

PTT Learning Center

Help Guide

PTT Learning Center

Home

[Sign On/Off](#)

[Training Catalog](#)

[Supervisor Tools](#)

My Information

- [Curriculums](#)
- [Transcript](#)
- [Calendar](#)
- [Profile](#)

Resource Websites

- [Partner Training Team](#)
- [DHS Eligibility Management](#)
- [CS Partner Resources](#)
- [DHS Learning Center](#)

Training Support

- [Distance Learning Tools](#)
- [Lodging Guide](#)
- [Contact Us](#)
- [Instructions & Help](#)

Trainers Only

- [Class Sign-Ins](#)

Welcome

The Department of Children and Families provides training for Wisconsin TANF, Child Support, and Employment and Training professionals to implement progressive programs leading to higher levels of self-sufficiency and a better prepared workforce. This Learning Center serves as the portal to all sponsored training activities.

This site is intended as the starting point for you to:

- Register for upcoming classroom training,
- Access online courses,
- View / complete assigned training curriculum(s),
- Review your training history,
- Update your training profile,
- Access Training Center information.

Registration Profiles

If you are a new worker and do not have a logon ID to the Learning Center, then complete and submit a [Learning Center New Employee Profile Form](#).

If you are NOT a new worker, you may complete and submit a simplified [Learning Center Registration Profile Form](#). This form can be used to update your local agency name and address in your Learning Center profile.

Curriculums

New worker training is packaged into curriculums for ease of access. These curriculums include all required training for new workers. You may request a new worker curriculum by completing the [Learning Center New Employee Profile Form](#).

Access the DCF/DFES Partner Training website for more information on [New Worker Training](#).

W-2 Training Times	Child Support Training Times
March, 2018 Issue	March, 2018 Issue
February, 2018 Issue	February, 2018 Issue

Equal Opportunity Compliance

DCF is an equal opportunity employer and service provider. If you have a disability and need information in an alternate format, need it translated to another language, or have accommodation needs for trainings, please contact (608) 266-3400 or the Wisconsin Relay Service (WRS) - 711. For civil rights questions call (608) 422-6889 or the Wisconsin Relay Service (WRS) - 711

Table of Contents

INTRODUCTION / HOME	3
SIGNING ON/OFF	5
TRAINING CATALOG	6
Course Search Screen	6
Registering for Classes	7
Accessing Online Courses	12
Classroom/Webinar Training Events	14
View Desk Aids/Reviews	15
Courses For Supervisors	16
SUPERVISOR TOOLS	17
ATL Introduction and Instructions to New Worker Training.....	17
MY INFORMATION	18
View & Complete Assigned Training Curriculums.....	18
Reviewing Your Transcript	20
Calendar	21
Your Training Profile	22
RESOURCE WEBSITES	23
Partner Training Team (PTT)	23
DHS Eligibility Management	23
Child Support Partner Resources.....	23
DHS Learning Center	23
TRAINING SUPPORT	24
Distance Learning Tools.....	25
Lodging Guide	25
Contact Us	26
Instructions and Help.....	27
TRAINERS ONLY	28

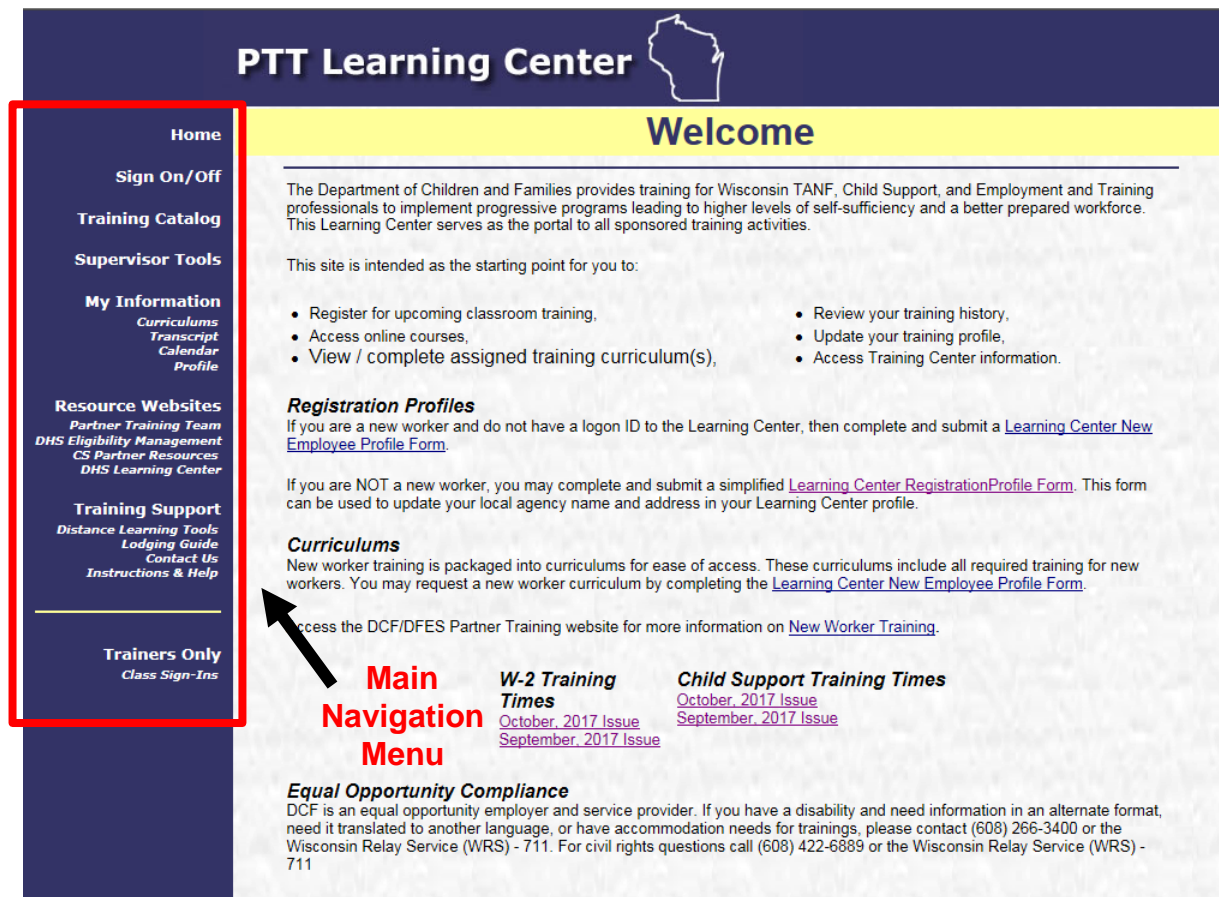
Introduction / Home

This help guide explains the steps needed to find, register for, and access courses, classes, and resources through the PTT Learning Center.

