

Directions for Accessing the Bureau of Children's Services Technical Assistance Center (BCS TAC) Library in Cornerstone

Step 1: Log into Cornerstone

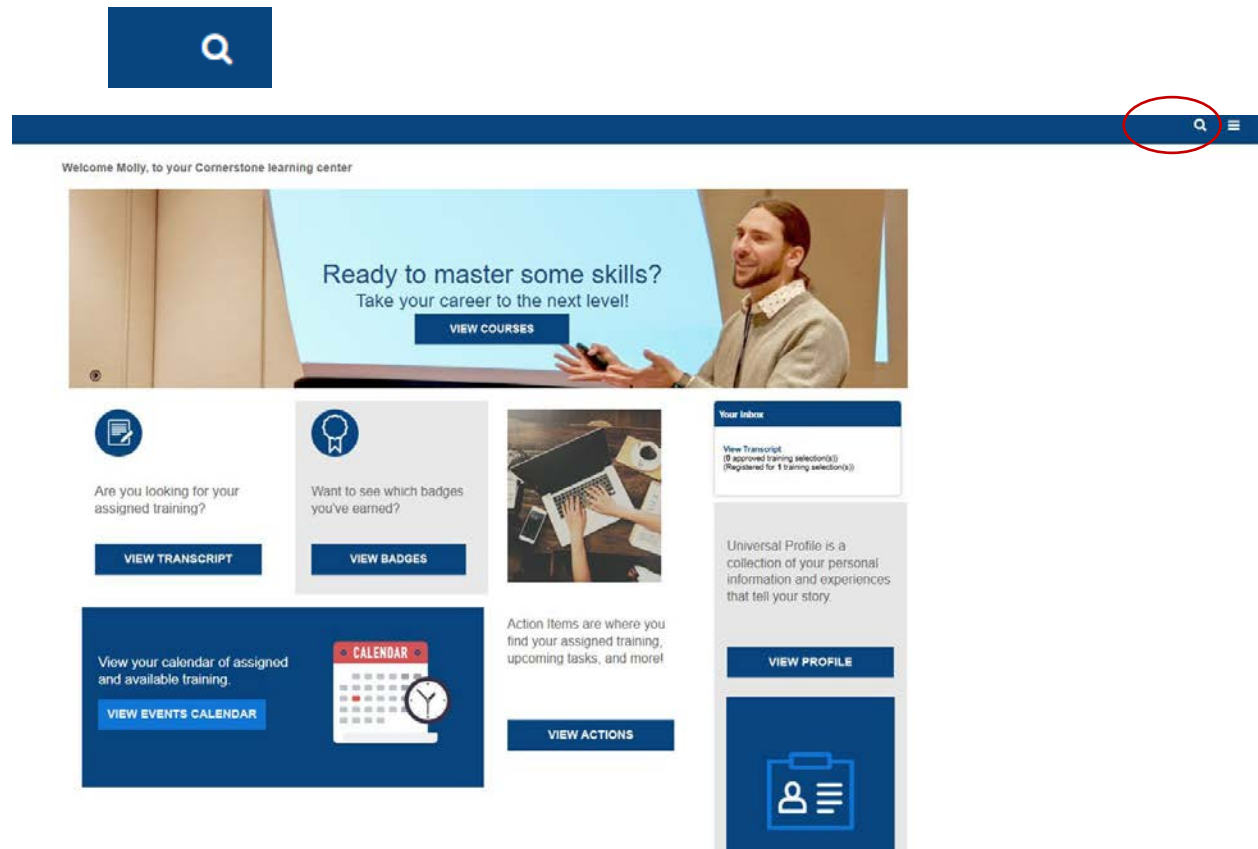
1. Using **Chrome** or **Edge**, go to
<https://widoa.csod.com/login/render.aspx?id=defaultclp>
2. Enter your work email and password.
3. Click the **Log In** button.



