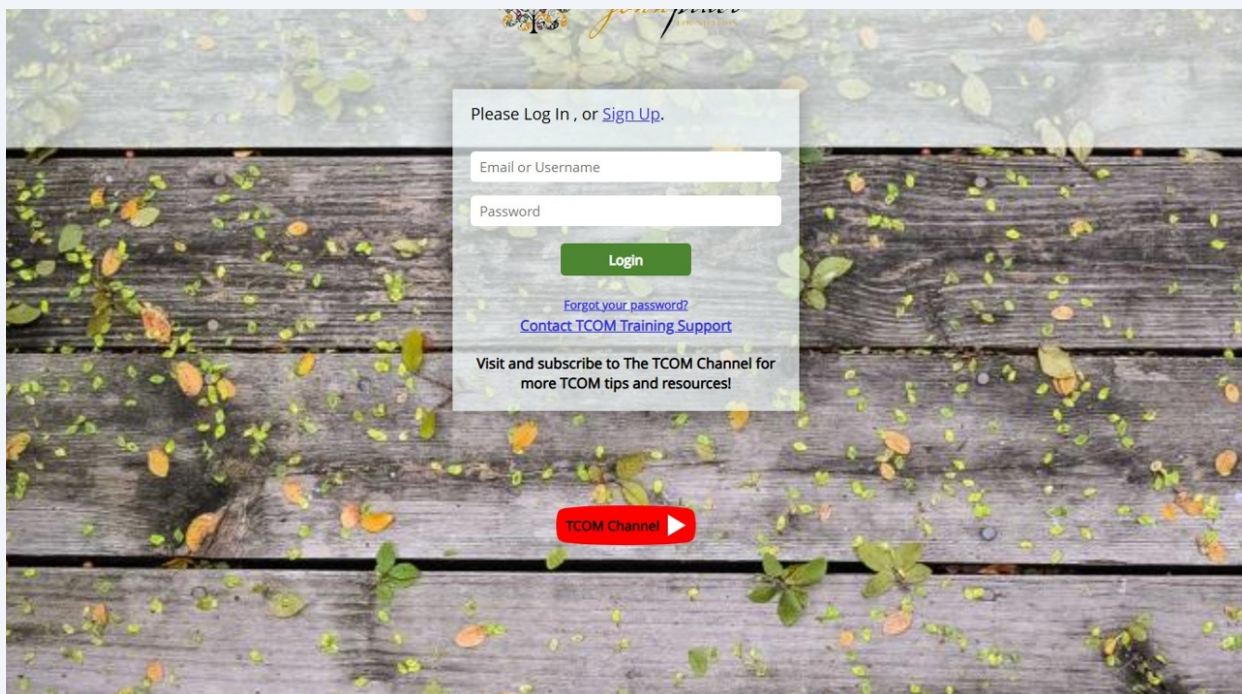


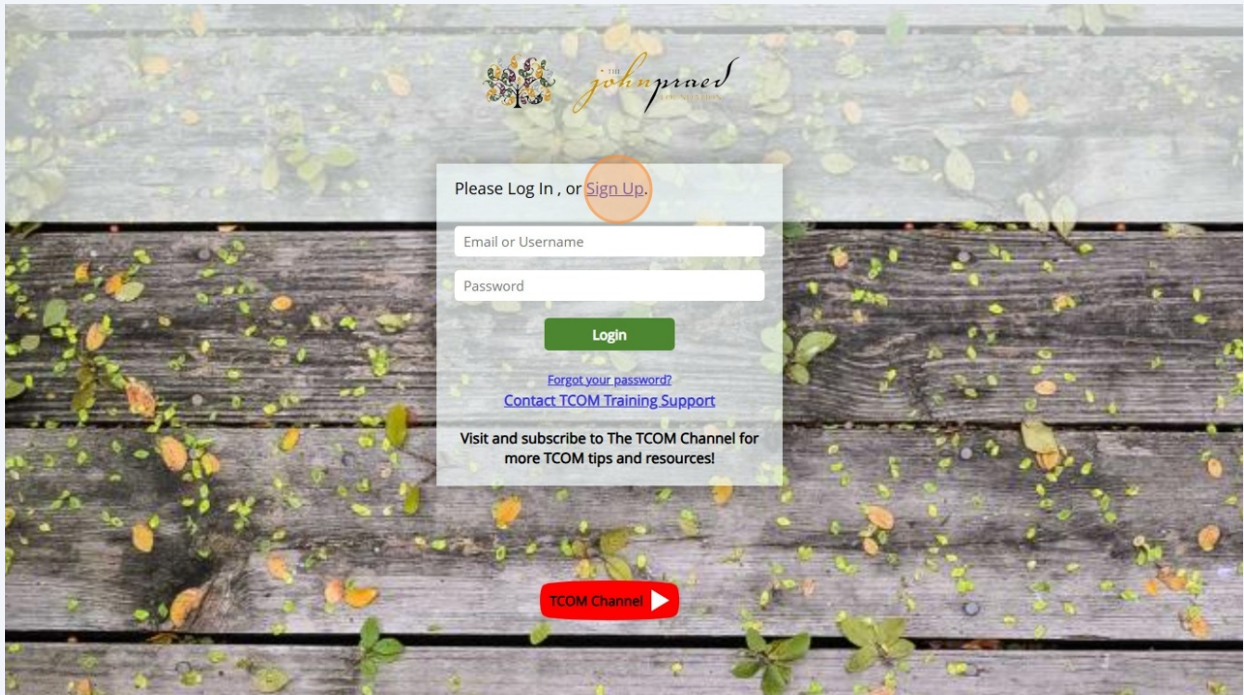
How to Sign up and Enroll into New York, Family-Based TCOM Assessment

