



FNS VOLUNTARY CLASSES

How to...

Register for a class, sign up for a wait list, withdraw from a class, and check your transcript.

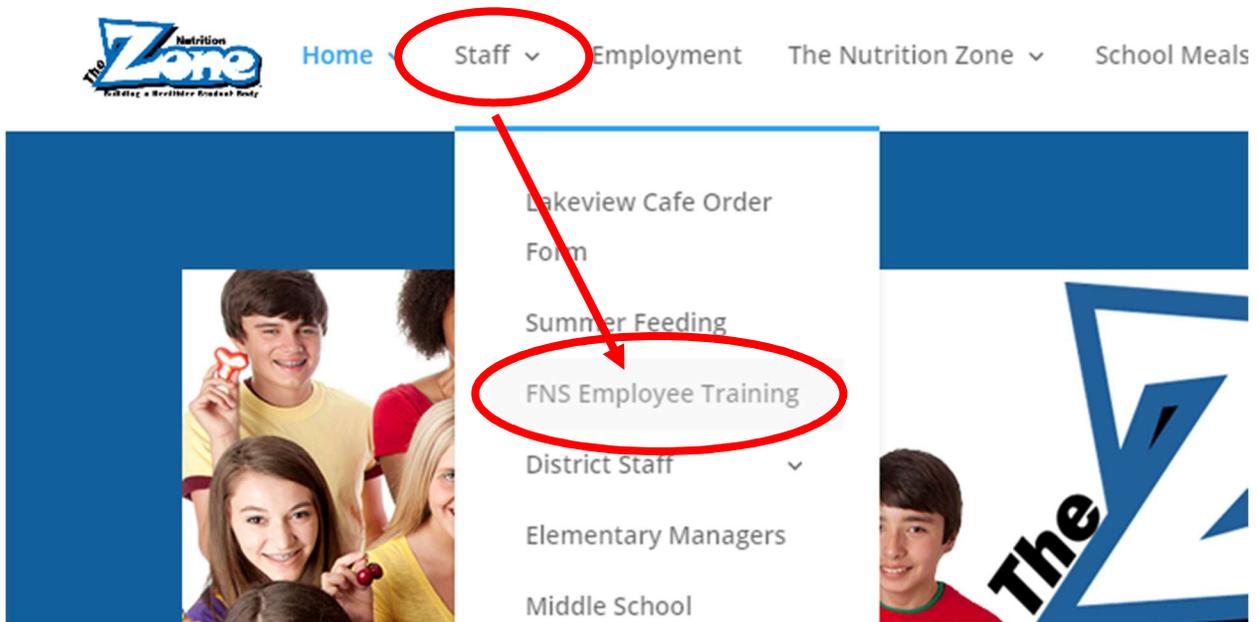
SIGN IN AND REGISTER

1. Open Google Chrome to access the internet

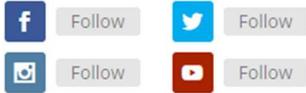


2. Go to The Zone website: <http://connectplus.pasco.k12.fl.us/do/fns/>

3. In the Staff menu, select FNS Employee Training:



4. Here you can view the class calendar, read class descriptions, and learn how to register/drop a class. Click on “Go to myPascoConnect” to find myPGS and continue with registration, join a wait list, withdrawal from a class, or check your transcript.



