

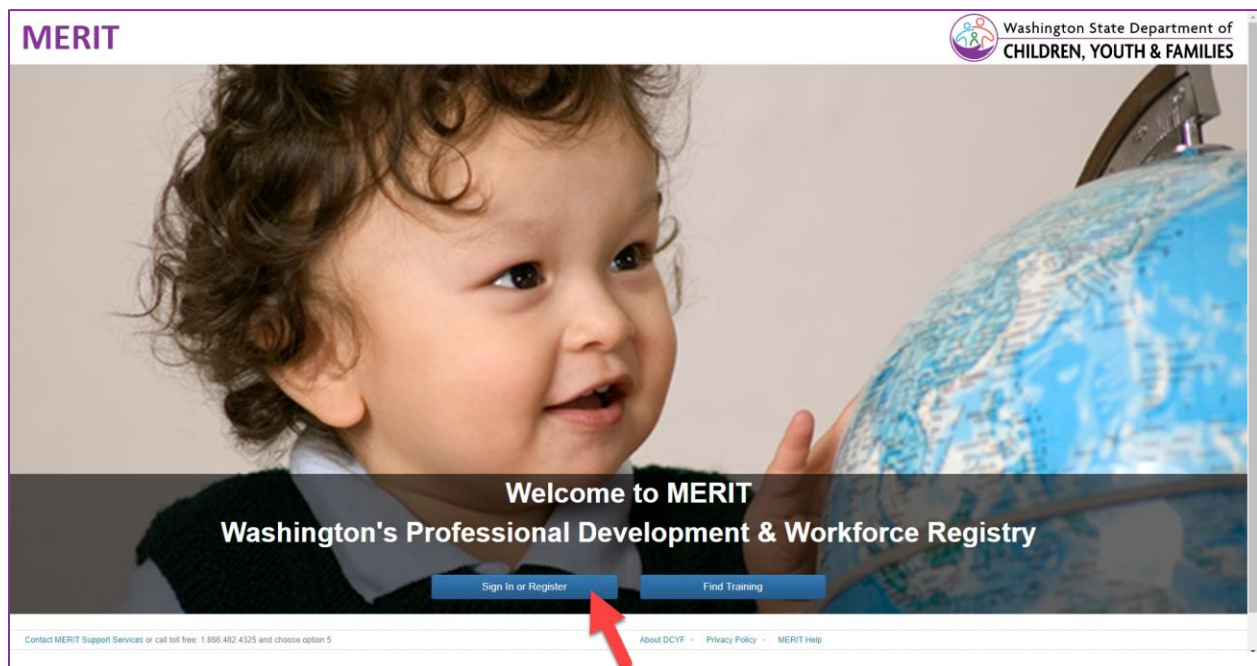
ACORN Training Registration Instructions for School District Partners

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 merit.dcyf.wa.gov.
2. Click on **Sign In or Register**.



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

Find Training

Sign In

Username:

Password:

Sign In

I forgot my username

I forgot my password

Find my STARS ID

MERIT Registration

If you already have a STARS number, please click here to recover your username. If you have questions, please contact MERIT Support Services at 696-482-4325 (choose option 5) or merit@dcyf.wa.gov.

First Name:

Middle Name:

Last Name:

Birth Date:
mm/dd/yyyy

Primary Email:

Additional Email:
Optional

Password:

Confirm Password:

Password Hint:
Select an item...

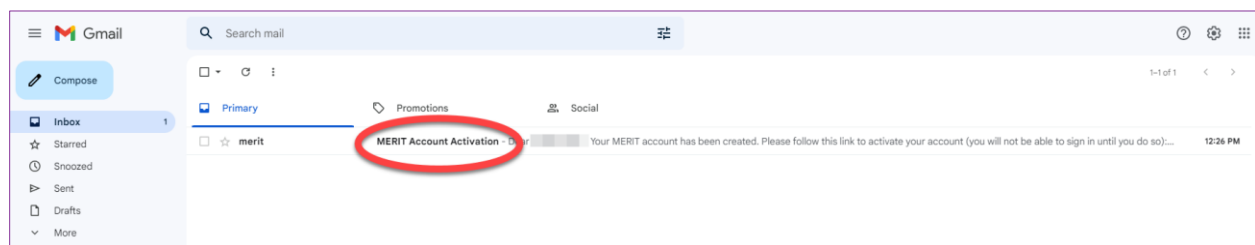
Password Hint Answer:

Cancel Save

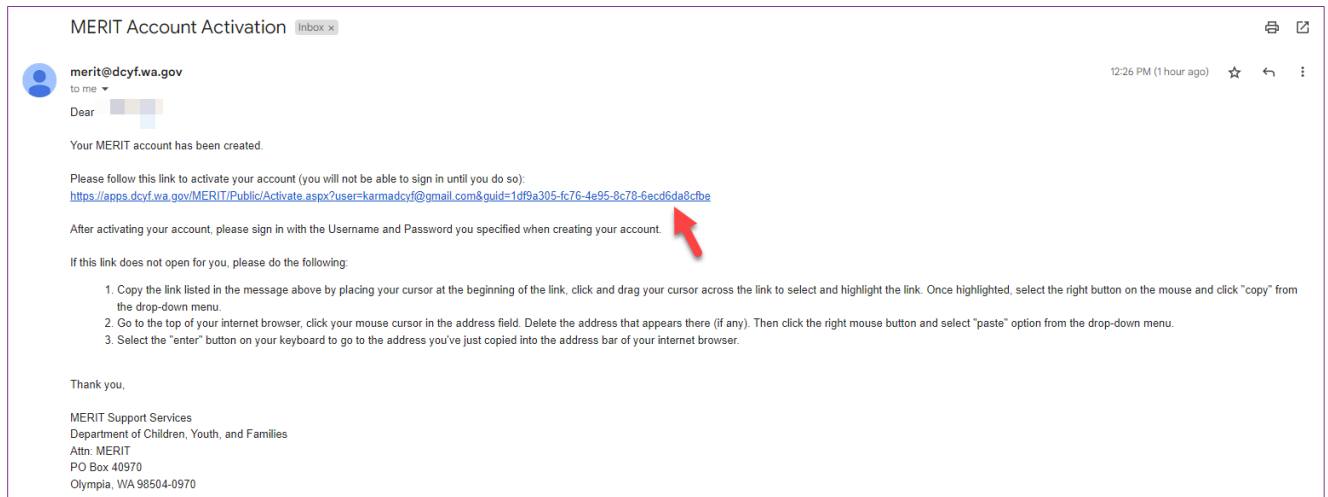
Password must meet the following criteria:

- At least 8 characters long
- At least one upper case letter
- At least one lower case letter
- At least one numeric digit
- At least one special character among *\$%&'_+=!{}@#
- Password and confirmation must match

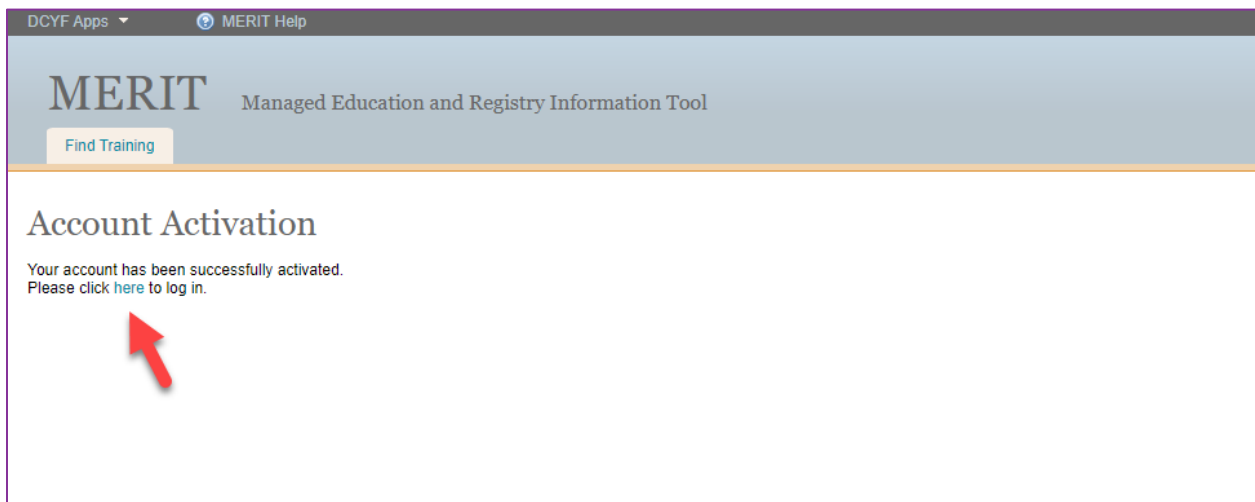
4. Activate your account by clicking on the email sent to you. (Check your spam folder if you do not see it in your inbox).