The Home Page is the starting point of the Partner Training Team (PTT) Learning Center.

The Learning Center serves as the portal to all sponsored training activities.

Use the Main Navigation Menu on the left to access the different areas of the Learning Center.



From the Learning Center homepage, you can download the **New Employee Registration Profile Form** and the **Registration Profile Form**, as well as view the monthly editions of the **W-2 and Child Support Training Times**

The New Employee Registration Profile Form is for W-2 or Child Support **new workers** who do not have a logon ID to the Learning Center. To access the form, click on the [New Employee Registration Profile](#) link.

Learning Center New Employee Profile

To the Agency Supervisor or Agency Training Liaison (ATL):
Please complete the following about your new employee and yourself.
This information will be used only for registration into the Learning Center.

Email, Mail, or FAX this completed form to: Date this profile is completed: _____
 UW-Oshkosh Center for Career Development
 Attn: Registration Staff
 800 Algoma Blvd.
 Oshkosh, WI 54901
 FAX: 920-424-1112
 regstaff@uwosh.edu

Please PRINT all responses legibly. If you have questions, please call the Registration staff at 920-424-1071, or email them at regstaff@uwosh.edu

New Employee Information

First Name: _____ M.I. _____ Last Name: _____
 Last 4 Digits of SSN: _____
 Position Title: _____
 Phone: _____ Fax: _____
 Email: _____ CARES/KIDS User ID: (If known) _____
 Agency Name: _____
 Agency Address: _____
 (street, city, state, zip)

Use the Registration Profile Form if you are an **existing worker**, and need to update the information on your Learning Center profile. To access the form, click on the [Registration Profile Form](#) link.

Learning Center Registration Profile

Please use this form to:

1. Update your Learning Center profile information; or
2. Submit information to create your Learning Center profile.

NOTE: If you are an Income Maintenance, W-2, or Child Support new worker, please use the New Employee Profile Form instead of this form.

Mail or FAX this completed form to: Date this profile is submitted: _____
 UW-Oshkosh Center for Career Development
 Attn: Registration Staff
 800 Algoma Blvd.
 Oshkosh, WI 54901
 FAX 920-424-1112

Update my profile
 Create a new profile

Please PRINT all responses legibly. Please complete the required fields, and all other information as appropriate. If you have questions, please call the Registration staff at 920-424-1071, or email regstaff@uwosh.edu

Employee Information (*Required Fields)

*First Name: _____ M.I. _____ *Last Name: _____
 *PTT/DHS Learning Center logon ID (if known): _____
 Last 4 digits of Social Security Number: _____
 Position Title: _____
 *Agency Name: _____
 *Agency Address: _____
 (street, city, state, zip)
 *Phone: _ (____) _____ Fax: _ (____) _____
 *Email: _____ CARES/KIDS ID: (If known) _____

Signing On/Off

Before you can enroll in classes, launch on-line courses, view your transcript, training calendar or information about yourself, you must first sign in.

Your logon ID consists of the letter “C” and seven (7) or eight (8) numbers (for example, C0042456). If you encounter problems using your logon ID, make sure that you are typing zeros and not the letter “O”.

The screenshot shows the PTT Learning Center interface. At the top, there's a dark blue header with the text "PTT Learning Center" and a small map of Wisconsin. Below this is a yellow banner containing the text "Home - Sign On / Off" and "JOSEPH USER". The main content area is white and features the heading "Please Sign On" and the instruction "To perform the requested function, we need to know who you are." It prompts the user to enter their Learning Center logon ID. There are two buttons: "OK" and "Sign Off". A sidebar on the left contains navigation links: "Home", "Sign On/Off" (circled in red), "Training Catalog", "Supervisor Tools", "My Information" (with sub-links: "Curriculums", "Transcript", "Calendar", "Profile"), "Resource Websites" (with sub-links: "Partner Training Team", "DHS Eligibility Management", "CS Partner Resources", "DHS Learning Center"), "Training Support" (with sub-links: "Distance Learning Tools", "Lodging Guide", "Contact Us", "Instructions & Help"), and "Trainers Only" (with sub-link: "Class Sign-Ins"). At the bottom of the main content area, there is a copyright notice: "Copyright 1996-2013 SumTotal Systems, Inc. All rights reserved."

If you see the message, “*That Learning Center Logon ID is not on file,*” please call the Registration staff at (920) 424-1071 for assistance. Verify the following before calling:

- You are entering your logon ID correctly.
- You are registered to use this site.

After you sign on, your name will appear on the top of the screen. This indicates you have signed on correctly. Please contact the Registration staff at (920) 424-1071 if the name on the top of the screen is not yours, or if any corrections must be made to your name.

To sign off:

1. Select Sign On/Off from the Main navigation Menu. This will display the Sign On/Off page.
2. Click the **Sign Off** button. This will take you back to the home page and your name will no longer appear on the top of the screen.

Training Catalog

Course Search Screen

PTT Learning Center

Home
Sign On/Off
Training Catalog
Supervisor Tools
My Information
Curriculum
Transcript
Calendar
Profile
Resource Websites
Partner Training Team
DHS Eligibility Management
CS Partner Resources
DHS Learning Center
Training Support
Distance Learning Tools
Lodging Guide
Contact Us
Instructions & Help
Trainers Only
Class Sign-Ins

Training Catalog

Instructions

- Use All Course Search to search the entire catalog using key words, an abbreviation, or part of the course title.
- After you search, use the blue links at the top of each column to sort your results.
- If you need additional help using the Learning Center, view the [Instructions and Help section](#).

All Course Search

Or, choose one of the category listings below.

Child Support

- [All Child Support Courses](#)
 - [Child Support Specific](#)
 - [Child Support Desk Aids](#)
- [Redesign Course Search](#)
 - [Basic Knowledge](#)
 - [Multi-Functions](#)
 - [Specific Functions](#)

NOTE: Courses displayed through this search function will change throughout the Redesign Project.

- [Child Support Classroom](#)
- [Child Support Recommended Course List](#)

TANF

- [All TANF Courses](#)
 - [TANF](#)
 - [Workforce Development](#)
 - [ECM](#)
 - [W-2 Desk Aids](#)
 - [W-2 Reviews](#)
 - [W-2 Pro Shop/Coach's Corner](#)
- [W-2 Classroom](#)
- [ECM Classroom](#)

Child Care

- [All Wisconsin Shares Courses](#)
 - [Wisconsin Shares Specific](#)
 - [Wisconsin Shares Related](#)
 - [Wisconsin Shares Classroom](#)
- [All Child Care Certification Courses](#)

Supervisors

- [Courses for Supervisors](#)

Click on **Training Catalog** from the Main Navigation Menu. This will display the Training Catalog Search Options screen. From this screen, you can choose a category listing.

