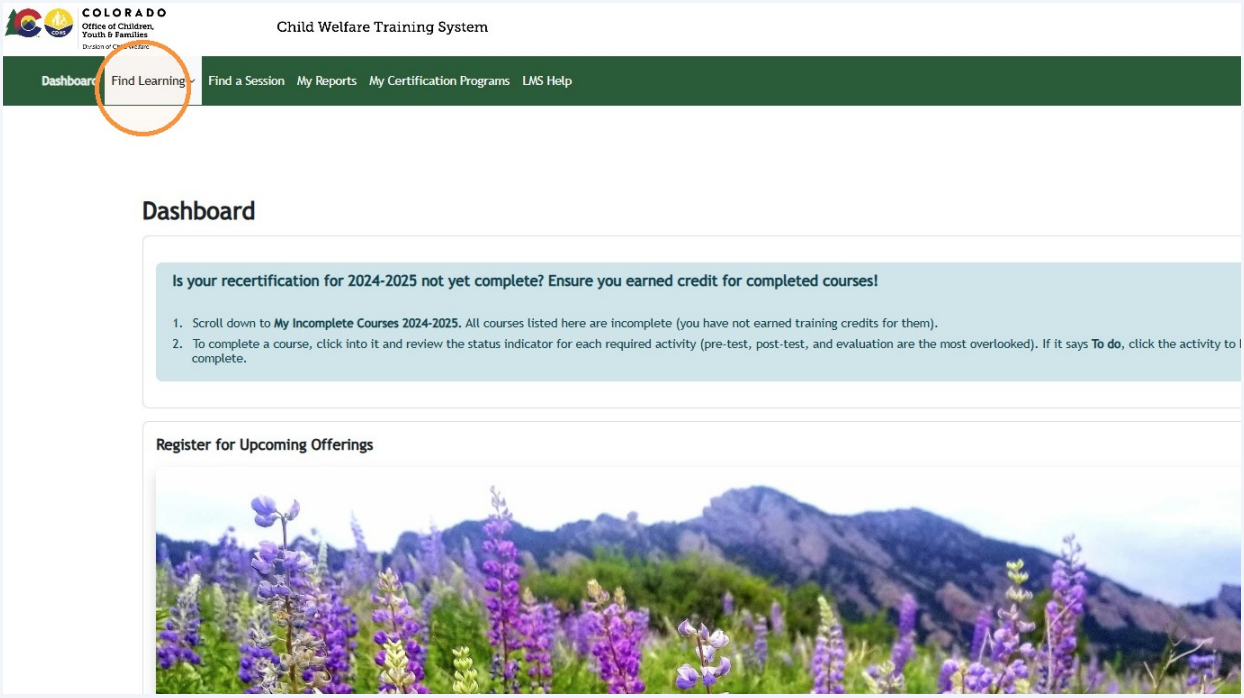
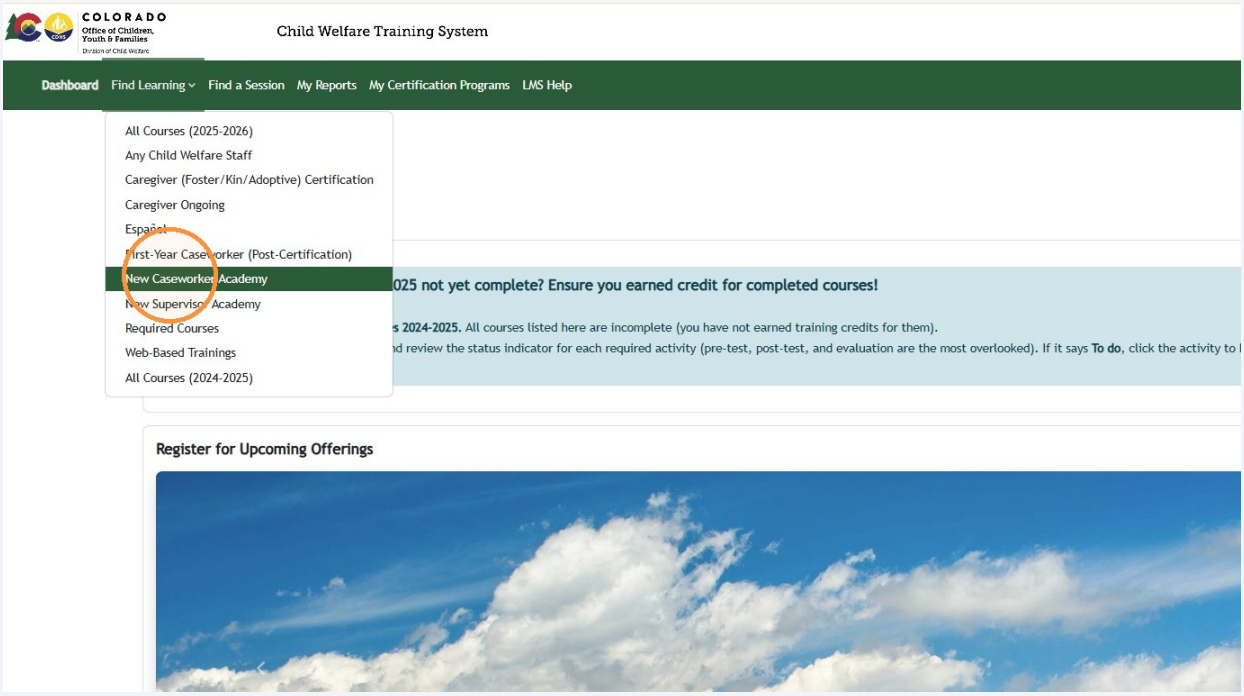
Register for the Intern Cohort for New Caseworker Academy

COLORADO
Office of Children, Youth & Families
Division of Child Welfare
Child Welfare Training System