Log In

Step 2: Search for TAC Library

In Cornerstone you can access the TAC Library by using **Search** in the upper right corner of the screen

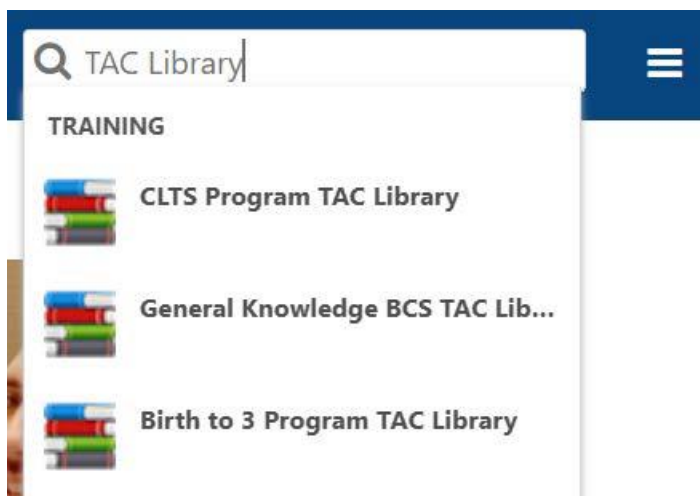


Click in the **Search** icon and type in “TAC.”

The first time you search for the TAC Library, click **Enter**.

Note: Future searches should bring up a dropdown without hitting **Enter**.

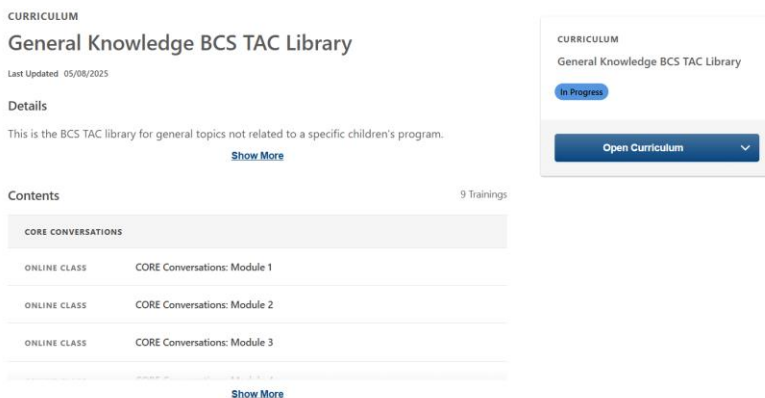
From the dropdown choices, find the program TAC Library you want to view



Click on the TAC Library you want.

Step 3: Access and Use the TAC Library

The program TAC Library will open to this “Library curriculum” page



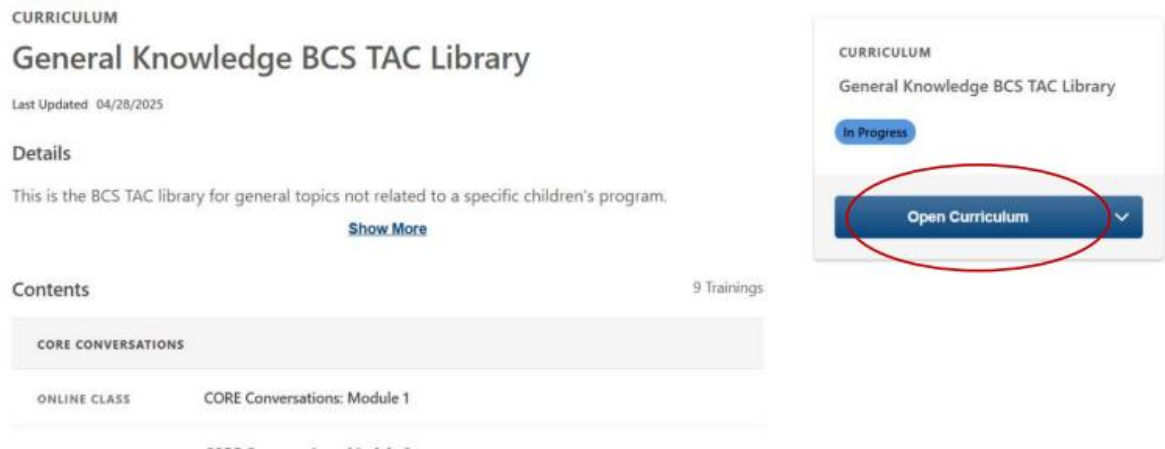
The TAC Library is organized in the following way:

Each program has a library curriculum. This page provides a brief description of the TAC Library for that program.