Click a category link to display a results screen listing the available courses or classes for that category. You can sort the results screen by clicking any of the column headings.

PTT Learning Center

Home - Sign On / Off
JOSEPH USER

Course List

Select the button to the left of a course for more information about that course.

Showing Page 1 of 6

	Course Name	Delivery Method	Audience
<input type="button" value="SELECT"/>	ACCESSING, VIEWING, AND EDITING WEBI REPORTS	Blended Learning	W-2 / FSET CS Related and CS Specific
<input type="button" value="SELECT"/>	ALERTS - DESK AID	Document (PDF)	W-2 Only
<input type="button" value="SELECT"/>	BALANCING DOMESTIC ABUSE ISSUES AND W-2 PARTICIPATION	Face-to-Face (Classroom)	W-2 Only
<input type="button" value="SELECT"/>	BARRIER SCREENING TOOL	Blended Learning	W-2 Only
<input type="button" value="SELECT"/>	BARRIER SCREENING TOOL (BST) SECURITY - DESK AID	Document (PDF)	W-2 Only
<input type="button" value="SELECT"/>	BASICS OF THE WORK PROGRAMS SUBSYSTEM REVIEW	Document (PDF)	W-2 / FSET
<input type="button" value="SELECT"/>	BASICS OF TIME MANAGEMENT	Computer-Based Training (CBT)	All but CS
<input type="button" value="SELECT"/>	BENEFIT RECOVERY INVESTIGATION TRACKING SYSTEM (BRITS) - DESK AID	Document (PDF)	W-2 Only
<input type="button" value="SELECT"/>	BENEFIT RECOVERY INVESTIGATION TRACKING SYSTEM (BRITS) FOR W-2	Computer-Based Training (CBT)	W-2 Only
<input type="button" value="SELECT"/>	BENEFIT RECOVERY INVESTIGATION TRACKING SYSTEM (BRITS) WEBCAST FOR W-2	Webcast	W-2 Only

Registering for Classes

The following example shows how to register for a face-to-face class. This example provides instructions on how to register for the course “BALANCING DOMESTIC ABUSE ISSUES AND W-2 PARTICIPATION.”

The simplest way to search for the course is to search the entire catalog.

1. Click on **All Course Search** from the Training Catalog Search Options screen.
2. The screen shown below displays.
3. Click the **Search** button to view a listing of all courses in the Training Catalog.
4. To narrow the search, enter part or all of the course title in the Search For field.

Below, you can see the word “Balancing” typed in the Search box.

PTT Learning Center

Home - Sign On / Off

All Course Search

Click Search to view a list of the entire course catalog. To narrow your search, enter a keyword, abbreviation, or part of the course title.

Search

Search For: x Past Searches ▾

Additional Search Options

Limit scheduled training to the following date range

From (today or later) To

Enter any word from the course title

Home

Sign On/Off

Training Catalog

Supervisor Tools

My Information

- Curriculums
- Transcript
- Calendar
- Profile

Resource Websites

- Partner Training Team
- DHS Eligibility Management
- CS Partner Resources
- DHS Learning Center

Training Support

- Distance Learning Tools
- Lodging Guide
- Contact Us
- Instructions & Help

A list of courses with the word “Balancing” in its title appears. For this example, only one course appears.

	Course Name	Delivery Method	Audience
SELECT	BALANCING DOMESTIC ABUSE ISSUES AND W-2 PARTICIPATION	Face-to-Face (Classroom)	W-2 Only

The Delivery Method describes the type of training. Listed below are the Delivery Methods and descriptions:

- Blended Learning:** combination of methods.
- Computer-Based Training (CBT):** an interactive course taken at a computer workstation.
- Document (PDF):** a document, which may contain text, graphics, and images. **Face-to-Face (Classroom):** a class that is taught by an instructor in a classroom. **Quiz:** tool used to assess the knowledge gained from a topic.
- Slide Show (PPT/Breeze):** effective visuals where one can view information at a computer workstation.
- Survey (Quia):** an online application used to evaluate a class.
- Teleconference:** a conference held among people in different locations by means of a telephone.
- Webinar:** a conference held among people in different locations by means of the Internet and a telephone.
- Webcast:** a recorded webinar.

Click on the **SELECT** button to select the course desired.

	Course Name	Delivery Method	Audience
SELECT	BALANCING DOMESTIC ABUSE ISSUES AND W-2 PARTICIPATION	Face-to-Face (Classroom)	W-2 Only

The next screen that appears is the course description, which provides information about the course, including an outline, intended audience, prerequisites, what to bring, estimated time the course will take, special notes, and contact information.

The screenshot shows the PTT Learning Center interface. The main heading is "BALANCING DOMESTIC ABUSE ISSUES AND W-2 PARTICIPATION". Below the heading, it says "Here is more information about this course:" followed by a link "Schedule of upcoming classes for this course." There are two tabs: "Course Detail" (selected) and "Course Content". The "Description of Course" section includes the course title, format ("Group Learning -- Classroom"), a brief description, "This course covers:" (listing identifying tactics, listening to stories, evaluating case management actions, and planning for safety), "Intended Audience", "Prerequisites: None", "What to Bring", "Contact Hours: 12 hours", "Special Notes", "Release Date: September 2017", and "Contact for Questions: Submit questions to PTTTrainingSupp@wiscsonson.gov".

Once you have read the course description, click on **Schedule of upcoming classes for this course.**

This screenshot shows the "Schedule of upcoming classes for this course" page. The "Description of Course" tab is circled in red. The page content is identical to the previous screenshot, showing the course title, format, and description.

This will display a list of upcoming classes for the course, including the location, start date, end date, and registration deadline. Click on the **SELECT** button of the class session in which you wish to enroll.

	Locator Number	Class Name	City	Start Date [▲]	End Date	Reg. Closes	Min.	Max.	# E	# WL
SELECT	0000037588	BALANCING DOMESTIC ABUSE ISSUES AND W-2 PARTICIPATION	MADISON	11/08/2017	11/09/2017	10/25/2017	12	20	20	4
SELECT	0000037589	BALANCING DOMESTIC ABUSE ISSUES AND W-2 PARTICIPATION	MILWAUKEE	12/04/2017	12/05/2017	11/20/2017	12	20	20	7

The next screen provides information about the class. It is a good idea to print this page; it provides details of the class location, times and dates. Click on **Enroll in this class**, located at the top right hand corner. Follow the prompts by clicking on YES when asked if you are sure you want to enroll in the class. You have now enrolled for this class, and you should see “Your status in this class is: Enrolled” at the top of the class information page. At this point, you are given the option to cancel the enrollment.

