

## COPA Registration Guide

Follow these simple steps to register for DFSS trainings and professional development opportunities using COPA:

- **Step 1:** Visit the calendar section or the Upcoming Events section under the content area training you are searching for at [www.childserviceschicago.com](http://www.childserviceschicago.com) for basic information.
- **Step 2:** Log into COPA ([www.cys.mycopa.com](http://www.cys.mycopa.com))
- **Step 3:** Click on the “Professional Development” tab on the welcome screen after you’ve logged on with your username and password. This will take you to the Professional Development section in COPA where you can register for DFSS trainings and other professional development opportunities.
- **Step 4:** Click on the “Training Request” tab. Locate the dropdown menu next to the “Please Select a Training” line and select a training.
- **Step 5:** Select the participant’s name from the “Attendee Name” list and press the “Submit” button at the bottom of the screen.

You can check to see if a registration has been accepted by clicking on the “Request Listing Tab” and filtering for the name of the training.

**Please contact your COPA Administrator if:**

- You do not have access to COPA/Professional Development section
- You cannot locate your name in the drop down menu
- Your contact information is not accurate or up-to-date

**Please note that only individuals with access to COPA and the ability to enter data into COPA may be able to register.**