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



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



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

MERIT Managed Education and Registry Information Tool

Find Training

Sign In

Username:

Password:

Sign In

2) Apply for a STARS ID Number

1. Visit MERIT at merit.dcyf.wa.gov.

MERIT

Washington State Department of
CHILDREN, YOUTH & FAMILIES

Welcome to MERIT
Washington's Professional Development & Workforce Registry

Sign In or Register Find Training

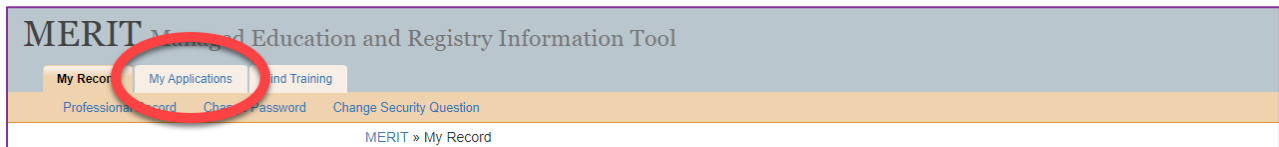
Contact MERIT Support Services or call toll free: 1.866.482.4325 and choose option 5

About DCYF Privacy Policy MERIT Help

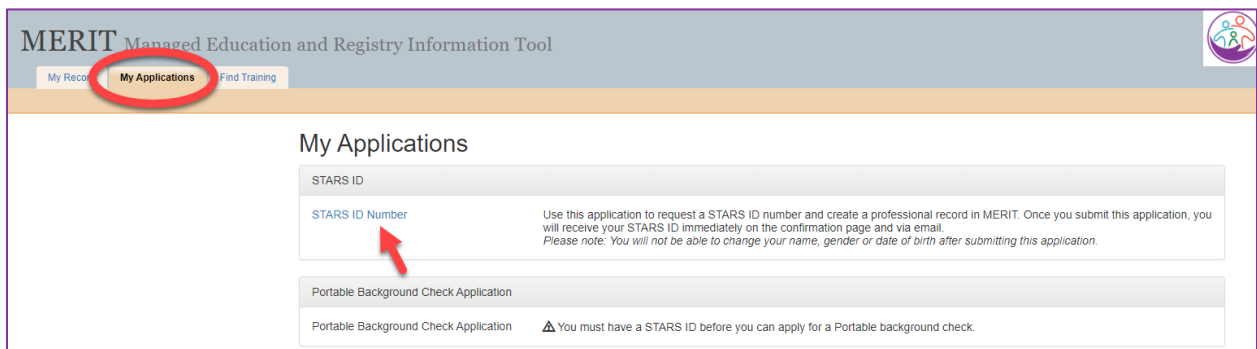
2. Sign into MERIT.



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



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



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

STARS ID Number Request Personal Information

1 Personal Information 2 Employment 3 Submit

Cancel Next >

Personal Information

Update your personal information here. Please make sure your name, gender, and date of birth are correct.

