

CATALOG REGISTRATION INSTRUCTIONS

DSHS Workforce: You do not need to create a profile to register for trainings in the LMS. Please see the registration instructions for the training you are interested in.

Create a Profile

- Visit the **Alliance for Child Welfare Excellence** website at allianceforchildwelfare.org.
- If you are using the catalog for the first time and want to register for a training, you will need to [create a profile](#). Setting up a profile account is only needed one time. An individual email address is needed to complete this process. **Each person registering for a training needs to have their own email address and profile.**
- **After you save your profile you will receive an email with instructions on how to set your password.**

Browse the Catalog

- Click on the [Course Catalog](#) or [Course Schedule](#) link. A list of courses will be displayed. You may browse courses and scheduled trainings without creating a profile.
- Browse the list of courses and click on a course title to see more information about the training and to register for a training. A list of scheduled trainings for the course will be displayed.

Register for a Training

- After you have created your profile and logged in, you can register for a training. To register, click on the green radio button next to the city name with the date you want to attend, scroll to the bottom of the page and click the green Register button .
- On the next page, review your profile, make any necessary updates, and click **Save** at the bottom of the page to complete your registration.
- A confirmation of your registration will be displayed at the top of the page and you will also receive a confirmation by email.

Advanced Search Tips:

- Advanced search options are located at the top of the left sidebar.
- To filter your courses by audience type, select the audience type and click the green Apply button .
- To use advanced filtering options, click the Advanced Search link and the additional options will be displayed. Make your selection and click the green Apply button .
- To find scheduled trainings in your city, use the map feature by clicking on the [View Trainings on Map](#) link. The yellow pins on the map indicate the locations of scheduled trainings. Use the zoom control in the map to zoom in and see city names. Click on a pin and then click the city name link. A list of scheduled trainings in your city will be displayed.