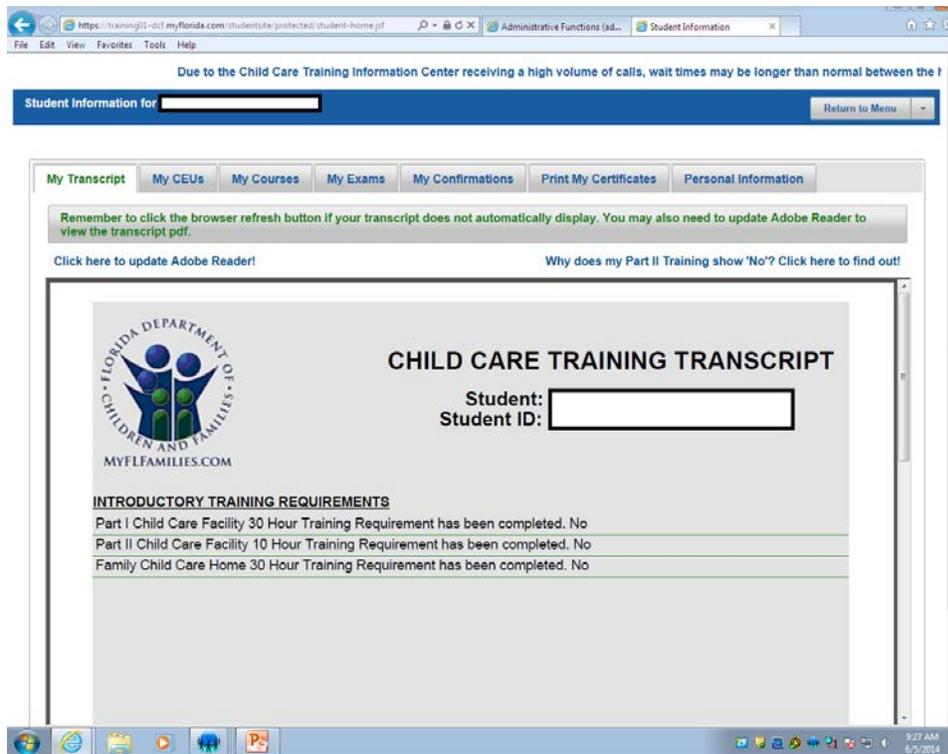
In the Personal Menu, you may view your transcript, enroll or unenroll in courses and/or exams, make payments and take online courses.

Let's view My Student Information and Transcript:



My Student Information and Transcript: You may choose any of the following seven tabs:

- * My Transcript
- * My CEU's
- * My Courses
- * My Exams
- * My Confirmations
- * Print My Certificates
- * Personal Information



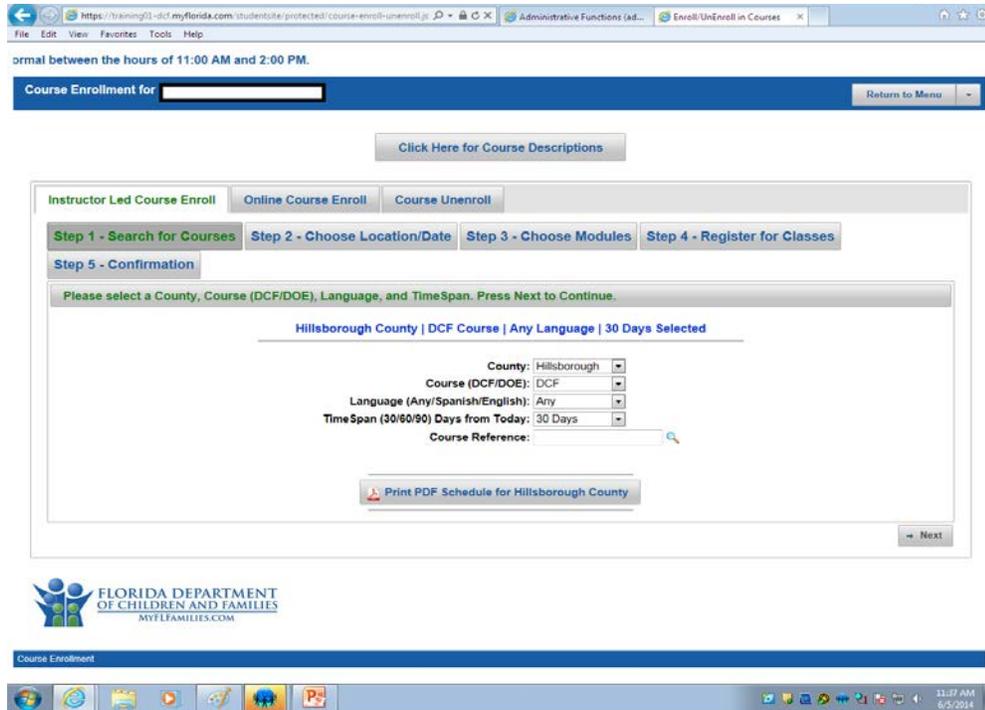
Click "Return to Menu" to go back to the Personal Menu.

