# CMTI DAAS Frequently Asked Questions

If you can't find an answer to your question(s), please contact Simon Choi at schoi@fsasf.org or at 415.474.7310 x436.

**Homepage**

1. **What is the URL for the Case Management Training Institute Sponsored by DAAS (CMTI DAAS website?**
   - http://cmtiDAAS.networkofcare4elearning.org/

2. **How do I gain access to an account, username and password?**
   - Your account, username and password are created by Felton Institute once Felton Institute staff receives confirmation from Ria Mercado and notification from your supervisors that you are a participant in the CMTI DAAS. Once the account is created, you will receive an email with your username and password. If you are a new hire, please have your supervisor complete the new hire form and send it to schoi@fsasf.org.

3. **Where do I sign in to my account?**
   - Using the provided username and password, on the upper right hand corner of the CMTI DAAS URL, click on the "Client Log In" tab. A drop box will then appear where you can type in your username and password.

**CMTI DAAS Coursework**

1. **What courses do I have to take?**
   - Once you login with your username and password, on the left hand side of the screen, click the "My Courses" tab.
   - On this webpage, you will be able to see the courses that have been pre-assigned to you based on your entry level.
   - Click the "Classroom Courses" tab and you will see the classroom courses that are pre-assigned to you.
   - Click the "Online Courses" tab and you will see the online courses that are pre-assigned to you.

2. **Required courses vs. Elective courses?**
   - Courses denoted with an icon (E) next to the course name are electives and are NOT required. Courses without an icon (E) next to the course name are mandatory and you must register to attend them.

3. **When are courses offered?**
   - Courses are offered every semester. The 2$^{nd}$ semester begins September 2014.

4. **CMTI DAAS Course Calendar/Future Training**
   - On the homepage of the CMTI DAAS website, on the right hand corner of the screen, you will see the "Courses & Events Calendar." You will be able to see all scheduled courses/trainings for the CMTI DAAS. If you would like to see all scheduled coursework/trainings through 2014 or 2015, please note the date range drop box and click appropriate from and to date to display trainings between those dates.

5. **Does Felton Institute offer CEUs (Continuing Education Units) for the CMTI DAAS courses/trainings?**
   - Yes, we do offer CEUs for all CMTI DAAS courses/trainings. To obtain CEUs, attendees must sign in/sign out with a signature and write in their license type and number in the designated space of the sign in sheet on the day of training. CEUs are available for MFT, LCSW, and RN.

**Registration Process**

1. **Do I have to do anything once I am pre-assigned to courses/trainings?**
   - Yes, you are pre-assigned to the courses/training but you have to register to reserve a seat for the course.

2. **Registration Process**
   - All classroom courses/training offered by CMTI sponsored by DAAS have limited seating and are available on a first come/first serve basis. If you are placed on a wait list, you will be automatically enrolled in the course the next time it is offered.

3. **How do I register for courses/trainings?**
   - Once you login, on the homepage, click on the "My Courses" tab. Click the classroom courses to display all the courses that are pre-assigned to you.
   - Select the course you wish to register for by clicking on "Date-Time-Venue" column and choose the slated date and time of the training.
   - Once selected, click "Register."
   - A pop-up screen will appear asking if you want to register. Click "Yes".
   - On the following screen, type the number 1 into the quantity box and click, "Add Item to Cart."
   - A pop up text box may appear, if so, please click "OK."
   - Click "Complete Order" and you will see a confirmation screen.

   *Note – you are not registered for this course until you see a confirmation screen.

4. **How do I know if I am registered for a course or not?**
   - In the "My Courses" tab, you can check the attendance status for each course/training. If the status reads "Registered," you are registered for the course. If the status reads "Assigned/Not Registered." You are **NOT** registered for the course.

5. **I have followed the registration process but I did not get a confirmation page/ Waitlist**
   - If a course/training is full, you will not get a confirmation page. However, you will be placed on the waitlist and you will have priority for this course/training when it is offered again. Students who are on the wait list will be enrolled in the next course in the order that they were wait-listed.