[Home - Sign On / Off](#)
JOSEPH USER

BALANCING DOMESTIC ABUSE ISSUES AND W-2 PARTICIPATION

Class information:
You are not registered in this class. [Enroll in this class](#)

[Class Schedule](#)

[Class Detail](#) | [Class Sessions](#)

Description of Course

Class Data
Locator Number: 0000037589
Class Name: BALANCING DOMESTIC ABUSE ISSUES AND W-2 PARTICIPATION
Workshop Site: ROSS INNOVATIVE EMPLOYMENT SOLUTIONS
Address: 6550 N 76TH ST
City: MILWAUKEE
Start Date: 12/04/2017
End Date: 12/05/2017
Registration Closes: 11/20/2017
Start Time: 09:00 AM
End Time: 04:00 PM
Contact Hours: 12.00
Minimum: 12
Enrolled: 20

Accessing Online Courses

On-line courses are available at any time. Registering for on-line courses is similar to registering for a face-to-face class. However, you are able to complete the course at any time. For some courses, you will see two tabs, **Course Detail** and **Course Content**. In the examples below, you will see the type of information that displays in each tab.

Course Detail provides a description of the course, including the type of delivery method, overview, intended audience, prerequisites, and estimated time to complete the course.

[Home - Sign On / Off](#)
JOSEPH USER

PROGRAM SECURITY AND CONFIDENTIALITY

Here is more information about this course:

You have not started this course.

Warning: You may not get credit for completing this course if you do not have the proper computer settings in place before you begin. Instructions to properly configure your computer settings can be found at: https://wss.ccdet.uwosh.edu/Courseware/LC_ComputerAndSecuritySettings.pdf

[Course Detail](#) [Course Content](#)

Description of Course

Program Security and Confidentiality

Independent Learning - CBT

Wisconsin Works (W-2) and Child Support Agencies have access to sensitive personal information on program participants. This course introduces workers to the basic rules regarding security and confidentiality in these programs.

This course covers:

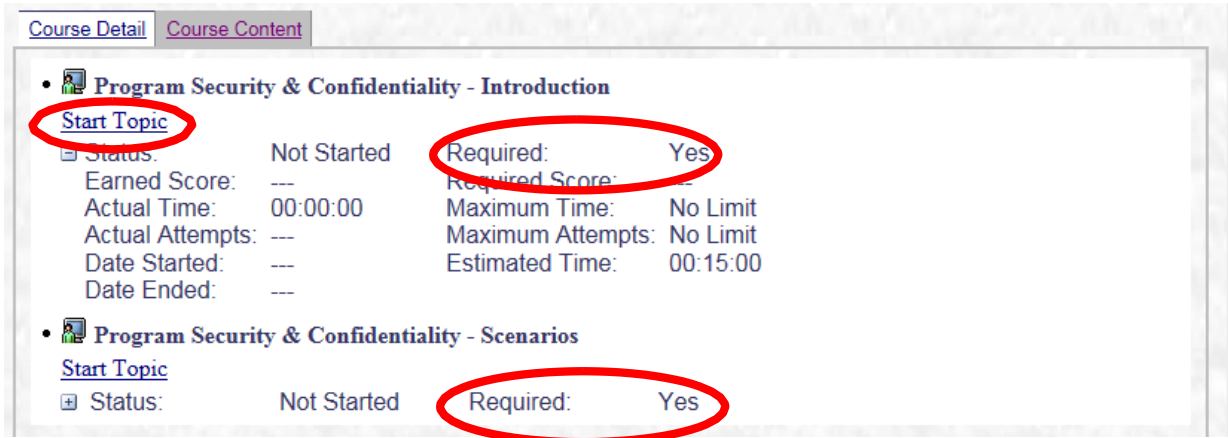
- Define security and confidentiality for yourself;
- Define security and confidentiality for the individuals you work with in the W-2 program;
- Apply security and confidentiality best practices in the W-2 program;
- Define security and confidentiality for the individuals you work with in the Child Support program; and
- Apply security and confidentiality best practices in the Child Support program.

Intended Audience: W-2 agency staff, Child Support staff, and local agency supervisors; DFES staff and DFES contract staff.


Prerequisites: None

Estimated Time to Complete: 1 Hour

Course Content provides a list of the modules in the course. It includes a summary of your status in each module, earned score, time to complete each module, attempts, date started and completed, whether it is required, the required score to pass the module, and the maximum time and attempts allowed.



Many courses have multiple modules. A module can be either required or not required (this is indicated by “Yes” or “No” next to the **Required** text).

The  symbol next to the status label of each module allows you to expand or collapse each module section.

To begin the course, click the “**Start Topic**” link.

Note:

- If you’ve accessed the course in the past, but have not finished it yet, links to “Continue Topic” and “Restart Topic” will be displayed.
- If you’ve finished the course in the past, and you want to review the material, a link to “Review Topic” will be displayed.

Classroom/Webinar Training Events

PTT Learning Center

Training Catalog

Home

Sign On/Off

Training Catalog

Supervisor Tools

My Information

Curriculums
Transcript
Calendar
Profile

Resource Websites

Partner Training Team
DHS Eligibility Management
CS Partner Resources
DHS Learning Center

Training Support

Distance Learning Tools
Lodging Guide
Contact Us
Instructions & Help

Trainers Only

Class Sign-Ins

Instructions

- Use All Course Search to search the entire catalog using key words, an abbreviation, or part of the course title.
- After you search, use the blue links at the top of each column to sort your results.
- If you need additional help using the Learning Center, view the [Instructions and Help section](#).

All Course Search

Or, choose one of the category listings below.

Child Support

- [All Child Support Courses](#)
 - [Child Support Specific](#)
 - [Child Support Desk Aids](#)
- Redesign Course Search
 - [Basic Knowledge](#)
 - [Multi-Functions](#)
 - [Specific Functions](#)

NOTE: Courses displayed through this search function will change throughout the Redesign Project.

- [Child Support Classroom](#)
- [Child Support Recommended Course List](#)

TANF

- [All TANF Courses](#)
 - [TANF](#)
 - [Workforce Development](#)
 - [ECM](#)
 - [W-2 Desk Aids](#)
 - [W-2 Reviews](#)
 - [W-2 Pro Shop/Coach's Corner](#)
- [W-2 Classroom](#)
- [ECM Classroom](#)

Child Care


- [All Wisconsin Shares Courses](#)
 - [Wisconsin Shares Specific](#)
 - [Wisconsin Shares Related](#)
 - [Wisconsin Shares Classroom](#)
- [All Child Care Certification Courses](#)

Supervisors

- [Courses for Supervisors](#)

View Desk Aids/Reviews

Desk Aids are documents that outline instructions and provide useful information.
Reviews provide several scenarios or give quizzes that test your knowledge.

