Just in Time Trainings

Tip Sheet for Receiving Credit in TRIS

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1. Credit Eligibility

Just in Time trainings are eligible for TRIS training credit every 2 years. If you are unsure if this training has been completed, please view your training record in the TRC TRIS Portal.

2. Name and Email

Make sure your **name and email** match what is listed on your TRIS account. If you are unsure, please contact your worker as soon as possible.

3. Are you a DCBS or Private Agency Foster Parent?

If you foster through DCBS and have an R&C worker, please choose **DCBS Foster Parent** as your role.
If you foster through a private agency, please select **Private Agency Foster Parent.**

4. Only list one name per Quiz Attempt

You may watch a video with a spouse/partner, but **you must each complete** and pass it to receive credit. To do this: after the first person completes and passes the quiz, do not close the video window. Click the **back arrow** or open the video page and click the link again for the quiz. You may then enter the next person's name and email to complete the quiz.

5. Update Name/Email

If your **name and/or email** needs to be updated in TRIS, please contact your worker for assistance.

6. Save your Certificate!

Be sure you save a copy of your certificate to your computer for your records!

More information can be found HERE: *http://www.jitkentucky.org/faq.html.*

For additional support, please email faptris@eku.edu or pcptris@eku.edu.

System developed by EKU Training Resource Center in partnership with the Kentucky Department for Community Based Services

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CABINET FOR HEALTH AND FAMILY SERVICES

ACCOUNT RETRIEVAL

Account Retrieval for Parents and Staff

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1. Navigate to Website

Navigate to **https://portal.trc.eku.edu/identityserver/FirstVisit**. Once on the site, you will be directed to a form where you will fill out 4 main identifying fields to search for your account.

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Give us a little information so we can retrieve your profile. All fields are required.

First Name
First Name

Last Name
Last Name

Birth Date
mm/dd/yyyy

Last 4 Digits of Your SSN
Last 4 of SSN

Find Account

Fill in the required information in each box. The name fields are case sensitive.
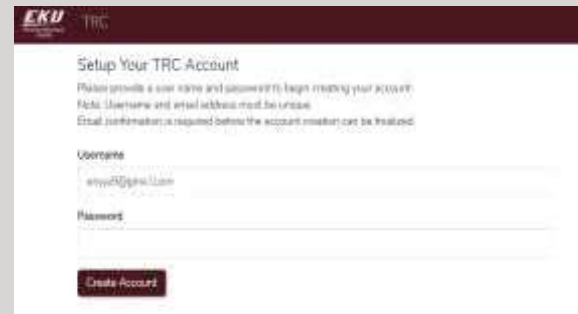
- **First Name**
- **Last Name**
- **Date of Birth**
- **Last 4 of SSN**

2. Submit Information

After you've submitted your information, the system will perform a search for your account. If your information is found in the TRIS Portal, you will be directed to the next page where you will create your new password.
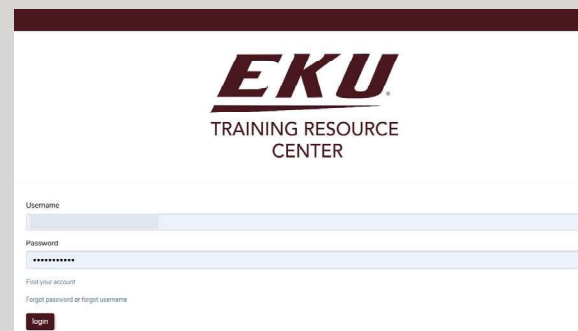
EKU TRC

Setup Your TRC Account

Please provide a user name and password to begin creating your account.
Note: Username and email address must be unique.
Email confirmation is required before the account creation can be finalized.

Username

Password

Create Account

3. Login

Once your password has been created, you will need to log into the Portal at **https://portal.trc.eku.edu/identity-Server/account/login** with your newly created credentials. You can now access your training record as well as the Learn TRC tile, where the online trainings are housed in Moodle.

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Username

Password

Find your account
Forgot password or forgot username

login

For additional support, please email faptris@eku.edu or pcptris@eku.edu.
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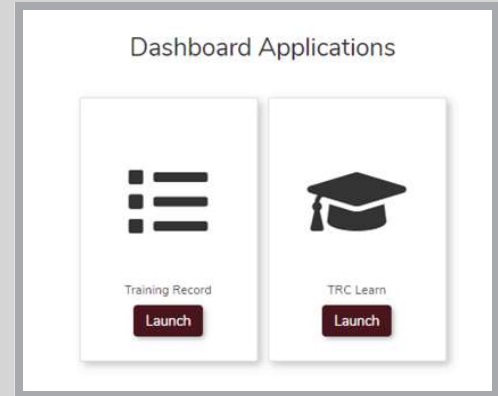# PARENT DASHBOARD

TRC PORTAL PARENT DASHBOARD

TRAINING RESOURCE CENTER

Foster Parent Dashboard

1

Foster Parents will see the following tiles upon logging into the TRC TRIS App.

- **Training Record**
- **TRC Learn**

Training Record Tile

2

All Foster Parents can now view their personal training records by choosing the **Training Record** tile launch button.

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