



How to Register for a Training Class at

 Give Michigan's Kids a
Great Start
CONNECT Resource Center
At Central Michigan University

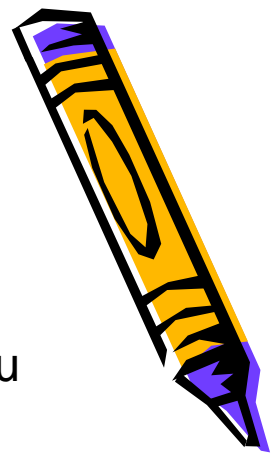
TRAINING

Welcome to Great Start Connect Training Opportunities, providing you with training designed to enrich the lives of children



Hey ... Can I
sign up to get
training??

**Yes! Everyone can sign
up for training!**



Are you a Licensed or Unlicensed Provider?



Welcome to Great Start Connect Training Opportunities!

Registered family homes, licensed group homes and center directors, please [click here](#) to log into your profile and register for trainings. DHS enrolled relatives/aides and all others continue here by clicking the region you desire on the map.

We look forward to providing you with training designed to enrich the lives of children!

Click the region you desire on the map.

Regional Resource Centers

Toll-Free #: 1-877-614-7328 or 1-877-61GREATSTART

- Upper Peninsula Region
- Northwest Region
- Northeast Region
- Central Region
- Eastern Region
- Oakland-Macomb
- Southwest Region
- Southeast Region

Registered family homes, **Licensed** group homes and center directors, please click here to log into your profile and register for trainings.

DHS enrolled unlicensed providers and all others use the interactive map to select the region you desire.

Please log in.

Click the tab below that represents you:

[Provider](#) [Staff/Specialist](#) [Local Admin](#)

Email:

Password:

Remember me on this computer

[Login](#) [Forgot password](#) [First time user](#)

Warning: All access to this site is logged; unauthorized activity will be prosecuted.

support@worklifesystems.com

The following slides will assist you, regardless of your status, with logon details.





Training for Registered
Family Homes, Licensed
Group Homes and Center
Directors

Training for Registered Family Homes, Licensed Group Homes and Center Directors



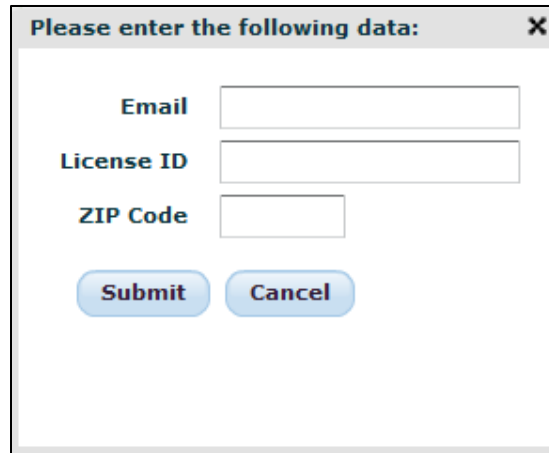
Provider Log In:

If you are a licensed provider in a registered family home, or a licensed group home, or a center director you must log into the Great Start CONNECT portal to register for training. By doing so all your training commitments will be recorded in the system for easy access.

The screenshot shows the login interface for the Great Start CONNECT portal. At the top, it says "Please log in." Below that is the logo for "Great Start CONNECT" with the tagline "Early Learning Resources @GreatStartForKids.org". There are three tabs: "Provider", "Staff/Specialist", and "Local Admin". Below the tabs are input fields for "Email:" and "Password:". There is a checkbox for "Remember me on this computer" and a "Login" button. A link for "Forgot password First time user" is also present. A red warning message states: "Warning: All access to this site is logged; unauthorized activity will be prosecuted." At the bottom, the email address "support@worklifesystems.com" is listed. Annotations include a black arrow pointing to the "Provider" tab, a yellow box pointing to the email and password fields with the text "Enter your email address and password", and another yellow box pointing to the "Forgot password First time user" link with the text "Click here if you have forgotten your password OR you are a first time user and need to create a login."



