Online Training Registration Guide

For Pre-Adoptive Parents of:
Public Adoption Program

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

A collaboration between
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**Thank you for being an adoptive parent!**

PDS Online is where you can find and register for Public Adoption Training: Building Forever Families and other required trainings. You won’t be able to log in until you have an active license listed in eWiSACWIS. Your eWiSACWIS identification number will be used along with a “P” for your user name the first time you sign in. You have to get the eWiSACWIS person number from your Adoption Worker.

**Note:** Each licensed pre-adoptive parent in a home has an individual training account, which requires separate usernames/passwords.
Getting Started

YES! I HAVE A PDS ACCOUNT THROUGH eWISACWIS...

1. The login screen is available at pdsonline.csod.com/
2. Your **username** will always start with a “P” followed by a number (i.e. P1234567). The P-number allows you to log in to PDS Online for your first time. 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. You can record that information below.

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

<table>
<thead>
<tr>
<th>Name</th>
<th>P Number (this is the username)</th>
<th>Password</th>
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I DO NOT HAVE A PDS ACCOUNT THROUGH eWISACWIS, BUT HAVE APPROVAL TO CREATE A GUEST ACCOUNT...

1. Go to PDS website: http://wcwpds.wisc.edu/index.htm

2. Click “Log In”

3. Select “No, I don’t”

4. Submit your email address for verification and wait 2 minutes OR contact mcwp@uwm.edu for help if you believe you may have an account with a different email address.
5. Once you have verified you do not have an account, click “Create a Self-Registration Account”

6. Enter all of the required fields as indicated by *

7. Once you have created an account, you will need to complete the required survey to determine which trainings are available to you.
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). If you see the screen with two buttons, proceed to step 2.

2. Click on the button for foster [and adoptive] parents and fill out the survey form. Submissions are uploaded to PDS Online at the end of each business day. **You will not have access until the following day.**

**Tip:** Training availability is determined by survey answers. Persons being licensed by a **Public Adoption Agency** or **Tribe** should reference the chart below to register for trainings with Milwaukee Child Welfare Partnership

| Email Address | *This field is required. Please enter a valid email address to receive important communications about training registration. If you do not have an email address, please enter “email@email.com” |
| Licensing Agency Type | Other or Private Agency |
| County/Tribe of Licensing Agency Location | Please indicate the county in which your licensing agency exists, not the county in which you live. |
| Are you a pre-adoptive parent? | **YES** |
| Private Licensing Agency Name | **Children’s Hospital of Wisconsin** or **Lutheran Social Services of Wisconsin/Upper Michigan** |

3. After waiting 1 business day, you can return to PDS Online to search for training sessions.
Looking for a Training

To find training sessions, you have two options:

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

   ![Events Calendar]

   **Tip**: If you are searching using the calendar, use filters on the left side of the screen. For example, you can try searching in the “Session ID” field with city names:

   ![Filters]

   **Examples**
   - Algoma
   - Appleton
   - Chippewa
   - Dane
   - Eau Claire
   - Fond du Lac
   - Green Bay
   - Iowa
   - La Crosse
   - Little Chute
   - Marinette
   - Marshfield
   - Oshkosh
   - Pierce
   - Rock
   - Spooner
   - Stevens Point
   - Trempealeau
   - Waukesha
   - Waupun
   - Wausau

   **Tip**: An error in your PDS profile will make trainings hidden in the calendar. Use the search field option.
2. **Search Field**: You can search the training title or training locator number of a specific session (a number, like “15562”), 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.
Notify Me When Session Becomes Available

You can choose to receive an email notification when a new training session is made available for registration in PDS. You will have to complete the following steps for each training title.

1: Search the training title in the search box in the upper right hand corner. You may have to click on the correct title from a list.

From this screen, you will see a list of any scheduled training sessions. You can see if there are seats available or how many participants are on the waitlist for each session.

2: Scroll to the bottom of the list and click “Notify me of new sessions”

3: To ensure you receive accurate notifications, do not specify a certain location. Click the “Notify me when sessions are scheduled at any location” box and hit “Submit”.
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.
**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

![Image of training system]

**More Questions**

Contact your Licensing Worker

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<tr>
<th>Licensing Worker Name</th>
<th>Phone</th>
<th>Email</th>
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OR

Milwaukee Child Welfare Partnership
Phone: 414-964-7400
Email: mcwp@uwm.edu
Checklist of Trainings

Please communicate with your worker to determine which trainings are required for you

Pre-Adoptive Training- found in PDS Online

☐ Public Adoption Training: Building Forever Families – Day 1
☐ Public Adoption Training: Building Forever Families – Day 2
☐ Public Adoption Training: Building Forever Families – Day 3

☐ Public Adoption Training: Building Forever Families – Fostering to Forever

Foster Parent Foundation Training - found in PDS Online
Counts towards Initial Licensing for foster parents level 2 (rule DCF 56)
Counts towards Pre-Placement for foster parents levels 3 and 4 (rule DCF 56)

☐ Foster Parent Foundation Module 1: Partners in Permanency
☐ Foster Parent Foundation Module 2: Cultural Dynamics in Placement
☐ Foster Parent Foundation Module 3: Maintaining Family Connectedness
☐ Foster Parent Foundation Module 4a: Dynamics of Abuse and Neglect Part 1
☐ Foster Parent Foundation Module 4b: Dynamics of Abuse and Neglect Part 2
☐ Foster Parent Foundation Module 5: Impact of Maltreatment on Child Development
☐ Foster Parent Foundation Module 6: Attachment
☐ Foster Parent Foundation Module 7: Separation and Placement
☐ Foster Parent Foundation Module 8: Guidance and Positive Discipline
☐ Foster Parent Foundation Module 9: Effects of Fostering on the Family
☐ Overview of Children’s Court (Milwaukee only)

Ongoing Training (Talk to your worker to find training sessions near you)
Required for foster parents levels 2, 3, 4, and 5 (rule DCF 56)

☐ Every 12-month cycle, starting from when your foster parent license becomes active.