### ACORN Training Registration Instructions for School District Partners

Follow these four-part (4) instructions to register for and complete the ACORN Live Comprehensive Training:

- 1. Create a MERIT Account
- 2. Apply for a STARS ID Number
- 3. Create a Training Account in the DCYF Training Site
- 4. Register for ACORN Live Comprehensive User Training

### 1) Create a MERIT Account

- 1. Visit MERIT at <u>merit.dcyf.wa.gov</u>.
- 2. Click on Sign In or Register.





Sign In	MERIT Registration
Username:	If you already have a STARS number please click here to recover your usemanne. If you have questions, please contact MERIT Support Services at 868-482-4325 (choose option 5) or metification was not service at the service service at 868-482-4325 (choose option 5) or metification was not service at the service service at 868-482-4325 (choose option 5) or metification was not service at the service service service at 868-482-4325 (choose option 5) or metification was not service at the service s
Password:	First Name:
Sign In	Middle Name:
I forgot my username I forgot my password	Last Name:
Find my STARS ID	Birth Date:
	Primary Email:
	Additional Email: Optional
	Password: Password must meet the following orderia:
	Al least 8 characters long     Al least 8 characters long     Al least one upper code letter     Confirm Password:     Al least one letter code letter     Al least one letter code letter     Al least one pupper code letter
	Password Hint:
	Password Hint Answer:

3. Fill out the required fields and create a password. Click **Save**.

4. Activate your account by clicking on the email sent to you. (Check your spam folder if you do not see it in your inbox).

=	M Gmail	Q Search mail		幸	?	ŵ	
0	Compose	□- C :			1–1 of 1	<	>
		Primary	Promotions	음, Social			
	Inbox 1						
☆	Starred	🗌 🚖 merit	MERIT Account Activation - Dor	Your MERIT account has been created. Please follow this link to activate your account (you will not be able to sign in until you do	so):	12:20	6 PM
C	Snoozed						
⊳	Sent						
D	Drafts						
Ý	More						

5. Click on link provided in email to activate your account.



#### 6. Click here to log in to your new account.

DCYF Apps 👻 🛞 MERIT Help
MERIT Managed Education and Registry Information Tool Find Training
Account Activation
Please click here to log in.

7. Sign in to MERIT. Your username is your email address.

MERIT Managed Education	and Registry Information Tool
Find Training	
	Sign In
	Username:
i i i i i i i i i i i i i i i i i i i	Password:
	Sign In

# 2) Apply for a STARS ID Number

1. Visit MERIT at <u>merit.dcyf.wa.gov</u>.



#### 2. Sign into MERIT.

MERIT Managed Education a	and Registry Information Tool
ţ	Sign In Username: Password: Sign In