Signing up for an account

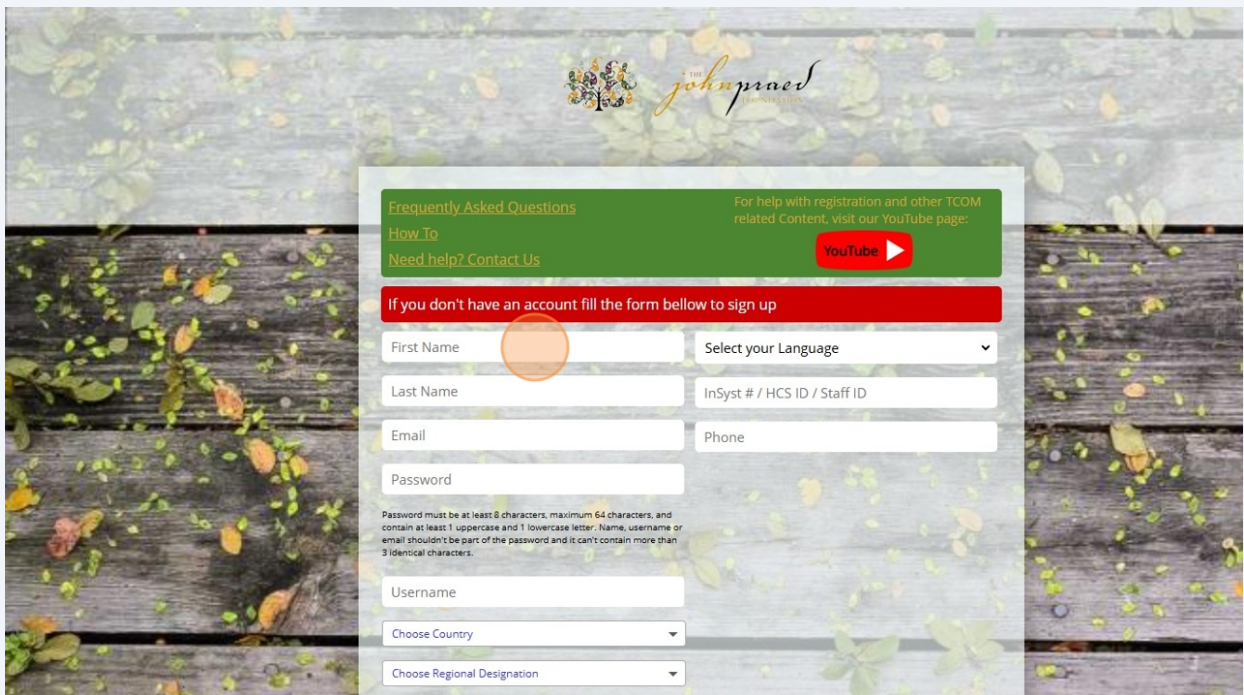
1 Navigate to www.tcomtraining.com



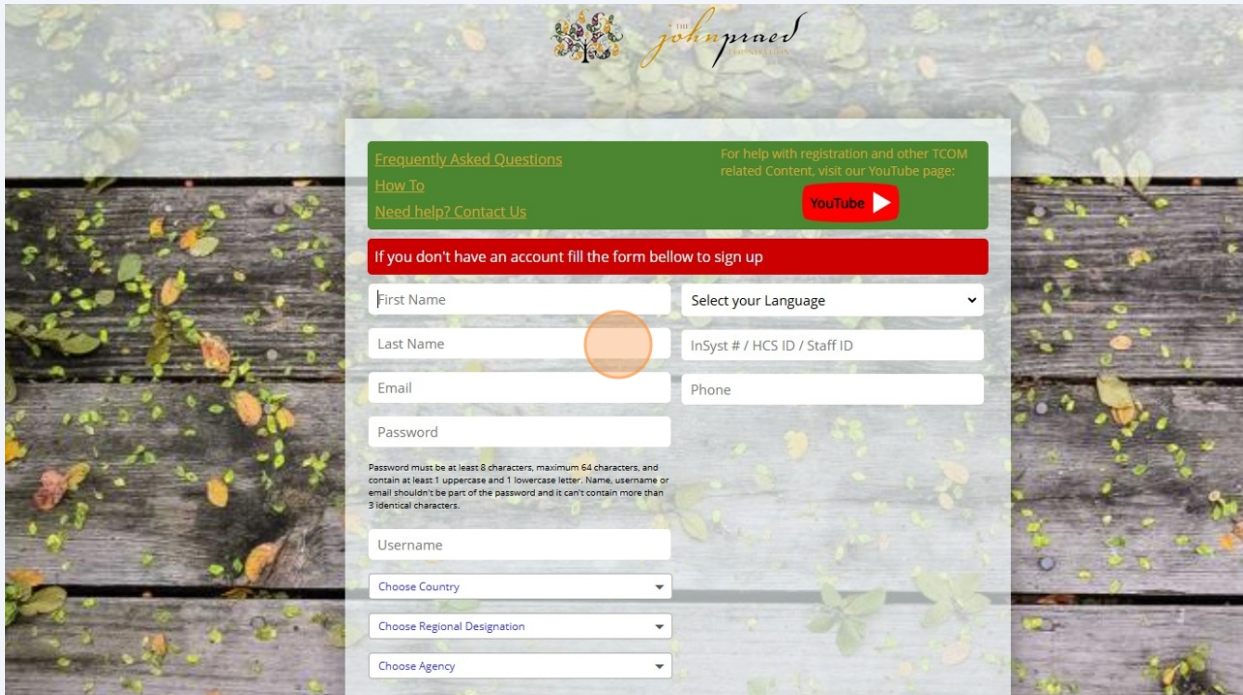
2 Select "Sign Up"



