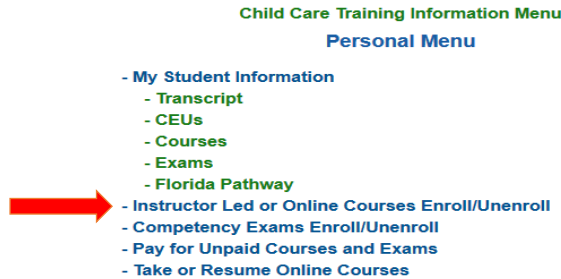




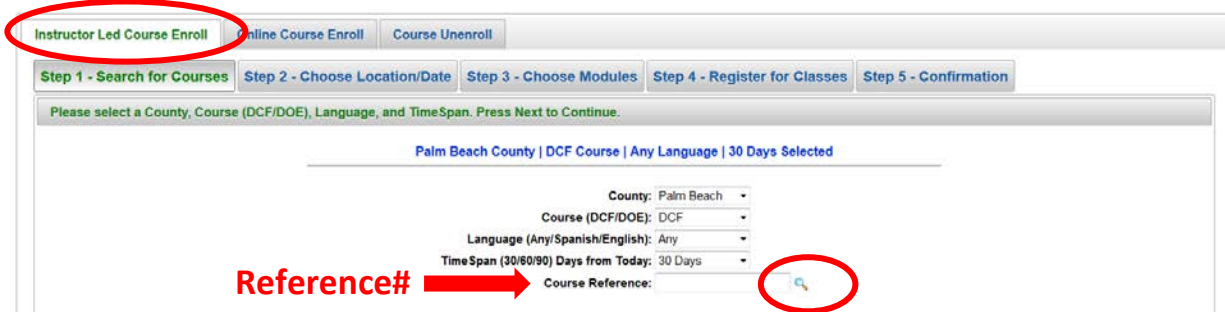
HOW TO REGISTER FOR COURSE - DCF WEBSITE

Please complete your registration before your class starts or within 24-hour after class started to ensure that is an official record of your course with State of Florida (DCF).

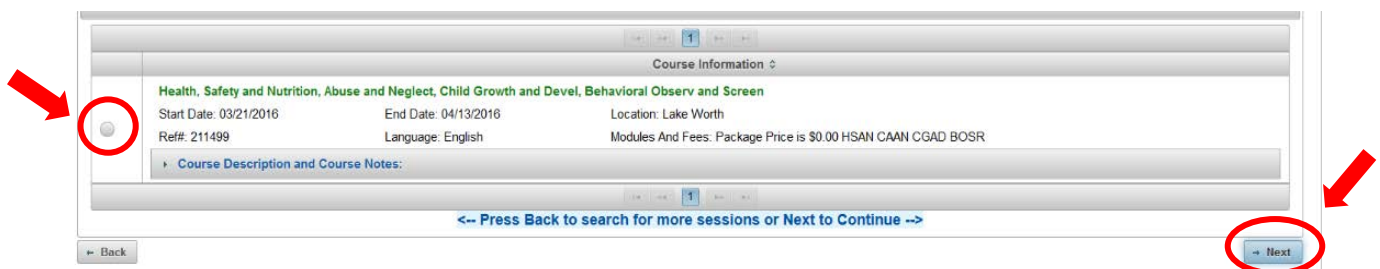
1. Go to the following website: www.myflfamilies.com/childcare.
2. Click on the link [Training and Registry Login](#).
**Click on [Click here to register as a new user](#) if you have not set up an account with DCF. Be aware that you will need to change your temporary password and complete the security questions if this is your first time logging in.*
3. Login using your [Email](#) address and [Password](#) that you have with your DCF account.
4. On the next page, verify your personal information and click on [Continue](#).
5. On the next page, under your personal menu select, [Instructor-Led or Online Courses Enroll/Unenroll](#).



6. If you have the reference number, add the reference number on the provided space or click on the magnifying glass to search for the course. Then select [NEXT](#).



7. Select the class by clicking on the circle that is on the left side of the class description box.



8. You will see a window with the class that you have registered for. If you need more information about that class, click on Module Details. Otherwise, click [NEXT](#), and then [NEXT](#) one more time.
9. If there is a green checkmark ✓, registration has been successful.

