

PDS User Instructions

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USER ASSISTANCE:

For further assistance with PDS contact:

Milwaukee Child Welfare Partnership
414-964-7400
mcwp@uwm.edu

DIRECTIONS TO LOG INTO PDS ONLINE:

1. Go to Milwaukee Child Welfare Partnership website: www.uwm.edu/mcwp



2. Click "PDS Online" in lower left corner
3. Enter login credentials.



Username: Your **email address** documented in eWiSACWIS will be your PDS Online login name.

Password: The initial password for each account is **PDS1234ONLINE** (*all caps*).

Note: If you need your password reset at any time, please contact Milwaukee Child Welfare Partnership at mcwp@uwm.edu

UPCOMING TRAINING SESSION CALENDAR:

1. To access the calendar click on **Upcoming Training Session and Conference Calendar**

The screenshot shows the PDS Online homepage. At the top, there is a navigation menu with links for Home, Learning, My Team, Reports, ILT Admin, Content, Admin, Integration Suite, and Search. Below the navigation is a search bar and a status message: "On Friday, March 27, 2015 from 7:28 PM CST to 8:30 PM CST, your portal will be briefly unavailable due to a software update." The main content area features a welcome message: "Welcome to PDS Online, Lynn Matzke!". Below this, there are three featured items: "2015 Youth Services Conference: Paths to Success", "Understanding and Responding Effectively to Child Neglect", and "MCWP Mobile Apps". A large banner for the "2015 Youth Services Conference: Paths to Success: Registration Open" is displayed, with dates "April 21-22, 2015" and location "Wilderness Resort, Wisconsin Dells, WI". At the bottom of the main content area, there are four buttons: "View Your Transcript", "Browse Training", "How To?", and "Contacts". The "Upcoming Training Session and Conference Calendar" button is highlighted with a white arrow.

2. Within the Training Session Calendar, you can organize the layout based on a specific day, week, month, or by what you have planned in your own agenda.

The screenshot shows the PDS Online Events Calendar interface. The page title is "Events Calendar". On the left, there is a calendar for June 2014, with the date "Thursday, June 26, 2014" selected. Below the calendar are filter options for Title, Session ID, Location, and Session Instructor. There are also checkboxes for "Completed Sessions" and "Add Subject(s) Filters". On the right, there are display options for "All Sessions" and "Session Instructor". The main content area shows a weekly view for Thursday, June 26, 2014, with a time slot from 12:00 PM to 1:00 PM. A single event is listed: "Provide Informed Practice" from 12:00 PM to 1:00 PM at the "PDS 400 CST - Clancy Springs/Hess - Waubesa".

Home Learning Admin

Events Calendar

< June 22 - 28, 2014 > Day Week Month Agenda

All Events My Events

	JUNE 22 (SUN)	JUNE 23 (MON)	JUNE 24 (TUE)	JUNE 25 (WED)	JUNE 26 (THU)	JUNE 27 (FRI)	JUNE 28 (SAT)
12:00 AM							
1:00 AM							
2:00 AM							
3:00 AM							
4:00 AM							
5:00 AM							
6:00 AM							
7:00 AM							
8:00 AM							
9:00 AM			Care Practice with American Indian Tribes 7:00 AM CDT - Milwaukee Child Welfare Partnership	Care Practice with American Indian Tribes 7:00 AM CDT - Milwaukee Child Welfare Partnership	Sexually Transmitted Infections: Creating a Safer Environment Part 2 7:00 AM CDT - Milwaukee Child Welfare Partnership	Trauma Informed Practice 7:00 AM CDT - County Support Home Milwaukee	Trauma Informed Practice 7:00 AM CDT - County Support Home Milwaukee
10:00 AM							
11:00 AM							
12:00 PM							
1:00 PM							
2:00 PM							
3:00 PM							
4:00 PM							
5:00 PM							
6:00 PM							
7:00 PM							
8:00 PM							

Filters: Title, Session ID, Location, Session Instructor, Completed Sessions, Add Subject(s) Filters, Display Options, All Sessions, Session Instructor