3 Select the "First Name" field and type in your first name.

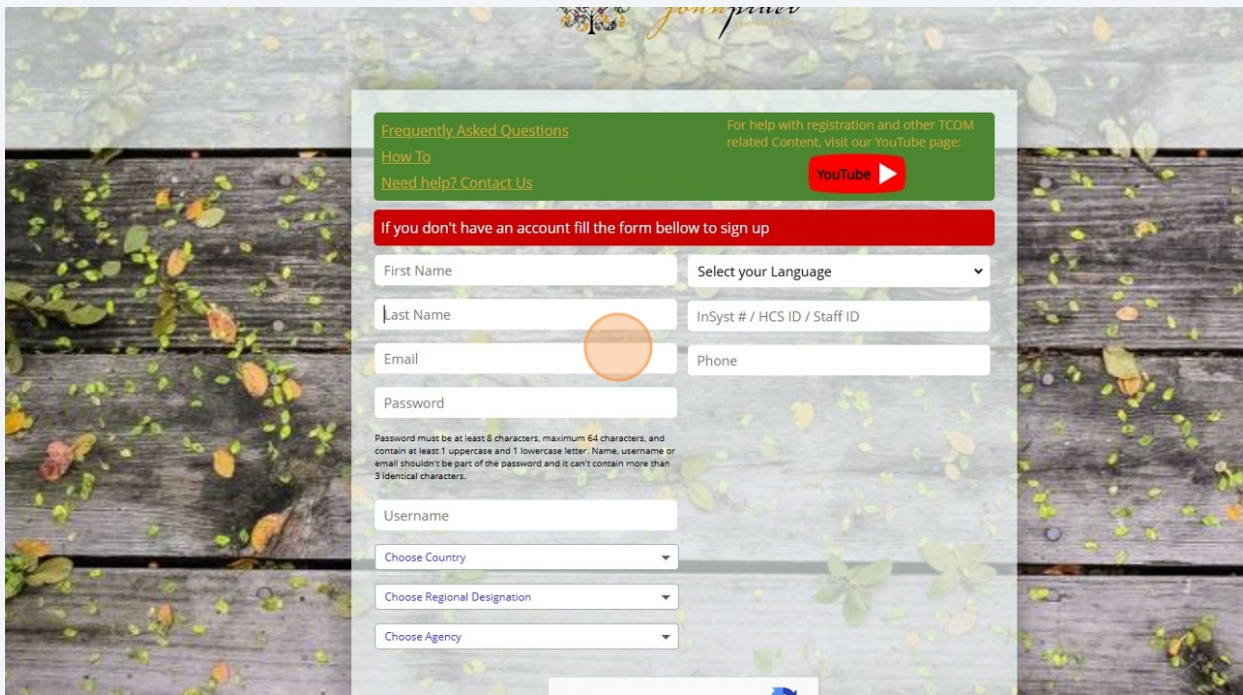


4 Select the "Last Name" field and type in your last name.



The screenshot shows a registration form for 'The John Praed Association' on a wooden background with falling leaves. At the top, there is a logo and the text 'The John Praed Association'. Below the logo, there is a green banner with 'Frequently Asked Questions', 'How To', and 'Need help? Contact Us' links, along with a 'YouTube' button. A red banner below that says 'If you don't have an account fill the form below to sign up'. The form fields are: 'First Name', 'Select your Language' (dropdown), 'Last Name' (highlighted with an orange circle), 'InSyst # / HCS ID / Staff ID', 'Email', 'Phone', 'Password', 'Username', 'Choose Country' (dropdown), 'Choose Regional Designation' (dropdown), and 'Choose Agency' (dropdown). A password requirement note is located below the Password field.

5 Select the "Email" field and type in your email.



This screenshot is identical to the one above, but the orange circle highlights the 'Email' field instead of the 'Last Name' field. The rest of the form and background elements remain the same.



Alert! Usernames are unique, if you get an error that the username is taken, please chose a different one.

