

LEARNING MANAGEMENT SYSTEM

Washington State Criminal Justice Training Commission



[Home](#)

[Training & Resources](#)

[My Training History](#)

[My Profile](#)

[Reports](#)

[Administration](#)

[Log out](#)

WSCJTC ON-LINE REGISTRATION

Tutorial and Important Information
about the Process for Using the
Learning Management System (LMS)

ON-LINE SYSTEMS

- ▶ All Advanced Training (post-academy) registrations will be processed exclusively on-line
- ▶ Only selected agency personnel will be authorized to register students
- ▶ BLEA, COA and other academies are not available for online registration at this time

WHAT DOES LMS OFFER?

- ▶ **No more** signing applications!
- ▶ All applications done **online** in WSCJTC LMS!
- ▶ **No more** calling for transcripts / proof of attendance!
- ▶ Your Training Officer can see your department's transcripts! **No more** calling to request them!
- ▶ **No more** wondering who took what and when!
- ▶ Custom Training Reports your Training Officer can pull!
- ▶ **No more** searching our website for our classes!
- ▶ WSCJTC LMS has a course catalog!

NOTE: Registration does not mean acceptance into a class – status notification will be sent via email approximately 4 to 6 weeks prior to the class start date.

DIRECTIONS FOR LOGGING INTO THE LEARNING MANAGEMENT SYSTEM (LMS)

HOW TO ACCESS THE LMS SITE

- ▶ Direct Link : <https://wscjtc.yourlearningportal.com>

or

- ▶ Through the WSCJTC Website: www.cjtc.state.wa.us | click on the Online Registration tab



LOGIN SCREEN



The screenshot shows the login interface for the Learning Management System. At the top, there is a banner with the text "LEARNING MANAGEMENT SYSTEM" and "Washington State Criminal Justice Training Commission" next to the commission's logo. Below the banner is a "Bookmark this page" link. The main content area contains a welcome message and a login form with fields for "login" and "password", a "Login" button, and links for "New users sign-in here" and "Forgot your password?".

LEARNING MANAGEMENT SYSTEM
Washington State Criminal Justice Training Commission

[Bookmark this page](#)

Welcome!
Welcome to the WSCJTC Learning Management System!
Please login to begin:

login

password

NEW USER



LEARNING MANAGEMENT SYSTEM
Washington State Criminal Justice Training Commission



[Bookmark this page](#)

User Sign-in

In order to sign-in you must first have an account with the WSCJTC LMS. Please enter your Social Security Number or Student ID Number, your last name and your email address to validate your account.

Applicant's Social Security Number or Student ID Number:

Last Name:

Email:

EXAMPLE OF THE LINK SENT TO YOUR E-MAIL

Four Tester,

Welcome to the WSCJTC Learning Portal.

Click below to access the site and setup your password.

Student ID Number: 0006816715

[WSCJTC Learning Portal](#)

Thank you,
WSCJTC LMS

- ▶ You will receive an email with your student ID number and a link to create a new password.
- ▶ The link will expire within 24 hours if not used and you will need to repeat the previous steps.

ERROR MESSAGE

User Sign-in

Warning: One or more problems were encountered while processing the information.

Please correct the following error(s):

- We did not find an existing user account matching the specified information. Please try again.

- ▶ Reasons why this error message appears: Applicant is not in the data base, the social security number is not valid, the last name is incorrect, or the email is incorrect.
- ▶ Contact the LMS Help Desk | 206-835-7340 | lms@cjtc.state.wa.us

TOOLBARS APPEAR

- ▶ Once logged in you will see your available options at the top of the screen below the banner:



- ▶ Home
- ▶ Training & Resources
- ▶ My Training History
- ▶ My Profile
- ▶ Reports
- ▶ Administration

HOME

- ▶ When you login, you will be placed on the home page by default
- ▶ Your home page will show you the status of all current applications and classes

The screenshot shows the home page of the WSCJTC Learning Management System. At the top, there is a navigation bar with tabs for 'Home', 'Training & Resources', 'My Training History', and 'My Profile', along with a 'Log out' link. The main content area displays a personalized greeting: 'Hello, Five (3552945) Welcome to the WSCJTC Learning Management System!'. Below this, it states 'By clicking on the tabs above you will be able to:' and lists three main sections: 'Training and Resources Tab' (with sub-points for reviewing the catalog and participating in training), 'My Training History Tab' (with a sub-point for obtaining transcripts), and 'My Profile Tab' (with a sub-point for checking contact information). A section titled 'Application/Training Status' lists various statuses: Registered, Accepted, Alternate, Cancelled, Denied, and Class Cancelled. At the bottom, it indicates 'No pending applications.'

Home Training & Resources My Training History My Profile Log out

Hello, Five (3552945)
Welcome to the WSCJTC Learning Management System!