3. Once signed in, go to the My Applications tab.



#### 4. Click on the application STARS ID Number.



		2	3
Personal Informal	ian Em	sloyment	Submit
Personal Information			
Update your personal information he	re. Please make sure your name, gender, and date o	f birth are correct.	
First Name :	Your	Gender :	0
Middle Name :			This field is required.
Last Nama -			This field is required. Male
Last Hallo .	Name	Ethniolty :	Choose one
Primary Language :	Choose one V	Race :	Choose one
Secondary Language :	Chaste and	UserName :	
			karmadey1@gmail.com
		Birth Date :	08/19/2009
Contact Information			
Primary Email		Additional Email	
Karmadcytjggmail.com			
Contact Phone t (555)555.5555 ovt 1234		Cell Phone	
Former Name Information Please add your former name(s).			
			+ Click here to add Former N
First Name	Middle Name	Last Name	+ Click here to add Former N Edit Deloto
First Name	Middle Name	Last Name	+ Click here to add Former N Edit Delete
First Name Mailing Address	Middle Name	Last Name	Click here to add Former N Edit Delete
First Name Mailing Address Please verify your current mailing at	Middle Name	Last Name	Click here to add Former N Edit     Delete
First Name Mailing Address Please verify your current mailing an Address 1	Middle Name	Last Name	+ Click here to add Former N Edit Delete
First Name Mailing Address Please verify your current mailing at Address 1 This field is required.	Middle Name	Last Name	◆ Click here to add Former N Edit Delete
First Name Mailing Address Please verify your current mailing ad Address 1 This field is required. Address 2 (Optional) Act, floor, with edit.	Middle Name	Last Name	Click here to add Former N Edit Delete
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First Name Mailing Address Please verify your current mailing at Address 1 This field is required. Address 2 (Optional) Apt, floor, suite, etc. Citly City City	Middle Name Idress below.	Last Name	Click here to add Former N Edit
First Name Mailing Address Please verify your current mailing ad Address 1 This field is required. Address 2 (Optional) Apt, floor, suite, etc. City City This field is required.	Middie Name Idress below. Biste Washington	Last Name	Click here to add Former N     Edit
First Name Mailing Address Please verify your current mailing ad Address 1 This field is required. Address 2 (Optional) Apt, floor, suite, etc. City City This field is required. County	Middle Name Idress below.  State Washington Country	Last Name	Click here to add Former N     Edit
First Name Mailing Address Please verify your current mailing ad Address 1 This field is required. Address 2 (Optional) Apt, floor, suite, etc. City City This field is required. County Please Select	Middle Name Idress below.  State Washington Country United States	Last Name	Click here to add Former N     Edit
First Name Mailing Address Please verify your current mailing ad Address 1 City City This field is required. City City This field is required. Counfy Please Select This field is required.	Middle Name dress below.	Last Name	Click here to add Former N     Edit     Delete
First Name Mailing Address Please verify your current mailing ad Address 1 This field is required. Address 2 (Optional) Apt, floor, suite, etc. City This field is required. City This field is required. County Please Select This field is required.	Middle Name  Idress below.  State Washington  Country United States	Last Name	Click here to add Former N Edit     Delete
First Name Mailing Address Please verify your current mailing ad Address 1 This field is required. Address 2 (Optional) Apt, floor, suite, etc. City City This field is required. County Please Select This field is required.	Middle Name idress below. idre	Last Name	Cancel

5. Enter the required information and click **Next**.

September 7, 2023 Early Learning Division | Approved for distribution by Karma Hugo, Learning Management System Coordinator

6. <u>Do not enter any information here.</u> Just click **Next** to proceed past this section.

Early Care & Education/School-Age Employment Information  +Click here to add Employment  Type SSPS Provider # Provider/ Organization ID Facility Name License Status Facility Type Job Role/Title Date Employment Status Edit Delete No Records Found  Type Site ID Crantee/Contractor Site Name Iob Role/Title Date Employment Status ECEAR Staff Qualification Status Edit Delete
Click here to add Employment Type SSPS Provider # Provider/ Organization ID Facility Name License Status Facility Type Job Role/Title Date Employment Status Edit Delete No Records Found Tyme Site ID Creates/Contractor Site Name Inb Role/Title Date Employment Status ECEAR Staff Qualification Status Edit Delete
No Records Found
Type site to Grantee Contractor site wante Sob Koler nue bate Employment status ECEAP stan quantication status

7. Enter the required information and click **Submit**.

Signature:     Date       11/04/2022   Parent or Guardian's Signature (Required if you are under 18 years of age): If you are under 18 years of age, your parent or guardian must sign the application before you can submit it. Your information has been saved so you may return to the application at a later time if your parent or guardian is currently unavailable. Once the application is signed by your parent or guardian, you may submit the completed application.          Parent/Guardian Signature:       Date         11/04/2022	Signature:       Date         11/04/2022         Parent or Guardian's Signature (Required if you are under 18 years of age):         If you are under 18 years of age, your parent or guardian must sign the application before you can submit it. Your information has been saved so you may return to the application at a later time if your parent or guardian is currently unavailable. Once the application is signed by your parent or guardian, you may submit the completed application.         Parent/Guardian Signature:       Date         11/04/2022       11/04/2022	Signature:       Date         11/04/2022         Parent or Guardian's Signature (Required if you are under 18 years of age):       If you are under 18 years of age, your parent or guardian must sign the application before you can submit it. Your information has been saved so you may return to the application at a later time if your parent or guardian is currently unavailable. Once the application is signed by your parent or guardian.         Parent/Guardian Signature:       Date         11/04/2022       11/04/2022	Personal Information	Employment	Submit
Parent or Guardian's Signature (Required if you are under 18 years of age): If you are under 18 years of age, your parent or guardian must sign the application before you can submit it. Your information has been saved so you may return to the application at a later time if your parent or guardian is currently unavailable. Once the application is signed by your parent or guardian, you may submit the completed application. Parent/Guardian Signature: 11/04/2022	Parent or Guardian's Signature (Required if you are under 18 years of age): If you are under 18 years of age, your parent or guardian must sign the application before you can submit it. Your information has been saved so you may return to the application at a later time if your parent or guardian is currently unavailable. Once the application is signed by your parent or guardian, you may submit the completed application. Parent/Guardian Signature: Date 11/04/2022	Parent or Guardian's Signature (Required if you are under 18 years of age): If you are under 18 years of age, your parent or guardian must sign the application before you can submit it. Your information has been saved so you may return to the application at a later time if your parent or guardian is currently unavailable. Once the application is signed by your parent or guardian, you may submit the completed application. Parent/Guardian Signature: Date 11/04/2022	Signature:		Date
Parent/Guardian Signature: Date 11/04/2022	Parent/Guardian Signature: Date 11/04/2022	Parent/Guardian Signature: Date 11/04/2022	Parent or Guardian's Signature (Required i If you are under 18 years of age, your pare you may return to the application at a later guardian, you may submit the completed a	if you are under 18 years of age): ent or guardian must sign the application before you can subm ' time if your parent or guardian is currently unavailable. Once application.	nit it. Your information has been saved so the application is signed by your parent or
		▲ Back Sub	Parent/Guardian Signature:		Date 11/04/2022