The screenshot shows a registration form on a website. At the top, there are links for 'Frequently Asked Questions', 'How To', and 'Need help? Contact Us', along with a 'YouTube' button. A red banner reads 'If you don't have an account fill the form bellow to sign up'. The form includes fields for 'First Name', 'Last Name', 'Email', 'Password', 'Username', 'Phone', 'InSyst # / HCS ID / Staff ID', and dropdown menus for 'Select your Language', 'Choose Country', 'Choose Regional Designation', and 'Choose Agency'. A password requirement note is present: 'Password must be at least 8 characters, maximum 64 characters, and contain at least 1 uppercase and 1 lowercase letter. Name, username or email shouldn't be part of the password and it can't contain more than 3 identical characters.' At the bottom, there is an 'I'm not a robot' reCAPTCHA widget and a 'Sign Up Now' button.

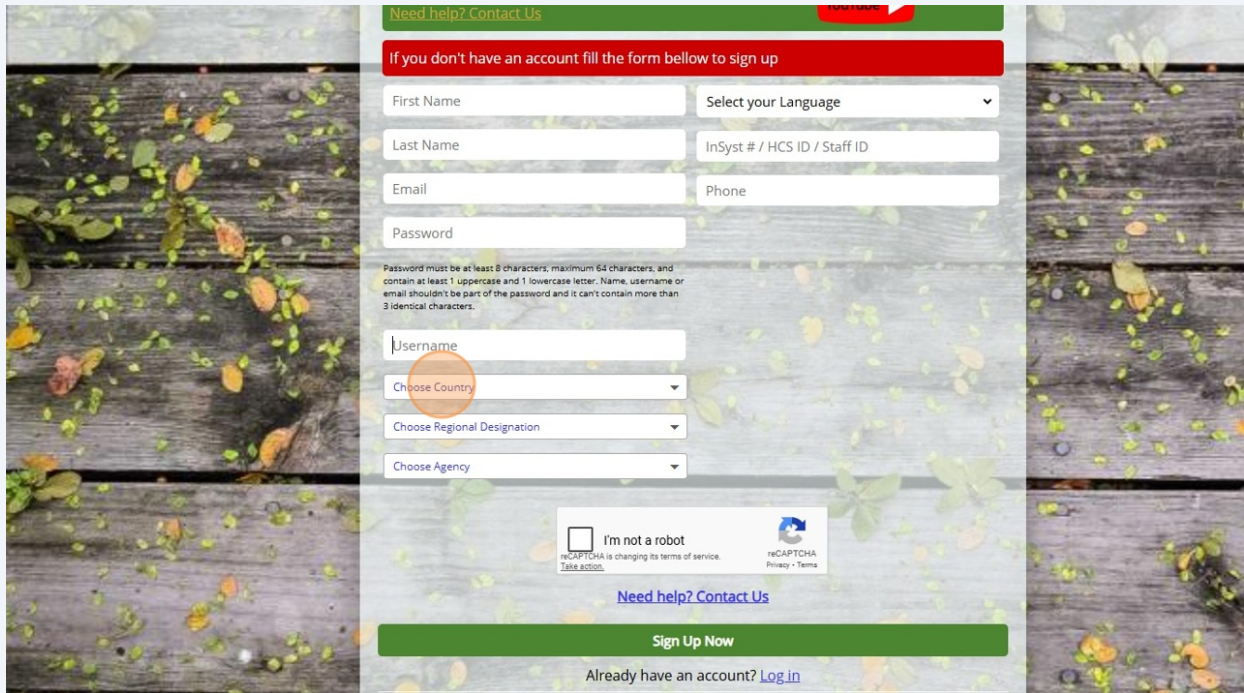
7 Select the "Username" field.

This screenshot is identical to the one above, but with an orange circle highlighting the 'Username' input field. The 'Sign Up Now' button is now highlighted in green, and a 'Log in' link is visible at the bottom: 'Already have an account? [Log in](#)'.



Alert! Usernames are unique, if you get an error that the username is taken, please chose a different one.

8 Select "Choose Country" and type in "United States"



Need help? [Contact Us](#)

If you don't have an account fill the form below to sign up

First Name Select your Language

Last Name InSys# / HCS ID / Staff ID

Email Phone

Password

Password must be at least 8 characters, maximum 64 characters, and contain at least 1 uppercase and 1 lowercase letter. Name, username or email shouldn't be part of the password and it can't contain more than 3 identical characters.


Username

Choose Country

Choose Regional Designation

Choose Agency

I'm not a robot
reCAPTCHA is changing its terms of service. [Take action.](#)