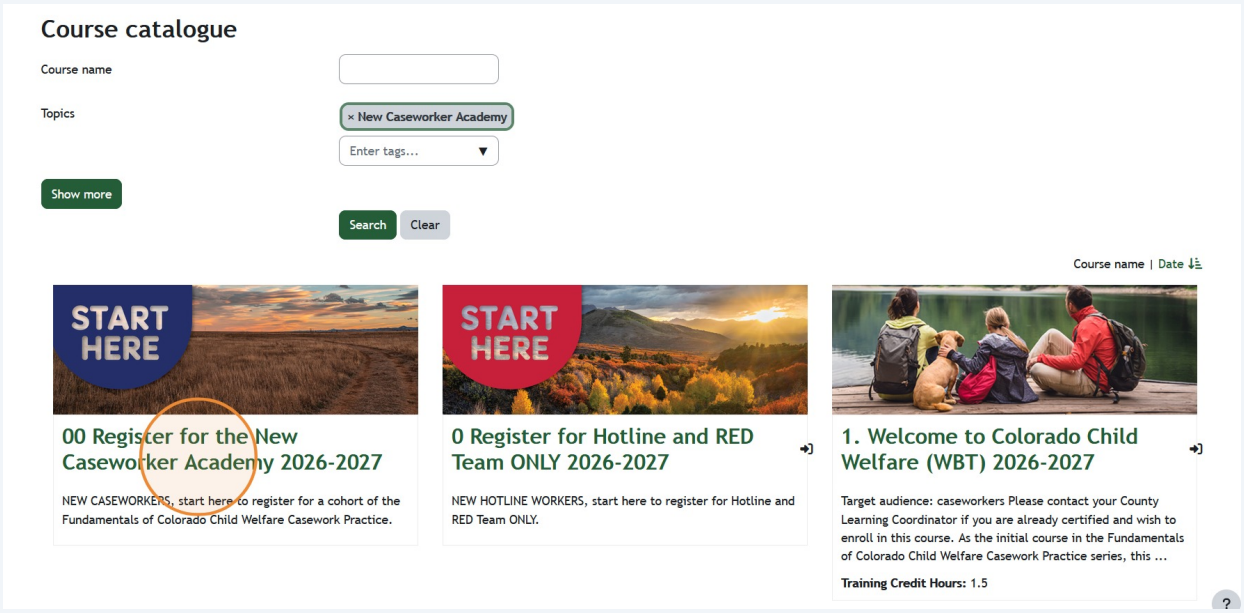
1 Click **Find Learning.**



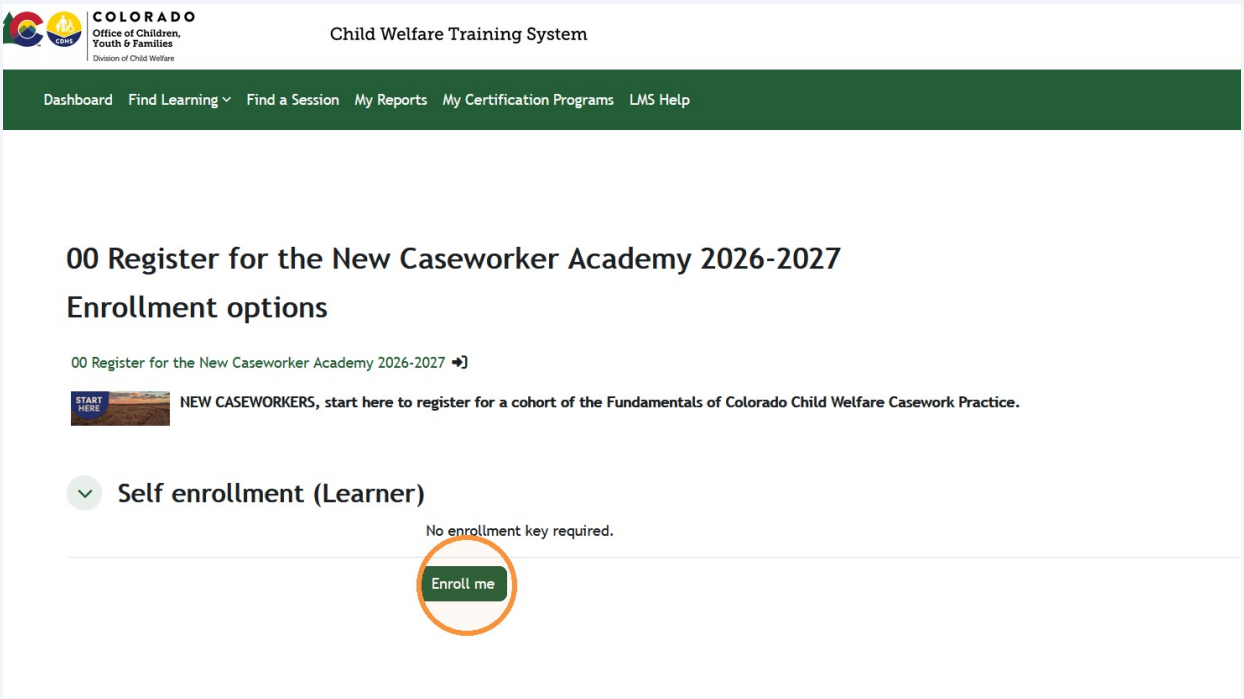
2 Click **New Caseworker Academy.**



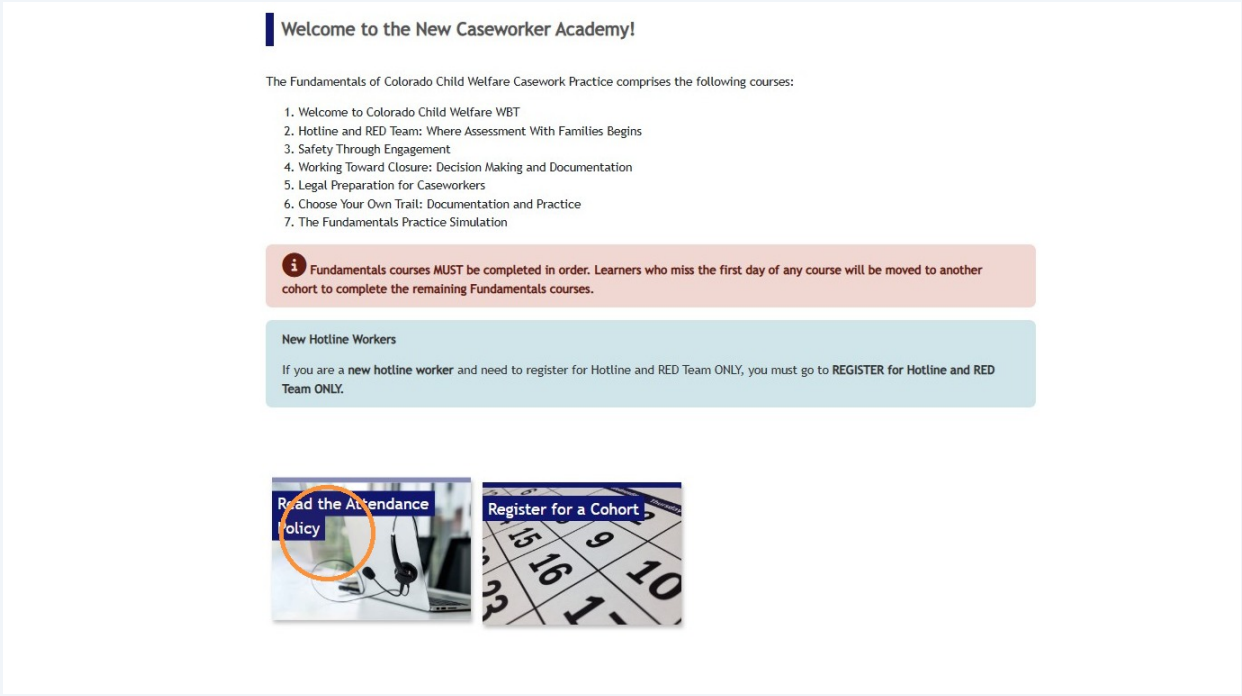
