HOW TO MANUALLY CHECK FOR WORKSHOP EVALUATIONS IN CARE
THAT YOU HAVE NOT COMPLETED

*CARE works best with IE, Firefox or Safari browsers (doesn't like Google Chrome sometimes).

*If Google Chrome is your default browser, just open Firefox, IE or Safari and copy/paste the link below into your browser address field and click enter prior to proceding.
**https://cabdom.cabarrus.k12.nc.us/wrkshpreg.nsf**

Workshop evaluations have to be completed in CARE in order for proper credits to be awarded in the HR and state licensure systems.

1. After you attend a workshop, the workshop facilitator/requester or C & I department staff will mark your name in CARE for attendance and credit, based on their attendance confirmation process (sign-up lists etc.).

2. Once the workshop facilitator/requester or C & I department staff marks your name in CARE as having attended for credit, the CARE system will send out an auto email with a *link for you to click to complete the evaluation.

3. ==However you can and should check for evaluations that you may not have completed that may be sitting in your 'Evaluation Que', just in case you missed an Auto email or the system 'glitched' and did not send an auto email.==

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**Login with your CCS Username and password that you use to login to your CCS computer and email:
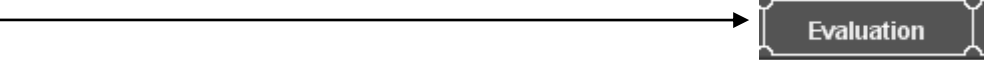   **-Username: firstname.lastname (do not type the @part)**
   -Password:
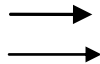
Server Login

Please type your user name and password

User name: [ ]
Password: [ ]

[Log In]

4. Click the **Evaluation** button.

Evaluation

5. Enter your **UID Number TWO** times.

Workshop Evaluation

This evaluation must be completed and submitted to receive continuing education credit. Your identity is held in the strictest confidence and is not divulged to school administration or workshop presenters. Only summary workshop evaluation information is provided to the school district. Your facilitator must mark you present for the workshop before you can complete an evaluation! Asterisk (*) indicates required fields.
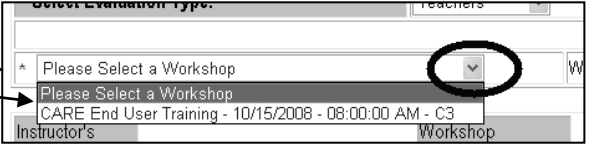
* Enter UID Number: (No Dashes)	[ ]	** UID Number is encrypted **
* Verify UID Number: (No Dashes)	[ ]	Go (Loads Workshops)

It will ask for your UID (not SS# or payroll employee#) twice in the boxes…delete any prepopulated dots already placed in the UID boxes and paste or type in your UID.
(If you get a little box that pops up trying to save or enter a password…just click 'X' to close it.)

6. Click the **GO** button. The page will blink.

7. Locate the Select a workshop section and click the **arrow** to open the drop down list.

8. Use the mouse and click the **workshop title**.

9. The evaluation will appear on the screen. Answer all questions.

10. When all questions have been answered scroll to the bottom of the form and click on the **SUBMIT button**.

11. You will receive a confirmation message that the evaluation has been entered. Your credit will flow into the HRMS system during the night and will be available on HRMS the next day.