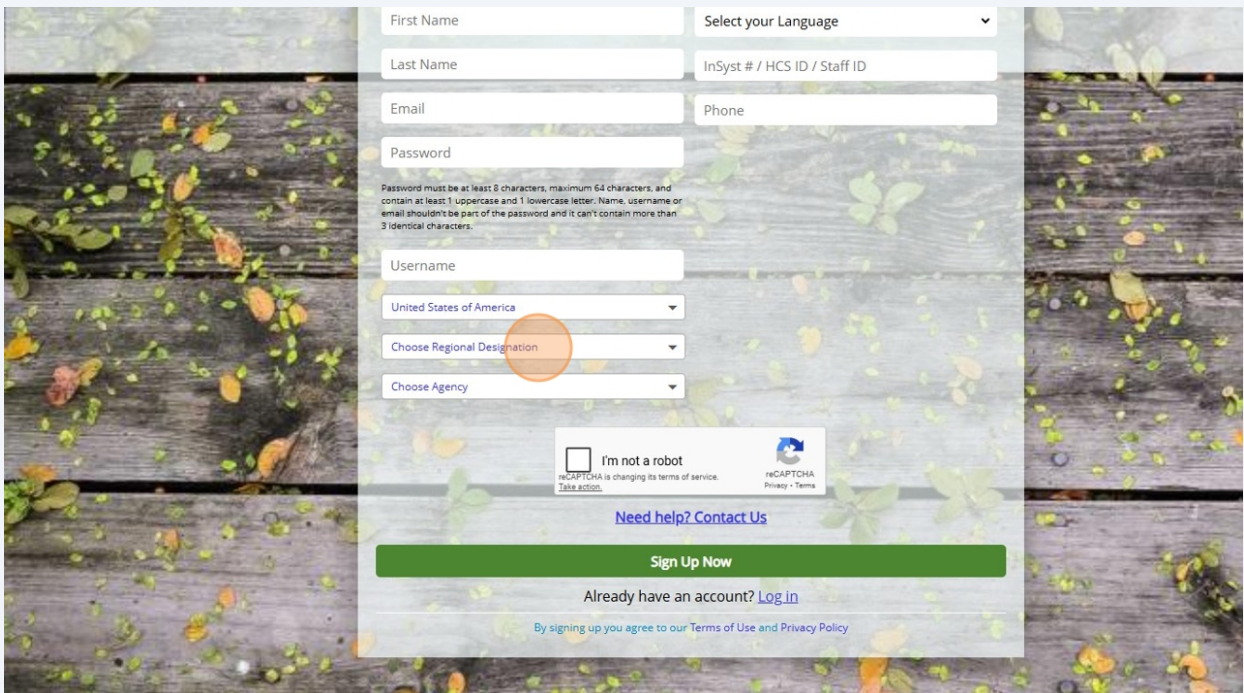
 reCAPTCHA
[Privacy](#) - [Terms](#)

[Need help? Contact Us](#)

[Sign Up Now](#)

Already have an account? [Log in](#)

9 Select "Choose Regional Designation" and type in "New York"



First Name Select your Language

Last Name InSys# / HCS ID / Staff ID

Email Phone

Password

Password must be at least 8 characters, maximum 64 characters, and contain at least 1 uppercase and 1 lowercase letter. Name, username or email shouldn't be part of the password and it can't contain more than 3 identical characters.


Username

United States of America

Choose Regional Designation

Choose Agency

I'm not a robot
reCAPTCHA is changing its terms of service. [Take action.](#)

 reCAPTCHA
[Privacy](#) - [Terms](#)

[Need help? Contact Us](#)

[Sign Up Now](#)

Already have an account? [Log in](#)

[By signing up you agree to our Terms of Use and Privacy Policy](#)

10 Select "Choose Agency" and type in your Agency name

The screenshot shows a registration form with the following fields and elements:

- First Name
- Select your Language
- Last Name
- InSyst # / HCS ID / Staff ID
- Email
- Phone
- Password
- Username
- United States of America
- New York
- Choose Agency (highlighted with an orange circle)
- I'm not a robot
- reCAPTCHA
- Need help? Contact Us
- Sign Up Now
- Already have an account? Log in
- By signing up you agree to our Terms of Use and Privacy Policy

11 Select the "English" option.

The screenshot shows a registration form with the following fields and elements:

- Frequently Asked Questions
- How To
- Need help? Contact Us
- For help with registration and other TCOM related Content, visit our YouTube page:
- YouTube
- If you don't have an account fill the form below to sign up
- First Name
- English (highlighted with an orange circle)
- Last Name
- InSyst # / HCS ID / Staff ID
- Email
- Phone
- Password
- Username
- United States of America
- New York
- Choose Agency
- I'm not a robot
- reCAPTCHA
- Need help? Contact Us

12 Select the "InSyst # / HCS ID / Staff ID" field.

Frequently Asked Questions
How To
Need help? Contact Us

For help with registration and other TCOM related Content, visit our YouTube page:
YouTube

If you don't have an account fill the form below to sign up

First Name English
Last Name InSyst # / HCS ID / Staff ID
Email Phone
Password
Username
United States of America
New York
Choose Agency

reCAPTCHA I'm not a robot
reCAPTCHA is changing its terms of service. Take action. reCAPTCHA Privacy - Terms

Need help? Contact Us

Detailed description: This is a registration form for a system. At the top, there are links for 'Frequently Asked Questions', 'How To', and 'Need help? Contact Us'. A red banner says 'If you don't have an account fill the form below to sign up'. The form contains several input fields: 'First Name' (with a dropdown menu set to 'English'), 'Last Name' (with a dropdown menu set to 'InSyst # / HCS ID / Staff ID'), 'Email', 'Phone', 'Password', 'Username', 'United States of America' (dropdown), 'New York' (dropdown), and 'Choose Agency' (dropdown). A password requirement note is present: 'Password must be at least 8 characters, maximum 64 characters, and contain at least 1 uppercase and 1 lowercase letter. Name, username or email shouldn't be part of the password and it can't contain more than 3 identical characters.' At the bottom, there is a reCAPTCHA 'I'm not a robot' checkbox and a 'Need help? Contact Us' link.



Alert! This will be your HCS ID. If you do not have an HCS ID or other ID, please enter 000000.

