Find Your PCA Bookings (3 Ways)

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

Booked sessions in Preservice Caseworker Academy currently do not appear in the user dashboard.

There are three ways to find your PCA bookings.

Method 1: User Profile (RECOMMENDED) STEPS 1-3
View ALL of your booked PCA sessions (including cohort sessions and flex seminars) in one place

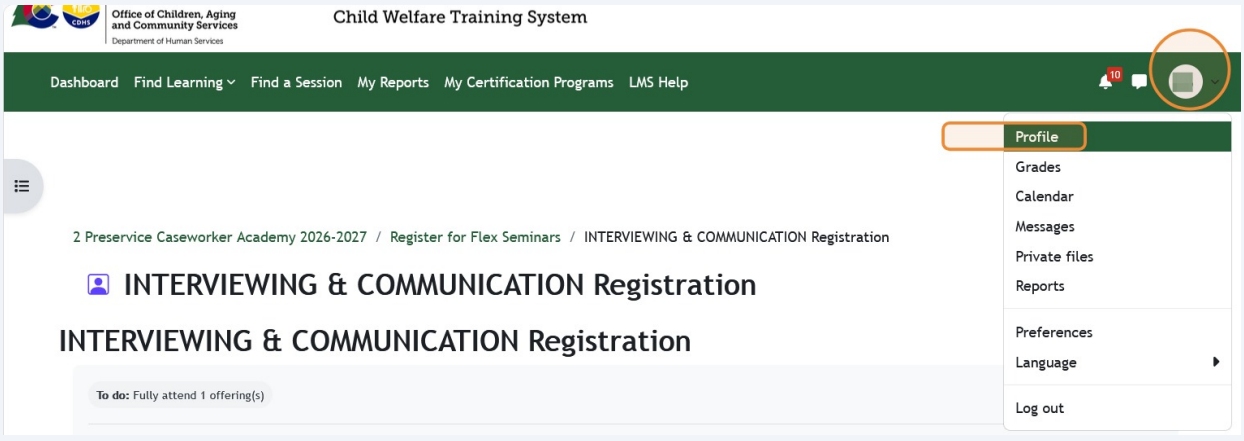
Method 2: Return to the Course Page STEPS 4-9
View your booked cohort sessions or your individual flex seminars

Method 3: Booking Confirmation Link STEPS 10-11
View your booked cohort sessions or your individual flex seminars (same view as Method 2, but directly from email)

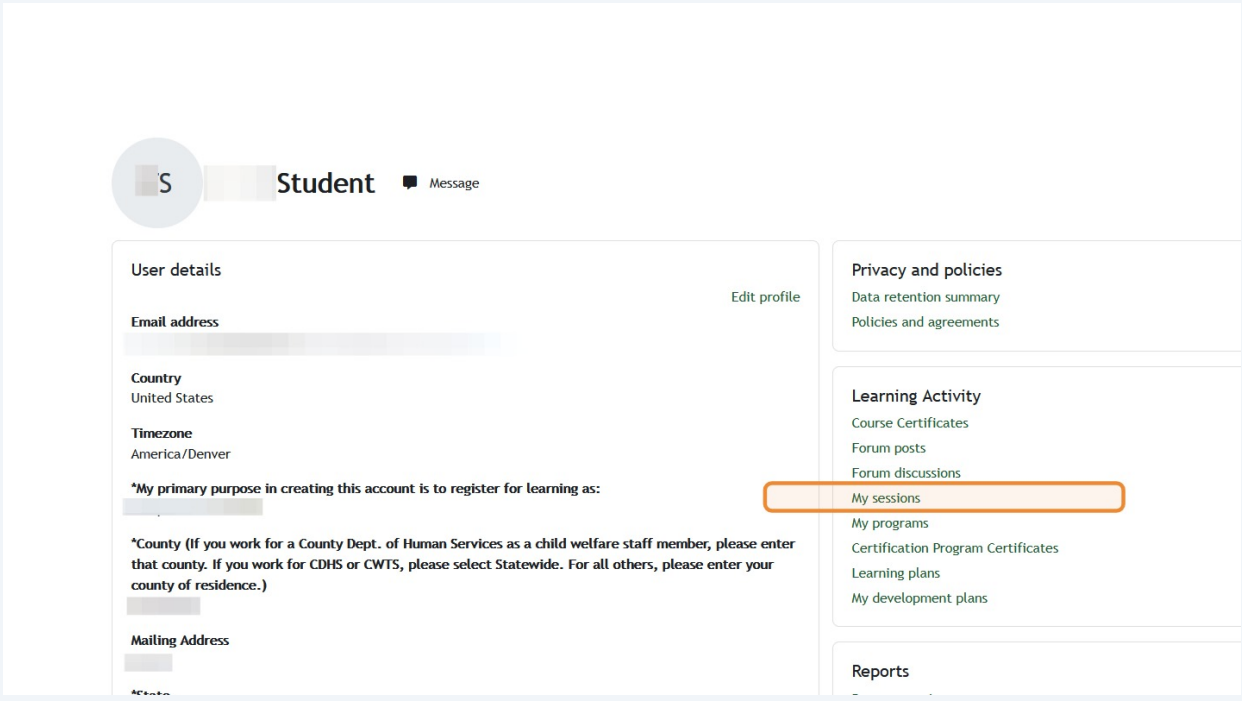
Method 1: User Profile (RECOMMENDED) STEPS 1-3