By clicking on the tabs above you will be able to:

- **Training and Resources Tab**
 - Review training catalog
Contact your agency training manager to register for classes as only those specifically identified by your agency can submit applications.
 - Participate in e-learning/web based training as provided (no registration required)
- **My Training History Tab**
 - Obtain an unofficial transcript
- **My Profile Tab**
 - Check your contact information or change your password

Application/Training Status

- Registered, your status is pending WSCJTC final class selection.
- Accepted, you have been selected for the class.
- Alternate, the class is full and you are on a waiting list. You will be notified.
- Cancelled, either you or your training officer has cancelled you from the class.
- Denied, you were not selected for the class. You will be notified.
- Class Cancelled, the class was cancelled by WSCJTC.

No pending applications.

TRAINING & RESOURCES

- ▶ This is where you see all classes WSCJTC offers – and begin the registration process for available sessions.

Home Training & Resources My Training History My Profile Log out

View By Topic | **View By Date** | View Web-based Content

Training & Resources

Search

Display Show

Display calendar of sessions
 Display list of upcoming sessions

Results 1 - 20 of 134 [Previous](#) | [Next](#)

January 2015

All Users

Date	Title	Location	Hours	Status
1/20/2015	8071-32 - Crisis Intervention Team Training, In-Service - King County	Burien	8	
1/22/2015	8071-31 - Crisis Intervention Team Training, In-Service - King County	Snoqualmie	8	
1/26/2015	2001-3 - Instructor Development	Everett	40	
1/26/2015	2076-1 - Defensive Tactics Unarmed Level 2 - Instructor Prereq: Course 2071	Burien	40	

MY TRAINING HISTORY

- ▶ This page displays your unofficial training history and gives you the ability to save the transcript to a format for printing.
- ▶ An official training history still requires a public disclosure request – please contact our Public Disclosure Officer at publicrecords@cjtc.state.wa.us

The screenshot shows a web interface for 'My Training History'. At the top, there is a navigation bar with links for 'Home', 'Training & Resources', 'My Training History' (which is highlighted), and 'My Profile'. A 'Log out' link is located in the top right corner. Below the navigation bar, the main content area is titled 'Unofficial Training History'. Under this title, there are two buttons: 'Print' and 'Export'. Below these buttons is a search section with a text input field, a 'Go' button, and a 'Reset' button. Further down, there are three dropdown menus: 'Display' set to 'All Courses', 'for' set to 'All Years', and 'Show' set to '20 per page'. At the bottom of the page, the text 'No matching training found.' is displayed on the left, and 'Previous | Next' navigation links are on the right.

MY PROFILE

- ▶ Here you can change the password you use to log into LMS

Home Training & Resources My Training History **My Profile** Log out

User Profile 'Five Tester'

To update or add agency contact information please send an email to LMS@cjtc.state.wa.us.
Five Tester
nater@allencomm.com

Login: **0003552945**

[Change my login settings](#) [View my calendar](#)

You cannot edit existing data on this page; if you find an error, e-mail ICP@cjtc.state.wa.us
-->

