

Using the VTC to Access Your Training Transcript

The VTC can be accessed 24 hours a day with internet access. Open Internet Explorer (or any other web browser) and type in the following address:

<https://www.dcfstraining.org>

Log In using your User ID and Password. (If you need assistance accessing the VTC, see the documents under “VTC Access”.)

Once you are logged in to the VTC, click on ‘Account’, then ‘My Account’ and then click on the yellow tab titled ‘Transcript’. You may now view your official DCFS training record. A copy of this transcript can be printed by using the **print button** on the gray sub-menu. When you use this print button, your entire transcript will print including the official seal. (If you print using the computer’s print function under File, your transcript will contain only the visible information and no official seal).