3 Click **Register for the New Caseworker Academy.**



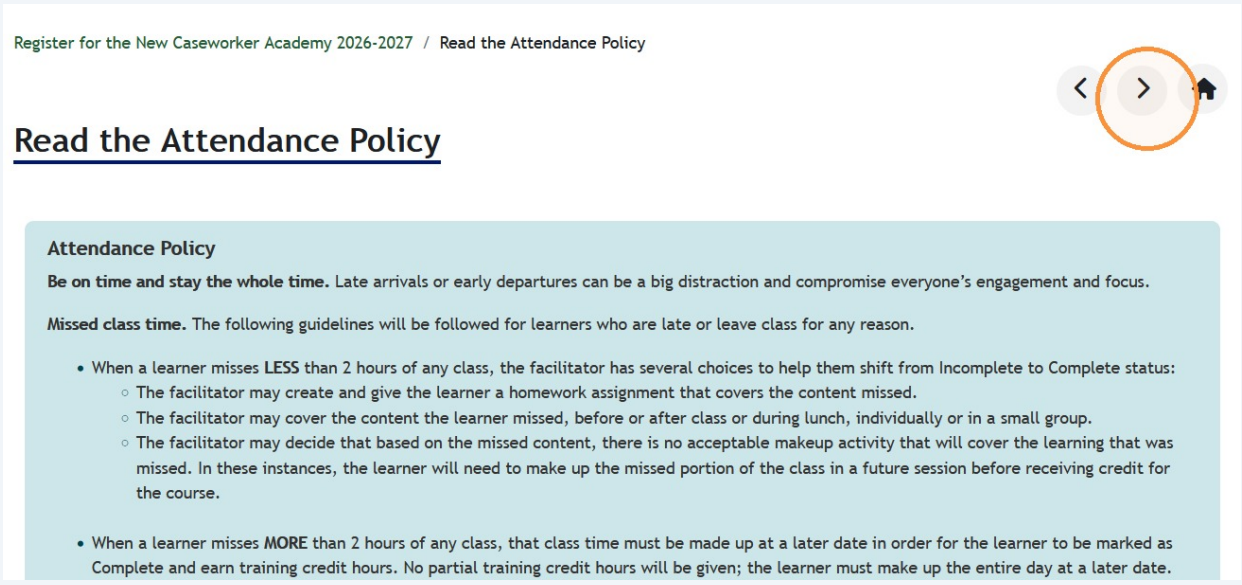
4 Click **Enroll me.**



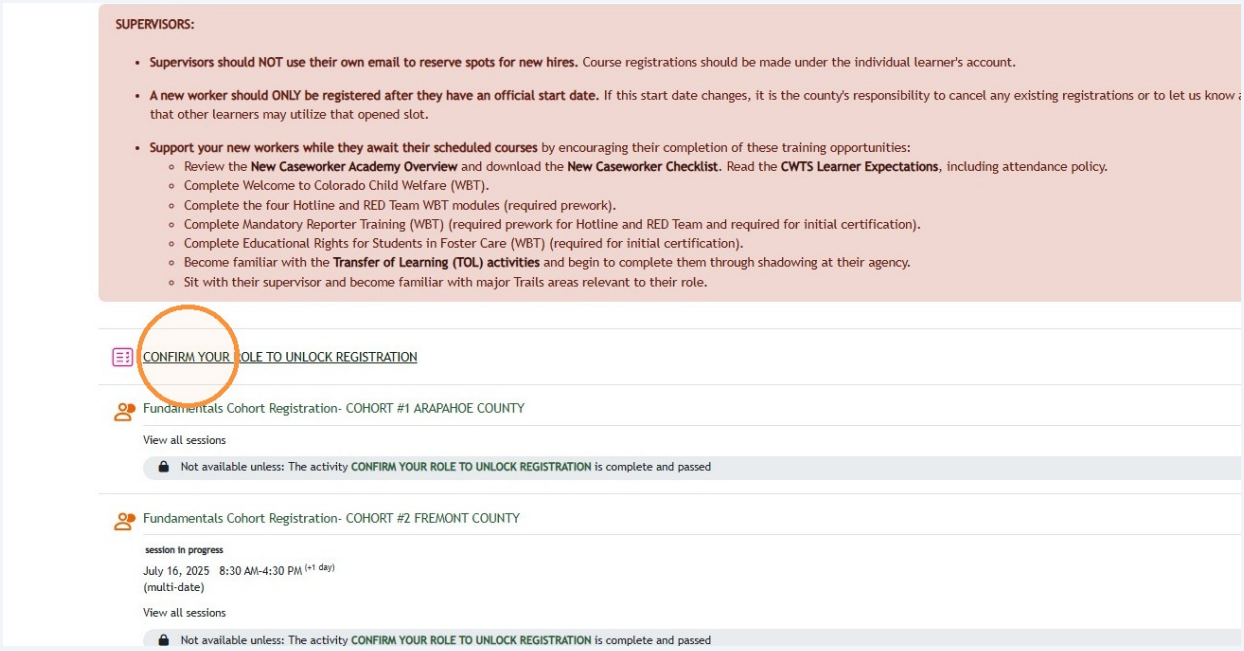
5 Select the tile **Read the Attendance Policy** and review it.