Provider Password Reset



A screenshot of a web form titled "Please enter the following data:" with a close button (X) in the top right corner. The form contains three input fields: "Email", "License ID", and "ZIP Code". Below the input fields are two buttons: "Submit" and "Cancel".

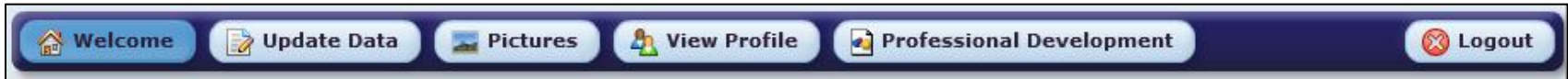
Note: for a password reset or a new user login you will be required to enter your License ID.

Once you have logged in you will be directed to the Great Start CONNECT Learning Resources website. This site is hosted by WorkLife Systems.



Great Start CONNECT Web Site Home Screen

There are four areas to access.
Training is on the **Professional Development** tab.



Update Data: Select "Update Data" to add or change information to your provider profile.

Important: Changes to your License/Registration Information, Name, Address and Telephone Number can be viewed but cannot be changed here. Changes to this type of information must be made through Michigan Bureau of Children and Adult Licensing by calling 517-241-2488 or Toll Free 1-866-685-0006 or to the email located at the top of the "Update Data" screen.

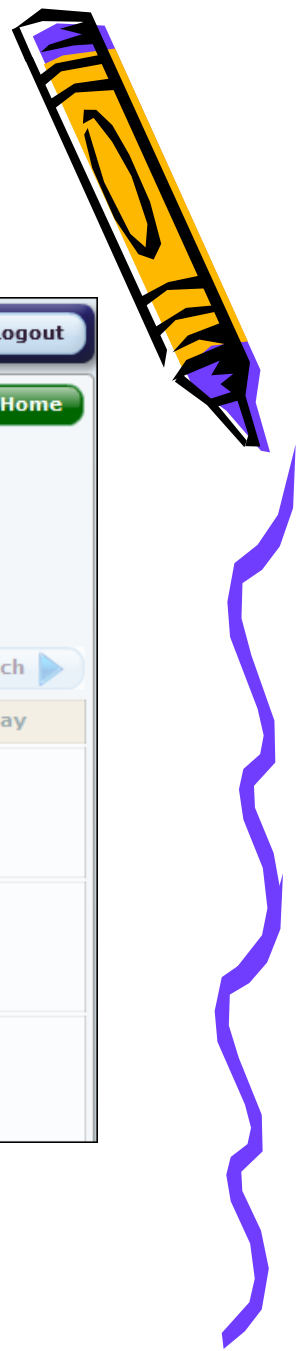
Pictures: You can also add photos of your child care setting using the "Pictures" tab.

View Profile: Use the "View Profile" tab when you are finished, so you can see how your program looks to parents searching online.

Professional Development: Use the interactive map to select the desired region to access.



Select a County for Training



Welcome Update Data Pictures View Profile Professional Development Logout

Calendar Classes Registered For Classes Completed Online / Correspondence Great Start Home

Back to Map

Great Start Regional Resource Center
Eastern 1-877-614-7328

Trainings are being scheduled all the time, so please check back often.
You are also welcome to check neighboring regions for training opportunities by clicking "Back to Map".

Click to select a county Show this type of class

January February 2010 March

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
30	31				4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19

Bay
Huron
Lapeer
Saginaw
Saint Clair

Select a county



The calendar will populate with training classes for the current month.

View the Training Calendar

The calendar will populate with training classes for the current month

Calendar Classes Registered For Classes Completed Online / Correspondence

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Saginaw Show this type of class

February March 2011 April

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
27	28	1 Peer to Peer Learning (repeat of February 17, 2011)	2	3	4 Great Start to Quality Orientation (Full)	5
6	7		10	11	12	
13	14	15	16	17	18	19 Infant Toddler Development - It's A Sensory Thing Tier 2 (Full)
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Show this type of class

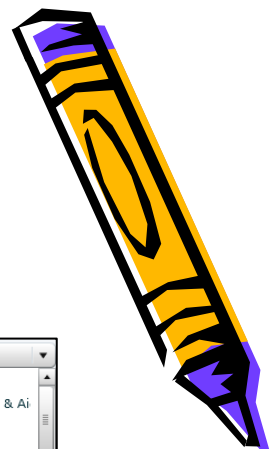
- All classes
- Great Start Quality Orientations (Relatives & Ai
- Professional Development Opportunities
- Online/Correspondence
- T1 & T2 Waivers

You can move forward and back through the months.

