

## Como crear su transcripción de estudiante en DCF

Paso 1: Visite [www.myflorida.com/childcare](http://www.myflorida.com/childcare).

Paso 2: Haga clic en el enlace **“Training and Registry Login”** a la izquierda de la pantalla debajo de **“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 a navigation menu with links: Home, Services, General Information, About Us, News & Events, and Contact Us. Below the header, there are three main sections: 'Essential Links', 'Child Care', and 'News and Announcements'. The 'Essential Links' section contains a list of links: Child Care Home, For Families, For Child Care Providers And Staff, Training & Credentialing, Training and Registry Login (highlighted with a red arrow), Background Screening, Other Programs and Services, News and Announcements, Recall Notifications, and Laws & Requirements. The 'Child Care' section features three images labeled 'FOR FAMILIES', 'FOR CHILD CARE PROVIDERS AND STAFF', and 'CONTACT US'. The 'News and Announcements' section has a title 'School Age Child Care Rule Change Effective March 30, 2017' and a short paragraph of text.

Paso 3: Haga clic en **“Click here to register as a new user”** solamente para registrarse como nuevo usuario.

**\*ADVERTENCIA-** Si Usted previamente ha tomado cualquier curso de cuidado de niño, no siga! (Usted quizá tenga ya una transcripción en el sistema de DCF. Llamar a su oficina local de capacitación de cuidado infantil al número (813) 930-7530.



The screenshot shows the login page for the Child Care Training Portal. At the top, there are two links: 'New User? Register here! Click here to register as a new user.' and 'No email address yet? Click here to get a new email address.'. Below these links is a grey bar with the text 'Welcome to Child Care Training'. A yellow box contains a disclaimer: '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 the disclaimer, there is a text input field for 'Email Address:' with a 'Forgot Email Address or Forgot Password?' link to its right. A 'Continue' button is positioned below the input field. At the bottom left is the Florida Department of Children and Families logo, and at the bottom right is a button labeled 'CCTA Training Portal Help Video'.

**Paso 4:** Escriba su dirección de correo electrónico. Escríbala nuevamente para confirmar. Haga clic en **“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](#)

**Paso 5:** Llenar todas las areas con información personal. Hacer clic en **“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](#)

**Paso 6:** Se le dará una contraseña temporal. Escríbala. Usted utilizará esta contraseña temporal para iniciar la sesión por primera vez.

**Paso 7:** Escriba su dirección de correo electrónico. Haga clic en **“Continue”**. Escriba su contraseña temporal y continúe a la siguiente página.

**Paso 8:** Verificar su información personal. Ingrese su nueva contraseña. Conteste las **3 preguntas de seguridad** (\*Punto Importante- mantenga sus respuestas simple). Presione **“Save and Continue.”**

**Felicitaciones por haber creado su transcripción de estudiante en DCF !**

Usted verá el **“Personal Menu”**. Aquí usted podrá ver su transcripción, inscribirse para cursos, exámen(es) y hacer pagos.

**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**