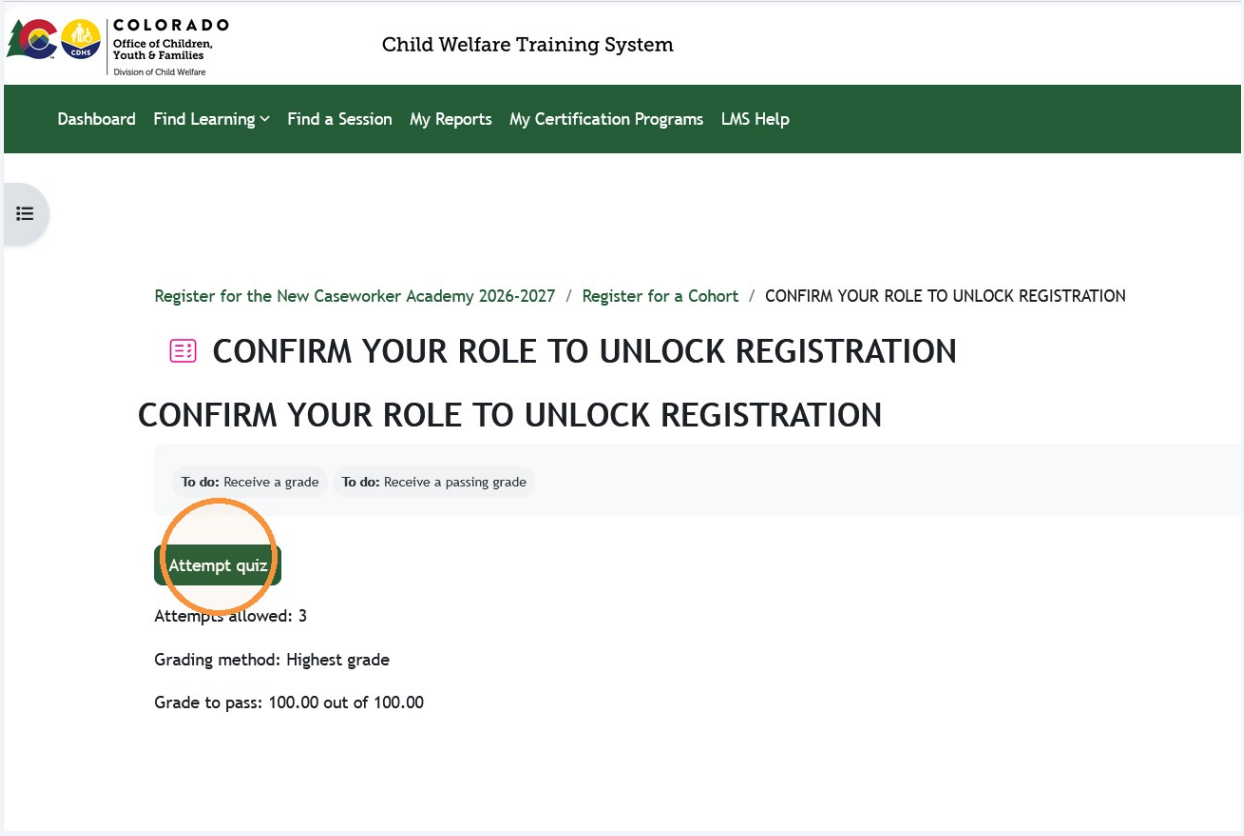
6 Click the **Next Topic** button to go to registration.



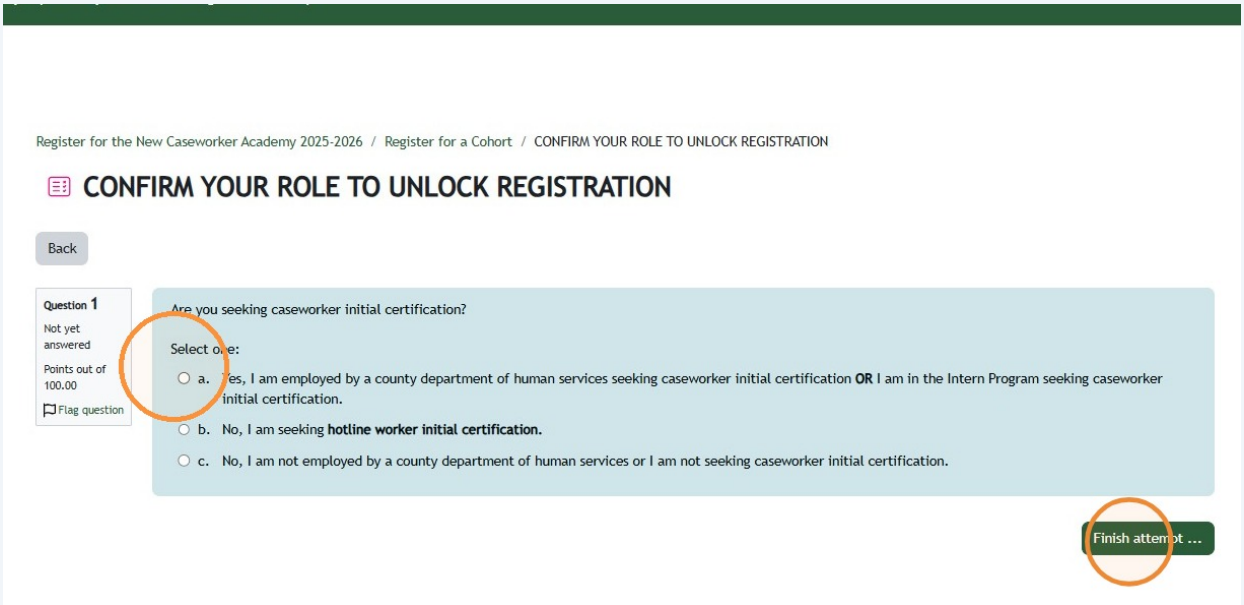
7 Click **Confirm your role to unlock registration.**