This is where you will see Orientation classes


If a class is full you will see (Full) indicated at the end of the class description

19 Infant Toddler Development - It's A Sensory Thing Tier 2 (Full)



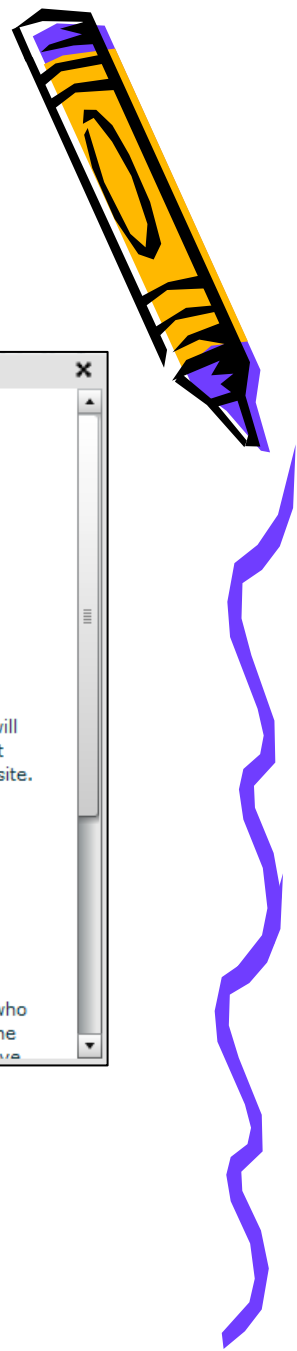
To Register for a Class

- To register for a class, highlight the desired class and click to select it.
- You will see a class description window open, describing date, time, address, length of class, prerequisites etc. for the class.




The screenshot shows a window titled "Great Start to Quality Orientation" with a date of "03/23/2011". The window contains the following information:

Core Knowledge Area	Health & Safety & Nutrition
Organizer	Central Region - Great Start Regional Resource Center
Class Starts	03/23/2011
Class Ends	03/23/2011
Time	9:00 AM to 4:00 PM
Class Schedule Notes	You can bring a lunch, or you could leave for lunch. There will be a 45 minute lunch break. If you bring a drink for lunch it must be in your lunch bag. Pop machines are available on site.
Building Name	Saginaw ISD Transition Center (View Map)
Address	3860 Fashion Square Blvd. Saginaw, MI 48603
Trainer	Alisa Carson, Renee Mallory
Telephone	(989) 399-7453
Email	rruby@sisd.cc
Description	Basic training requirement for Aide and Relative Providers who receive DHS reimbursement for child care services only. The six-hour Great Start to Quality Orientation is a free interactive



To Register for a Class (cont.)

- Scroll to the bottom of the description and select the “register” button. 
- The registration window opens.



The registration form contains the following fields and buttons:

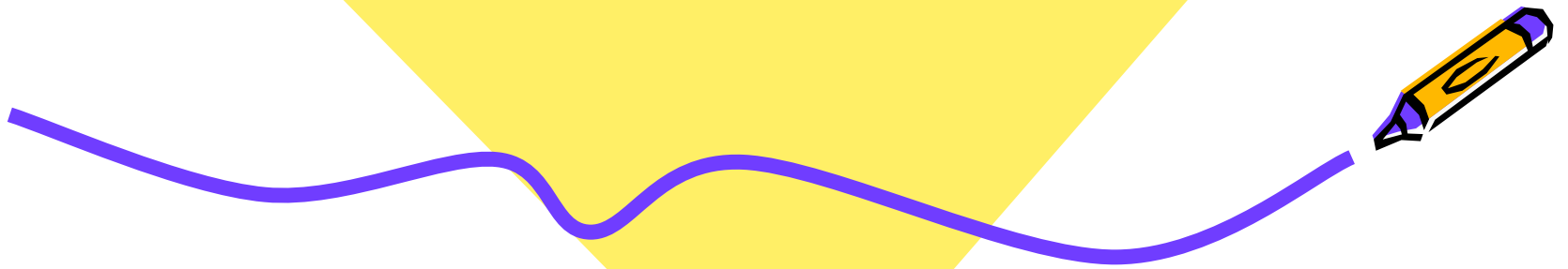
- Registrant Type:** A dropdown menu with the text "Please select your registration type". A callout box shows the options: Registered Family Home, Licensed Group Home, Family / Group Home Assistant, and Employee of a Licensed Center / Preschool.
- Name:** Three input fields labeled "First Name", "MI", and "Last Name".
- Date of Birth:** An input field with a calendar icon and the format "MM/DD/YYYY".
- Buttons:** A green "+ Register" button and a red "Cancel" button.

- You must select your registration type using the drop down list.
- Enter your Name and D.O.B. and then select “Register”.
- You will receive notification via email of your successful registration. Note: the email address used is the one associated with this account profile. Please use the “update data” button to change your information.

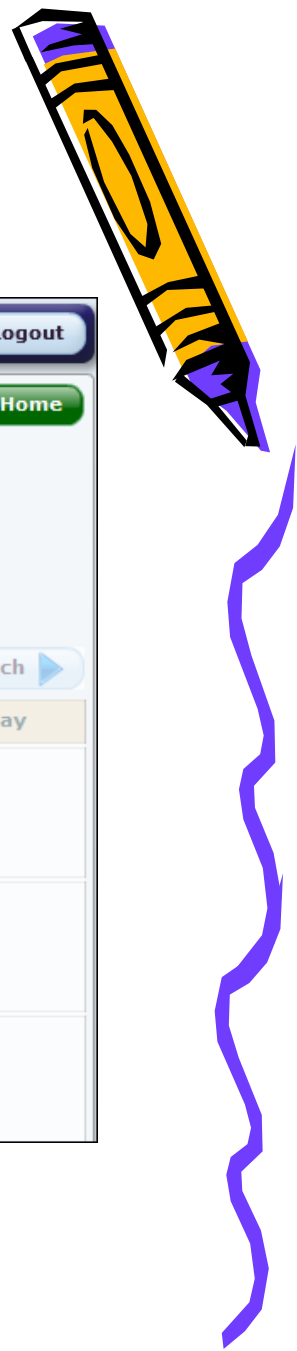




Training for Unlicensed
Providers
and all Others



Select a County for Training



Welcome Update Data Pictures View Profile Professional Development Logout

Calendar Classes Registered For Classes Completed Online / Correspondence Great Start Home

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Eastern 1-877-614-7328

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- Bay
- Huron
- Lapeer
- Saginaw
- Saint Clair