PTT Learning Center 

Training Catalog

Instructions

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 - [Multi-Functions](#)
 - [Specific Functions](#)

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TANF

- [All TANF Courses](#)
 - [TANF](#)
 - [Workforce Development](#)
 - [ECM](#)
 - [W-2 Desk Aids](#)
 - [W-2 Reviews](#)
 - [W-2 Pro Group/Coach's Corner](#)
- [W-2 Classroom](#)
- [ECM Classroom](#)

Child Care


- [All Wisconsin Shares Courses](#)
 - [Wisconsin Shares Specific](#)
 - [Wisconsin Shares Related](#)
 - [Wisconsin Shares Classroom](#)
- [All Child Care Certification Courses](#)

Supervisors

- [Courses for Supervisors](#)

Courses For Supervisors

Courses for Supervisors provides a list of courses appropriate for supervisors.

PTT Learning Center 

Training Catalog

Home
Sign On/Off
Training Catalog
Supervisor Tools
My Information
Curriculum
Transcript
Calendar
Profile
Resource Websites
Partner Training Team
DHS Eligibility Management
CS Partner Resources
DHS Learning Center
Training Support
Distance Learning Tools
Lodging Guide
Contact Us
Instructions & Help
Trainers Only
Class Sign-Ins

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 - [Basic Knowledge](#)
 - [Multi-Functions](#)
 - [Specific Functions](#)

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- [Child Support Classroom](#)
- [Child Support Recommended Course List](#)

TANF

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 - [TANF](#)
 - [Workforce Development](#)
 - [ECM](#)
 - [W-2 Desk Aids](#)
 - [W-2 Reviews](#)
 - [W-2 Pro Shop/Coach's Corner](#)
- [W-2 Classroom](#)
- [ECM Classroom](#)

Child Care

- [All Wisconsin Shares Courses](#)
 - [Wisconsin Shares Specific](#)
 - [Wisconsin Shares Related](#)
 - [Wisconsin Shares Classroom](#)
- [All Child Care Certification Courses](#)


Supervisors

- [Courses for Supervisors](#)

Supervisor Tools

ATL Introduction and Instructions to New Worker Training

New worker Training is a process designed to meet specific needs related to your job function. Your agency has an Agency Training Liaison (ATL) who will assist you with defining your job function and successfully complete New Worker Training. This document provides information about Independent Studies, Classroom Training, Systems Access, and your resources.

PTT Learning Center 

Supervisor Tools

- [ATL Introduction and Instructions to New Worker Training](#)
Please review these instructions for important preparation information prior to beginning the New Worker Training enrollment process.
- If you are a W-2 or Child Support new worker and do not currently have a logon ID to the Learning Center, then complete and submit a [New Employee Registration Profile Form](#).

Home
Sign On/Off
Training Catalog
Supervisor Tools
My Information
Curriculums
Transcript
Calendar
Profile
Resource Websites
Partner Training Team
DHS Eligibility Management
CS Partner Resources
DHS Learning Center

My Information

View & Complete Assigned Training Curriculums

To view your assigned curriculums, click on the Curriculum link under **MY INFORMATION** located in the left navigation menu.

Clicking on a curriculum (e.g., **01 W-2 Policy and Process Introduction**) brings up a list of the courses in that particular curriculum.

PTT Learning Center

Home - Sign On / Off
JOSEPH USER

My Assigned Curriculums

Expand a curriculum to see its details. [Expand All](#) | [Collapse All](#)

Show Curriculums With These Statuses: Completed In Progress Not Started

Show Descriptions Show Equivalents

Curriculum Name	Required	Enrollment Status	Notification Date
01 W-2 Policy and Process Introduction	Yes	In Progress	
02 W-2 Up-Front Processes	Yes	In Progress	
02 W-2 Up-Front Processes (CM Only)	Yes	In Progress	
03 W-2 Eligibility for FEPs (Eligibility)	Yes	In Progress	
03 W-2 Eligibility for FEPs (Eligibility/CM)	Yes	In Progress	
04 W-2 Placement and Ongoing Processes	Yes	Not Started	
05 W-2 NWT Completion (CM)	Yes	Not Started	
05 W-2 NWT Completion (Eligibility)	Yes	Not Started	
05 W-2 NWT Completion (Eligibility/CM)	Yes	Completed	
05 W-2 NWT Completion (RS)	Yes	Not Started	
0 CMOD - W-2 New Worker Case Management On Demand	Yes	In Progress	
0 Reinforcing W-2 in the Classroom (CM)	Yes	Not Started	
0 Reinforcing W-2 in the Classroom (Eligibility)	Yes	Not Started	
0 Reinforcing W-2 in the Classroom (Eligibility/CM)	Yes	Not Started	

Click on the course code link to provide information about the course, any prerequisites, estimated time to complete the course, and contact information for further questions.

PTT Learning Center

Home - Sign On / Off
JOSEPH USER

Curriculum Details - 01 W-2 Policy and Process Introduction

Course Code	Course Name	Required	Enrollment Status
9ATANF050	NEW WORKER TRAINING INTRODUCTION	Yes	Started/In-Progress
9ATANF002	W-2 POLICY AND PROCESS INTRODUCTION	Yes	Completed
0N001	INTRODUCTION TO THE AMERICANS WITH DISABILITIES ACT (ADA)	Yes	Completed
9AALL001	INTRODUCTION TO CIVIL RIGHTS	Yes	Completed
9ATANF005	INTRODUCTION TO SYSTEMS	Yes	Completed

When you are ready to start the course (if it is an on-line course), click the **Start Topic** link.

The screenshot shows the PTT Learning Center interface. At the top, there is a dark blue header with the text 'PTT Learning Center' and a white outline of the state of Wisconsin. Below the header, a yellow banner displays 'Home - Sign On / Off' and 'JOSEPH USER'. The main content area is titled 'INTRODUCTION TO CIVIL RIGHTS' and contains the following text: 'Here is more information about this course:', 'Your status in this course is: Completed', 'Starting this course's online content will create a new registration and set of scores.', and a warning: 'Warning: You may not get credit for completing this course if you do not have the proper computer settings in place before you begin. Instructions to properly configure your computer settings can be found at: https://wss.ccdet.uwosh.edu/Courseware/LC_ComputerAndSecuritySettings.pdf'. Below this text are two tabs: 'Course Detail' and 'Course Content'. The 'Course Content' tab is active, showing a list of topics. The first topic is 'Introduction to Civil Rights CBT', which has a 'Start Topic' link circled in red and a 'Review' link. Below the topic name is a table of course statistics:

Status:	Completed	Required:	Yes
Earned Score:	0 of 100	Required Score:	---
Actual Time:	00:02:31	Maximum Time:	No Limit
Actual Attempts:	2	Maximum Attempts:	No Limit
Date Started:	09/11/2017	Estimated Time:	02:00:00
Date Ended:	09/27/2017		

Reviewing Your Transcript

To view your Transcript, click on **Transcript** under the My Information section in the left navigation bar.