Home Learning Admin

Events Calendar

< June, 2014 > Day Week Month Agenda

All Events My Events

	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1			ASQ 3 / ASQ SE 9:00 AM CDT - Sau Claire County - WI Extension	DCF 56 Training: New Licensors 9:00 AM CDT - Waikanae Inn - Stevens Point	DCF All Training: New Licensors 9:00 AM CDT - Waikanae Inn - Stevens Point	Parenting Youth with Prerequisite Sexual Behavior 9:00 AM CDT - DCF, WI	
2			DCF 56 Training: New Licensors 9:00 AM CDT - Waikanae Inn - Stevens Point	Permanency Roundtable Orientation and Values Training 9:00 AM CDT - Dept of Human Resources - Tall Lodge Hotel & Suites - Eau Claire	Milwaukee Preplacement Session 2: Expectations for Foster Parents 9:30 AM CDT - Milwaukee Child Welfare Partnership		
3			Milwaukee Preplacement Session 1: Foster Care Overview 9:30 AM CDT - Milwaukee Child Welfare Partnership	Ethics and Boundaries Working in Tribal Communities 9:30 AM CDT - Lake of the Tropics	Milwaukee Preplacement Session 2: Expectations for Foster Parents 9:30 AM CDT - Milwaukee Child Welfare Partnership		
4			Milwaukee Preplacement Session 1: Foster Care Overview 9:30 AM CDT - Milwaukee Child Welfare Partnership	Permanency Roundtable Skills Training 9:30 AM CDT - Milwaukee Partnership	Parent Caffe of Greater Milwaukee 4:30 PM CDT - Anderson Learning Center		
5			Milwaukee Preplacement Session 1: Foster Care Overview 9:30 AM CDT - Milwaukee Child Welfare Partnership	Permanency Roundtable Skills Training 9:30 AM CDT - Milwaukee Partnership	New Placement Check In 9:30 AM CDT - Milwaukee Child Welfare Partnership		
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							
21							

Filters: Title, Session ID, Location, Session Instructor, Completed Sessions, Add Subject(s) Filters, Display Options, All Sessions, Session Instructor

Home Learning Admin

Events Calendar

< June, 2014 > Day Week Month Agenda

All Events My Events

Tuesday, June 03, 2014

- 9:00 AM - 4:00 PM CDT ASQ 3 / ASQ SE
Location: 200 Seaman St. 2000
Sau Claire County - WI Extension
- 9:00 AM - 4:00 PM CDT DCF 56 Training: New Licensors
Location: 200
Waikanae Inn - Stevens Point
- 9:30 AM - 9:30 PM CDT Milwaukee Preplacement Session 1: Foster Care Overview
Location: 903 Seaman St. Native
Milwaukee Child Welfare Partnership
- 9:30 PM - 9:30 PM CDT Milwaukee Preplacement Session 1: Foster Care Overview
Location: 903 Seaman St. Native
Milwaukee Child Welfare Partnership

Wednesday, June 04, 2014

- 9:00 AM - 4:00 PM CDT DCF 56 Training: New Licensors
Location: 200
Waikanae Inn - Stevens Point

Filters: Title, Session ID, Location, Session Instructor, Completed Sessions, Add Subject(s) Filters, Display Options, All Sessions, Session Instructor

