

INSTRUCTIONS FOR USING THE TRAINING CALENDAR AND WEBSITE

Welcome!

The CSSD Training Calendar administered by Wheeler Clinic can be found online at <https://cssd.ctclearinghouse.org>. Before creating an account, you must check with your Program Director to be sure that your agency AND your specific program is funded under a current CSSD contract. You cannot attend trainings unless your program is currently funded. We encourage you to become familiar with the online catalog of courses and the registration process.

To register for a class you must create a student account that you will login to access the registration portal. If you forget your password, or do not see your agency/program listed in the drop down menu, call Wheeler Clinic at 860-793-2164. All training registrations must be in the name of the student who is attending that training, therefore you must have a training account created in your name if you wish to attend trainings.

Once logged in, you can browse upcoming trainings by selecting "All Course Offerings" from the task bar on the upper left hand side. This categorizes courses in alphabetical order by title. You can also select, "Courses by Date" on the left hand-side to browse courses offered in each month.

Each training title is a link that you will need to click on to add it to your registration basket. In addition, you may click on the trainer(s) name to read a short bio. When you click on the training it will list a course description and course learning objectives. Please read this carefully as some trainings require you to bring materials, and/or complete a pre-requisite before attending. Below this, it will show you all sessions being offered. It will also show you how many seats are available. If there are no seats available, you may add yourself to the waitlist by selecting "Signup for the waitlist." In the event you are removed from the wait list and added to the class, you will receive a registration confirmation email.

If there are seats available, select "Add Class." This will put your registration in a "registration basket." From here you can select "Add Classes" to select additional courses to add to your registration basket, or you can select "Check out". Make sure to click "Complete" at the end of checkout or your registration will not go through. Once you hit complete, you should see a confirmation screen and receive an email confirmation (the email confirmation is sent to the Login ID) within a few minutes. If you do not, you are not registered to attend the training. Please call us if you are having difficulty.

You will receive reminders via email for each training you are registered for 1-week and 2-days prior to the training date(s). If you should need to cancel, you can reply directly to the email(s) with your cancellation notice, or you may call 860-793-2164. Please remember, if a student cannot attend a class, Wheeler Clinic should be notified as soon as possible by email or phone. There are often waiting lists to get into classes and as much notice as possible is helpful to notify other potential students. Please arrive on time to your scheduled trainings. We look forward to your participation.



Thank you for utilizing the CSSD Training Calendar administered by Wheeler Clinic,
CSSD Training Academy

INSTRUCTIONS FOR STUDENTS WITHOUT EMAIL/ INTERNET ACCESS:

If your staff members do not have access to computers, you may copy the faxable "student account" form on page 4, fill one out for each student and fax it to Wheeler Clinic at 860-793-9813. Each student will be registered by a Wheeler staff. An email address or telephone number must be given in order to receive confirmation.

1. Complete the student account form (on page 4) and fax it to Wheeler Clinic - make sure that you select a password. Please make sure that you supply us with your telephone number in the space provided. PLEASE GIVE US AN EMAIL ADDRESS, even if it's your personal one.
2. If you cannot use a computer to sign up for a class, call 860-793-2164 and ask to speak with someone about the CSSD Training Calendar. They will need your name and your password to put you into the class.
3. If you are unable to attend, please call Wheeler Clinic as soon as you know that you won't be able to attend.
4. If the class is canceled or the location changes, we will use the email or phone number that you gave in your student account information to contact you. If this information changes, please call us and let us know.

If you are unable to attend a class, please call or email Wheeler Clinic:

Phone: 860-793-2164

Email: CSSDCalendar@wheelerclinic.org

Incident Weather/Cancellation Line
(for any CSSD classes found in this calendar)

860-793-7227

CSSD Training Calendar Student Account Information

↻ Please use this faxable form ONLY if you are unable to register online ↻

If you have registered for trainings in the past and changed your name or moved to a different agency which is funded by CSSD, please do not create a new account! Give us a call and we would be happy to re-activate your old one so that your CSSD training history will be within a single account on the CSSD Training Calendar database.

Fill in ALL fields, and please print neatly. Call if you have any questions: 860-793-2164.

First Name: _____ Last Name: _____

Job Title: _____

Contractor (I work for an agency funded by CSSD)

CSSD Employee (I work for CSSD)

Account Type. Check only one side and fill in all info on that side:

AGENCY NAME _____

DEPARTMENT _____

PROGRAM _____

PROGRAM MANAGER _____

WORK ADDRESS _____

WORK ADDRESS _____

CITY/STATE/ZIP _____

CITY/STATE/ZIP _____

WORK PHONE _____

WORK PHONE _____

CELL PHONE _____

CELL PHONE _____

EMAIL * _____

EMAIL * _____

THIS IS YOUR USER NAME. ALL CSSD CALENDAR CORRESPONDENCE WILL GO TO THIS ADDRESS

THIS IS YOUR USER NAME. ALL CSSD CALENDAR CORRESPONDENCE WILL GO TO THIS ADDRESS

PASSWORD (6 CHARACTERS) _____

PASSWORD (6-DIGIT CSSD ID NUMBER) _____

6 CHARACTERS ONLY. USE THIS PASSWORD TO ACCESS YOUR STUDENT ACCOUNT

6 NUMBERS ONLY. USE YOUR CSSD ID TO ACCESS YOUR STUDENT ACCOUNT

ALTERNATE EMAIL (OPTIONAL) _____

ALTERNATE EMAIL (OPTIONAL) _____

* IF YOU DO NOT HAVE ACCESS TO WORK EMAIL AND CANNOT USE A HOME EMAIL ADDRESS, PLEASE USE SUPERVISOR'S OR CONTACT US FOR ALTERNATE COMMUNICATION OPTION.

Fax Number (MANDATORY if you have no email) _____

Who manages your account? (check one): Myself My Supervisor

Supervisor's Name: _____

Supervisor Contact Info: Phone or Email: _____

Supervisors: If you are creating and submitting account forms for your staff, you may use your email address for multiple accounts, but each account must have a unique password. All correspondence, including reminders and updates, will go to your email address. You will need to disseminate this information to the student in a timely manner.

↻ Enter your training choices below. You may register for classes within the current month, and 2 months ahead ↻

Class Name	Date of Class
_____	_____
_____	_____
_____	_____
_____	_____

Fax this form to: **860-793-9813**

Or mail to: **CSSD Training Calendar at Wheeler Clinic, Inc.
334 Farmington Avenue, Plainville, CT 06062
Attn: D. Winiarski or C. Sisco**