First Name : Your
Middle Name :
Last Name : Name
Primary Language : Choose one...
Secondary Language : Choose one...

Gender :
 This field is required.
Female This field is required.
Male
Ethnicity : Choose one...
Race : Choose one...
UserName : karmadcyf@gmail.com
Birth Date : 08/19/2009

Contact Information

Primary Email : karmadcyf@gmail.com
Additional Email :
Contact Phone : (555)555-5555 ext.1234
Cell Phone : (555)555-5555

Former Name Information

Please add your former name(s).

+ Click here to add Former Name

First Name	Middle Name	Last Name	Edit	Delete

Mailing Address

Please verify your current mailing address below.

Address 1 :
This field is required.
Address 2 : (Optional) Apt, floor, suite, etc.
City : City
State : Washington
Zip :
County : Please Select
Country : United States

Cancel Next >

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

1 Personal Information 2 Employment 3 Submit

← Back Next →

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	Grantee/Contractor	Site Name	Job Role/Title	Date	Employment Status	ECEAP Staff Qualification Status	Edit	Delete
No Records Found									

← Back Next →

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

1 Personal Information 2 Employment 3 Submit

← Back

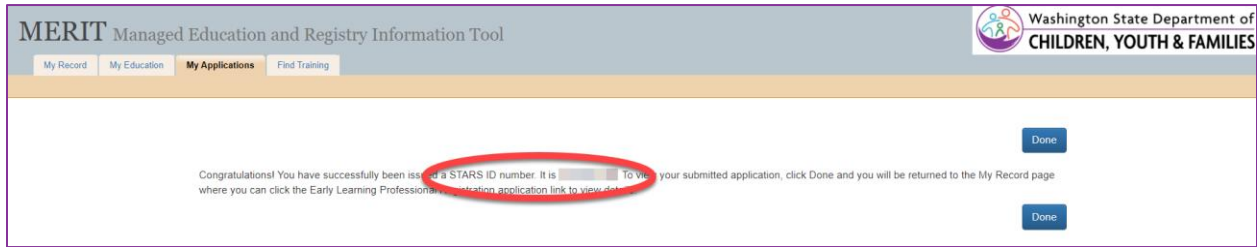
Signature: _____ Date: 11/04/2022

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

← Back Submit

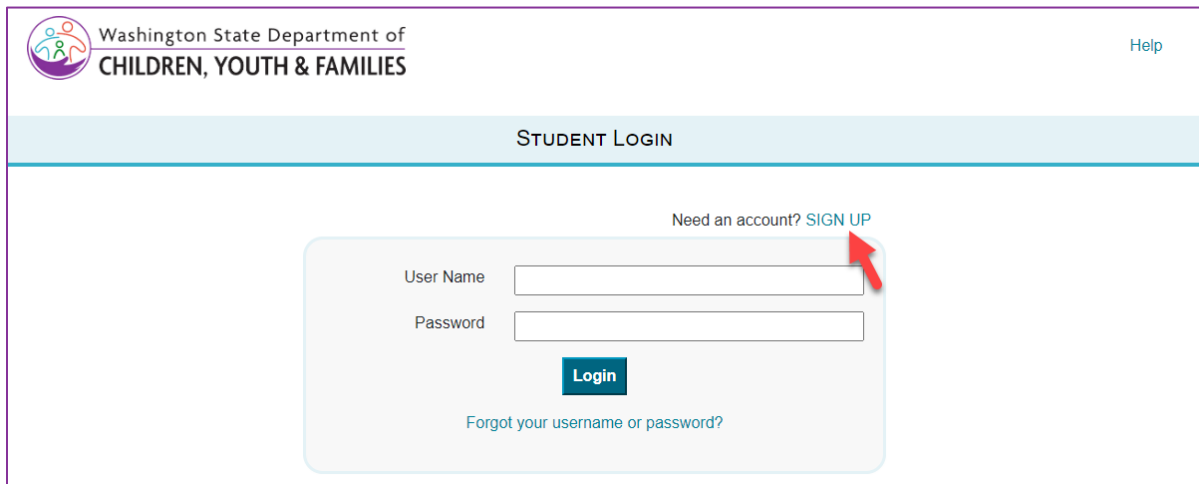
8. MERIT will issue and display your STARS ID Number. Write this down and save it.