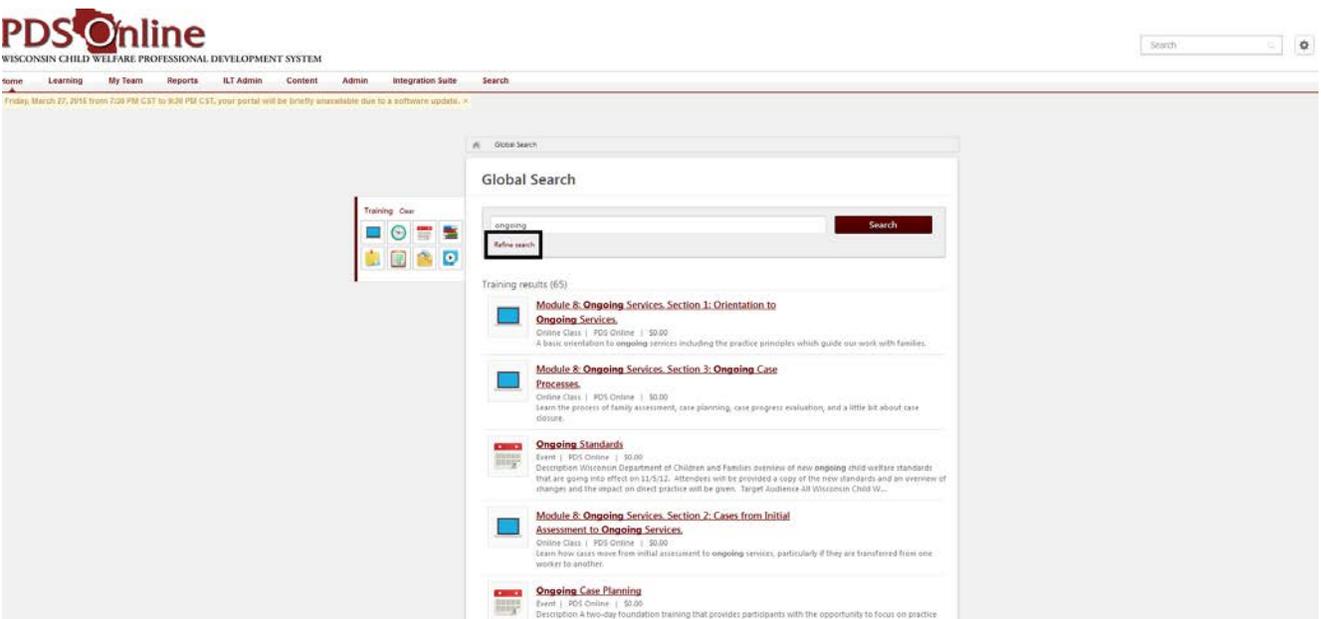
SEARCH CLASSES:

OPTION 2: SEARCH BY TEXT

1. In the upper-right corner of the window, there is a **SEARCH** text field. Enter your search criteria and click the search icon or press enter on your keyboard.



2. For more specific searches, click "Refine Search" to search by title, description, subject, location and/or instructor.

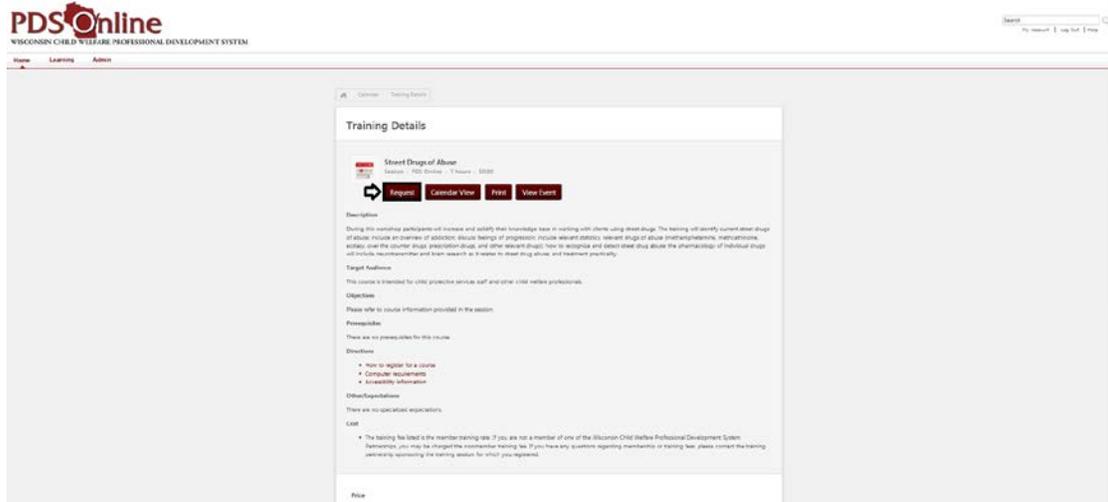


REGISTER FOR CLASS:

NOTE: You must register for a training sponsored by MCWP.

