

# Checklist For PTT Training Staff

<input type="checkbox"/>	<b>PTT Trainer Handbook</b> - <a href="https://dcf.wisconsin.gov/w2-partnertraining/ptshandbook">https://dcf.wisconsin.gov/w2-partnertraining/ptshandbook</a>
<input type="checkbox"/>	<b>Policy Resources</b> <ul style="list-style-type: none"> <li>• Add to mailing list to get emails when policy resources are updated <ul style="list-style-type: none"> <li>○ BWF Operations Memos - <a href="https://dcf.wisconsin.gov/w2/partners/policy/memos/operations">https://dcf.wisconsin.gov/w2/partners/policy/memos/operations</a></li> <li>○ DFES Administrator's Memos <a href="https://dcf.wisconsin.gov/w2/partners/policy/memos/admin">https://dcf.wisconsin.gov/w2/partners/policy/memos/admin</a></li> <li>○ Child Support Partner Resources Page (CSPR) <a href="http://dcf.wi.gov/bcs/partnerres/subscribe/">http://dcf.wi.gov/bcs/partnerres/subscribe/</a></li> <li>○ CWW Process Help Updates <a href="https://www.dhs.wisconsin.gov/em/signup.htm">https://www.dhs.wisconsin.gov/em/signup.htm</a></li> </ul> </li> </ul>
<input type="checkbox"/>	<b>Computer Setup/Systems Access</b> <ul style="list-style-type: none"> <li>• Microsoft Word Default Styles (Tech Tip)</li> <li>• E-mail/Outlook access</li> <li>• Google account (use @Wisconsin.gov email for this account)</li> <li>• CARES/CWW Access</li> <li>• ExtraNet/Workweb Access</li> <li>• PTT Learning Center Access</li> <li>• Pathlore LMS Access</li> <li>• KIDS Access (Production and E-Region)</li> <li>• Child Support Partner Resources (CSPR)</li> <li>• VDI</li> <li>• Adobe Connect Access</li> </ul>
<input type="checkbox"/>	<b>Access the Trainers' Resource Webpage</b> <a href="https://dcf.wisconsin.gov/w2-partnertraining/pcf-trainer-resource">https://dcf.wisconsin.gov/w2-partnertraining/pcf-trainer-resource</a> <ul style="list-style-type: none"> <li>• Project Management Tools</li> <li>• Media Selection Chart</li> <li>• Curriculum Style Guides</li> <li>• Course and Class Request Forms</li> <li>• On Site Reporting Form</li> <li>• Verb List for Learning Objectives</li> <li>• Curriculum Development Checklist</li> <li>• Curriculum Review Checklists</li> <li>• Tech Tips</li> <li>• Weather Cancellations</li> <li>• Webinar/Training Session Internal Debrief Template</li> <li>• MS Office Templates</li> </ul>