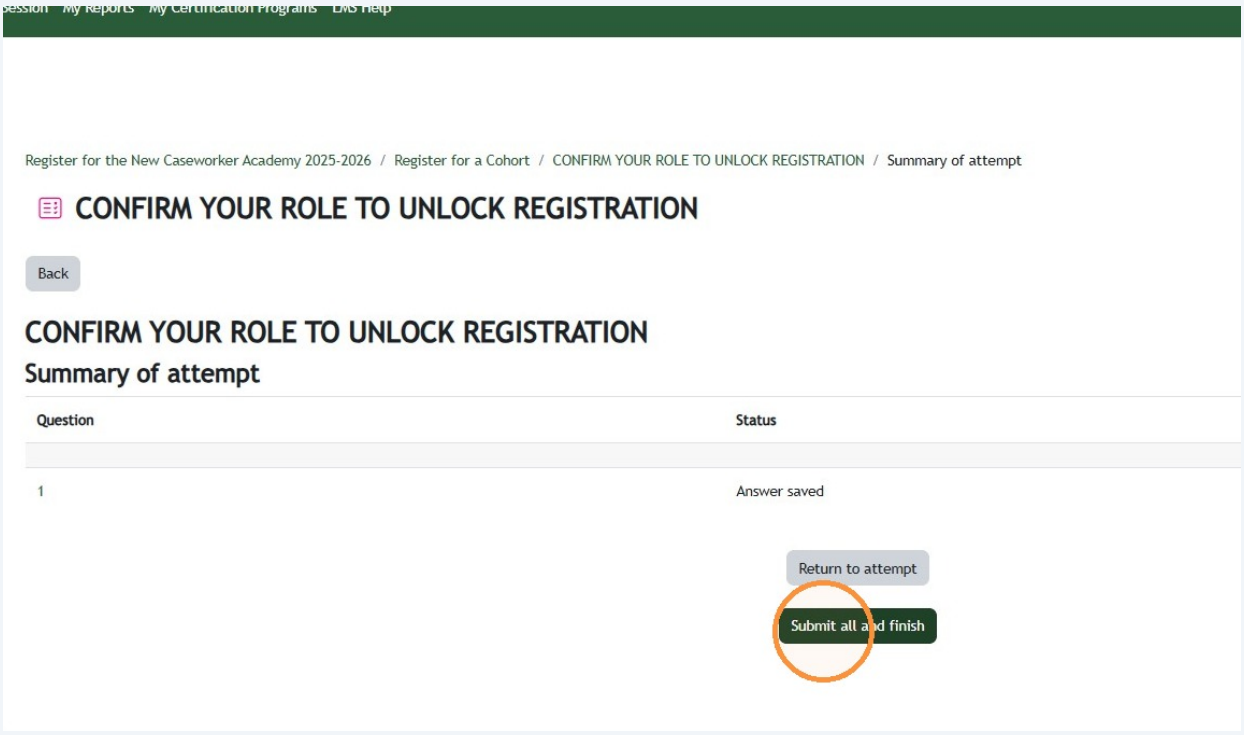
8 Click **Attempt quiz.**



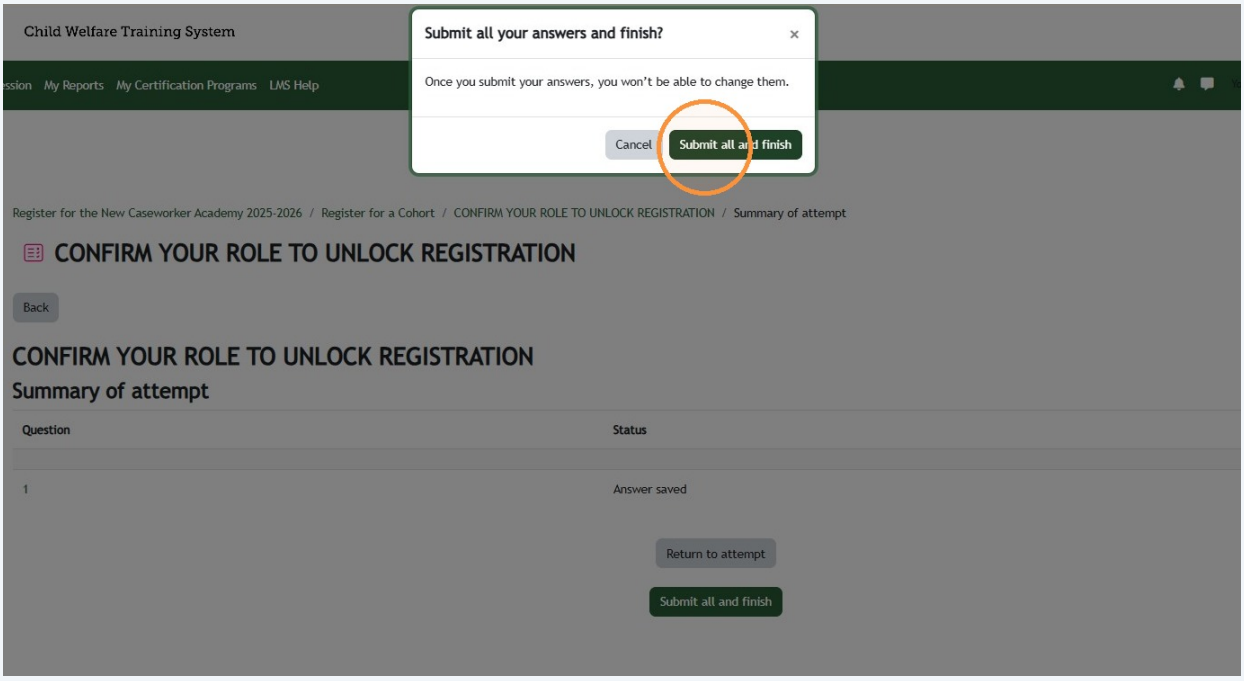
9 Select **A** for your answer, then click **Finish attempt.**