OPTION 1: SEARCH BY DATE (see page 5 for how to search classes by date)

1. After locating the correct class by date, click on the class to view training details.
2. Click **Request** for the appropriate offering



3. Complete Request Form and click Submit



4. After you submit your request...

Exception Request:

Users may require approval if their PDS classification does not meet the specifications of the training or if they have not completed the required survey. If you believe you receive this status in error, contact mcwp@uwm.edu for assistance.

REGISTER FOR CLASS:

OPTION 2: SEARCH BY TEXT (see page 6 for how to search classes by text)

1. After locating the correct class by searching text, click on the class to view training details. Use the scroll bar to locate upcoming offerings.



2. View the dates offered (1)
3. Click **Request** for the appropriate offering (2)

- [How to register for a course](#)
- [Computer requirements](#)
- [Accessibility information](#)

Other/Expectations

There are no specialized expectations.

Cost

- The training fee listed is the member training rate. If you are not a member of one of the Wisconsin Child Welfare Professional Development System Partnerships, you may be charged the nonmember training fee. If you have any questions regarding membership or training fees, please contact the training partnership sponsoring the training session for which you registered.

Price
Varies

Available Languages
English (US)

Subjects
Case Worker, Foundation, Training

Event Number
203

Sessions Available [View Full Calendar](#)

Available Sessions (1)	Available / Waitlist	Request
 <p>4853 - August 2015 New Staff Training Session - PDS Online - 14 hours - \$0.00 Milwaukee Child Welfare Partnership, Milwaukee Partnership, Wisconsin</p> <p>Starts 8/17/2015 - 9:00 AM CST</p> <p>Ends 8/18/2015 - 4:00 PM CST</p> <p>English (US)</p>	0/0	Request

[Notify me of new sessions](#)

4. Complete Training request Form and click Submit

Ongoing Case Planning

BMCW Form - includes practice area and job title

Please complete the following form to register for this training.

BMCW Form - includes practice area and job title Details

Practice Area - check all that apply:

- Foster Parent
- CPS - Access
- CPS - Initial Assessment
- CPS - Ongoing
- ICW
- Juvenile Justice - Intake
- Juvenile Justice - Ongoing
- Special Needs Adoption
- Other

If you selected "Other" for Practice Area please explain:

Child Welfare Job Title - check all that apply:

- Foster Parent
- Deputy Director
- Director
- Foster Care Coordinator
- Manager/Supervisor
- Paraprofessional
- Private Child Placing Agency Staff
- Social Worker / Case Worker
- None of the Above

Best method to contact you should the training be cancelled

5. After you submit your request...

Exception Request:

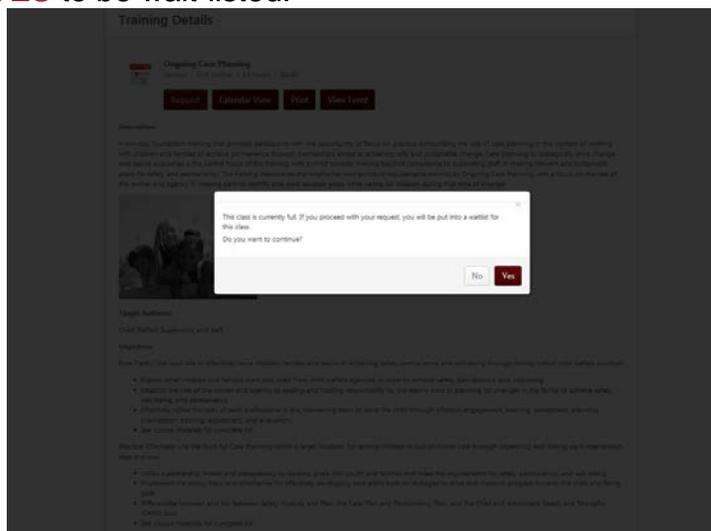
Users may require approval if their PDS classification does not meet the specifications of the training or if they have not completed the required survey. If you believe you receive this status in error, contact mcwp@uwm.edu for assistance.

WAIT-LIST 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.