Fall 2017 Class Calendar

Fall 2017 Class Descriptions

Registration and Drop Instructions

Go to myPascoConnect

Current Meal Prices

Reduced Price Breakfast: \$0.30

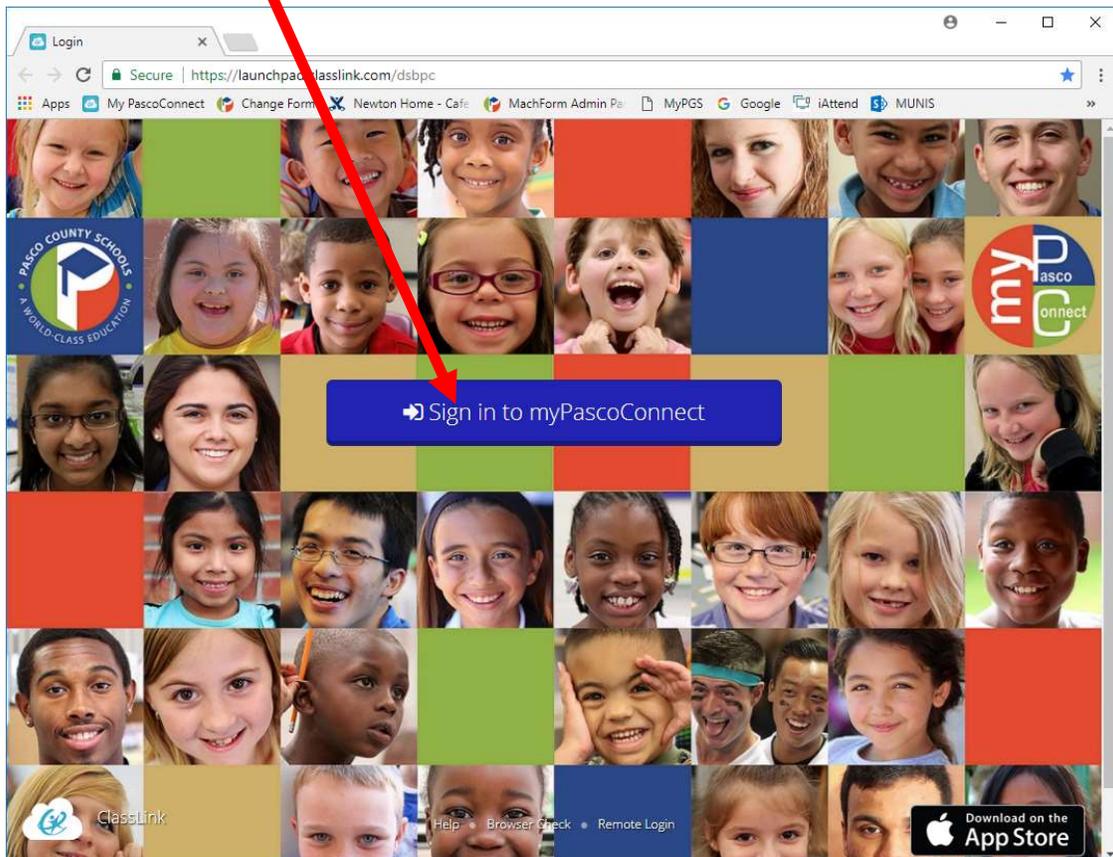
Reduced Price Lunch: \$0.40