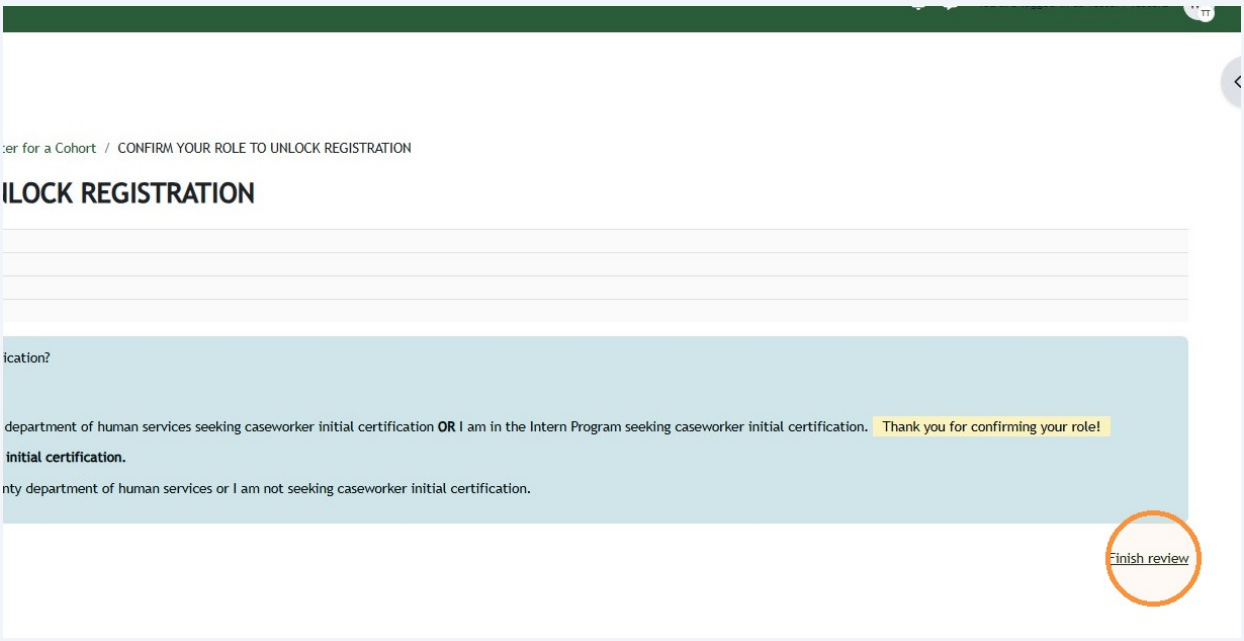
10 Click **Submit all and finish.**



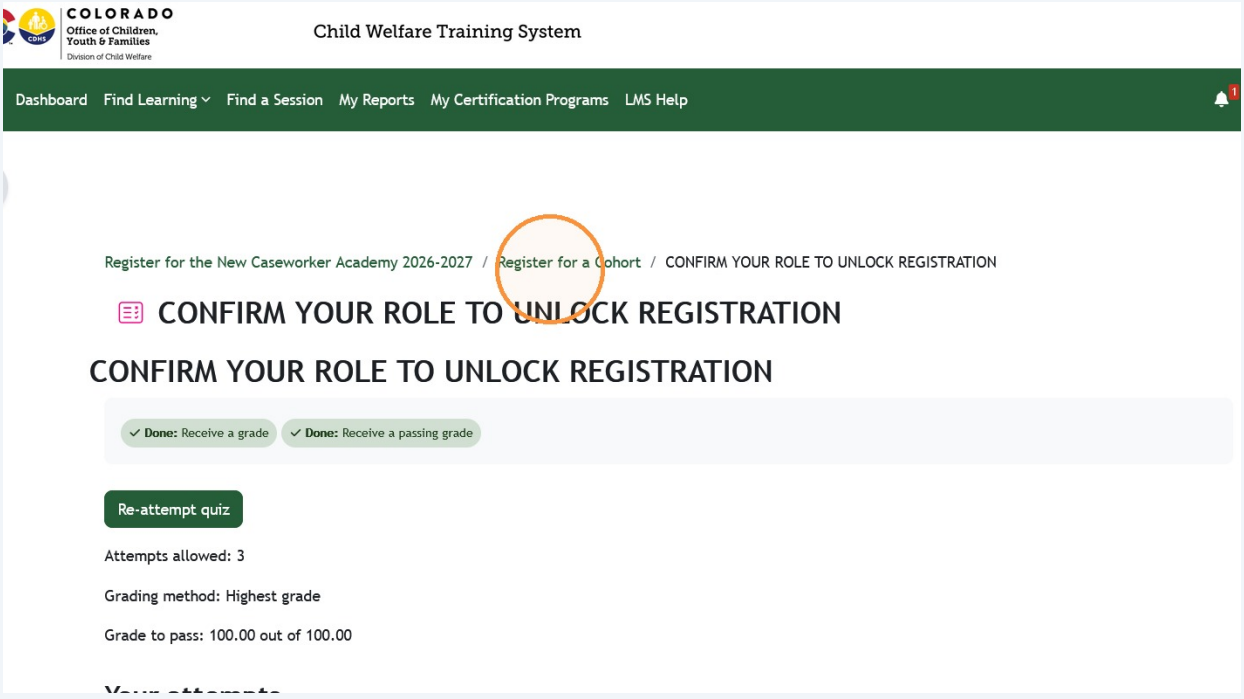
11 Click **Submit all and finish** to confirm.