View ALL of your booked PCA sessions (including cohort sessions and flex seminars) in one place via your user profile.

1 Click on your profile name and select **Profile.**

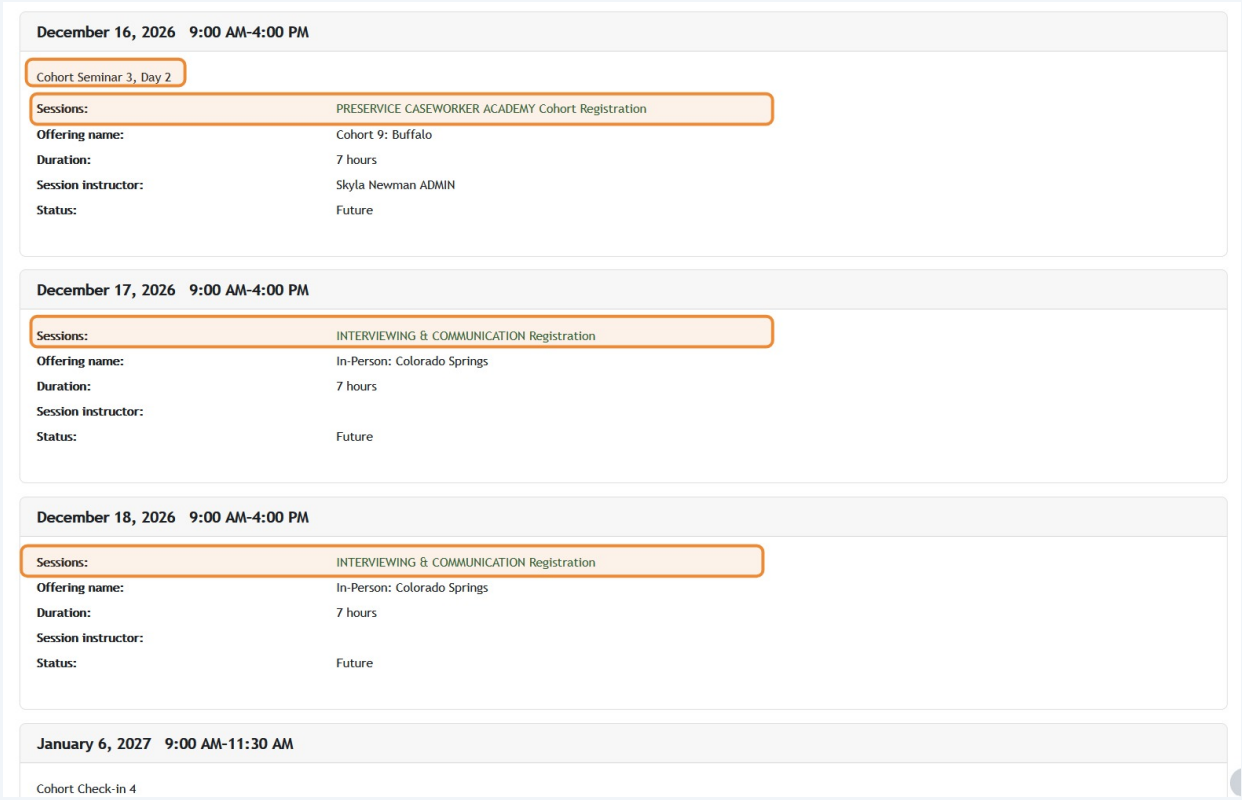


2 Click **My sessions.**



3 **This is a complete chronological list