

## How to Create Your DCF Transcript (Student Record)

Step 1: Go to [www.myflorida.com/childcare](http://www.myflorida.com/childcare).

Step 2: Click on the “Training and Registry Login” link at the left of the screen under Essential Links.



The screenshot shows the Florida Department of Children and Families website. The header includes the logo, the text "FLORIDA DEPARTMENT OF CHILDREN AND FAMILIES MYFLFAMILIES.COM", a search bar, and navigation links: Home, Services, General Information, About Us, News & Events, and Contact Us. Below the header is a "Child Care" section with three image-based links: "FOR FAMILIES", "FOR CHILD CARE PROVIDERS AND STAFF", and "CONTACT US". To the left is an "Essential Links" menu with a red arrow pointing to "Training and Registry Login". Below this is a "News and Announcements" section with a title "School Age Child Care Rule Change Effective March 30, 2017" and a brief description of the rule change process.

Step 3: This is the CCT Training Portal. Click “Click here to register as a new user.”

**\*WARNING-** If you have previously taken any DCF Child Care Training course, **STOP!** (You may already have a DCF Transcript. Call the Child Care Training Office at (813) 930-7530.



The screenshot shows the CCT Training Portal registration page. It features a "Welcome to Child Care Training" banner. Below the banner is a yellow box with a warning: "By logging into the Child Care Training Portal, you are confirming that you are the account holder. Only the registered account holder is allowed access to the individual account and is responsible for providing verification of training to employers, when requested." Below this is a form with the text "Please enter your email address below!" and a label "Email Address:" followed by an input field. To the right of the input field are links for "Forgot Email Address" and "Forgot Password?". Below the input field is a "Continue" button. At the bottom left is the Florida Department of Children and Families logo, and at the bottom right is a "CCTA Training Portal Help Video" button.

Step 4: Type your email address. Type it again to confirm. Click “Create New Account.”

Email Address:   
Confirm Email:

Don't have an email address? [Click here for a new email address!](#)

Create New Account

Return to Login Page

Step 5: Fill in all fields. Click “Submit.”

**Please Enter Your Information -- Required Items in Blue**

**DEMOGRAPHIC SECTION**

Email Address:   
First Name:  Middle:  Last Name:   
*First Name is required!*  
Birth Date (mm/dd/yyyy):  Social Security Number Last Five:   
Address Line 1:  Address Line 2:   
City:  State:  Zip:  ZipPlus:  County:   
Home Phone: (  )  -   
Employer Phone: (  )  -

Return to Login Page

Submit

Step 6: You will be given a temporary password. Write it down. You will use it to log in the first time.

Step 7: Type your email address. Click “Continue.” Type your temporary password and continue.

Step 8: Verify your personal information. Enter your new password. **Answer the 3 security questions** (\*Tip- Keep your answers simple). Save and continue.

## **Congratulations you have created your Student Transcript!**

You will see the Personal Menu. Here you will be able to view your transcript, enroll or unenroll in courses and/or exams, make payments and take online courses.

### **Child Care Training Information Menu**

#### **Personal Menu**

- My Student Information and Transcript
- Instructor Led or Online Courses Enroll/Unenroll
- Competency Exams Enroll/Unenroll
- Pay for Unpaid Courses and Exams
- Take or Resume Online Courses