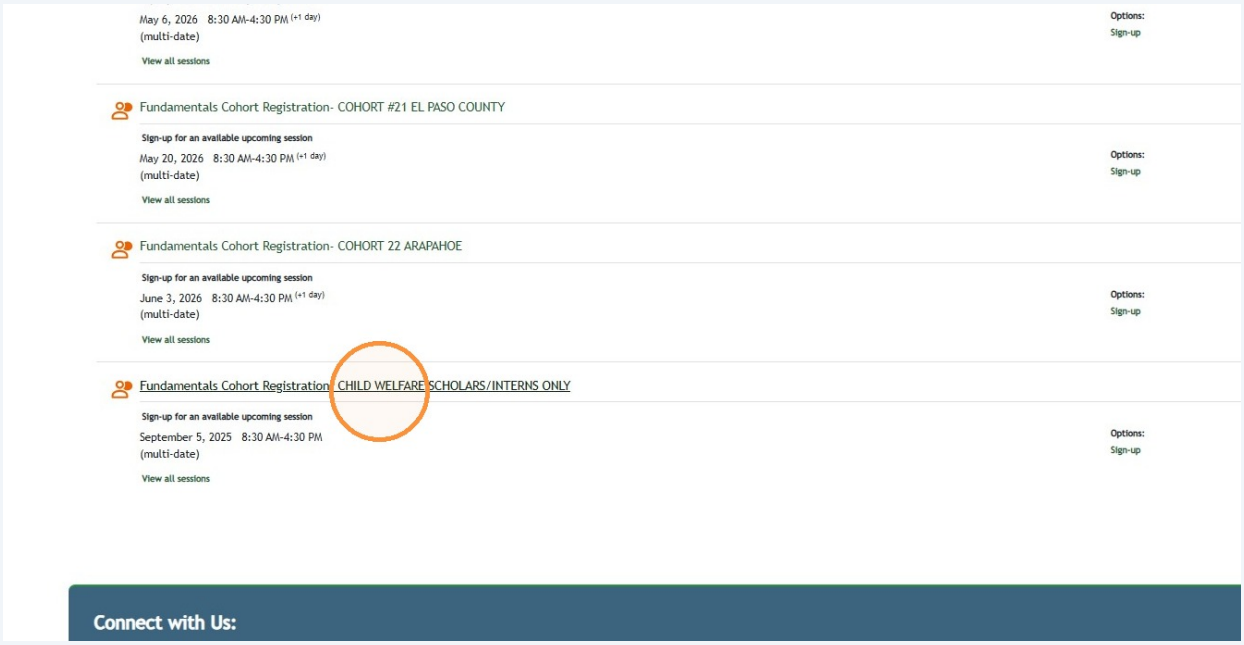
12 Click **Finish review.**



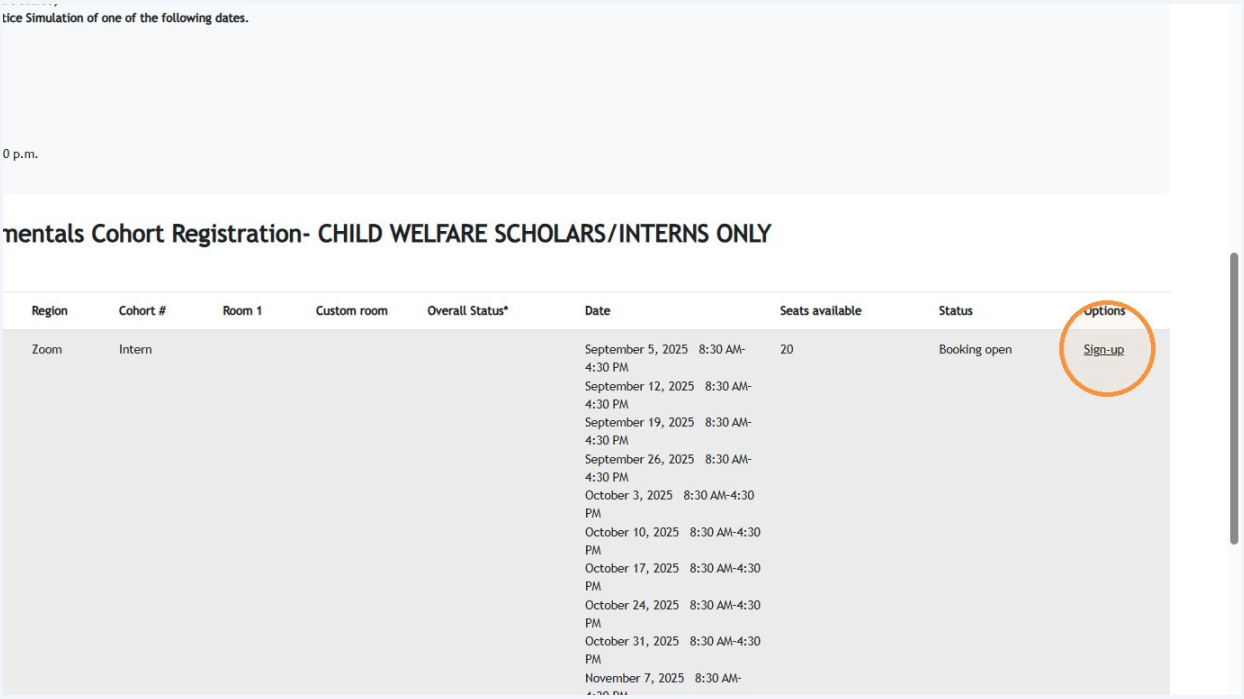
13 In the breadcrumbs menu, click **Register for a Cohort.**