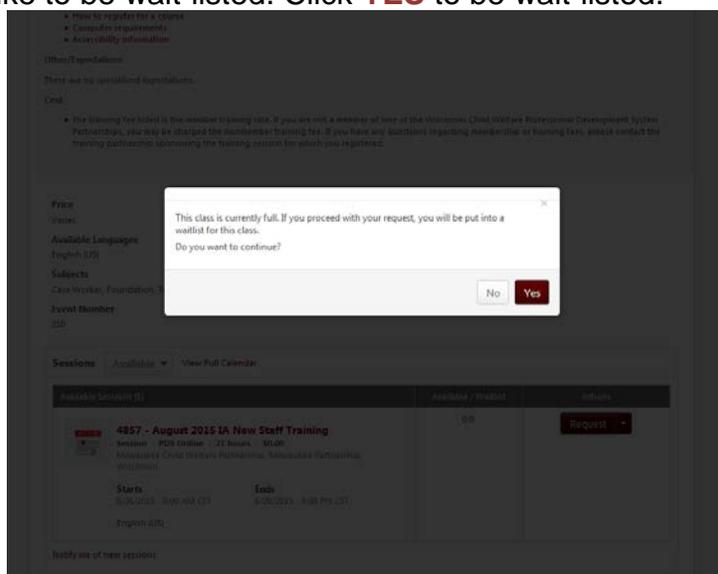
OPTION 1: SEARCH BY DATE (see page 5 for how to search classes by date)

Click **REQUEST** at the top of the page. A dialogue box will pop up asking if you would like to be wait-listed. Click **YES** to be wait-listed.



OPTION 2: SEARCH BY TEXT (see page 6 for how to search classes by text)

Scroll down to the bottom of training page and click **REQUEST**. A dialogue box will pop up asking if you would like to be wait-listed. Click **YES** to be wait-listed.



“NOTIFY ME” OPTION:

You can choose to be notified when additional training sessions become available. Search for class by text (see page 7 for how to search classes by text)

1. Click **NOTIFY ME WHEN SESSIONS ARE SCHEDULED** and PDS Online will send you an e-mail whenever a new session is added to the calendar.

The screenshot shows a web application interface with a modal window titled "Ongoing Case Planning". The window contains the following information:

- Cost:** A note stating that the training fee listed is the member training rate, and non-members may be charged a fee. It advises contacting the training partnership for questions.
- Details:** Subject(s): Training, Case Worker, Foundation; Available Languages: English (US).
- Available:** A tab labeled "All".
- Table:** A table with columns for Sessions, Locator Number, Seats Available, Waitlist, and Options. It shows two results for sessions on 7/15/2014 and 9/17/2014, both with 0 seats available and a "Request" option.
- Message:** A red message stating "This class is currently full. If you proceed with your request, you will be put into a waitlist for this class." Below it are "Yes" and "No" options for "Do you want to continue?".
- Footer:** A red arrow points to a checkbox labeled "Notify me when sessions are scheduled". A "Close" button is in the bottom right corner.

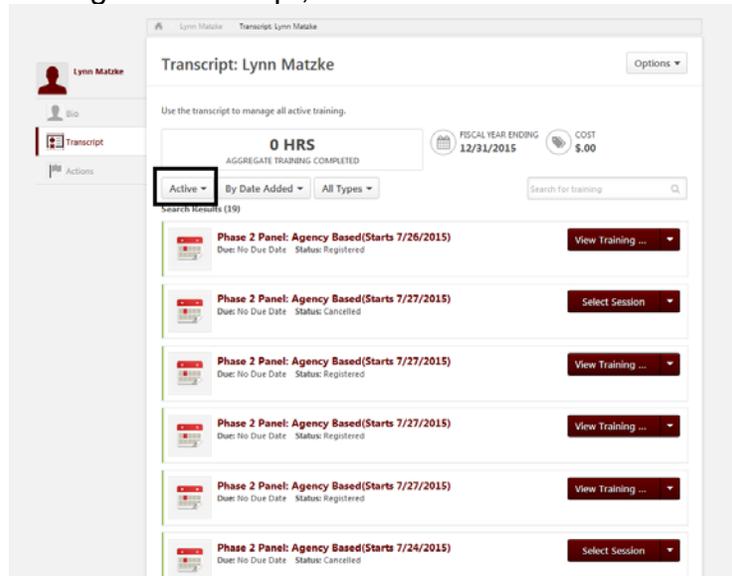
VIEW TRANSCRIPT:

1. Your transcript can be accessed from the Home page. While you are on the home page, click **VIEW YOUR TRANSCRIPT**.



2. This will take you to a page similar to the page shown below.
3. The transcript is sorted into three separate transcripts: Active (1), Completed (2), Archived (3). To view the separate transcript pages, click on the appropriate tab from the dropdown menu.

