



## Children's Aid Society Of Toronto, Child Welfare Institute Training Database - Online Registration Guide

Registration is now quicker and easier with our online training database. You will be able to view workshops that are offered to both Children's Aid Society of Toronto staff and public users without logging in. Once you create an account, you can easily register courses available to you while you are navigating through the calendar; updating your profile, view your registration status and cancelling all under the "My Page" link.

In order to be able to register online, you first need to create an account as a **public user**.

### *To Create an Account (This is a one-time process)*

- Go to [www.cwitraining.torontocas.ca](http://www.cwitraining.torontocas.ca)
- Click on "Sign up here!" above the login box.
- Fill in the required fields (fields with an "\*\*") and click "Submit".
- A verification email will then be sent to your email account to verify that you are the owner of the email account. Click on "Confirmation Link" embedded within the email. If you are unable to click on the link, copy and paste the link onto your web browser and proceed with the confirmation process from there. If you do not receive this email within a couple of minutes or after refreshing your inbox, try your "Spam", "Junk" or "Trash" boxes.
- Go to [www.cwitraining.torontocas.ca](http://www.cwitraining.torontocas.ca). The first time you login, you will be prompted to the account update page. If you have no changes, just click on "Submit" to get you out of the page.
- You are now ready to register online. Your profile can always be updated under "My Page".

### *To Register Online*

- Go to [www.cwitraining.torontocas.ca](http://www.cwitraining.torontocas.ca)
- After you log in, you will be able to navigate through the workshops that are offered to public users by clicking either the "Workshops" or "Calendar" blue button located on the top left hand corner.
- Select your desire workshop by clicking the "Register" button beside the workshop title, your request will be sent to the Child Welfare Institute for approval.
- Once you are approved, you will receive an email stating that you are in a "Pending" status and payment is required within 5 days from the email sent.

### *To Make Payment*

- Go to [www.cwitraining.torontocas.ca](http://www.cwitraining.torontocas.ca) and log in.
- Click on "My Page" on the top right hand corner.
- Click on "View My Upcoming Registrations" and click on the workshop you would like to pay for.
- If you pay by VISA or MasterCard, your registration will get approved right away.

- If you pay by cheque, your registration will remain in “Pending Approval” status until the Child Welfare Institute receives payment. Please make sure that the cheque number is entered in the note section after you select “cheque” as your payment option. Don’t forget to put your name and the workshop / conference title on the cheque before you mail it in. Approval will then be granted, if spaces are available, upon receipt of payment.
- Print off the final confirmation email for your records and bring it along with you to the workshop.

### ***To Cancel Before You Get Approved***

- Login to [www.cwitraining.torontocas.ca](http://www.cwitraining.torontocas.ca)
- Click on “My Page”
- Click on “View Workshops I am Awaiting Approval For”
- Click the “Remove” button beside the workshop you wish to cancel

### ***To Cancel After You Are Approved***

- Login to [www.cwitraining.torontocas.ca](http://www.cwitraining.torontocas.ca)
- Click on “My Page”
- Click on “View My Upcoming Registrations”
- Click the “Cancel My Registration” link beside the workshop you wish to cancel

### ***To Cancel After Payment Has Been Made***

- Login to [www.cwitraining.torontocas.ca](http://www.cwitraining.torontocas.ca)
- Click on “My Page”
- Click on “View My Upcoming Registrations”
- Click the “Refund” link beside the workshop you wish to cancel
- You should receive a refund cheque within 4-6 weeks

For registration inquiries & technical support, contact Chena Barakat at [cbarakat@torontocas.ca](mailto:cbarakat@torontocas.ca) or 416-924-4640 x 2780

Chena Barakat

Sr. Administrative Assistant

Children's Aid Society of Toronto | Child Welfare Institute

30 Isabella Street | 7th Floor | Toronto | Ontario | M4Y 1N1

T: 416-924-4640 x 2780 | F: 416-324-2324

[www.childwelfareinstitute.torontocas.ca](http://www.childwelfareinstitute.torontocas.ca) | [www.cwitraining.torontocas.ca](http://www.cwitraining.torontocas.ca)