



Logon Instructions for *With Eyes Wide Open: A Preparation Guide To International Adoption*

IFS has several online courses available to help educate our families about important adoption and parenting related topics. Follow these instructions, when registering for **“With Eyes Wide Open: A Preparation Guide To International Adoption.”** (Please read all of these instructions before proceeding.)

1. Log onto www.ifservices.org
2. Click on the “Family Training” link located on the sidebar.
3. Scroll down until you see information on the “With Eyes Wide Open: A Preparation Guide To International Adoption” course.
4. After reading about the course, click on the “REGISTER NOW” link (Your computer will need to allow for pop-up windows in order to see the next screen.)
5. Once you have selected REGISTER NOW, a pop-up window will appear asking you to Agree or Disagree with the statement. If you Disagree, the window will close and you will not be able to proceed with the registration. When you select agree, you will be directed to the Adoption Learning Partners webpage and asked to complete registration information.
6. After completing this registration page, you can choose to begin taking the *With Eyes Wide Open* course. A payment page will appear before you can officially start the course. Once the payment information is submitted, you should be able to begin the course.

Other important information:

- Families contracted after October 31, 2004 may be eligible for a credit upon completion of the course and submission of required documents (see below for additional information).
- This is an online course which allows families to take it at their convenience and to go back to review previous chapters.
- Questions about specific topics discussed in the course can be directed to your social worker or IFS Program Director.
- A Certificate of Completion will be issued to only the registered participant. For married applicants, each parent needs to register individually.

- The completion of the online course is currently the only way for IFS to verify completion of the course. Families may purchase the printed workbook (search the web for online retailers), but they will still need to participate in the online course.
- Families may print out any material from the online course to keep for future reference.
- Upon completion of this course, the registered attendee will be sent a Certificate of Completion. When this is received, please fax it to the IFS-Texas office at 992-281-3179, please use a cover page.
- The Certificate of Completion is the only document IFS needs in order to verify completion of this training requirement. Families **do not** need to provide copies of homework or other assignments, although, some social workers and/or home study agencies may require these additional documents.

To be eligible for the credit, families must meet **all** of the following criteria:

1. Contracted with IFS for adoption services after October 31, 2004.
2. Paid for and completed the *With Eyes Wide Open* online course offered through Adoption Learning Partners.
3. Submitted Certificate of Completion to the IFS-Texas office by fax (992-281-3179).

This credit will only apply to the *With Eyes Wide Open* online course and will not be substituted for other training courses. The actual amount of the credit will not exceed \$30 for single applicants and \$60 for married applicants.

If you have any additional questions about the online courses, please email us at classes@ifsservices.org