Your transcript displays with a course list including Status, Name, Start Date, End Date and City. To view details about a particular class, click the **SELECT** button. If you have questions about your transcript, please notify the registration staff (regstaff@uwosh.edu or 920-424-1071).

Your transcript will show the last 3 years of your training history. You can click the **Entire Training Transcript** link to view all items in your transcript.

Also, you can view your training calendar by clicking the **My Training Calendar** link.

My Training Transcript

Select a class for more information or to change a registration. The table below displays your upcoming classes and the last 3 years of your training history.

[Entire Training Transcript](#) [My Training Calendar](#)

	Status	Name	Start Date	End Date	City
SELECT	Enrolled	ABUSE AND NEGLECT PREVENTION TRAINING: TEST CLASS	12/31/2008	12/31/2008	OSHKOSH
SELECT	Enrolled	SUPPORTING PROFESSIONAL CAREGIVERS: TEST CLASS	12/30/2008	12/30/2008	OSHKOSH
SELECT	Enrolled	KEYS TO PROFESSIONAL CAREGIVING: TEST CLASS	12/29/2008	12/29/2008	OSHKOSH
SELECT	Completed	CIVIL RIGHTS AWARENESS INTRODUCTION	10/01/2006	10/01/2006	
SELECT	Finished	POTENTIAL IMPACTS ON W-2 OF TANF REAUTHORIZATION	09/21/2006	09/21/2006	REGIONAL
SELECT	Completed	IMPACT OF FSET ON FS ELIGIBILITY	09/01/2006	09/01/2006	
SELECT	Started/In-Progress	CIVIL RIGHTS COMPLIANCE TRAINING FOR AGENCY HEADS	09/01/2006	09/01/2006	

Types of registration statuses:

- **Canceled by Learning Center:** you have canceled from this class via Learning Center.
- **Canceled by Registration Staff:** you have requested registration staff to cancel you from this class.
- **Completed:** after you have finished an on-line course.
- **Enrolled:** you are enrolled in this class.
- **Finished:** for classroom events, your trainer will provide a list of attendees to the Registration Office. Your status will be marked finished by registration staff.
- **No Show:** you did not attend a class for which you were enrolled.
- **Mastered:** you have met or exceeded the required percentage for the assessment.
- **Started/In Progress:** if you have started a course and have not clicked on the complete button, the course will be marked as Started/In Progress. If you have completed the course and the status does not appear as Complete, please contact the Registration Staff.
- **Unmastered:** you have not met the required percentage for the assessment.
- **Wait Listed:** you are on the wait list for this class.

Calendar

This feature displays information about your upcoming scheduled classes in a calendar format. Clicking on the class will display details. Click on a different month to view your classes for that month. Note that only months for upcoming classes in which you are enrolled will appear. Click on **My Training Transcript** to view your training transcript.

PTT Learning Center

Home - Sign On / Off
JOSEPH USER

My Group Learning Calendar

Here is your upcoming group learning schedule.


[November 2017](#) [December 2017](#) [My Training Transcript](#)

		November 2017				December 2017	
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
			1	2	3	4	
5	6	7	1017 INTERACTIVE INTERVIEW: APPLICATION ENTRY ONGOING CASE MANAGEMENT session 1 09:00 AM-04:00 PM	9	10	11	
12	13	14	15	16	17	18	
19	20	21	22	23	24	25	

Your Training Profile

This section provides information about you. You can update many of the fields. After you finish making any changes needed, click the **SUBMIT DATA** button at the bottom of the screen. If your agency, address, or county changes, please contact the Registration Staff at regstaff@uwosh.edu or 920-424-1071 to notify them of the change.

NOTE: A paper update form is also available on the Learning Center Homepage.

PTT Learning Center 

[Home - Sign On / Off](#)
JOSEPH USER

Information We Have About You

It is important to keep this information as accurate as possible. After you make changes, click the "Submit Data" button at the bottom of this screen. If you need to update your agency name or address information, please use the Registration Profile form found in the My Information section at the left. For further assistance, call the Registration staff at 920-424-1071 or email at regstaff@uwosh.edu.

* First Name:
 Middle Initial:
 * Last Name:
 Agency: UW OSHKOSH - CCDT
 Consortium:
 Address 1: 800 ALGOMA BLVD
 Address 2:
 City: OSHKOSH
 State: WI
 Zip: 54901
 County: WINNEBAGO = Oshkosh Area
 Phone:
 FAX:
 E-mail:
 Contact First Name:
 Contact Last Name:
 Contact Phone:
 Contact FAX:
 Contact E-mail:
 Supervisor First Name:
 Supervisor Last Name:
 Sup E-mail:
 Education:
 Position Title:
 Agency Type:
 Primary Role: (Value not in l...
 Job Funct - Case Mgt:
 Job Funct - Res Spec:
 Job Funct - CS Fin:

Resource Websites

The Resource Websites section provides links to helpful websites; including the DFES/Partner Training Team homepage, the DHS Eligibility Management (EM) page, the Child Support Partner Resources page; and the DHS Learning Center portal page.

PTT Learning Center

Welcome

The Department of Children and Families provides training for Wisconsin TANF, Child Support, and Employment and Training professionals to implement progressive programs leading to higher levels of self-sufficiency and a better prepared workforce. This Learning Center serves as the portal to all sponsored training activities.

This site is intended as the starting point for you to:

- Register for upcoming classroom training,
- Access online courses,
- View / complete assigned training curriculum(s),
- Review your training history,
- Update your training profile,
- Access Training Center information.

Registration Profiles
If you are a new worker and do not have a logon ID to the Learning Center, then complete and submit a [Learning Center New Employee Profile Form](#).

If you are NOT a new worker, you may complete and submit a simplified [Learning Center RegistrationProfile Form](#). This form can be used to update your local agency name and address in your Learning Center profile.

Curriculums
New worker training is packaged into curriculums for ease of access. These curriculums include all required training for new workers. You may request a new worker curriculum by completing the [Learning Center New Employee Profile Form](#).

Resource Websites
Partner Training Team
DHS Eligibility Management
CS Partner Resources
DHS Learning Center

Partner Training Team (PTT)

This is a link to the Partner Training Team homepage on the DCF website, which provides additional information about new workers, experienced workers, supervisors, distance learning, as well as, additional resources and links.

DHS Eligibility Management

This is a link to the Wisconsin Department of Health Services Eligibility Management website, which provides information for Income Maintenance (FoodShare and Medical Assistance) Eligibility workers.

Child Support Partner Resources


This website resource provides information to Child Support and Clerk of Court agency workers.