13 Select the "Phone" field.

Frequently Asked Questions
How To
Need help? Contact Us

For help with registration and other TCOM related Content, visit our YouTube page:
YouTube

If you don't have an account fill the form below to sign up

First Name English
Last Name InSyst # / HCS ID / Staff ID
Email Phone
Password
Username
United States of America
New York
Choose Agency

reCAPTCHA I'm not a robot
reCAPTCHA is changing its terms of service. Take action. reCAPTCHA Privacy - Terms

Need help? Contact Us

Detailed description: This is the same registration form as in step 12. In this screenshot, the 'Phone' field is highlighted with an orange circle. All other elements, including the 'InSyst # / HCS ID / Staff ID' dropdown, remain the same.

14 Select the "I'm Not a Robot" box.

Frequently Asked Questions
How To
Need help? Contact Us

For help with registration and other TCOM related content, visit our YouTube page:
YouTube

If you don't have an account fill the form below to sign up

First Name English

Last Name InSyst # / HCS ID / Staff ID

Email Phone

Password

Password must be at least 8 characters, maximum 64 characters, and contain at least 1 uppercase and 1 lowercase letter. Name, username or email shouldn't be part of the password and it can't contain more than 3 identical characters.

Username

United States of America

New York

Choose Agency

I'm not a robot
reCAPTCHA is changing its terms of service. [Take action.](#) reCAPTCHA Privacy - Terms

Need help? Contact Us

Sign Up Now

Already have an account? [Log in](#)

By signing up you agree to our [Terms of Use](#) and [Privacy Policy](#)

15 Click "Sign up Now"

First Name English

Last Name InSyst # / HCS ID / Staff ID

Email Phone

Password

Password must be at least 8 characters, maximum 64 characters, and contain at least 1 uppercase and 1 lowercase letter. Name, username or email shouldn't be part of the password and it can't contain more than 3 identical characters.

Username

United States of America

New York

Choose Agency

I'm not a robot
reCAPTCHA is changing its terms of service. [Take action.](#) reCAPTCHA Privacy - Terms

Need help? Contact Us

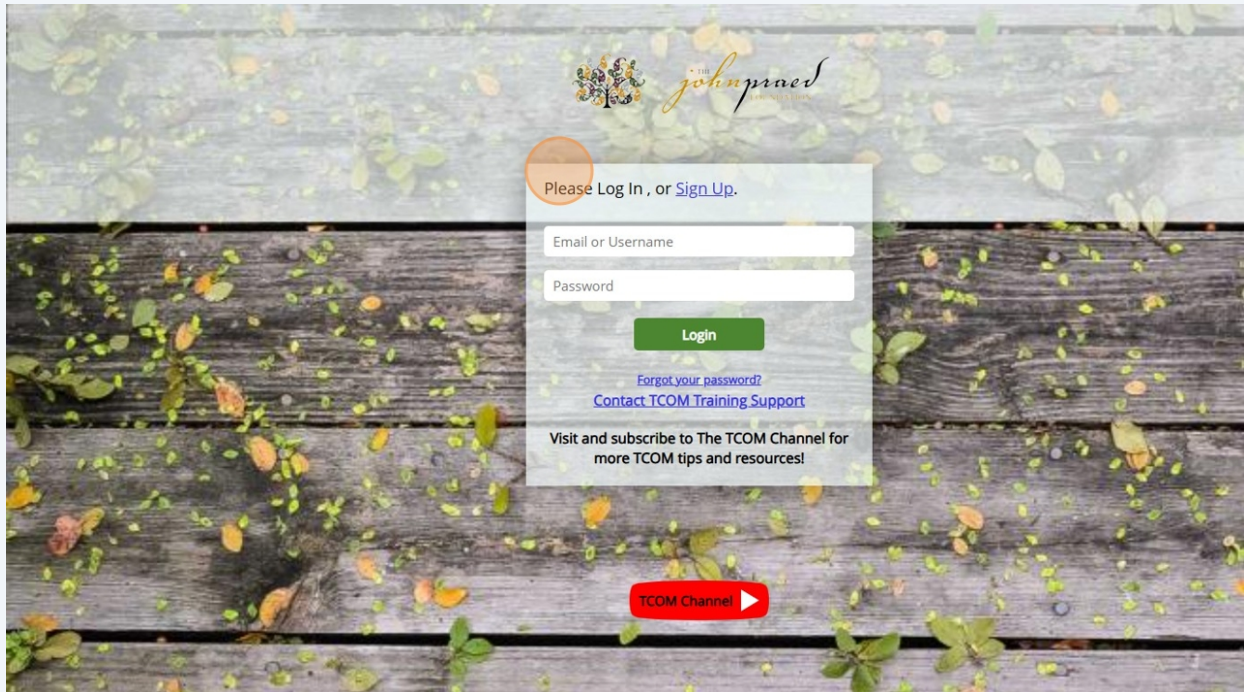
Sign Up Now

Already have an account? [Log in](#)