of your booked PCA sessions** (including past, future, and in-progress sessions). Keep scrolling down to see all dates.

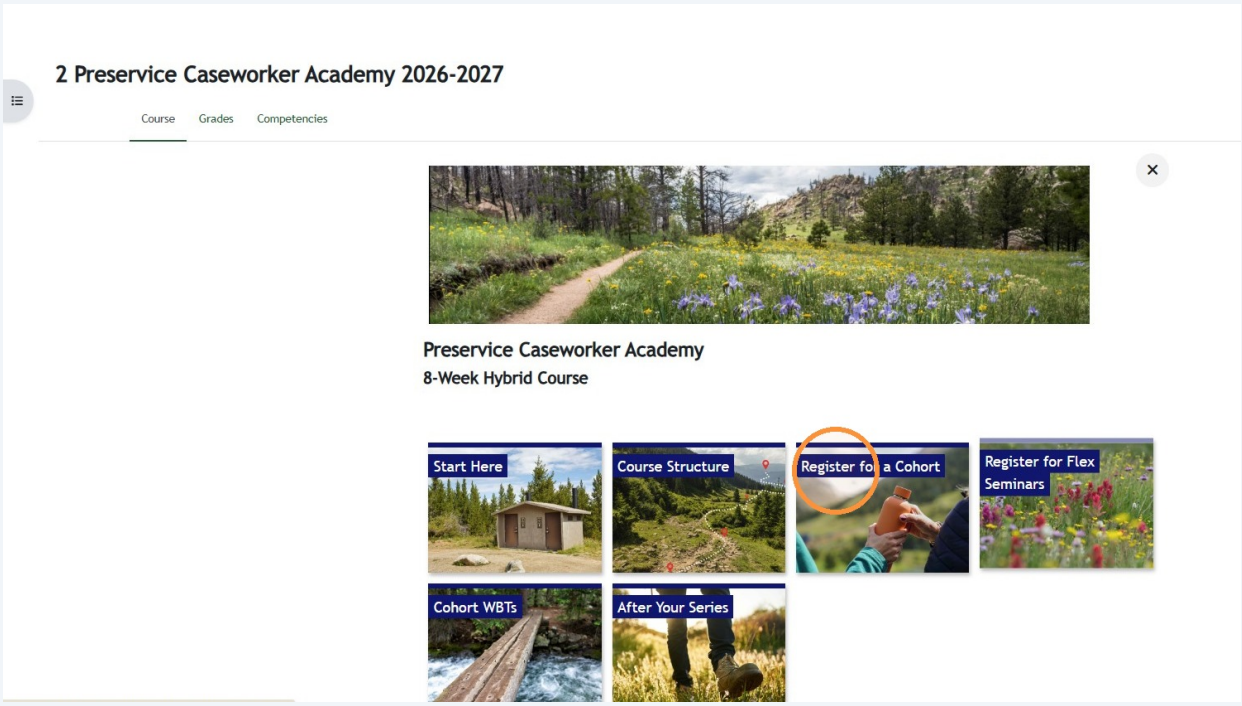
In this example, the learner is registered not only for a cohort but also for the Interviewing & Communication flex seminar.