DHS Learning Center

This is a link to the DHS Learning Center training portal used by Income Maintenance Eligibility workers.

Training Support

The Training Support section provides links to useful websites, contact information, and help. Included are a link to a Wisconsin lodging guide, a link to the DHFS Learning Center, contact information, and instructions and help.

PTT Learning Center 

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Access the DCF/DFES Partner Training website for more information on [New Worker Training](#).

W-2 Training Times
[October, 2017 Issue](#)
[September, 2017 Issue](#)

Child Support Training Times
[October, 2017 Issue](#)
[September, 2017 Issue](#)

Equal Opportunity Compliance
DCF is an equal opportunity employer and service provider. If you have a disability and need information in an alternate format, need it translated to another language, or have accommodation needs for trainings, please contact (608) 266-3400 or the Wisconsin Relay Service (WRS) - 711. For civil rights questions call (608) 422-6889 or the Wisconsin Relay Service (WRS) - 711

Navigation Sidebar:
Home
Sign On/Off
Training Catalog
Supervisor Tools
My Information
Curriculums
Transcript
Calendar
Profile
Resource Websites
Partner Training Team
DHS Eligibility Management
CS Partner Resources
DHS Learning Center
Training Support (circled)
Distance Learning Tools
Lodging Guide
Contact Us
Instructions & Help
Trainers Only
Class Sign-Ins

Distance Learning Tools

This page provides information on the computer requirements to use the Learning Center and tools to check bandwidth speed and browser settings.

PTT Learning Center

Distance Learning Tools

Computer Requirements
Your computer needs the following:

- A reliable internet connection (DLS/Cable) wired/wireless with Bandwidth of 512 Kbps (0.5 Mbps) or better
[Check your bandwidth speed](#)
- Compatible Windows Computer browser.
 - [Microsoft Internet Explorer](#) version 9.0 or higher (**Recommended**)
 - [Google Chrome](#) version 51 or higher
 - [Mozilla FireFox](#) version 29 or higher
 - [Microsoft Edge](#) version 15.15063 or higher (it reports itself as to the [Browser Checking Tool](#) as version 52.0.2743.116).
Note: the original Windows 10 Edge browser is NOT compatible!
- Adobe Reader v.10 or higher: [Download the reader for free](#)
- Adobe Flash Player v.10 or higher: [Download the Flash Player](#)

Automatic Computer Browser Check
The [Browser Checking Tool](#) displays information on some of your browser settings, and whether they are correctly set. The system information that is displayed by using this tool is:

- The specific browser you are using (Internet Explorer, Google Chrome, Mozilla FireFox, Microsoft Edge, etc.)
- The version of your browser
- Whether pop-up blocking is turned off (which is required)
- Whether cookies are being accepted (which is required)
- The version of Flash Player installed (some browsers have this built in).

Lodging Guide

This page displays lodging information for the state of Wisconsin.

Wisconsin LODGING.ORG

Lodging Search Meeting & Event Sites Featured Properties Lodging Employment Tourism Links

Search Lodging Options

City/Location
Name of Property
Search [Advanced Search](#)

Book Lodging Now

Check-In Date: 11/08/2017
Check-Out Date: 11/09/2017
Select Location: All Areas
Select Lodging: All Lodging
Search

Stay in Wisconsin! Browse more than 700 lodging properties & resources
[Click for more information](#)

Something for Everyone

Wisconsin offers a variety of lodging accommodations. Historic inns on the river. Convenient motels along the interstate. Quiet cabins in the woods. Elegant hotels in the city. Relaxing resorts on the lake. Cozy bed & breakfasts in a quaint town.

Contact Us

This page provides contact information for any problems you encounter with the Learning Center. It contains e-mail addresses and telephone numbers for contacts.

PTT Learning Center 

Contact Us

If you have any questions about the Learning Center registration process, you may contact us at regstaff@uwosh.edu, by calling the Registration Staff at (920) 424-1071 or FAX at (920) 424-1112.

For specific questions, please contact the following:

- **W-2 New Worker and other W-2 Training**
Partner Training Support (W-2/TANF)
PTTTrainingSupp@wisconsin.gov
- **Child Support Training**
regstaff@uwosh.edu
920-424-1071


Home
Sign On/Off
Training Catalog
Supervisor Tools
My Information
Curriculums
Transcript
Calendar
Profile
Resource Websites
Partner Training Team
DHS Eligibility Management
CS Partner Resources
DHS Learning Center
Training Support
Distance Learning Tools
Lodging Guide
Contact Us
Instructions & Help

Instructions and Help

This page provides instructions for adjusting your computer settings to allow your computer to communicate most effectively with the Learning Center, and update your training record with the proper completion statuses.

This page also links to an introduction of the New Worker Training process. New Worker Training is a process designed to meet specific needs related to your job function. Your Agency Training Liaison (ATL) will assist you in defining your job function and help you successfully complete New Worker Training.

Finally, this page links to this Learning Center Help Guide document.

PTT Learning Center 

Instructions and Help

Proper Computer Settings Instructions
https://wss.ccdet.uwosh.edu/Courseware/LC_ComputerAndSecuritySettings.pdf
 The computer settings document explains the computer settings that need to be in place when using the Learning Center. These settings allow your computer to communicate most effectively with the Learning Center, and update your training record with the proper completion statuses. The last page of the document has the appropriate responses to the most common security warning messages that you may encounter.
NOTE: Please check with your Supervisor or IT staff prior to making any changes to your computer settings.

New Worker Introduction and Instructions
<https://dcf.wisconsin.gov/w2-partnertraining/w2-nwt>
 Please review these instructions for important preparation information prior to beginning the New Worker Training process.

The Learning Center Help Guide
[The Learning Center Help Guide](#), a detailed instruction document on how to use the PTT Learning Center.

Technical Help
 If you experience technical problems with the Learning Center, or have trouble accessing a course, please contact us:

PTT Registration Staff
 Phone: (920) 424-1071
 Email: regstaff@uwosh.edu

Navigation Menu:
 Home
 Sign On/Off
 Training Catalog
 Supervisor Tools
 My Information
 Curriculums
 Transcript
 Calendar
 Profile
 Resource Websites
 Partner Training Team
 DHS Eligibility Management
 CS Partner Resources
 DHS Learning Center
 Training Support
 Distance Learning Tools
 Lodging Guide
 Contact Us
 Instructions & Help
 Trainers Only
 Class Sign-Ins

Trainers Only

The Trainers Only section provides trainers the opportunity to view and print sign-in sheets for their upcoming classroom training sessions. To view a specific classroom sign-in sheet, click the Select button next to the class name.

NOTE: A trainer can only view class sign-in sheets for sessions he/she is designated as the trainer in.