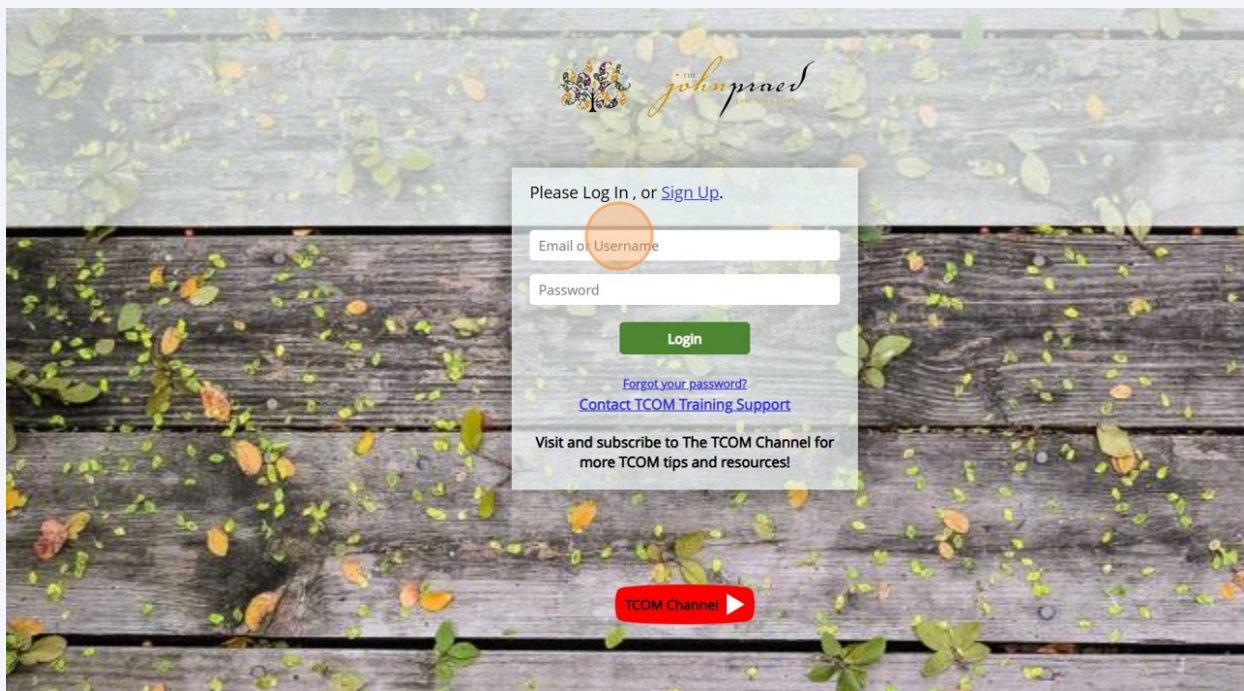
By signing up you agree to our [Terms of Use](#) and [Privacy Policy](#)

Logging into www.tcomtraining.com

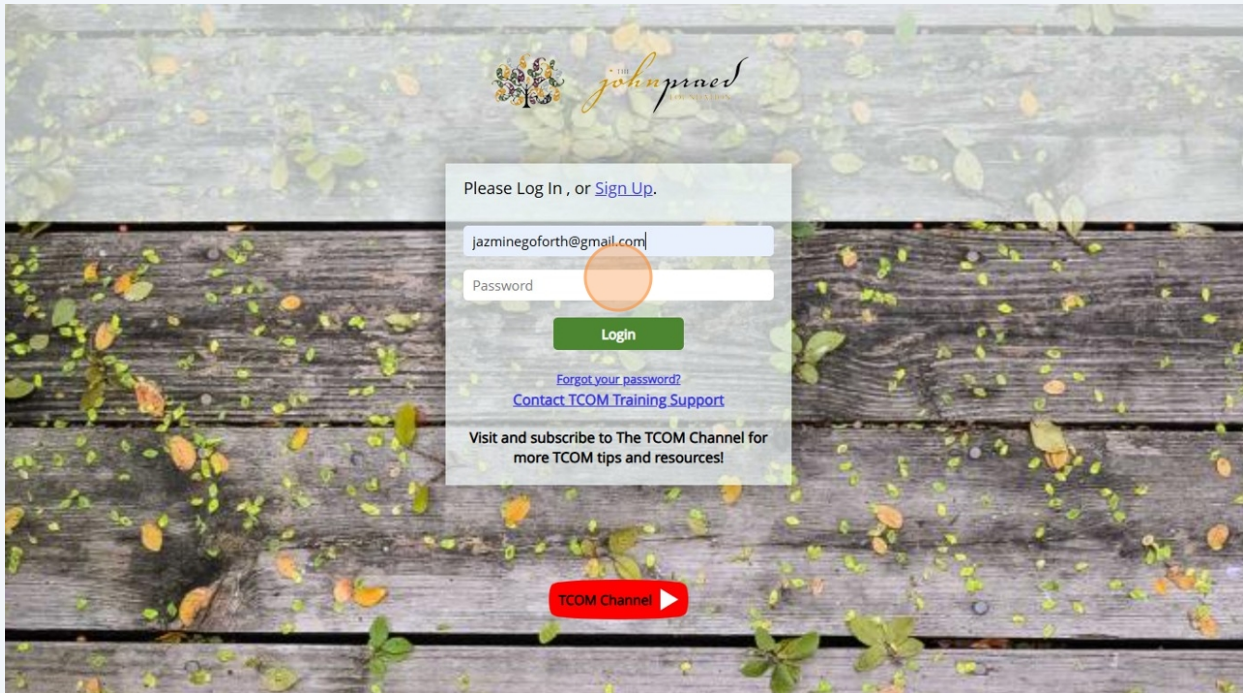
16 Navigate to www.tcomtraining.com



17 Select the "Email or Username" field, and type in your username or email.



18 Select the "Password" field, and type in your password.



Tip! If you have forgotten your password, select the "Forgot your Password?" hyperlink or email Support@TCOMTraining.com for further assistance.