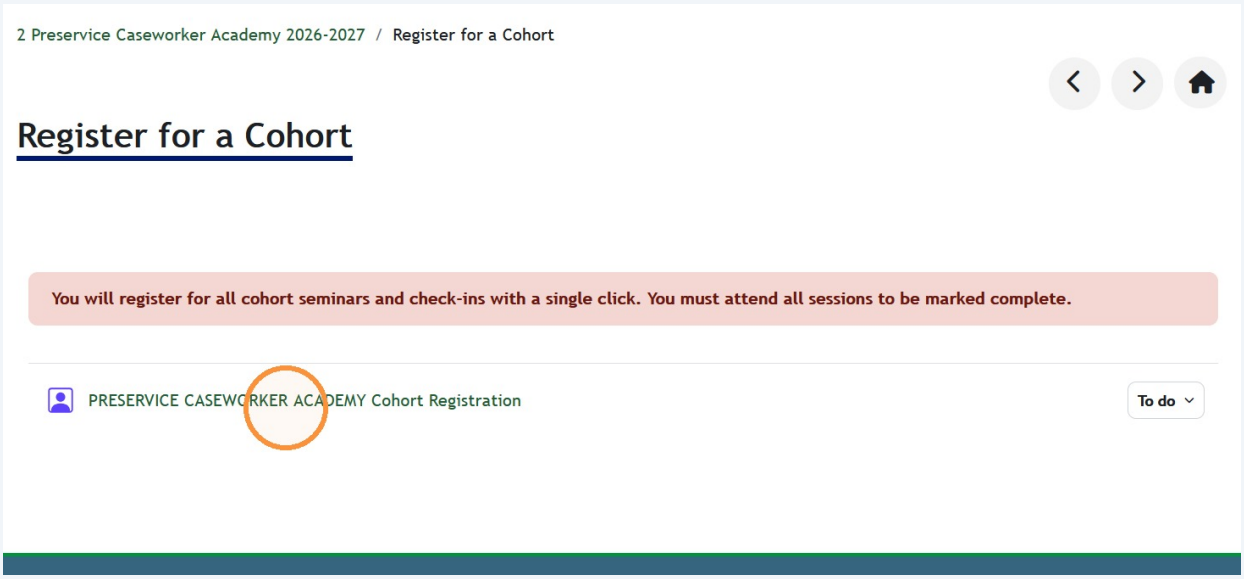
Method 2: Return to the Course Page STEPS 4-9

View your booked cohort sessions or your individual flex seminars via the PCA course page.

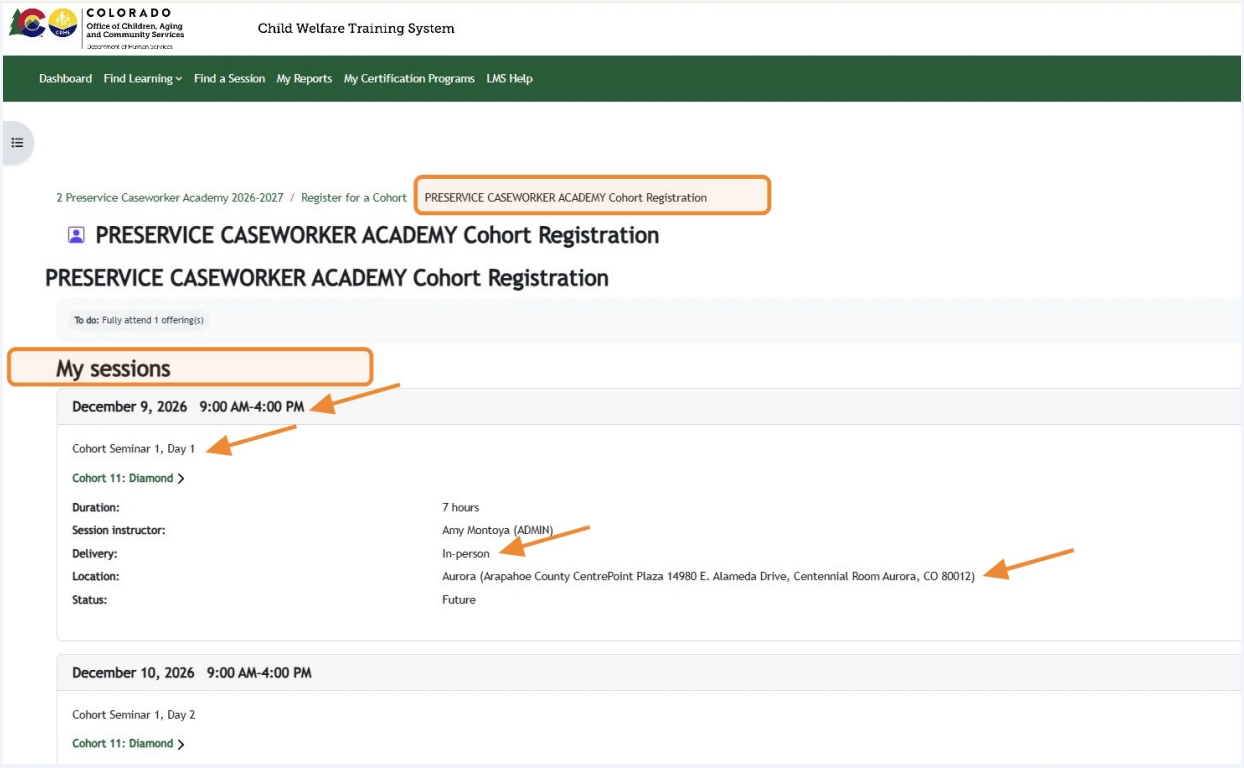
4 From the PCA course page, click the tile **Register for a Cohort.**