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

*Instructor Led Course Enroll

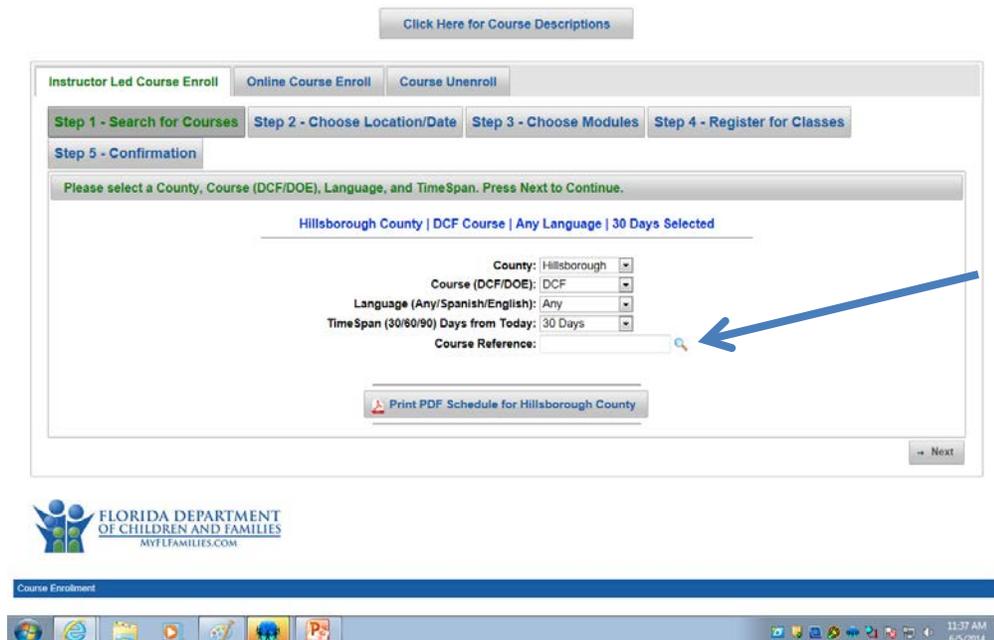
*Online Course Enroll

*Course Unenroll



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.



Select the course you want and click “Next.”

wait times may be longer than normal between the hours of 11:00 AM and 2:00 PM.

Course Enrollment for [] [Return to Menu](#)

[Click Here for Course Descriptions](#)

Instructor Led Course Enroll | Online Course Enroll | Course Unenroll

Step 1 - Search for Courses | **Step 2 - Choose Location/Date** | Step 3 - Choose Modules | Step 4 - Register for Classes | Step 5 - Confirmation

Please select a Course Session. Press Back to search for more sessions or Next to Continue.

Course Information		
<input type="radio"/>	School-Age Appropriate Pracs	
Start Date: 06/16/2014	End Date: 06/17/2014	Location: Temple Terrace
Ref#: Moore SAAP 061614	Language: English	Modules And Fees: SAAP (\$0.00)
Course Description and Course Notes:		

<-- Press Back to search for more sessions or Next to Continue -->

[Back](#) [Next](#)

Course Enrollment

Select the module you want and click “Next.”

Due to the Child C

Course Enrollment for [] [Return to Menu](#)

[Click Here for Course Descriptions](#)

Instructor Led Course Enroll | Online Course Enroll | Course Unenroll

Step 1 - Search for Courses | Step 2 - Choose Location/Date | **Step 3 - Choose Modules** | Step 4 - Register for Classes | Step 5 - Confirmation

Please select a Module. For Package Only Courses, you must take all Modules. Press Back to select a different course or Next to Continue.