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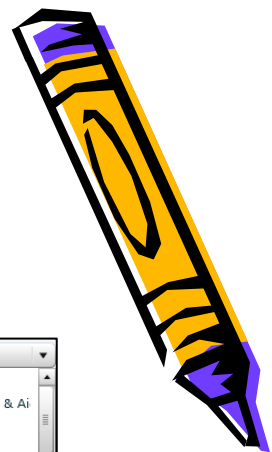
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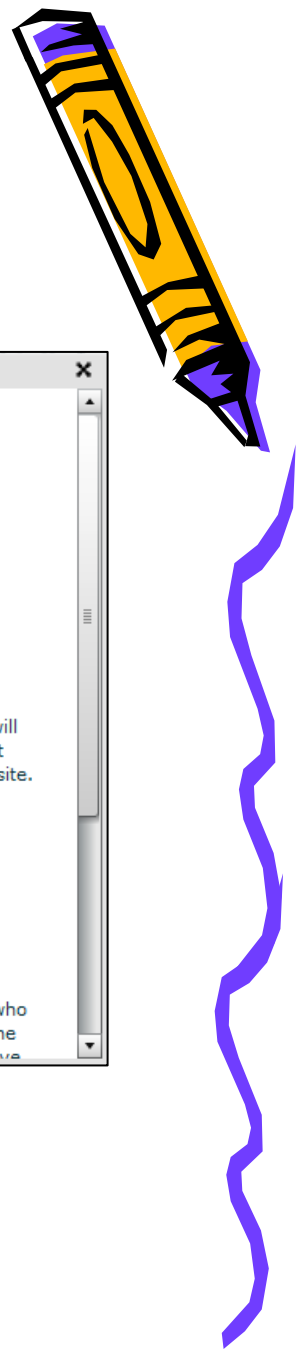
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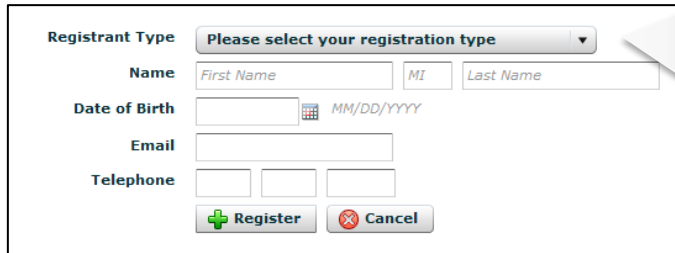
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- Scroll to the bottom of the description and select the  button.
- The registration window opens.





Registrant Type: Please select your registration type

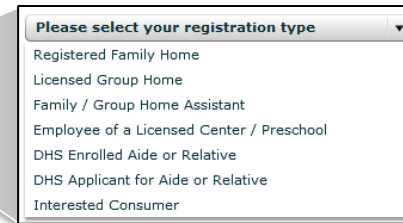
Name: First Name MI Last Name

Date of Birth: MM/DD/YYYY

Email:

Telephone:

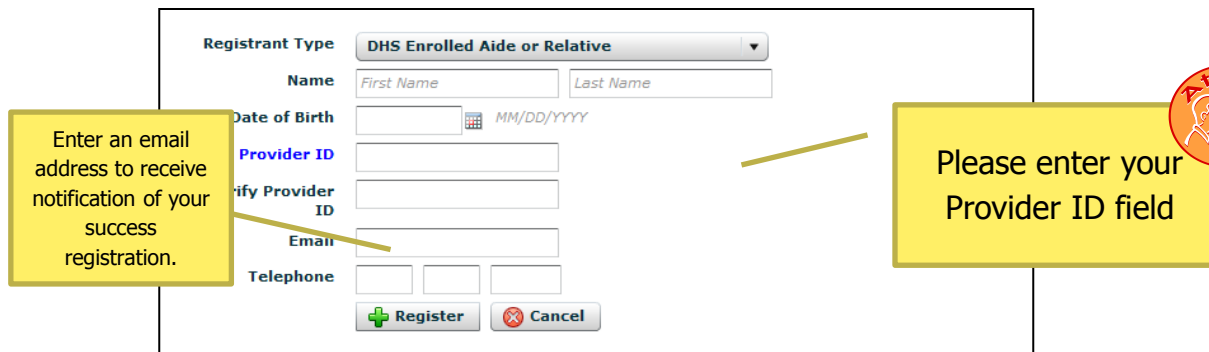
 



Please select your registration type

- Registered Family Home
- Licensed Group Home
- Family / Group Home Assistant
- Employee of a Licensed Center / Preschool
- DHS Enrolled Aide or Relative
- DHS Applicant for Aide or Relative
- Interested Consumer

- You must select your registration type using the drop down list. When you do this the list will expand to include additional fields.



Registrant Type: DHS Enrolled Aide or Relative

Name: First Name Last Name



Date of Birth: MM/DD/YYYY


Provider ID:

Verify Provider ID:

Email:

Telephone:



Enter an email address to receive notification of your success registration.

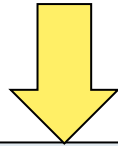
Please enter your Provider ID field

- Enter your Name and D.O.B. and then select the “Register” button.
- You will receive notification via email of your successful registration.