PTT Learning Center

[Home - Sign On / Off](#)
 MARK SCHMITT
Class Sign-In Sheet

Home

Sign On/Off

Training Catalog

Supervisor Tools

My Information

Curriculum

Transcript

Calendar

Profile

Resource Websites

Partner Training Team

DHS Eligibility Management

CS Partner Resources

DHS Learning Center

Training Support

Distance Learning Tools

Lodging Guide

Contact Us

Instructions & Help

Trainers Only
Class Sign-Ins

Here are the classes whose Sign-In sheets you can get. Select the class you want.

Status	Name	Start Date	End Date	City
SELECT Trainer	2018 DIRECTORS' DIALOGUE	04/19/2018	04/20/2018	WISCONSIN DELLS
SELECT Trainer	W-2 TIME LIMIT POLICY AND AUTOMATION WEBINAR - PM SESSION	07/26/2017	07/26/2017	
SELECT Trainer	W-2 TIME LIMIT POLICY AND AUTOMATION WEBINAR - AM SESSION	07/26/2017	07/26/2017	
SELECT Trainer	W-2 TIME LIMIT POLICY AND AUTOMATION WEBINAR - PM SESSION	07/25/2017	07/25/2017	
SELECT Trainer	W-2 TIME LIMIT POLICY AND AUTOMATION WEBINAR - AM SESSION	07/25/2017	07/25/2017	
SELECT Trainer	2017 DIRECTORS' DIALOGUE	04/06/2017	04/07/2017	APPLETON
SELECT Trainer	BENEFIT RECOVERY INVESTIGATION TRACKING SYSTEM (BRITS) WEBINAR	11/03/2016	11/03/2016	REGIONAL
SELECT Trainer	2016 DCF WORK PROGRAMS CONFERENCE: BUILDING RELATIONSHIPS, IMPROVING PERFORMANCE	10/03/2016	10/04/2016	ELKHART LAKE
SELECT Trainer	TRANSITIONAL JOBS PROGRAM WEBINAR 2 - TJ AND CARES	08/09/2016	08/09/2016	REGIONAL
SELECT Trainer	TRANSITIONAL JOBS PROGRAM WEBINAR 1 - POLICY AND PROCEDURAL INFORMATION	08/08/2016	08/08/2016	REGIONAL
SELECT Trainer	TRANSITIONAL JOBS PROGRAM WEBINAR 2 - TJ AND CARES	08/05/2016	08/05/2016	REGIONAL
SELECT Trainer	TRANSITIONAL JOBS PROGRAM WEBINAR 1 - POLICY AND PROCEDURAL INFORMATION	08/05/2016	08/05/2016	REGIONAL
SELECT Trainer	W-2 OVERPAYMENTS AND AUXILIARIES: CALCULATIONS AND ACTIONS WEBINAR	12/02/2015	12/02/2015	REGIONAL
SELECT Trainer	W-2 OVERPAYMENTS AND AUXILIARIES: CALCULATIONS AND ACTIONS WEBINAR	11/18/2015	11/18/2015	REGIONAL
SELECT Trainer	ELECTRONIC INCOME WITHHOLDING - WEBINAR	09/23/2015	09/23/2015	REGIONAL
SELECT Trainer	ELECTRONIC INCOME WITHHOLDING - WEBINAR	09/22/2015	09/22/2015	REGIONAL
SELECT Trainer	DRY RUN - ELECTRONIC INCOME WITHHOLDING - WEBINAR	09/17/2015	09/17/2015	REGIONAL
SELECT Trainer	SUPERVISOR SERIES: LEADING A DIVERSE WORKPLACE	09/16/2015	09/16/2015	REGIONAL
SELECT Trainer	SUPERVISOR SERIES: LEADING A DIVERSE WORKPLACE	08/13/2015	08/13/2015	REGIONAL

[Home - Sign On / Off](#)
 MARK SCHMITT
Class Sign-In Sheet

04/19/2018 2018 DIRECTORS' DIALOGUE
 Here is the Sign-In sheet of the class you selected.

Participant Signature	Name	Agency	Position Title	E-mail	Locator code	TrainersNotes
	BRENNAN, BRIDGET M	MANITOWOC CO CSA	DIRECTOR OF CHILD SUPPORT ENFORCEMENT	bridgetbrennan@co.manitowoc.wi.us	0000039911	
	FEENEY, DUSTIN	KENOSHA CO CSA	CHILD SUPPORT SUPERVISOR	dustin.feeneey@kenoshacounty.org	0000039911	
	FISCHER, LYNDA M	DYNAMIC WORKFORCE SOLUTIONS	REGIONAL TRAINER	lynda.fischer@wisconsin.gov	0000039911	
	GARSOW, MARGARET E	VILAS CO CSA	CHILD SUPPORT COORDINATOR	magars@co.vilas.wi.us	0000039911	
	GOETZKA, LAURA A	JACKSON CO CSA	CHILD SUPPORT MANAGER	Laurie.Goetzka@co.jackson.wi.us	0000039911	
	GONZALEZ, BRENDA A	WASHINGTON CO CSA	CHILD SUPPORT SPECIALIST	brenda.gonzalez@co.washington.wi.us	0000039911	
	LEJA, JANET K	ADAMS CO CSA	Director	jleja@co.adams.wi.us	0000039911	
	MARTINOVICH, DAROSLAVA "DARA" R	WI DCF/BRO	MONITORING PROCESS ANALYST	dara.martinovich@wisconsin.gov	0000039911	
	MEYER, TROY A	DYNAMIC WORKFORCE SOLUTIONS	CS TRAINER	troy.meyer@wisconsin.gov	0000039911	
	MOSER-BUSE, LINDA	HO-CHUNK NATION CS ENFORCEMENT AGENCY	DIRECTOR	linda.moser-buse@ho-chunk.com	0000039911	
	OLSON, ADRIENNE E	SAUK CO CSA	CHILD SUPPORT DIRECTOR	Adrienne.Olson@saukcounty.wi.gov	0000039911	
	PLUNKETT, LISA A	ST CROIX CO CSA	CHILD SUPPORT SPECIALIST	lisa.plunkett@co.saint-croix.wi.us	0000039911	
	SCHAIBLE, HEIDI A	WI DCF/BRO		Heidi.Schaible@wisconsin.gov	0000039911	
	SWAN, KELLY J	WASHBURN CO CSA	SUPERVISOR	kswan@co.washburn.wi.us	0000039911	
	WRUCK, HELEN	COLUMBIA CO CSA	ADMINISTRATOR	helen.wruck@co.columbia.wi.us	0000039911	
	ZIEGEL, AMIE C	WI DCF/BRO	CHILD SUPPORT REGIONAL COORDINATOR	amie.ziegel@wisconsin.gov	0000039911	