Module	Module Details
<input checked="" type="checkbox"/>	School-Age Appropriate Pracs
<input checked="" type="checkbox"/>	Module Details:

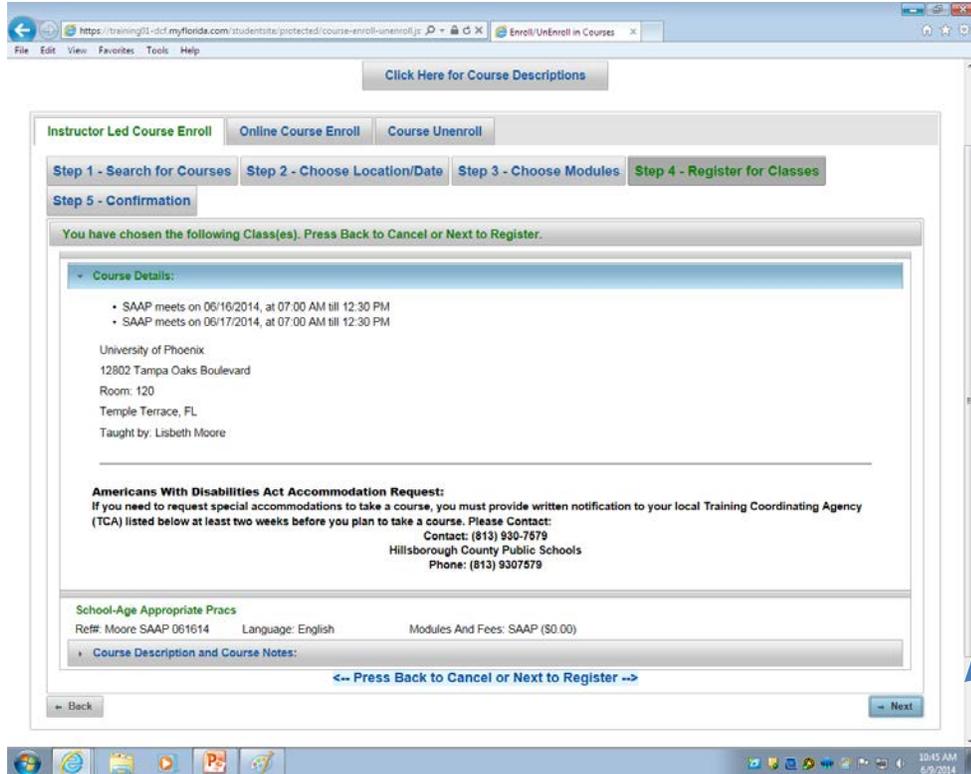
<-- Press Back to select a different course or Next to Continue -->

[Back](#) [Next](#)

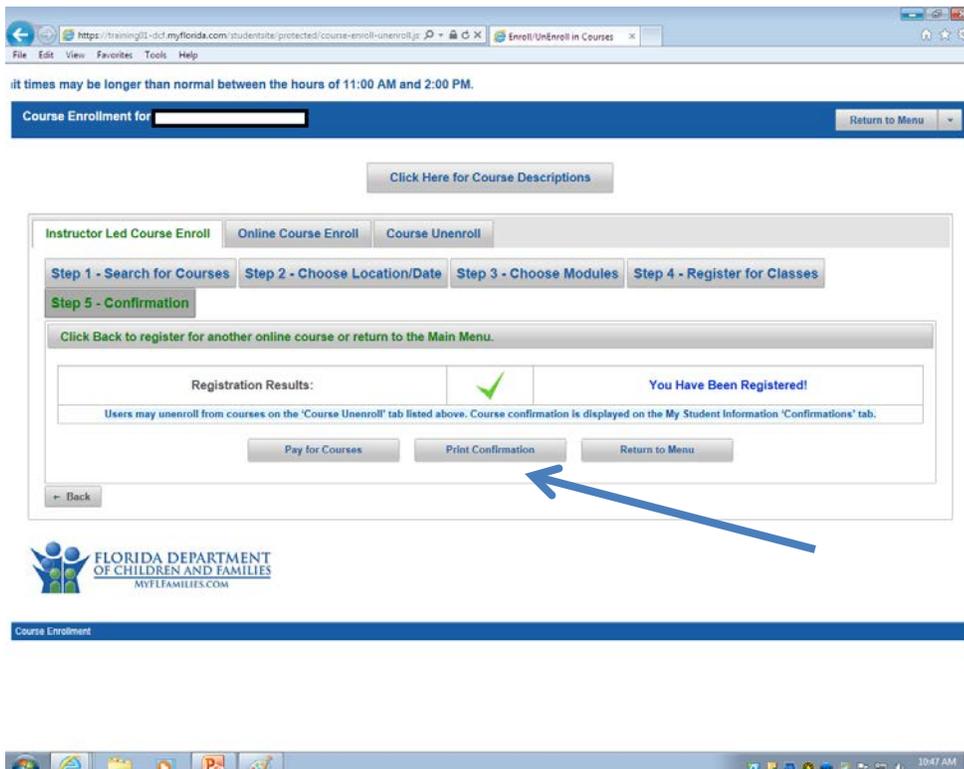
FLORIDA DEPARTMENT OF CHILDREN AND FAMILIES
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Course Enrollment