Each curriculum includes several topics. The topics are grouped by the program manual or guide.

Each topic has topic curriculums that house resources.

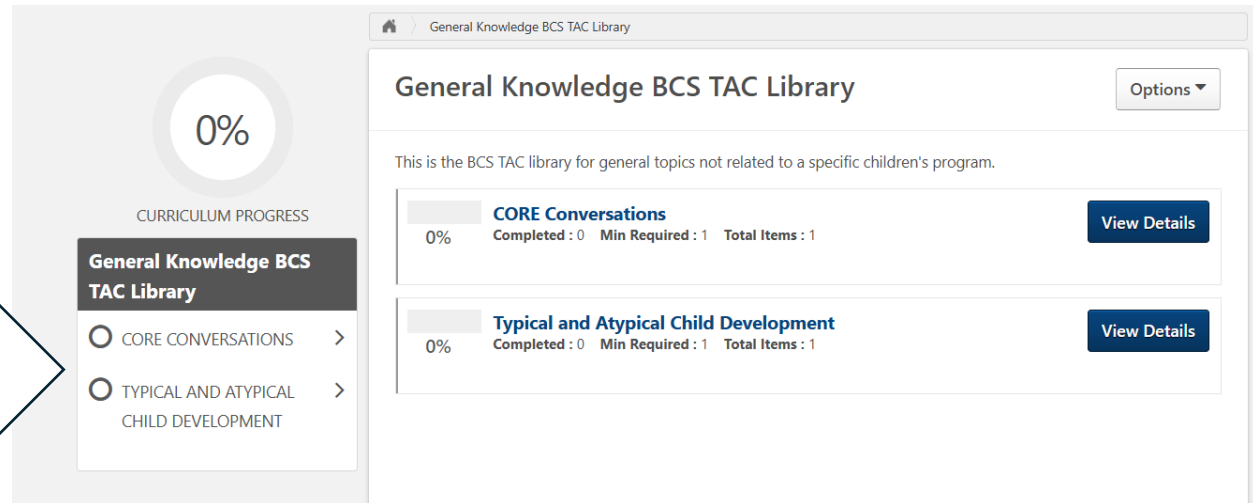
From the library curriculum page, click the **Open Curriculum** button.



Note: Sometimes Cornerstone will open the curriculum for you.
Sometimes you may see a **Request** button instead. Click **Request** to get to the next screen.

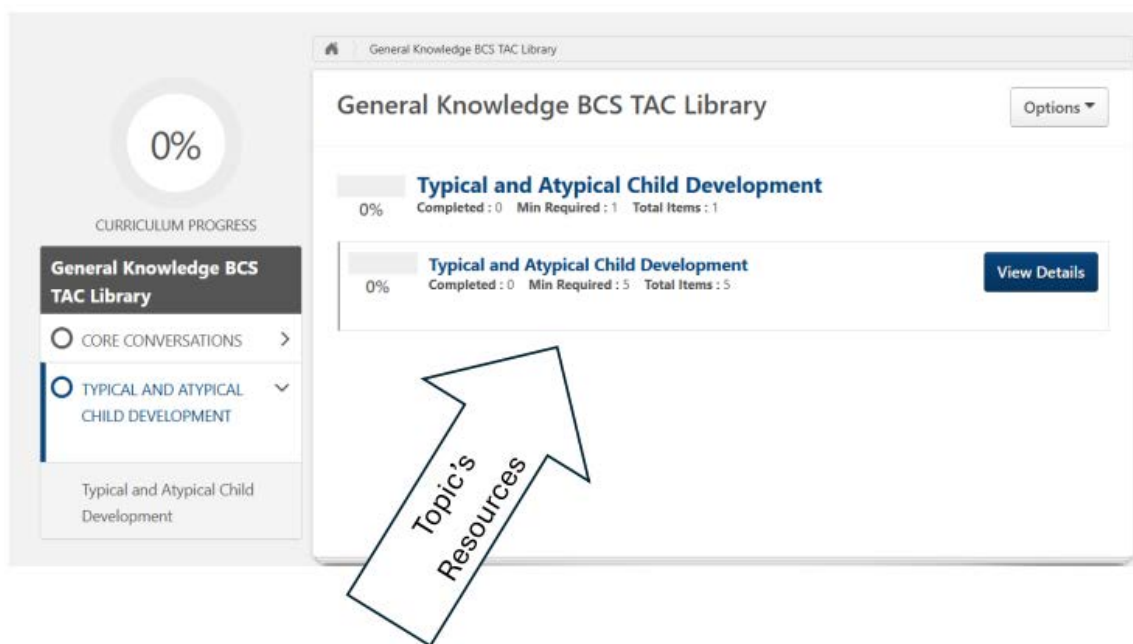
Topics and topic curriculum can now be accessed.

