Online Training Registration Guide

For Employees of:
Children’s Hospital of Wisconsin
(CHW)

(414) 964-7400 – Main Office
Central email: mcwp@uwm.edu
Website: uwm.edu/mcwp/

A collaboration between
Table of Contents

Required Training.............................................................. page 2
Getting Started in PDS Online............................................... page 3
Answering the Survey.......................................................... page 4
Looking for a Training.......................................................... page 5
Register for a Training.......................................................... page 6
Withdrawing Registration...................................................... page 6
Viewing Your Transcript...................................................... page 7

More Questions

Milwaukee Child Welfare Partnership
Phone: 414-964-7400
Email: mcwp@uwm.edu
Welcome!

Thank you for your interest in becoming a Child Welfare Worker!

We hope to guide and support you through the training process as you dedicate your time to serving families. In this pamphlet, you will find the training requirements and instructions for completing the required trainings through our online Professional Development System.

We truly appreciate your service and effort to better the lives of Wisconsin’s youth.

Required Training

You will have different training requirements depending on your position/agency.

Below are links to Wisconsin Training Requirements. Please contact your supervisor or Training Team Supervisor for more detailed information about your particular training requirements.

<table>
<thead>
<tr>
<th>Required Training for Case Workers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-Service Requirements</td>
</tr>
<tr>
<td>Foundation Requirements</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Required Training for Supervisors</th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="https://wcwpds.wisc.edu/supervisor-training-requirements.htm">https://wcwpds.wisc.edu/supervisor-training-requirements.htm</a></td>
</tr>
</tbody>
</table>

Agency Requirements
PDS Online
PDS Online is where you can find and register for Foundation and Advanced Skills trainings (continuing education trainings). You won’t be able to log in until you have an active account in eWiSACWIS.

Getting Started

1. The login screen is available at pdsonline.csod.com/

2. Your username will always start with a “W” followed by your 7-digit eWiSACWIS ID number (i.e. W1234567). The W-number allows you to log in to PDS Online for your first day. To access PDS Online in the future, you will have the option of using your e-mail address (see #6 below for details).

3. Your initial password will be PDS1234ONLINE. When you log in for the first time, you will be asked to create a permanent password. Please choose something you will remember, and then write down your password in the table below.

<table>
<thead>
<tr>
<th>Your Name</th>
<th>Username (can be your e-mail)</th>
<th>Password</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Answering the Survey

**Tip:** Users will not be able to register for training without completing the survey.

1. When you first log in, you will be taken to one of the two screens seen here. If you see the screen on the right, please click “Update my Profile” so that you are taken to the screen with two buttons (shown below).

2. Click on the button for case worker and fill out the form. Submissions are uploaded to PDS Online at 3 P.M. and processing is finalized at 10 P.M. each night, so please be sure to complete your form before 3 P.M. in order to ensure your PDS Online account is ready for you the next day.

**Tip:** Training availability is determined survey answers. Employees of Children’s Service Society of Wisconsin (CSSW) should reference the chart below to register for trainings with Milwaukee Child Welfare Partnership.

<table>
<thead>
<tr>
<th>Employing Entity</th>
<th>Other/Private Agency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Workplace County/Tribe</td>
<td>Milwaukee County</td>
</tr>
<tr>
<td>Private Agency Name</td>
<td>Children’s Hospital of Wisconsin</td>
</tr>
<tr>
<td>Primary Employee Type</td>
<td><em>This field is required. Please select the most accurate title for your position. Most trainings offered through MCWP are intended for CPS-Ongoing or Supervisor-CPS.</em></td>
</tr>
</tbody>
</table>

3. After waiting about a business day (see step 5 for details on timing), you can return to PDS Online to search for training sessions. This time, if you listed an email address on the form, then you will be able to use your e-mail address as an alternative to your username for logging in. Once you log in, please check out the “How-To” guides found on the PDS Online homepage to learn how to navigate the system.
Looking for a Training

To find training sessions, you have two options:

**Option 1. Browse Calendar:** Use the button found near the bottom of the homepage to browse trainings by date. Use the arrow to scroll months.

**Tip:** An error in your PDS profile will make trainings hidden in the calendar. Use the search field option.

**Option 2. Search Field:** You can search the training title or training locator number of a specific session (a four-digit number, like “5562”), type it in the search box in the upper right hand corner.

**Tip:** If there appear to be no sessions scheduled, select show all from the drop down menu. The training may not be available to you or there may be an error with your PDS profile. Please submit an exception request and Milwaukee Child Welfare Staff will review the situation and follow up with you.
Registering for a Training

1. Once you find what you want, click on the title of the training. You will be taken to a page where you can click the Request button at the top of the page.

2. Please fill out the training request form in full and click “Submit”.

Waitlist Option: If you wish to register for a class that is full, you have the option to wait-list yourself for that training date. If an opening becomes available, you will be registered and you will receive a confirmation email.

Withdrawing Registration

1. View your transcript page
2. Find the correct training on the ACTIVE tab
2. Click withdraw from the drop down menu to the right of the training
**Viewing Your Transcript**

To manage your registrations and/or view your training completion, please click the button from the homepage.

**Tip:** The transcript is sorted into three separate transcripts: Active (upcoming trainings), Completed, Archived (no shows, incompletes, withdraws). To view the separate transcript pages, click on the appropriate tab from the dropdown menu.