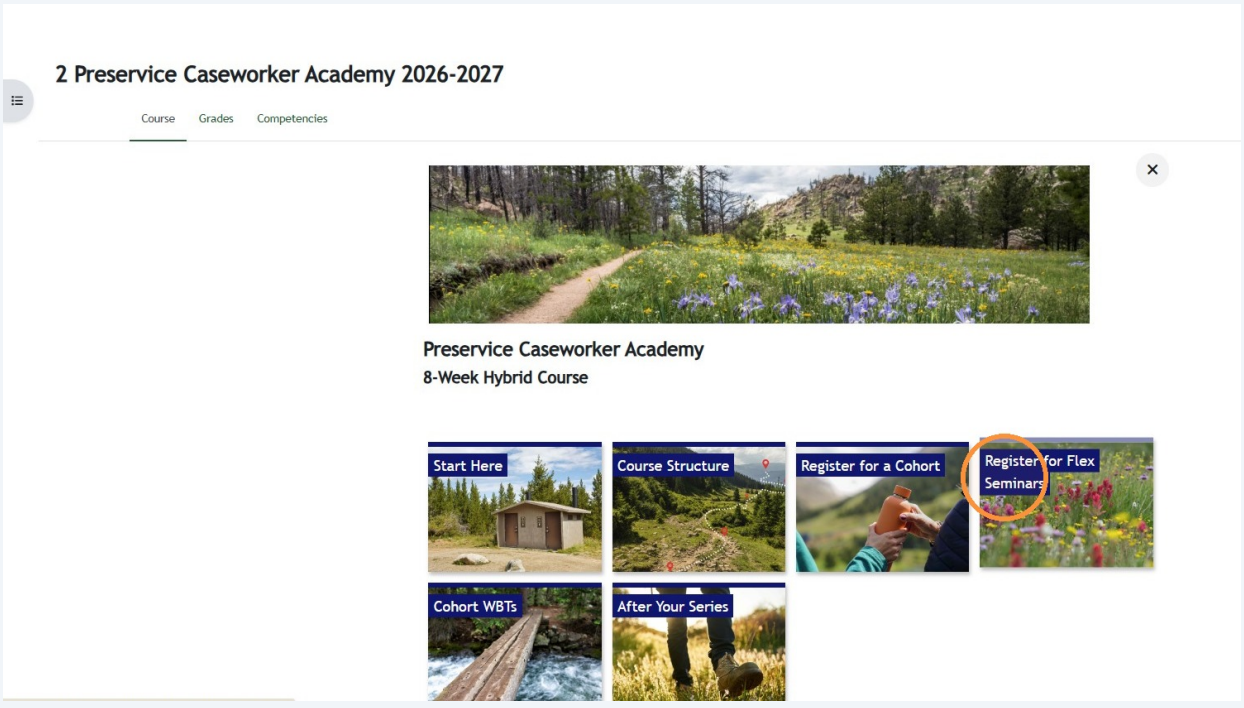
5 Click into the cohort registration activity.