In the left-hand box are the topics (see screenshot below). Choose the topic of interest by clicking on the **radio button**.



The topic's resources will be shown on the right-hand side of the screen (see screenshot below). One or more resources are shown.

Note: Each time you access the TAC Library, it will bring you to the most recent resource you accessed.



If a resource includes more than one item to view, it will have a **View Details** button.

Click the **View Details** button.

Note: Click **View Details** until you see the **Launch** button.

The resource may have one or more items.

Choose the resource to view based upon the description under the title. Click the **Launch** button to open and view it.

Bureau of Children's Services Technical Assistance Center (BCS TAC) Library: General

Options ▾

0% **CORE Conversations** » Community Opportunity Relationship and Enjoyment (CORE)
Completed : 0 Min Required : 4 Total Items : 4

CORE Conversations: Module 1
Status : In Progress Due : No Due Date **Launch** ▾

CORE Conversations: Module 2
Status : In Progress Due : No Due Date **Launch** ▾

CORE Conversations: Module 3
Status : In Progress Due : No Due Date **Launch** ▾

CORE Conversations: Module 4
Status : In Progress Due : No Due Date **Launch** ▾

NOTE: Once a resource has been viewed, the **Mark Complete** or **View Certificate** button may be showing. If you want to view the resource again, click on the arrow to the right of the button and choose **Launch**.

General Knowledge BCS TAC Library

Options ▾

25% **CORE Conversations** » Community Opportunity Relationship and Enjoyment (CORE)
Completed : 1 Min Required : 4 Total Items : 4

CORE Conversations: Module 1
Status : Completed Due : No Due Date **View Certificate** ▾

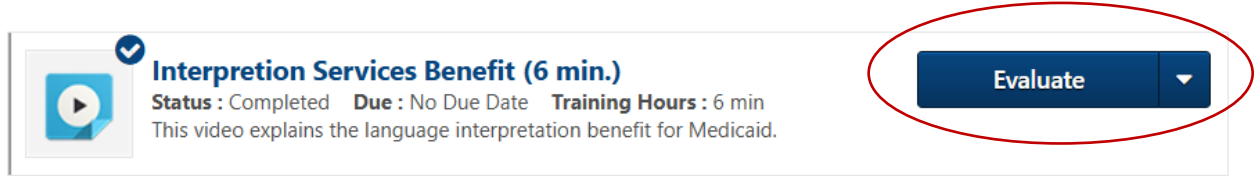
CORE Conversations: Module 2
Status : Registered Due : No Due Date **Launch** ▾

View Certificate ▾
View Certificate
Launch
View Training Details
Move to Archived Transcript

Step 4: Give your feedback

After you've viewed the resource, you have the option to complete a survey.

Just click the **Evaluate** button.



This will bring you to a brief (four-question) survey. The results from the survey will be used in our ongoing efforts to make sure that we are creating resources that meet the needs of program partners.