8. MERIT will issue and display your STARS ID Number. Write this down and save it.

MERIT Managed Education and Registry Information Tool	Washington State Department of CHILDREN, YOUTH & FAMILIES
My Record My Education My Applications Find Training	
Congratulations! You have successfully been issend a STARS ID number. It is To Very your submitted application, click Done and you will be where you can click the Early Learning Professional contraction application link to very determine the very determine the second	Done returned to the My Record page Done

## 3) Create a Training Account in the DCYF Training Site

**Important Note:** <u>The first name, last name, and STARS ID must match</u> the information that you entered in MERIT at steps 1 and 2 above. If you entered a middle name in MERIT, be sure to include it when creating a Training Account in the DCYF Training Site.

1. Visit the DCYF Training Site at <u>www.dcyftraining.com</u> and click on **Sign Up.** 

Washington State Departm CHILDREN, YOUTH & FAN	ent of AILIES		Help
	S	Student Login	
	User Name Password Forgot y	Need an account? SIGN UP	

2. Complete the required information. <u>Choose School District Partner for Job Role</u>. Click **Submit**.

	New Student
Note: All	fields are required excent Address 2
First Name	
Last Name	
Email Address	
STARS ID	
	Get a STARS ID. 🚺
Job Role	O ECEAP Licensed 1
	O ECEAP Only 🚺
	O ESIT Agency Admin 1
	O ESIT Intake and Referral ()
	ESIT Service Provider: FRC ()
	ESIT Service Provider: Other ()
	O Friend/Neighbor Care (FFN) 1
	O Licensed Child Care
	O School District Partner ()
	State-Approved Trainer
ESIT Program	*
	(Hint: You can type into the drop down above to
	narrow your search)
Address 1	
Address 2	
City	
State	WA
Zip	
County	
Usemane	
Password	
Confirm Password	
	Submit

9

3. Review welcome letter.

	Welcome
Hi	
Welcome to	You have successfully registered as a new student. A confirmation email has been sent to you at
	. If you do not receive this email shortly, please check your spam or junk folder, and make sure you add
noreply@dcyftraining	g.com to your contact list or safe list.

4. Activate your account by clicking on the email sent to you. Check your spam folder if you do not see it in your inbox.

=	M Gmail	Q Search mail	幸	?		
0	Compose	□- C :		1–1 of 1	<	>
		Primary	Dreating & Social			
	Inbox 1					
☆	Starred	🗌 🚖 noreply	Welcome to dcyftraining.com-) Your, Welcome to dcyftraining.com. You have successfully registered as a new student. Your username and password are listed below. Please	kee	2:41	2 PM
0	Snoozed					
⊳	Sent					
D	Drafts					
~	More					

#### 5. Click on the link in the email to verify.

Welcome to dcyftraining.com Index x			æ	ß
noreply@dcyftraining.com to me ¥	2:42 PM (4 minutes ago)	☆	¢	:
H				
Welcome to dcyftraining.com. You have successfully registered as a new student. Your username and password are listed below. Please keep this information in a safe place. You may wish to print this email fo	or future reference.			
Username: Password:				
Please click on the link below to verify your email.				
https://dcyftraining.com/index.cfm?fuseaction=verify_email&sf=confirm&email=} & & & & & & & & & & & & & & & & & & &				
To access your training, please visit the link below:				
https://dcyftraining.com/index.cfm				