Full Price Breakfast

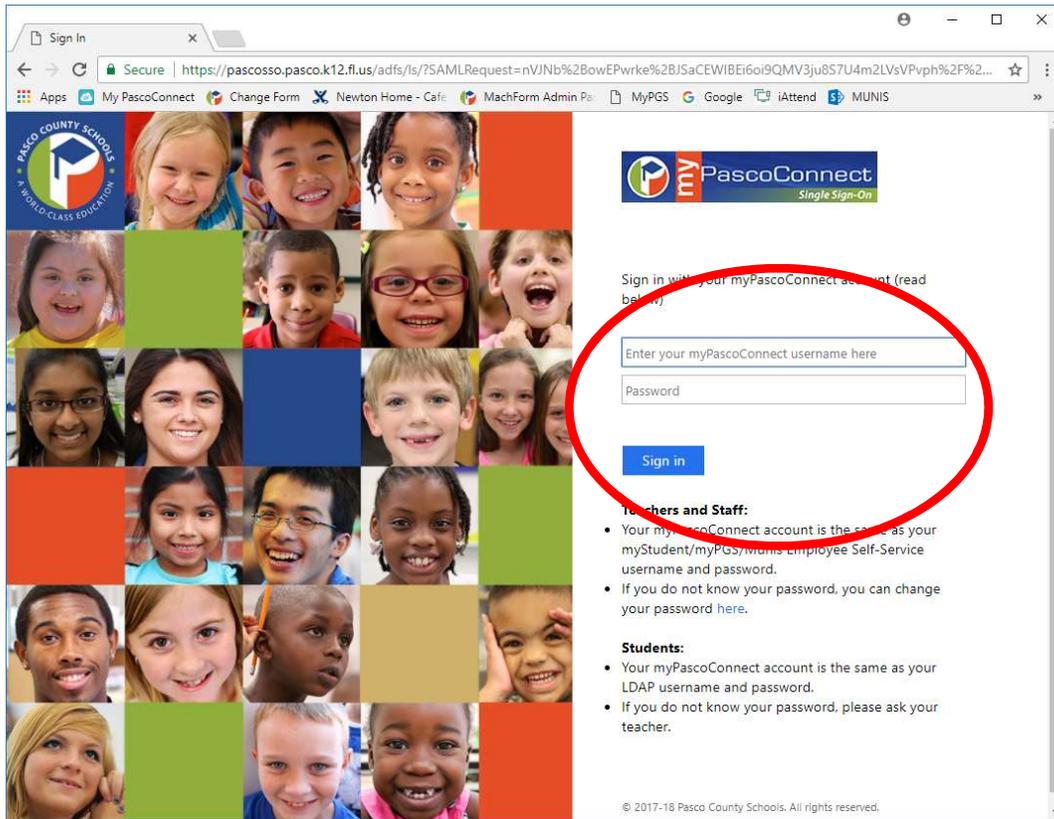
Elementary: \$1.35

Secondary: \$1.50

5. Click on “Sign in to myPascoConnect”



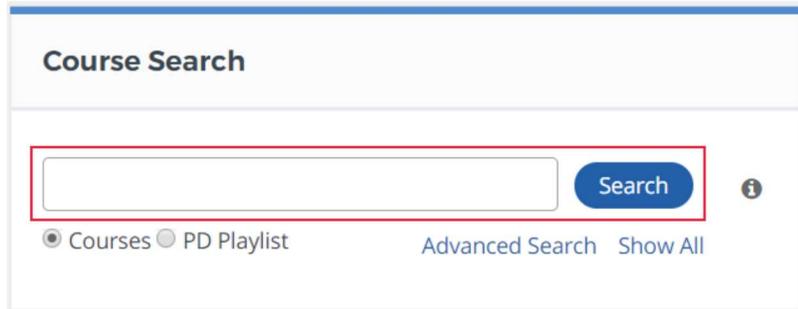
6. Enter your Username and Password. Click “Sign in”