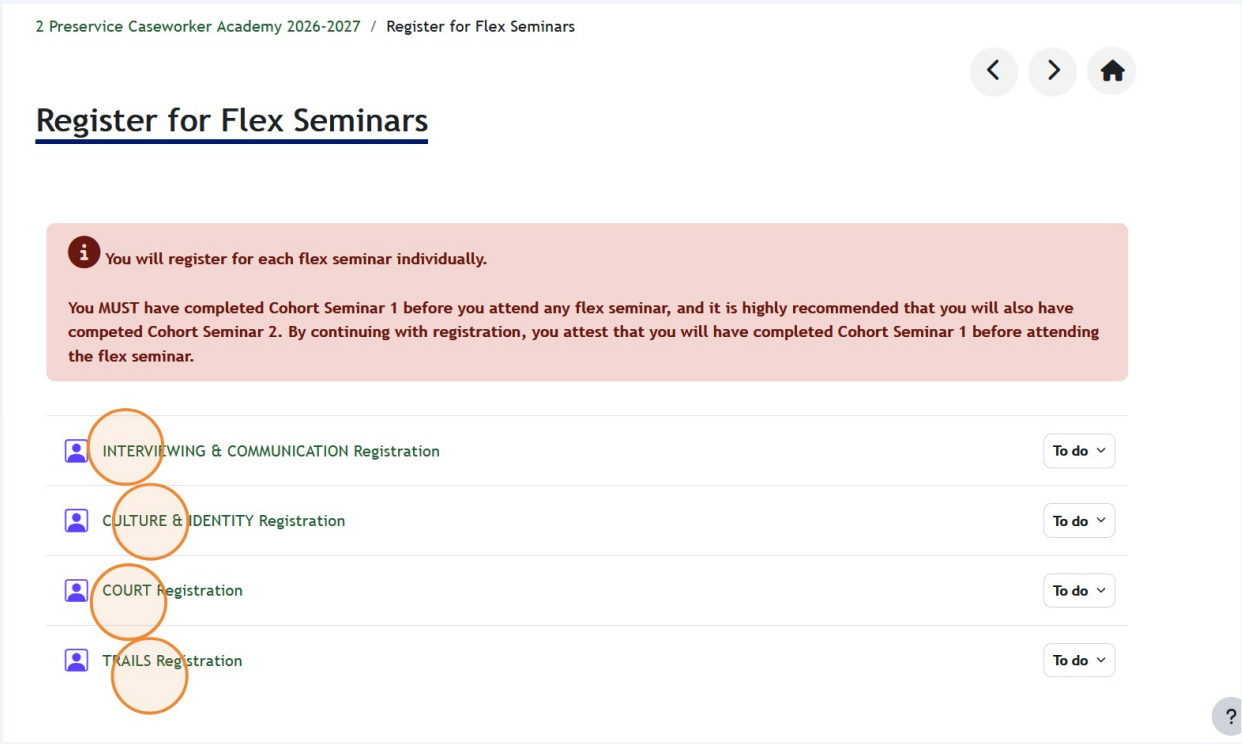
6 In the cohort registration activity, **My sessions** will display all your cohort session dates with details (keep scrolling down to see all 13 dates).