Navigating to the New York, Family-Based TCOM Assessments

19 Hover over "Training"

The screenshot shows the top navigation bar of the app.schoox.com interface. The 'Training' menu item is highlighted with a blue circle. Below the navigation bar, there are several menu items: 'My Training', 'Courses', 'Bundles', 'Curricula', 'Events', and 'Credentialing Materials'. The 'Bundles' menu item is also highlighted with a blue circle. Below the menu items, there is a section for 'Academy Bundles' with a search bar and a dropdown menu for 'Creation Date (Newest - Oldest)'. The 'Bundles' menu item is highlighted with a blue circle. Below the menu items, there is a section for 'Academy Bundles' with a search bar and a dropdown menu for 'Creation Date (Newest - Oldest)'. The 'Bundles' menu item is highlighted with a blue circle.

20 Select "Bundles"

The screenshot shows the app.schoox.com interface with the 'Bundles' menu item selected. The 'Bundles' menu item is highlighted with a blue circle. Below the navigation bar, there are several menu items: 'My Training', 'Courses', 'Bundles', 'Curricula', 'Events', and 'Credentialing Materials'. The 'Bundles' menu item is highlighted with a blue circle. Below the menu items, there is a section for 'Academy Bundles' with a search bar and a dropdown menu for 'Creation Date (Newest - Oldest)'. The 'Bundles' menu item is highlighted with a blue circle. Below the menu items, there is a section for 'Academy Bundles' with a search bar and a dropdown menu for 'Creation Date (Newest - Oldest)'. The 'Bundles' menu item is highlighted with a blue circle.

21 Select the bundle "New York, Family-Based TCOM Assessments"

The screenshot shows a web interface for 'Academy Bundles'. At the top right, it indicates the time zone as '(GMT-04:00 DST) Eastern Time, New York Time'. Below the title, there is a search bar with the placeholder text 'Search (minimum 3 characters)'. To the right of the search bar is a 'Categories' dropdown menu. Below the search bar is a 'Creation Date (Newest - Oldest)' dropdown menu. The main content area displays a bundle card for 'New York, Family-Based TCOM Assessments'. The card features the 'Families Together in New York State' logo, the bundle title, a description: 'This bundle is for Users who need to Certify in the TCOM Tools for New York Family-Based Assessments.', the creator 'By Lauren Mergen', and a 'Free' price tag. It also shows 'Public' access, '2' users, 'Category (1)', and a date of 'Feb 26, 2019'. A 'More info' link is present. On the right side, the 'Categories' dropdown is open, showing a search bar 'Type to search' and a list of categories: 'All Categories', 'Without Category', 'Compliance Courses', 'General TCOM Courses', 'New York', and 'TCOM Badge Courses'. An orange circle highlights the bundle title. A green question mark icon is visible in the bottom right corner of the page.

22 Click "Enroll"

The screenshot shows the enrollment page for the 'New York, Family-Based TCOM Assessments' bundle. At the top, it states 'This bundle is for Users who need to Certify in the TCOM Tools for New York Family-Based Assessments.' Below this, it says 'This bundle is offered by: Praed Foundation Collaborative Training Website (TCOM)' with an 'Average Rating: ★★★★★'. On the left, there is a 'Cancel coupon' button and a 'Redeem' button. Below that is a 'Buy Licenses' section with '1 license per person.' and a 'Free' price tag. A table shows the license details:

Quantity	Per user	Price
1	USD 0	USD 0

Below the table is a green 'Enroll' button, which is highlighted with an orange circle. To the right of the license table are two course cards: 'FANS' (Family Needs and Strengths) and 'Standard FAST 3.0' (Transformational Collaborative Outcomes Management). Both cards show 'Education' as the category, 'Praed Foundation Collaborative Training Website (TCOM)' as the provider, and 'Course Price Included' with '0 Reviews' and a five-star rating.

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23 You will be enrolled into the FANS or the Standard FAST 3.0

The screenshot shows a course bundle titled "Assessments Together in New York State". The bundle is for users who need to certify in the TCOM Tools for New York Family-Based Assessments. It is offered by the Praed Foundation Collaborative Training Website (TCOM) and has an average rating of five stars. The bundle includes two courses: "FANS" and "Standard FAST 3.0". Both courses are listed as "Free" and "Included". The page also features a "Buy Licenses" section with a table showing 1 license per person for a price of USD 0. There are "Cancel coupon" and "Redeem" buttons, and a stack of books icon at the bottom left.

Quantity	Per user	Price
1	USD 0	USD 0

Course Name	Price	Reviews
FANS	Included	0 Reviews
Standard FAST 3.0	Included	0 Reviews

i Tip! You are able to take either course, please check with your agency to verify which training you need.

i For certification coaching and support specific to the Family Based Assessment Tools of both the FANS NY and the Fast 3.0, join Kendra McCray every **Monday at 9:00am EST via Zoom** ---- <https://uky.zoom.us/j/6086435775>