7. Find “myPGS” and click on the icon:



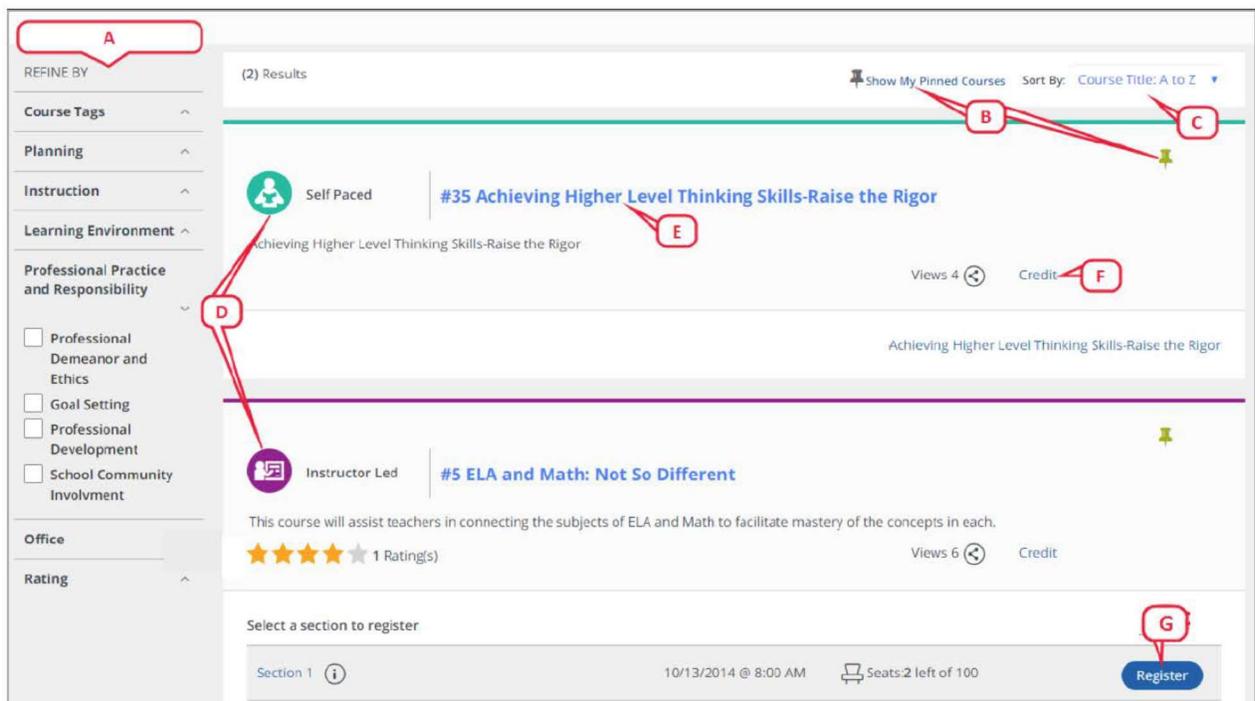
8. Once you log in, your Homepage may have a Recommended Training section with FNS classes already displayed. If not, along the top menu, click on “Courses”
9. In the Course Search, type “FNS” and click Search to find the Food & Nutrition classes



10. A list of all FNS courses will display

11. Course catalog results key:

- Narrow the list by subject, category, and more using the checkboxes on the left.
- Click a thumb tack icon to mark a course (called pinning) for filtering using the button at the top of the list. (This is a great way to save a course for viewing later.)
- Re-sort the list using the “Sort By” drop-down menu.
- The course type is designated.
- Click on a course title to view its Sections and other details.
- Click “Credit” to view all possible credit types for the course.
- Based on the course type, you will be provided a link to register, join, or view the course.



12. Once you've located the course you want to take, click a course or section title to view details. You can also click the "i" icon for a snapshot of the details.

 Instructor Led **#111 FSES School Improvement Plan**

The activity of participating in the School Improvement Plan Committee for the current school year has been assigned points that may be used for re-certification.

Views 4 Credit

Select a section to register

Responsibility to the Community Section ⓘ	03/18/2015 @ 1:00 PM	 Seats:8 left of 50	Register
Essential Life Skills Section ⓘ	03/18/2015 @ 1:00 PM	 Seats:4 left of 50	Register

13. The number of seats available for each section of a class is displayed

Select a section to register

Responsibility to the Community Section ⓘ	03/18/2015 @ 1:00 PM	 Seats:8 left of 50	Register
Essential Life Skills Section ⓘ	03/18/2015 @ 1:00 PM	 Seats:4 left of 50	Register

14. Click "Register" to sign up for the section you want

Select a section to register

Responsibility to the Community Section ⓘ	03/18/2015 @ 1:00 PM	 Seats:8 left of 50	Register
Essential Life Skills Section ⓘ	03/18/2015 @ 1:00 PM	 Seats:4 left of 50	Register

