Enrolling in Bridges for “DCYF” or “DJJS” Trainings

This enrollment procedure can be used for any DCYF or DJJS workshop listed in Bridges. If the workshop name, number or session date that you are looking for are not listed in Bridges, please contact the Center for Professional Excellence in Child Welfare (CPE) at 271-4732.

There are three main ways in which to search for a specific workshop in Bridges:
“Date,” “Title,” or “Workshop #”:

First:
- Open Bridges
- Click the "Training" icon (in task bar at top of screen)
- Click the "Enroll" icon (in task bar at top of screen)
- Click the "New" button (on right side of screen)
- Click the "Find Wrkshp" button (on right side of screen)

Then:
- If you are searching for a DCYF workshop, make sure the “Department” field (in the lower right of screen) says DCYF. If you are searching for a DJJS workshop, make sure the “Department” field says DJJS. (If the correct Department isn’t selected, you won’t be able to find the workshop you are looking for.)

1) Search by “Date”:
In the “Session Characteristics” section, input the Start AND End dates of the workshop session you are looking for. (If only the Start date is entered, ALL workshops with sessions occurring ON OR AFTER that date will appear.)
- Click the "Find" button (right side of screen).
- In the workshop search results, look for the correct workshop (Scroll down if several are listed). Follow the REMAINING STEPS shown below:

REMAINING STEPS:
- Click/highlight the correct workshop. (If you cannot find it, go to the Workshop Search screen, click the “Clear” button, and try the next search method.)
- Click the "Sessions" tab (by the General Info tab).
- Scroll down until you see the session you would like to attend (Look at the Start and End dates, Location, etc.) and click/highlight on that session’s row.
- Click the “Select” button (right side of screen).
- Click the “Save” button (right side of screen).
- The approval box will appear, follow the prompts. Once your Supervisor approves your request, your name will automatically be added to the roster.
- To search for another workshop to enroll in, click the “New” button, then the “Find Wrkshp” button and follow the steps in the “Then:” section above.

2) Search by “Title”:
You may also use the search feature in the "Title" box to find a specific workshop. Type in the first 3 letters of the workshop name and put in an * after the three letters (i.e. Basic Bridges = Bas*).
- Click the "Find" button (right side of screen). Bridges will search for all workshops that begin with those letters. Remember, what you type in and the first letters of the workshop name must be EXACTLY the same, or the search will not go through properly.
- After the workshop search results appear, follow the REMAINING STEPS in the section above.

3) Search by “Workshop #”
- In the “Identifiers” section, check the box labeled "Workshop#"
- Input the Workshop # (if you know it, for example if it is provided in a training announcement or email.
- Click the "Find" button (right side of screen).
- After the workshop search results appear, follow the REMAINING STEPS in the section above.