Online Correspondence

The online / correspondence option allows you to see all of the upcoming classes in a table format. To select this view click the “online / correspondence” button in the upper left corner of the calendar view screen



Calendar Online / Correspondence Great Start Home

Back to Map

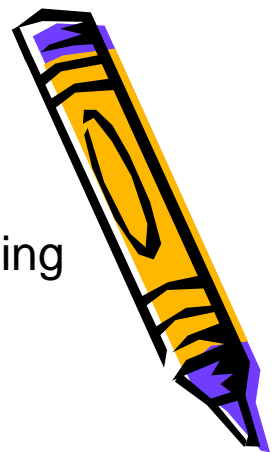
Great Start Regional Resource Center
Eastern 1-877-614-7328

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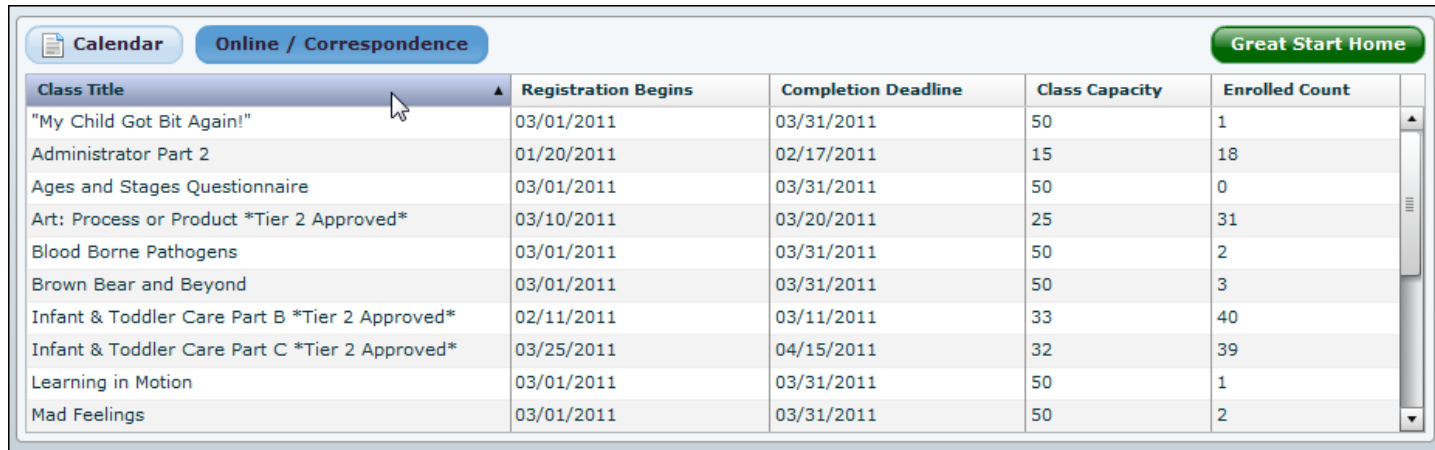
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Online Correspondence Calendar View

This view provides a detailed list of classes in a table format. You can filter this view by the column headings. For example, to see the class title in alphabetical order click the heading bar (as indicated below).



Class Title	Registration Begins	Completion Deadline	Class Capacity	Enrolled Count
"My Child Got Bit Again!"	03/01/2011	03/31/2011	50	1
Administrator Part 2	01/20/2011	02/17/2011	15	18
Ages and Stages Questionnaire	03/01/2011	03/31/2011	50	0
Art: Process or Product *Tier 2 Approved*	03/10/2011	03/20/2011	25	31
Blood Borne Pathogens	03/01/2011	03/31/2011	50	2
Brown Bear and Beyond	03/01/2011	03/31/2011	50	3
Infant & Toddler Care Part B *Tier 2 Approved*	02/11/2011	03/11/2011	33	40
Infant & Toddler Care Part C *Tier 2 Approved*	03/25/2011	04/15/2011	32	39
Learning in Motion	03/01/2011	03/31/2011	50	1
Mad Feelings	03/01/2011	03/31/2011	50	2

To return to the calendar view, select the “calendar” button in the top left of the screen.



ASSISTANCE

For assistance to register for training within the Great Start CONNECT program please contact:

Toll Free: 1-877-614-7328

or

1-877-61GREATSTART