3) Create a Training Account in the DCYF Training Site

Important Note: The first name, last name, and STARS ID must match 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 www.dcyftraining.com and click on **Sign Up**.



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

NEW STUDENT

Note: All fields are required except Address 2.

First Name

Last Name

Email Address

STARS ID

Get a STARS ID. ⓘ

Job Role

- ECEAP Licensed ⓘ
- ECEAP Only ⓘ
- ESIT Agency Admin ⓘ
- ESIT Intake and Referral ⓘ
- ESIT Service Provider: FRC ⓘ
- ESIT Service Provider: Other ⓘ
- Friend/Neighbor Care (FFN) ⓘ
- Licensed Child Care ⓘ
- School District Partner ⓘ**
- State-Approved Trainer ⓘ
- Tribal Relative/Non-Relative Provider ⓘ

ESIT Program

(Hint: You can type into the drop down above to narrow your search)

Address 1

Address 2

City

State

Zip

County

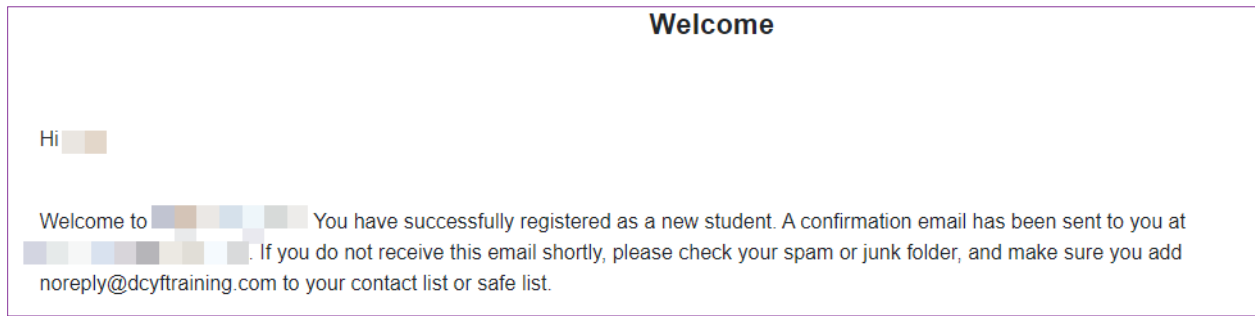
Username

Password

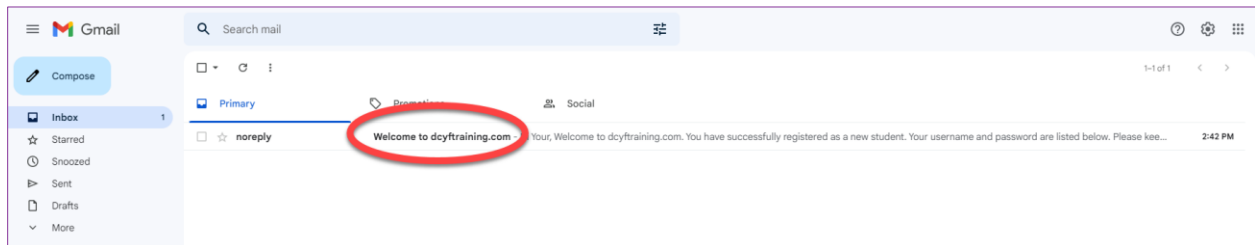
Confirm Password

Submit

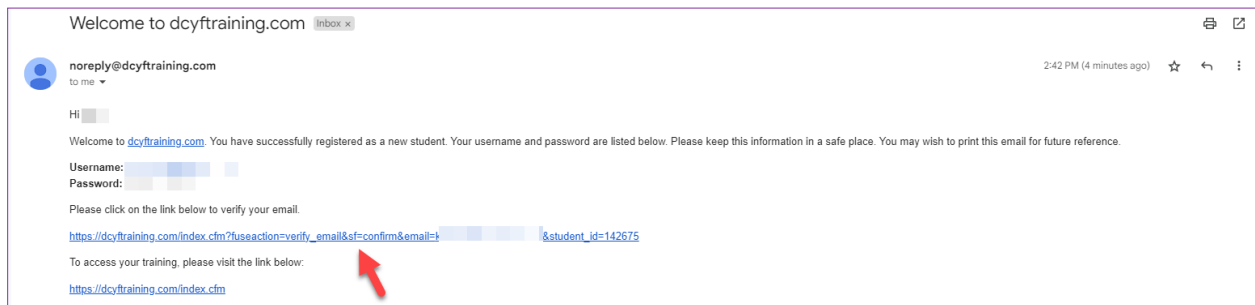
