

## SACWIS Case Instructions for Caseworker Core Module VI Learning Lab

1. Enter the SACWIS Training environment  
<https://sacwis-trn.odjfs.state.oh.us/sacwis/login.do>
2. Log-in as:  
SWSand00## (use the log-in you've been assigned)
3. Access the Kelley Case Plan case from SWSand00##User for the morning portion of the lab. Access the Villa (FSP) case from SWSand00##User for the afternoon portion of the lab.
4. You will need to access **Case Services, Case Plan, Family Service Plan** and **Case Review** to train this module.
5. To display participants' work in SACWIS, you will select their Training User # and the corresponding Kelley Case Plan or Villa (FSP) case from their list.