NOTE: When accessing the transcript, the active tab is the default tab view.

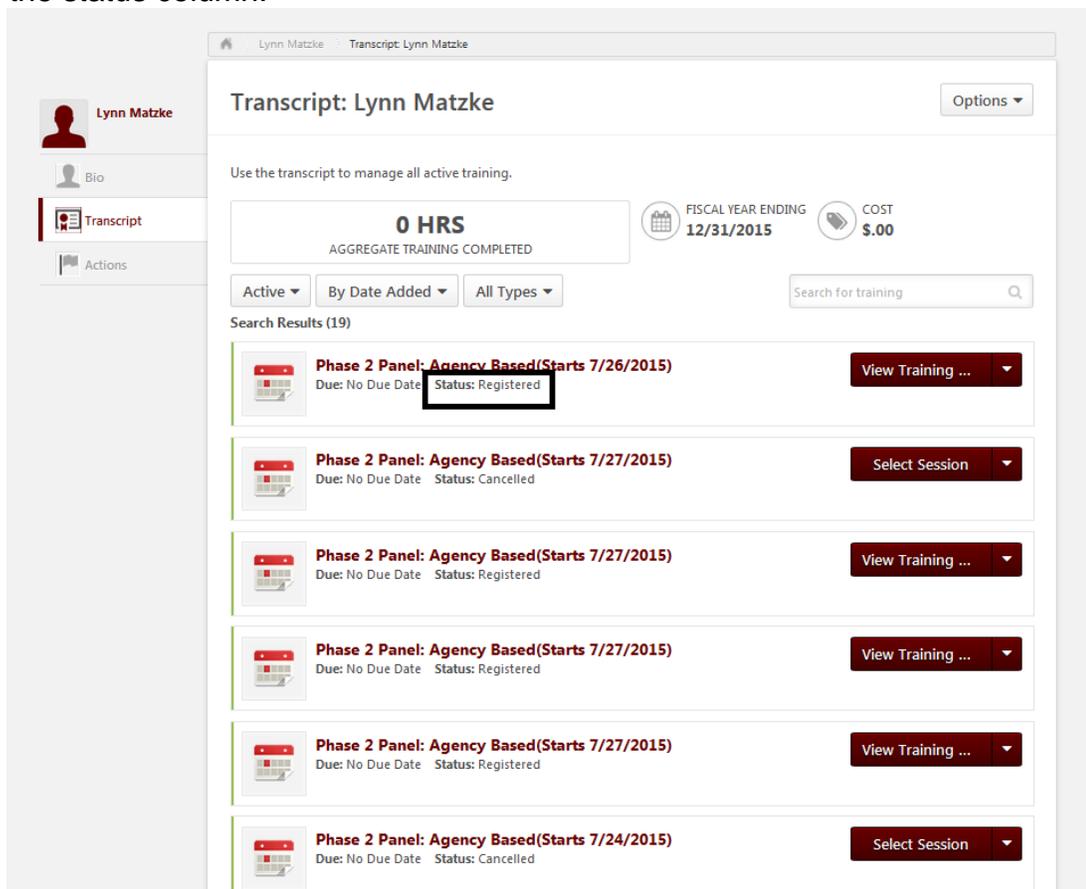


CHECK ENROLLMENT:

1. To check if you are enrolled in a class, go to your transcript page



2. With the active tab selected, you can view courses in which you are currently enrolled under the status column.



WITHDRAW FROM CLASS:

1. To withdraw from a class, go to your Transcript page.

Welcome to PDS Online, !



2. Click **WITHDRAW** from the drop down menu to the right of the class.