3. Review welcome letter.



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.



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

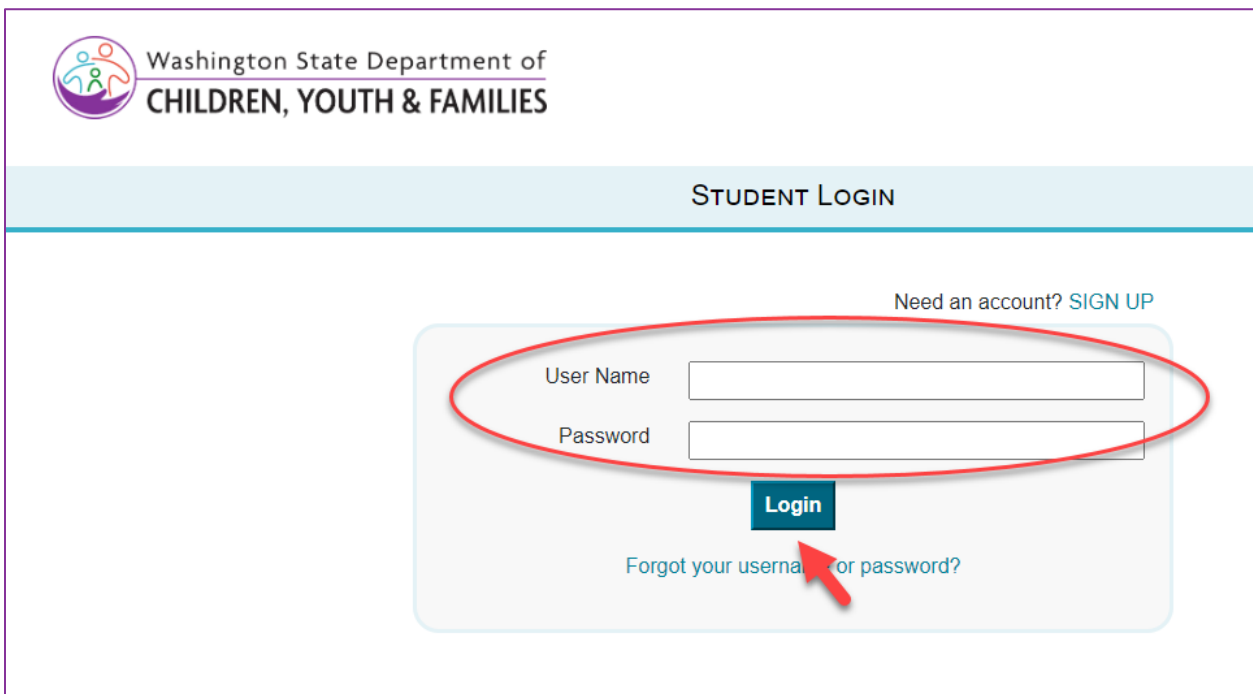


6. Click on **proceed to your training**.



Register for ACORN Live Comprehensive User Training

1. Log into your account in the DCYF Training Site: www.dcyftraining.com.



2. In your training account, make sure you have selected “Courses” in the Catalog.
3. Make sure that School District Partner 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 updated! You can use the training catalog to search for trainings based on your program type, role or preferred language. You are also able to track your training based on the following statuses:

- In progress
- Annual renewal dates
- Completed

New support instructions have been added to the DCYF Training Site portion of the MERIT Support website. If additional support is needed, please reach out to our MERIT Support Team at merit@dcyf.wa.gov.

