COPA Registration Guide

Follow these simple steps to register for DFSS trainings and professional development opportunities using COPA:

Step 1: Visit the Children Services website at www.childrenserviceschicago.com. Next, access the training calendar by clicking on the "**Calendar**" link, located within the "**Providers**" tab. Once you have done this, select the training you would like to attend.

Step 2: The training link should take you to the training description page. Once you are there, select the link to log into COPA, (www.cys.mycopa.com), using your COPA login information.

Step 3: Click on the **"Sites"** tab located on the upper right side of your screen. Once you have clicked on the **"Sites"** tab, you will see 'Professional Development.". Within that section, the list of Professional Development items is included to choose from. See the items listed below:

- **Training Setup-** Allows for the ability to create trainings in COPA
- **Training List**- Provides list of trainings with the number of staff who have requested training and/or completed them.
- **Training Request-** Allows you to register for a training
- **Training Register-** Allows you to view individual training information of those who have registered for a training in COPA.

Step 4: Click on the "**Training Request**" link. Locate the dropdown menu next to the "**Please Select a Training**" line and select a training.

Step 5: Select the box next to the participant's name from the "**Name**" list and click on the "**Submit**" button at the bottom of the training information.

You can check to see if a registration has been **"Approved"** by clicking on the **"Training Register"** and filtering for the name of the specific training. This can be done by entering the "Title" of the training and selecting **"Filter."**

Please contact your COPA Administrator if:
- You do not have access to COPA/Professional Development section
- You cannot locate your name in the drop-down menu
- Your contact information is not accurate or up-to-date Please note that only individuals with access to COPA and the ability to enter data into COPA may be able to register.