



## Data Collection Instructions for Children's Trust of Alachua County Services

Programs participating in services funded by the Children's Trust of Alachua County (CTAC), are asked to provide program, employment, and demographics data through the Children's Forum Portal (CF Portal) for employees receiving CTAC services (i.e., BLI training and/or coaching). Below is a brief summary of the steps of the data collection process. Click [here](#) to access the CF Portal and tutorial videos.

### **Step 1 Director/Owner Creates Business Account: Due by January 21, 2022**

1. Gather the following documents before beginning:
  - Program's DCF license number
  - Business license name under which the program operates ([sunbiz.org](http://sunbiz.org))
  - Contact information for the owner listed on the business license ([sunbiz.org](http://sunbiz.org))
  - Contact information for the DCF Director of Record
  - Scan of the DCF Director of Record's most recent pay stub or pay stub affidavit for verification purposes (form found at Create Business Account tab of the CF Portal).
  - Scan of Director of Record's identification document for verification purposes (Florida Driver's License, Florida ID card, Passport, or Military ID)
2. Director/Owner creates a Business Account in the CF Portal on the [Create Business Account](#) page.
  - Owners receive two emails from [Siteaccounts@thechildrensforum.com](mailto:Siteaccounts@thechildrensforum.com) with (1) Business Account access request received and (2) Business Account approval decision.
  - Directors receive a separate email from [RegistryPortal@thechildrensforum.com](mailto:RegistryPortal@thechildrensforum.com) providing the Business Account username and a time-limited link for creating the password. Check SPAM filters if you do not receive these emails.
3. After receiving approval, Director/Owner creates a password and enters the newly created password and their DCF license number as the username and clicks **login** to access their Business Account.

### **Step 2 Director/Owner Completes Roster: Due by February 11, 2022**

1. Gather the following information for employees receiving CTAC services:
  - First and last name
  - Email address (Personal email recommended)
  - Birthday
  - Date hired
  - Hourly rate of pay
  - Paystub (scanned PDF)
  - Numbers of Hours worked per week
  - Position title
  - Age groups taught (if relevant)
2. Log-in to your Business Account in the portal at <https://login.thechildrensforum.com/login>.
3. Click the Roster tab on the menu on the left of the screen to add, remove or update employment information.

4. Add employment information and paystubs for employees receiving CTAC services by clicking the “add new person” button on the roster.
  - If the person already appears on the roster, they are already in the Professional Development Registry.
  - A current paystub must be uploaded for all employees receiving CTAC services, even if they are already listed on the roster.
  - To remove an individual from the roster, click on the minus symbol next to their name.
  - If there is a red circle around the edit icon (pencil) and a red flag next to the person’s name, the individual needs to be re-added to the roster by clicking on the “add new person” button.
5. Those added to the Roster will receive an email from [RegistryPortal@thechildrensforum.com](mailto:RegistryPortal@thechildrensforum.com) instructing them to confirm their employment and create a Personal Account.

**Step 3 Create Personal Account (completed by individuals receiving services): Due by February 11, 2022**

1. The following information will be requested.
  - Account Agreement (scanned PDF) received by email from [RegistryPortal@thechildrensforum.com](mailto:RegistryPortal@thechildrensforum.com)
  - Employment Information (confirming employment and benefits received)
  - First and Last Name
  - Contact information
  - Birthdate
  - Gender
  - Race and ethnicity
  - Languages spoken
  - Birth country
2. Retrieve the email sent from [registryportal@thechildrensforum.com](mailto:registryportal@thechildrensforum.com).
  - This email will go to the email address provided for the employee on the Roster
  - Print and complete the Account Agreement attached to the email
  - Scan and save the Account Agreement as a PDF document
3. Follow the link sent via email from [registryportal@thechildrensforum.com](mailto:registryportal@thechildrensforum.com).
  - Confirm employment by clicking the blue “I am currently an employee at this facility” button
    - **Note:** Clicking the red “I do not work at this facility” button will delete your information.
  - Complete the 5-page form at the bottom of the screen.
    - The first item on the form is to upload the Account Agreement.

**Helpful Tips**

1. Be sure to gather all necessary documents **before** you begin the submission process.
2. To prevent needing to re-create the Business Account due to a change of director or email address, it is best to use a general business email that would not change if the Director changes.
3. If you did not receive the password creation email sent to the Director email address used to create CF Portal Business account, you may also go to the **Create/Reset password** page and enter your DCF license number to initiate a new password creation email
4. All documents submitted via the CF Portal must be in PDF format. Click [here](#) for information on how to create PDF documents.
5. It is best to use a personal email address for employees on the Roster since it will be associated to their Personal Account in the CF Portal.