Please visit the 'My Account' page (top right corner) to tell us your role. This will allow you see the trainings based on this role on your homepage. You will still be able to see other trainings.

CATALOG

2 Courses Cohorts

Search...

Role	Language
<input type="checkbox"/> Friend/Neighbor Care (FFN)	<input type="checkbox"/> English
<input type="checkbox"/> Licensed Child Care	<input type="checkbox"/> Spanish
3 <input checked="" type="checkbox"/> School District Partner	<input type="checkbox"/> Somali
<input type="checkbox"/> State-Approved	

4 ACORN Live Comprehensive User Training
9 hrs

In Progress

- ESIT
- 2023-24 The Three-Pronged Approach: A Protocol for Screening Vision and Hearing of Infants and Toddlers
- ESIT Live Seminars 2023-24 - ESIT Live Seminar 1 of 3: Concepts and Practices that Guide ESIT Services (10/11/2023)
- ESIT Live Seminar 1 of 3: Concepts and Practices that Guide ESIT Services
- ESIT Live Seminars 2023-24 - ESIT Live Seminar 3 of 3: Functional IFSP Outcomes and Strategies (10/25/2023)
- ESIT Live Seminar 3 of 3: Functional IFSP Outcomes and Strategies

Annual Renewal

No courses.

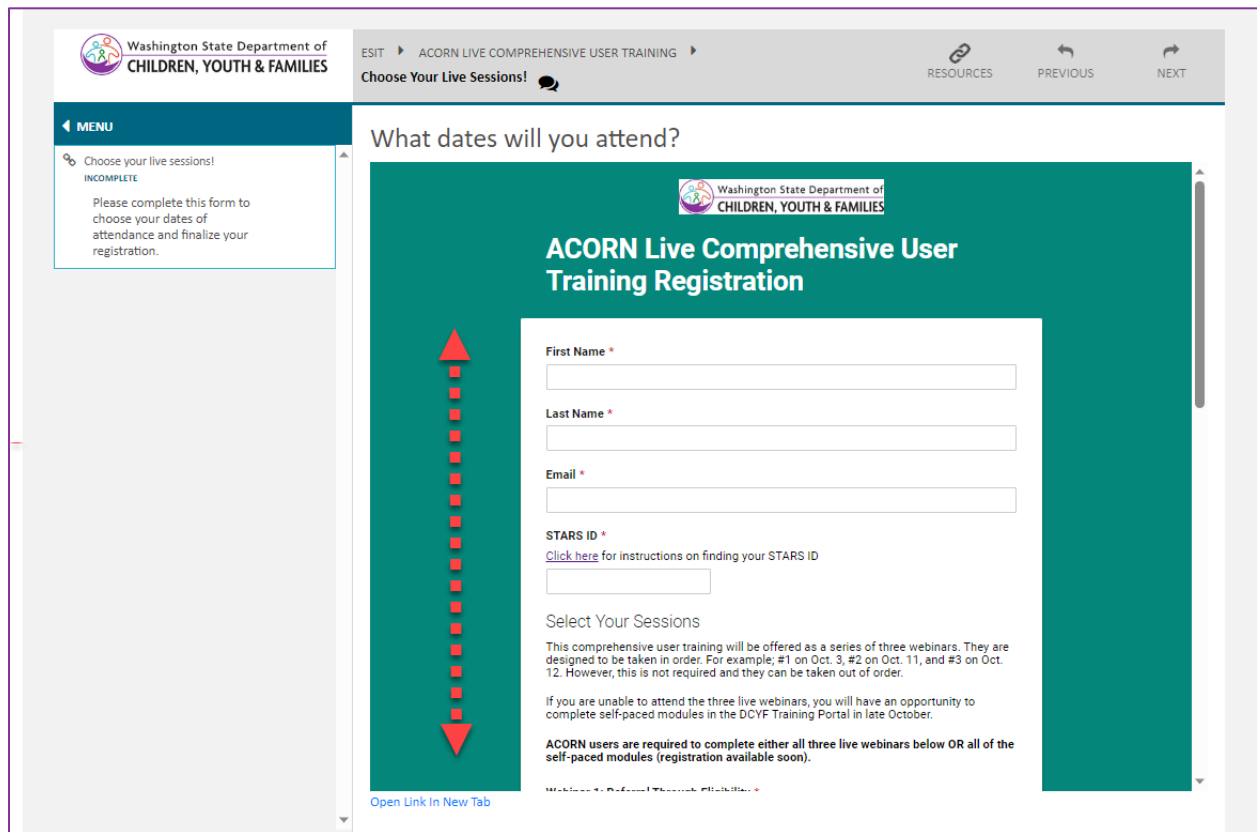
Completed

Adult Learning Modules

	Started	Completed
Adult Learning Module 1: Orientation to State-Approved	02/28/2023	05/15/2023

The training is a series of three (3) live webinars. All three (3) must be completed. **Clicking on the training at step 4 opens to a survey where you need to select and submit the dates you wish to attend each live webinar.** 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.

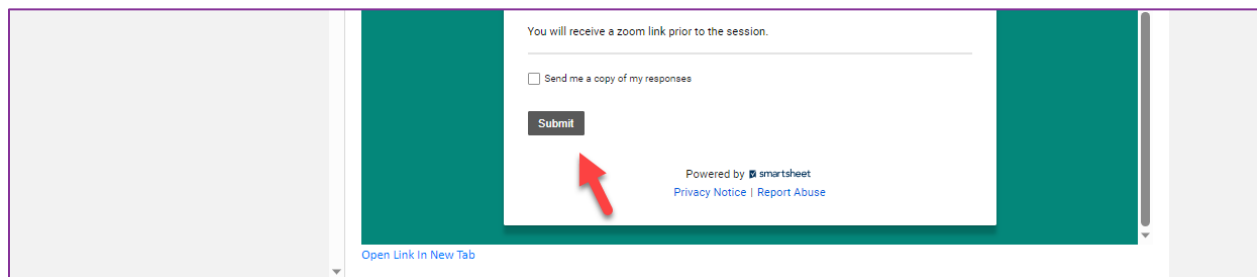


