

Quick Clicks

Enter New Personnel

1. Sign into FTACS
2. Click TCI Resources
3. Click New Personnel
4. Fill Out Entire Form
5. Click Done

Submit A Lesson Plan

1. Sign into FTACS
2. Click Training and Events
3. Click Request Lesson Plan Approval
4. Fill Out Required Lesson Plan Info
5. Click Submit for Approval

Register for TCI Training

1. Sign into FTACS
2. Click Training and Events
3. Click Browse
4. Find Class and Click Register
5. Enter Last Name
6. Click Add
7. Click Submit

Submit Local Training

1. Sign into FTACS
2. Under Training and Events Click
Submit Completed Training for
Approval
3. Find Pre-Approved Lesson and Click
Continue
4. Enter Training Dates
5. Enter and Find Student's Last Name
6. Click Add to Roster, Repeat if Needed
7. After Adding All Attendees Click
Submit Roster