

PDS *Online*



Wisconsin Child Welfare Professional Development System

PDS Online

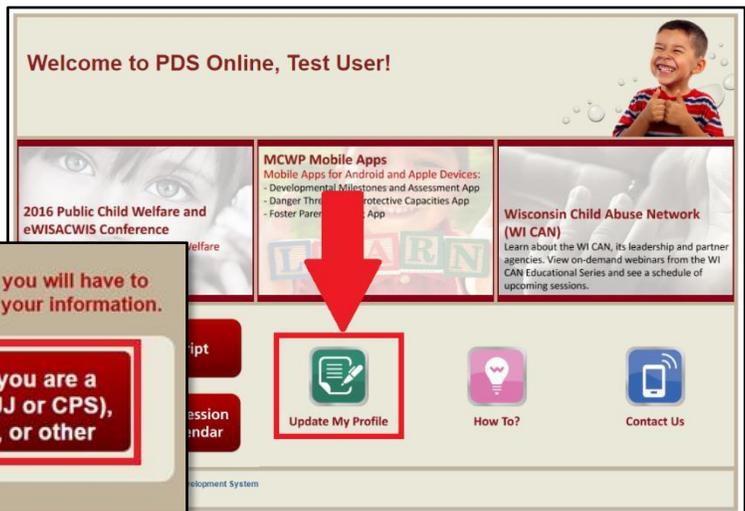
PDS Online is where you can find and register for Foundation and Special Skills and Topics trainings. **Child Protective Service Workers should not log in until you are listed in eWISACWIS.** Once a PDS Online account is created for you, your supervisor will provide you with your login information.

Logging In

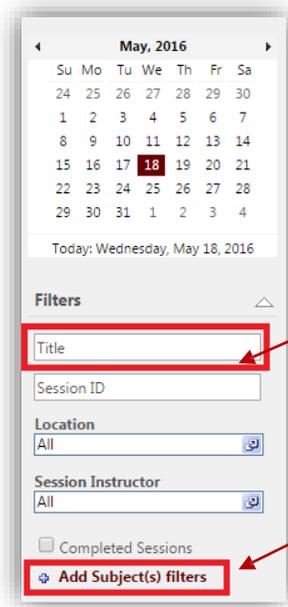
1. The login screen is available at <https://pdsonline.csod.com/>
2. Your username will always start with a "W" followed by your 7-digit eWISACWIS ID number (i.e. W1234567). The W-number allows you to log in to PDS Online for your first day. To access PDS Online in the future, you will have the option 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.

Your Name	Username (can be your e-mail)	Password

4. 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 (see below). If you see the screen with two buttons, proceed to step 5.



5. Click on the button for case workers 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.**
6. After waiting about one business day (see step 5 for details on timing), you can return to PDS Online to search for training sessions. 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 refer to the "How-To" guides found on the PDS Online homepage to learn how to navigate the system.
7. To search for training sessions, you have two options. First, if you know the training locator number (a four-digit number, such as "5562") of your single session, type it in the search box in the upper right hand corner. Otherwise, use the  button found near the bottom of the homepage.



8. If you are searching using the calendar, use filters on the left side of the screen. For example, you can try searching in the "Title" field with any of the following session names:

Examples

- Engaging to Build Trusting Relationships
- Supporting Change Through Engagement
- Placement
- Case Practice with American Indian Tribes
- Safety in Child Protective Services
- In The Best Interest of the Child: Making the Most of Family Interaction
- Access
- Initial Assessment
- Ongoing Case Planning
- Trauma Informed Practice

9. If you still cannot find what you are looking for, delete what you typed in the Title field, and instead click the "Add Subject(s) filters," click the plus sign next to the filter called "Case Worker Foundation," and click "Done."

Registering for a Session

10. Once you find what you want on the calendar, click on the title of the session.

You will be taken to a page where you can click the **Request** button at the top of the page.



11. If a form appears asking for your job responsibilities, please fill it out in full and click "Submit".

Viewing Your Transcript

12. There are two ways to view your transcript. If you were following the steps above and just successfully registered for a session, you will automatically be taken to the transcript page. If you are trying to find your transcript but did not just register for a session, please click the **View Your Transcript** button from the homepage.



13. You will automatically be taken to the "Active" tab of your transcript. Use the dropdown option in the upper left to navigate between the different tabs of your transcript:



- Active tab – all in-person trainings that are upcoming, and all online trainings that are in progress
- Completed tab – all completed trainings for which you will receive CEHs
- Archived tab – all past trainings for which you will not receive CEHs (no show, withdrawn, etc.)

Withdrawing from a Session

14. There If you are registered for a session that you can no longer attend, you can withdraw from your transcript. Use step 12 to navigate to your transcript.

15. Identify the training you can no longer attend. Click the drop down on the red button to the right of the session title.

16. Select "Withdraw".

17. On the next screen, select a reason, provide an explanation or comment, and hit "Submit".



NOTE: Withdrawals received eight days or fewer before the start of the training and "no-shows" at trainings are subject to the full registration fee.

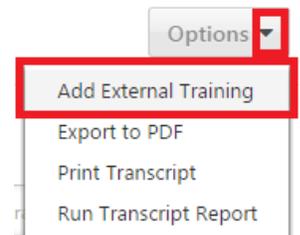
Adding an External Training

An external training is any training you attend for CEHs that is not already in PDS Online. Before adding an external training, use steps 12 and 13 to check that the training is not already listed on your transcript.

18. If you are certain the training needs to be added, please navigate to your transcript (see step 12).

19. In the upper right corner of your transcript, click the dropdown arrow to the right of the **Options** button. Select **Add External Training**.

20. Enter the training details in the form that pops up. When you are done, select **Submit** in the bottom right corner.



Automated Emails

You will receive automated emails for activities such as registering for a training, getting yourself on the waitlist, requesting an exception to register for a training not usually available to you, and a training's roster being submitted and finalized after the training is done. **Please read these emails carefully to be sure you understand what your status is and whether you are truly registered for a training.** If in doubt, please log in to PDS Online and look at your transcript for the most up-to-date information.

More Questions

Feel free to email us. Some common reasons to email us include:

- I am trying to log in, but PDS Online isn't accepting my username/password.
- I am on the training calendar and can't see many trainings.
- I am seeing a training on my transcript that shouldn't be there.
- I am not seeing a training on my transcript, and I would expect it to be there.
- It's within the 8 day window and I need to withdraw from a training.

Email us: office@wcpds.wisc.edu