15. Confirm the section details and then select “Next” to continue with registration

Confirm Course Selection

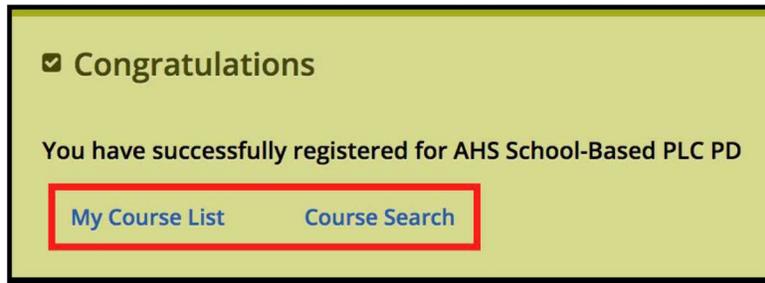
Please confirm the following information to complete the course registration. Click Next to continue

Course Information

Course Title:	FSES School Improvement Plan	Facility Address:					
Section:	Responsibility to the Community Section	Facility Street Address:	7330 Union Park Drive				
Credit Types: How much do I have?	<table border="1"><thead><tr><th></th><th>Credits</th></tr></thead><tbody><tr><td>Certification Credit</td><td>5.0</td></tr></tbody></table>		Credits	Certification Credit	5.0	Facility City:	Sandy
	Credits						
Certification Credit	5.0						
Section Notes:		Facility State:	UT				
Class Dates:	03/18/2015 - 11/30/2017	Facility Zip:	84070				
			Map				

[Next](#)

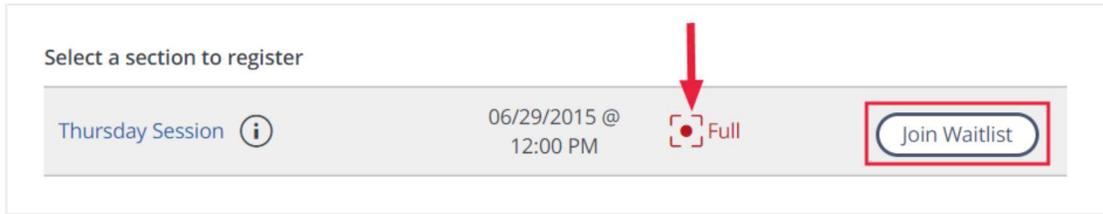
16. A confirmation screen will appear when you have completed registration.



- Click “My Course List” to view the list of courses you have registered for
- Click “Course Search” to search for another course

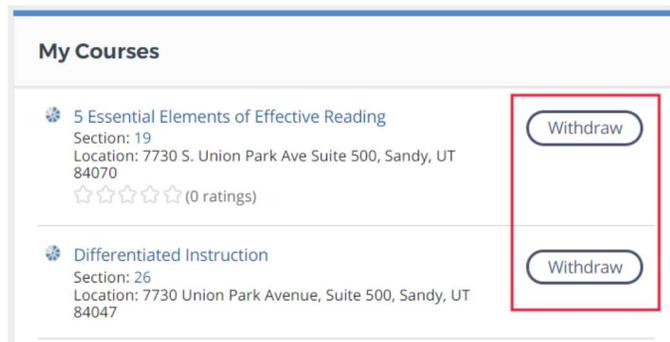
JOIN A WAIT LIST

1. Once a course has reached its seat limit, it will be designated as “Full”. If the course creator enabled a wait list, a “Join Waitlist” button will appear.
2. Click on “Join Waitlist” to be placed on the waiting list for that specific class. You will be enrolled if a registered participant withdraws or if the instructor decides to override the seat limit.