The screenshot shows the registration form for the ACORN Live Comprehensive User Training. The form is titled "ACORN Live Comprehensive User Training Registration" and is set against a teal background. It includes a sidebar menu on the left with a notification that the registration is incomplete. The main form area contains the following sections:

- What dates will you attend?** (This section is currently empty, with a red double-headed arrow indicating the area to be filled out.)
- Personal Information:** Fields for First Name, Last Name, and Email, each marked with an asterisk to indicate they are required.
- STARS ID:** A field for the STARS ID, with a link to "Click here for instructions on finding your STARS ID".
- Select Your Sessions:** A section explaining that the training consists of three webinars to be taken in order (Oct. 3, Oct. 11, and Oct. 12), but they can be taken out of order. It also notes that ACORN users are required to complete either all three live webinars or all self-paced modules.

At the bottom of the form, there is a "Submit" button and a "Powered by smartsheet" logo with links for "Privacy Notice" and "Report Abuse".

6. Be sure to click Submit.



This screenshot shows the bottom portion of the registration form. It features a white box with a teal border containing the following elements:

- A message: "You will receive a zoom link prior to the session."
- A checkbox labeled "Send me a copy of my responses".
- A prominent "Submit" button, which is highlighted with a red arrow.
- Footer text: "Powered by smartsheet" and links for "Privacy Notice" and "Report Abuse".

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.