Course Details will appear. Click "Next."



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



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

ormal between the hours of 11:00 AM and 2:00 PM.

Course Enrollment for: [Return to Menu](#)

[Click Here for Course Descriptions](#)

Instructor Led Course Enroll **Online Course Enroll** **Course Unenroll**

Step 1 - Search for Courses **Step 2 - Choose Location/Date** **Step 3 - Choose Modules** **Step 4 - Register for Classes**
Step 5 - Confirmation

Please select a County, Course (DCF/DOE), Language, and TimeSpan. Press Next to Continue.

Hillsborough County | DCF Course | Any Language | 30 Days Selected

County: Hillsborough
Course (DCF/DOE): DCF
Language (Any/Spanish/English): Any
TimeSpan (30/60/90) Days from Today: 30 Days
Course Reference:

[Print PDF Schedule for Hillsborough County](#)

[Next](#)

FLORIDA DEPARTMENT OF CHILDREN AND FAMILIES
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*Read the yellow box before proceeding.

Select the courses you want to enroll in. Click “Next.”

Instructor Led Course Enroll **Online Course Enroll** **Course Unenroll**

Step 1 - Select Online Course **Step 2 - Register** **Step 3 - Confirm**

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.

Read this Before Enrolling in an Online Course!

- (1) Click here to read the requirements for taking online courses
- (2) Review your Child Care Training Transcript - you can only earn inservice once for each course.
- (3) Review the Training Requirements for your child care program.
- (4) Choose one (1) Rules and Regulations course (Facility or Family).
- (5) You can only earn inservice once for each course and you may not earn CEUs for a course you have previously taken.
- (6) 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, 365 days a year.
- (7) To enroll in any of the on-line courses listed below, click on the button to the left of the course. If you choose to pay now by credit card, you will be able to immediately start the course from the Take or Resume Online Courses item on the main menu. If you pay by mail you will not be able to begin the course until your payment is processed.
- (8) Once you begin the course you will have 45 days to complete the course. If you do not complete the course in the allotted 45 days, you must pay for the course again to continue. Please follow the instructions on the course site. Your course completion information will be automatically posted on your Child Care Training Transcript.
- (9) The cost is \$10.00 per course. There are no refunds or transfers for online courses. You may choose to print your own Participant Guide or you may purchase the guide. For information about purchasing a Participant Guide(s) click here.
- (10) At the completion of the course, please allow 48 hours for your in-service to post to your transcript.

Remember -- there are no refunds or transfers!

Select a Training Area
Child Care Facility Part 1

Select	Module Code	Hours	Module Name	Owner	Cost
<input type="radio"/>	FACR	6	Child Care Facility Rules and Regulations (FACR)	DCF	\$10.00
<input type="radio"/>	HSAN	8	Health, Safety and Nutrition (HSAN)	DCF	\$10.00
<input type="radio"/>	CAAN	4	Identifying and Reporting Child Abuse and Neglect (CAAN)	DCF	\$10.00
<input type="radio"/>	CGAD	6	Child Growth and Development (CGAD)	DCF	\$10.00
<input type="radio"/>	BOAS	6	Behavioral Observation and Screening (BOAS)	DCF	\$10.00

[Next](#)

FLORIDA DEPARTMENT OF CHILDREN AND FAMILIES
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Confirm the course/courses you want to enroll in. Click "Next."

Click Here for Course Descriptions

Instructor Led Course Enroll Online Course Enroll Course Unenroll

Step 1 - Select Online Course Step 2 - Register Step 3 - Confirm

Press Back to select a different course or Next to Register for the selected course.

Read this Before Enrolling in an Online Course!