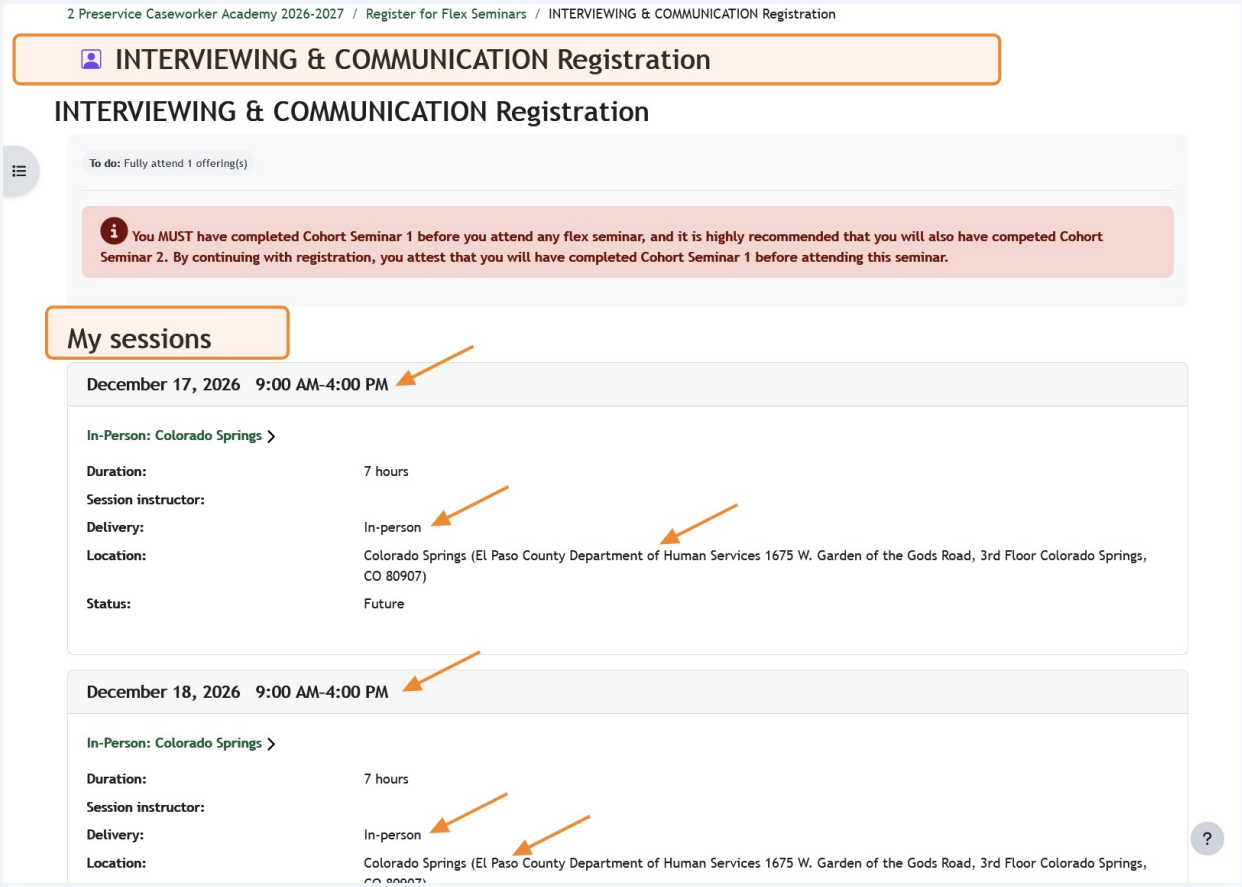
7 For flex seminars, click the tile **Register for Flex Seminars.**



8 To find your booking for a specific flex seminar, click into its registration activity (there are four).



9 Inside the registration activity, **My sessions** will display your booked sessions for that specific seminar (in the example, the seminar is two days).