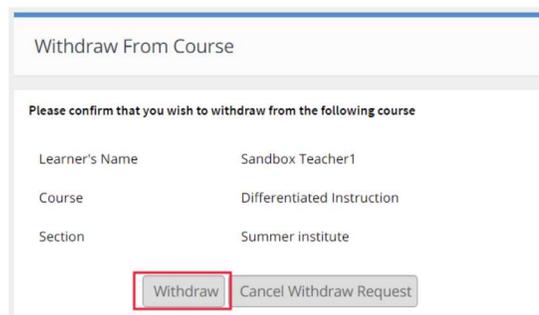


WITHDRAW FROM A COURSE

1. Go to the “Course” tab
2. Click on “My Courses”
3. Find the course you would like to drop and click on “Withdraw”



4. Click “Withdraw” again to confirm that you want to drop the class



CHECK YOUR TRANSCRIPT

1. Go to the “Credentials” tab
2. Scrolling down the page you will find a Credential section that will house your ServSafe certification, a Credit Bank that outlines your CEUs for this school year, and a Transcript section that summarizes all CEUs taken with Pasco County Schools FNS (including any old Avatar transcripts).
3. The Credit Bank will display the total CEUs for FNS Mandatory and FNS Voluntary classes, but will reset every school year to match the validity period.
4. The Transcript section will display all classes you have taken including CEUs from prior years as well as old records from Avatar.

[Email Pdf](#)
[Print](#)

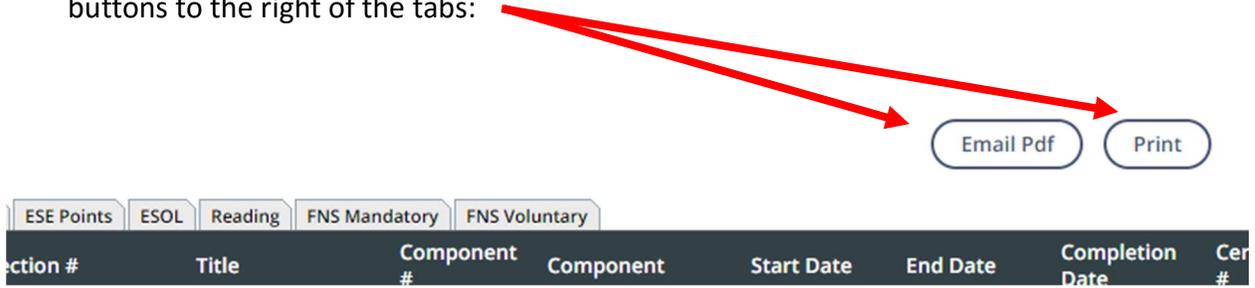
All	In-Service Credit	Training Hours	ESE Points	ESOL	Reading	FNS Mandatory	FNS Voluntary						
#	Survey	Course #	Section #	Title	Component #	Component	Start Date	End Date	Completion Date	Certificate #	Registration Status	Credit Hours	
1.	No surveys to take.	3211.104	3211.104.042217	3211-104-0317: I'm Manager Leader Cheerleader and Now Coach	8505008	FNS Leadership Skills for Managers	04/22/2017	03/14/2017	03/14/2017	5234063	Completed	1.0 Credits FNS Mandatory	
2.	No surveys to take.	3453.105	3453.105.0417	3453-105-0417: The Power of a Goal	8505001	FNS General Training	04/22/2017	04/22/2017	04/22/2017	9086067	Completed	1.0 Credits FNS Mandatory	
3.	No surveys to take.	2212.101	2212.101.0417	2212-101-0417: Food Psychology: Why We Eat More Than We Think	8505001	FNS General Training	04/21/2017	04/21/2017	04/21/2017	5620710	Completed	1.0 Credits FNS Mandatory	
4.	No surveys to take.	3216.101	3216.101.042017	3216-101-0417: Director Roundtables	8505008	FNS Leadership Skills	04/20/2017	04/20/2017	04/20/2017	580739	Completed	1.0 Credits FNS	

5. To see your specific FNS Mandatory CEUs and your FNS Voluntary CEUs, you can click on the tabs “FNS Mandatory” and “FNS Voluntary”.



All	In-Service Credit	Training Hours	ESE Points	ESOL	Reading	FNS Mandatory	FNS Voluntary					
#	Survey	Course #	Section #	Title								
1.	No surveys to take	3211.104	3211.104.042217	3211-104-0317: I'm Manager Leader Cheerleader and Now Coach								

6. Any of the pages in the Transcript section can be emailed or printed by using the buttons to the right of the tabs:



QUESTIONS

If you have any questions about class registration, please email or call Team Development:

fns_teamdevelopment@pasco.k12.fl.us

(813) 794-2087