- (1) Click here to read the requirements for taking online courses
- (2) Review your Child Care Training Transcript - you can only earn inservice once for each course.
- (3) Review the Training Requirements for your child care program.
- (4) Choose one (1) Rules and Regulations course (Facility or Family)
- (5) You can only earn inservice once for each course and you may not earn CEUs for a course you have previously taken.
- (6) 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, 365 days a year.
- (7) To enroll in any of the on-line courses listed below, click on the button to the left of the course. If you choose to pay now by credit card, you will be able to immediately start the course from the Take or Resume Online Courses item on the main menu. If you pay by mail you will not be able to begin the course until your payment is processed.
- (8) Once you begin the course you will have **45 days** to complete the course. If you do not complete the course in the allotted 45 days, you must pay for the course again to continue. Please follow the instructions on the course site. Your course completion information will be automatically posted on your Child Care Training Transcript.
- (9) The cost is \$10.00 per course. There are no refunds or transfers for online courses. You may choose to print your own Participant Guide or you may purchase the guide. For information about purchasing a Participant Guide(s) click [here](#).
- (10) At the completion of the course, please allow 48 hours for your in-service to post to your transcript.

Remember -- there are no refunds or transfers!

Module Code	Module Name	Owner	Cost
FACR	Child Care Facility Rules and Regulations (FACR)	DCF	\$10.00

Press Back to select a different course or Next to Register for the selected course

Back Next

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

it times may be longer than normal between the hours of 11:00 AM and 2:00 PM.

Course Enrollment for [redacted] Return to Menu

Click Here for Course Descriptions

Instructor Led Course Enroll Online Course Enroll Course Unenroll

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 another online course or return to the Main Menu.

Registration Results: You Have Been Registered!

Users may unenroll from courses on the "Course Unenroll" tab listed above. Course confirmation is displayed on the My Student Information "Confirmations" tab.

Pay for Courses Print Confirmation Return to Menu

Back

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Course Enrollment

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

Step 1 – Select a time and place. The county will default to Hillsborough 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

Exam Enrollment for [] [Return to Menu](#)

Exam Enroll Exam Unenroll

Step 1 - Select a Time and Place Step 2 - Select the Exams to Take Step 3 - Register Step 4 - Registration Results

Select the location, date and time below. For more choices, select a new county or month.

County: Hillsborough Time Span (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 PHONES ALLOWED Tampa	3 exam limit
06/19/2014	6:30 PM	Erwin Tech Center, Rm 222	NO PURSES OR CELL PHONES ALLOWED Tampa	3 exam limit
06/21/2014	8:30 AM	Marchman Technical - Cafeteria	NO PURSES OR CELL PHONES ALLOWED New Port Richey	7 exam limit
07/01/2014	6:30 PM	Erwin Tech Center, Rm 222	NO PURSES OR CELL PHONES ALLOWED Tampa	3 exam limit
07/10/2014	6:30 PM	Erwin Tech Center, Rm 222	NO PURSES OR CELL PHONES ALLOWED Tampa	3 exam limit
07/12/2014	8:30 AM	Marchman Technical - Cafeteria	NO PURSES OR CELL PHONES ALLOWED New Port Richey	7 exam limit

[Next](#)

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Exam Enrollment

12:13 PM 6/2/2014

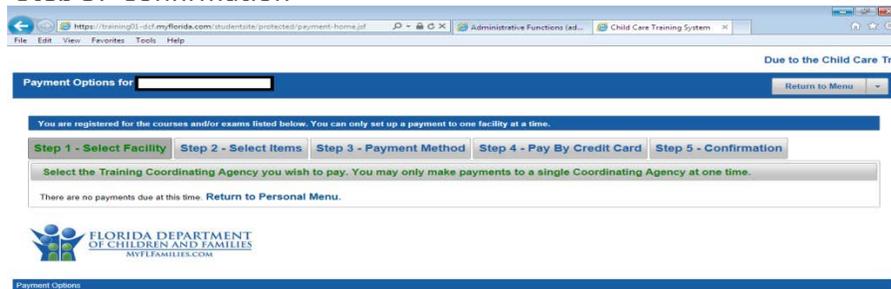
After exam registration is successful the student can click on “Pay for Exam” or “Return to Menu”

Students may use the Unenroll 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 Unenroll feature has been successful!

Pay for Unpaid Courses and Exams : 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:

- Step 1: Select a Facility (Hillsborough County Public Schools)
- Step 2: Select Items
- Step 3: Payment Method
- Step 4: Pay By Credit Card
- Step 5: Confirmation



Take or Resume Online Courses – Click “Go to Course.” *Online courses are available for 45 days from the date you begin the course.