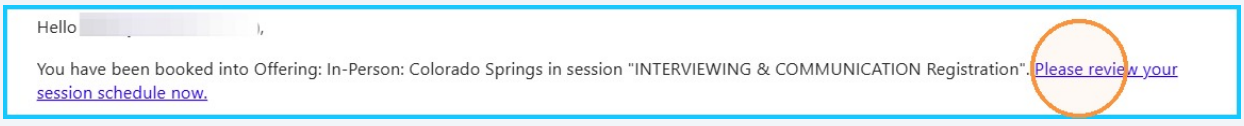
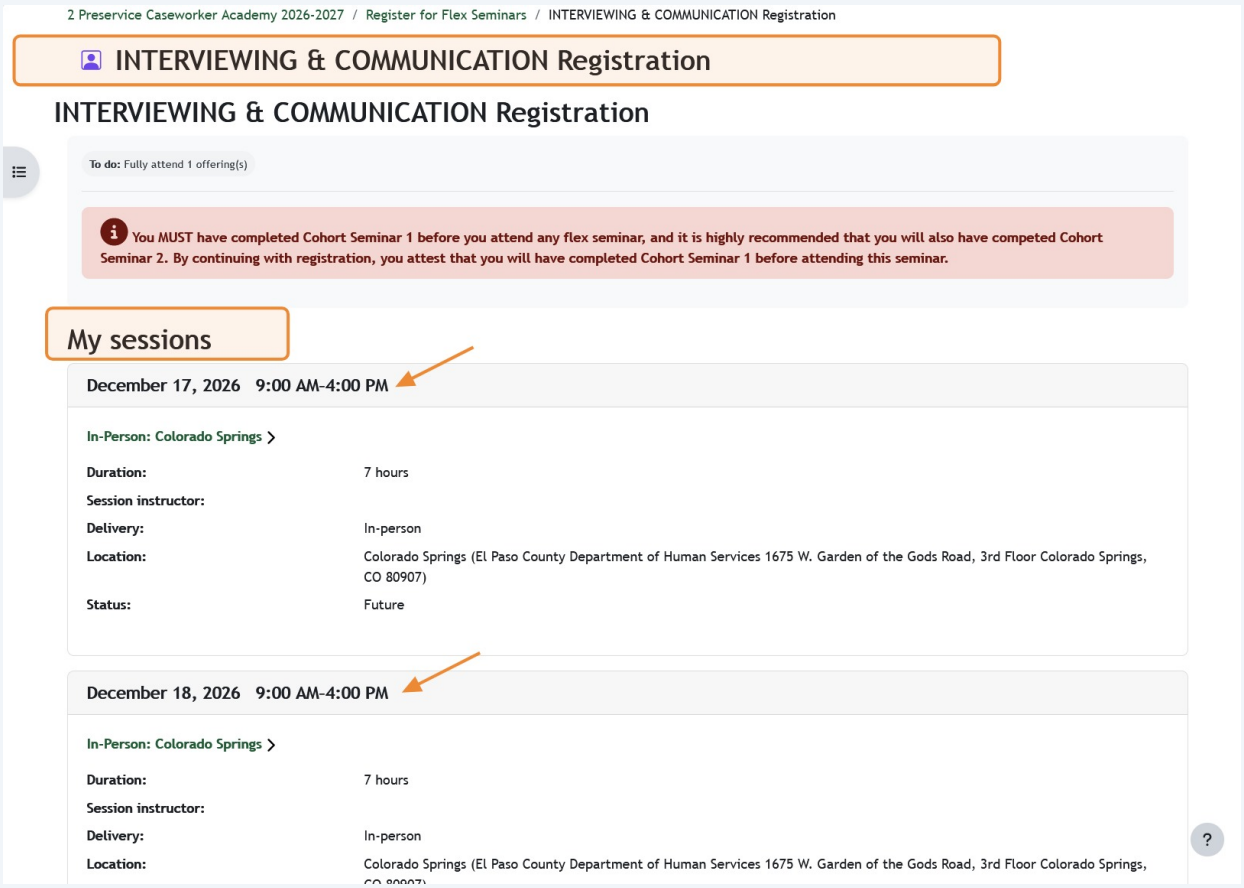


Method 3: Booking Confirmation Link STEPS 10-11

View your booked cohort sessions or your individual flex seminars via your booking confirmation email link (same view as Method 2, step 6 or 9, but directly from email).

10 With each seminar activity registration, you will receive a booking confirmation email with a direct link to review your scheduled sessions. (When you are registered for all PCA seminars, you will have 5 confirmation emails: one for your cohort sessions, and one for each of the four flex seminars.)

Click the link provided.



11 The link goes directly to the registration activity, where **My sessions** will display your booked sessions for that specific seminar (in the example, the seminar is two days). *This is a shortcut to the same view in Method 2, step 6 or 9.*