6. Click on proceed to your training.



## Register for ACORN Live Comprehensive User Training

1. Log into your account in the DCYF Training Site: <u>www.dcyftraining.com</u>.

Washington State Department of CHILDREN, YOUTH & FAMILIES	
	Student Login
User Name Password Fo	Need an account? SIGN UP

- 2. In your training account, make sure you have selected "Courses" in the Catalog.
- 3. Make sure that <u>School District Partner</u> has been selected for Role.
- 4. Click on Acorn Live Comprehensive Seminar.

Washington State Department of CHILDREN, YOUTH & FAMILIES	My Account Logout Help				
Example Online Training					
The DCYF Training Site has been upda based on your program type, role or pre on the following statuses: In progress Annual renewal dates Completed New support instructions have been add website. If additional support is needed, merit@doyf.wa.gov. Please visit the 'My Account' page (top rig based on this role on your ho	ted! You can use the training catalog to search for trainings ferred language. You are also able to track your training based         ted to the DCYF Training Site portion of the MERIT Support please reach out to our MERIT Support Team at         tht corner) to tell us your role. This will allow you see the trainings omepage. You will still be able to see other trainings.				
CATALOG Courses Cohorts	- In Progress				
Search	2023-24 The Three-Pronged Approach: A Protocol for Screening Vision and Hearing of Infants and Toddlers				
Role     Language       Friend/Neighbor     English       Care (FFN)     Reasib	() ESIT Live Seminars 2023-24 - ESIT Live Seminar 1 of 3: Concepts and Practices that Guide ESIT Services (10/11/2023)				
Licensed Child     Cars	ESIT Live Seminar 1 of 3: Concepts and Practices that Guide ESIT     Services				
Bartner	Control Contro Control Control Control Control Control Control Control Control Co				
Topic  ESIT	Annual Renewal				
ACORN Live Comprehensive User Training     9 brs	No courses.				
	— Completed				
	① Adult Learning Modules				
	Started         Completed           Adult Learning Module 1:         02/28/2023         05/15/2023         Image: Completed           Orientation to State-Approved         Image: Completed         Image: Completed         Image: Completed				

The training is a series of three (3) live webinars. All three (3) must be completed. <u>Clicking on</u> <u>the training at step 4 opens to a survey where you need to select and submit the dates you</u> <u>wish to attend each live webinar.</u> The training will also appear on the right side of your account under "In Progress". You may click on the training there to complete the survey, if needed.

5. Complete the survey to select and register for the training dates you wish to attend.

Washington State Department of CHILDREN, YOUTH & FAMILIES	ESIT ACORN LIVE COMPRE Choose Your Live Sessions!	EHENSIVE USER TRAINING CONTRACT RESOURCES	PREVIOUS	NEXT			
▲ MENU	What dates wil	l you attend?					
Choose your live sessions!		Wyshington State Department of		â			
Please complete this form to choose your dates of		CHILDREN, YOUTH & FAMILIES					
attendance and finalize your registration.		ACORN Live Comprehensive User Training Registration					
	<b></b>	First Name *	_				
		Last Name *					
		Email *					
		STARS ID * <u>Click here</u> for instructions on finding your STARS ID					
		Select Your Sessions This comprehensive user training will be offered as a series of three webinars. They designed to be taken in order. For example; $\pm 1$ on Oct. 3, $\pm 2$ on Oct. 11, and $\pm 3$ on Oc 12. However, this is not recurried and they can be taken out of order.	ire t.				
		If you are unable to attend the three live webinars, you will have an opportunity to complete self-paced modules in the DCYF Training Portal in late October.					
		ACORN users are required to complete either all three live webinars below OR all of self-paced modules (registration available soon).	the				
	Open Link In New Tab	Webberg, Befanni Theresh Flicklin, +		<b>~</b>			

6. Be sure to click Submit.

	You will receive a zoom link prior to the session.
	Send me a copy of my responses
	Submit
	Powered by <b>B</b> smartsheet Privacy Notice I Report Abuse
Open Link I	n New Tab

Participants will receive the live webinar Zoom link and supplementary materials to the email they provide prior to the first webinar.

Questions? If you have other questions related to this training, please contact dcyf.esittraining@dcyf.wa.gov.

September 7, 2023