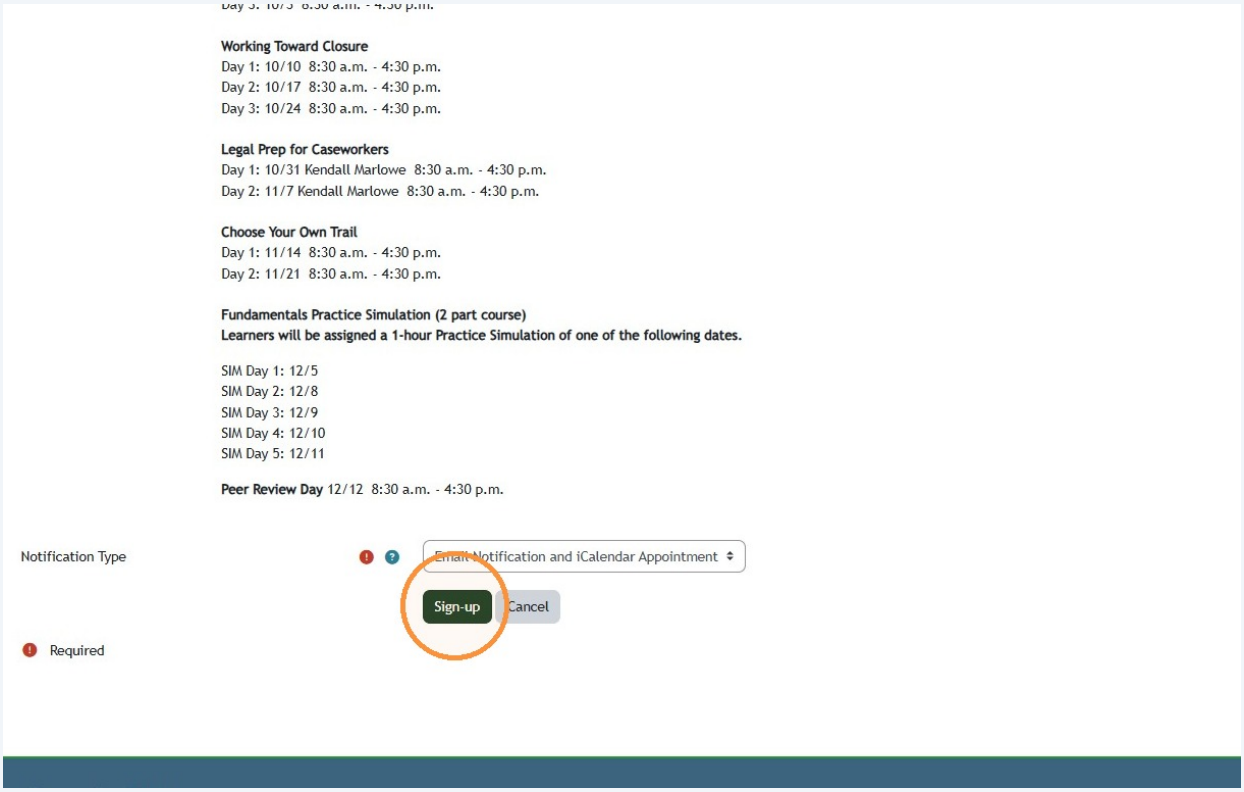
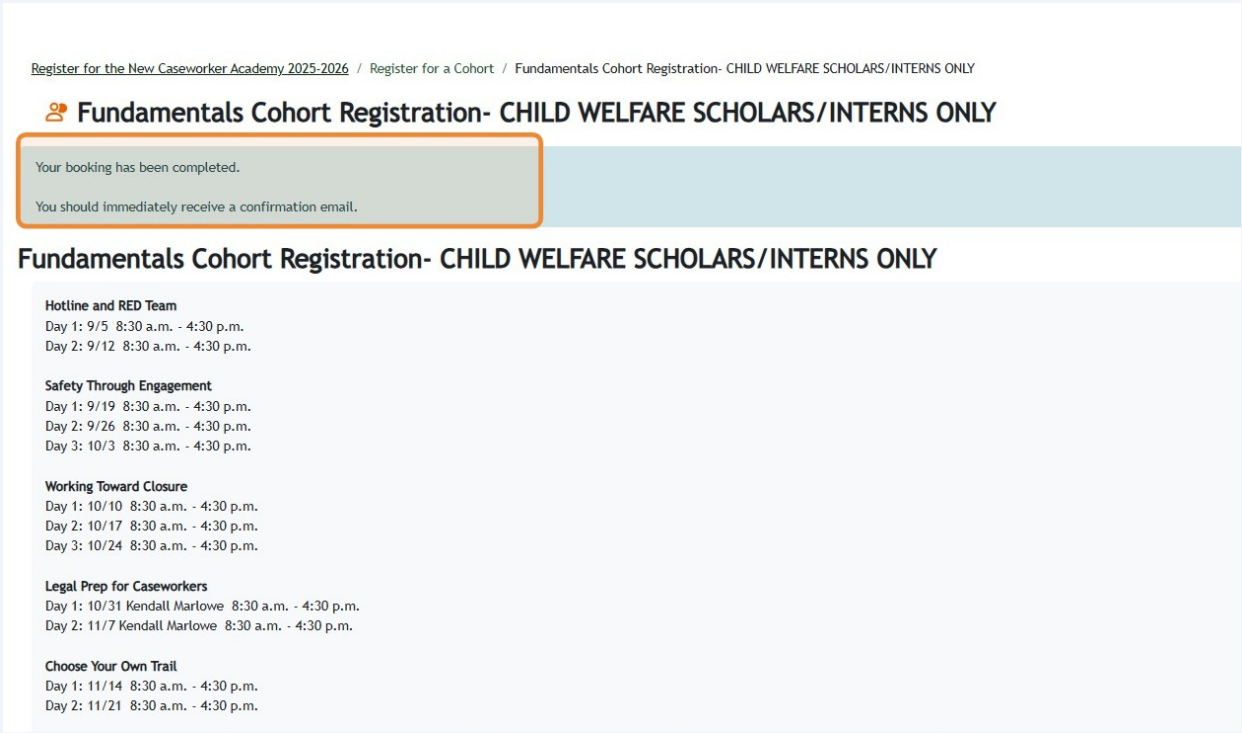
14 Scroll to the bottom of the cohort list and click **Fundamentals Cohort Registration - CHILD WELFARE SCHOLARS/INTERNS ONLY.**



15 Review the dates against your calendar, then click **Sign-up.**



16 Scroll down and click **Sign-up** to confirm.



17 A confirmation appears on the screen, however, please allow 24-48 business hours to be fully registered in all Fundamentals courses, which will give you access to begin prework for each course. You may check your dashboard (My Upcoming Sessions by Booking Status) for registration details for each course session.