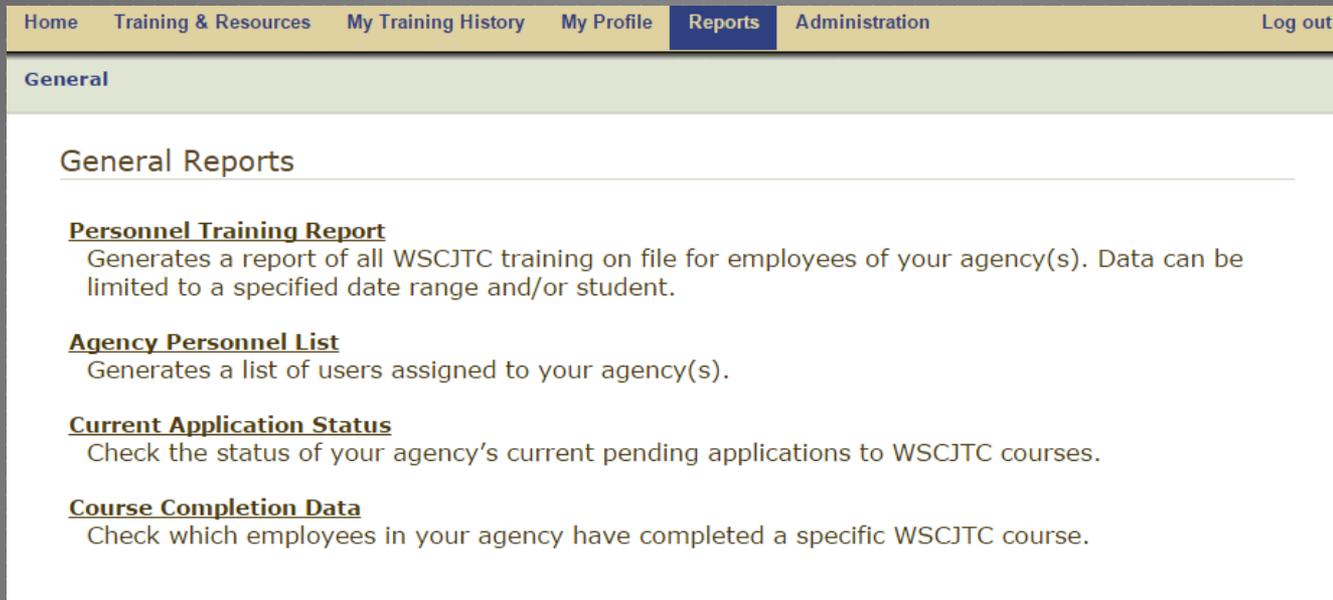
Change Password

You can select a new password by entering it using the fields below.

New Password:
Confirm Password:

REPORTS

- ▶ Your agency can generate 4 types of reports in a Word format.



The screenshot shows a web application interface with a navigation menu at the top. The menu items are: Home, Training & Resources, My Training History, My Profile, Reports (highlighted in blue), Administration, and Log out. Below the menu is a section titled 'General' with a light green background. Underneath, there is a heading 'General Reports' followed by a horizontal line. Below the line are four report options, each with a bolded title and a description:

- Personnel Training Report**
Generates a report of all WSCJTC training on file for employees of your agency(s). Data can be limited to a specified date range and/or student.
- Agency Personnel List**
Generates a list of users assigned to your agency(s).
- Current Application Status**
Check the status of your agency's current pending applications to WSCJTC courses.
- Course Completion Data**
Check which employees in your agency have completed a specific WSCJTC course.

LOG OUT

- ▶ The last item on the toolbar – on the far right – is used to log-out once you have completed viewing or working within the LMS



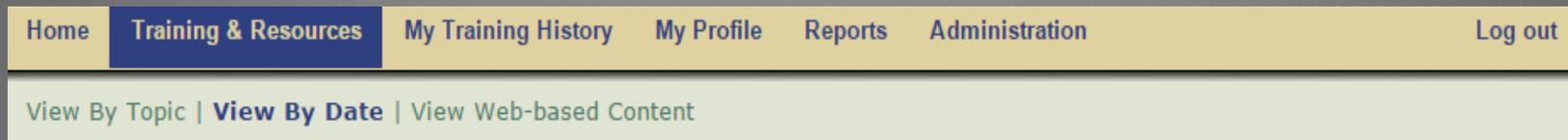
USING THE LMS TO PROCESS A REGISTRATION

WHO CAN PROCESS ONLINE REGISTRATIONS?

- ▶ Only agency designated personnel.
 - ▶ Training Managers
 - ▶ Admins
 - ▶ Other authorized person
- ▶ Agencies can have as many designated personnel as needed. Depending on the size of the agency it's recommended to have at least 2-3.
- ▶ If your agency needs to change who has these rights, contact the LMS Help Desk lms@cjtc.state.wa.us | 206-835-7340

PROCESS AN ONLINE REGISTRATION

- ▶ Click on the Training and Resources tab on the top toolbar



IDENTIFYING THE CLASS

- ▶ Search for classes using these various methods
 - ▶ Class Number
 - ▶ Class Name
 - ▶ Month

Training & Resources

Search [Copy Shortcut](#)

Display Show

Display calendar of sessions
 Display list of upcoming sessions

Results 1 - 20 of 134 [Previous](#) | [Next](#)

January 2015

All Users

Date	Title	Location	Hours	Status
1/20/2015	8071-32 - Crisis Intervention Team Training, In-Service - King County	Burien	8	
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1/26/2015	2001-3 - Instructor Development	Everett	40	
1/26/2015	2076-1 - Defensive Tactics Unarmed Level 2 - Instructor Prereq: Course 2071	Burien	40	
1/27/2015	8078-4 - Mental Health First Aid for Criminal Justice	Burien	8	
1/29/2015	8080-8 - Crisis Intervention Team Training - Force Options	Burien	8	

CHOOSE THE CLASS

- ▶ Click on the underlined Date of the class.
- ▶ If you don't see the class listed in the catalog it's either Full or Cancelled.

<u>1/26/2015</u>	2076-1 - Defensive Tactics Unarmed Level 2 - Instructor Prereq: Course 2071	Burien	40
<u>1/27/2015</u>	8078-4 - Mental Health First Aid for Criminal Justice	Burien	8

Note: prerequisites for the class will be listed underneath the course name

REGISTER

- ▶ Click the Register button to proceed.

Session Info 'Instructor Development 1/26/2015'

2001 - Instructor Development

Monday, January 26, 2015 8:00 AM - Friday, January 30, 2015 5:00 PM

[Copy Shortcut](#)

[Register](#)

User cancellations can be performed up to 2 weeks prior to the course start date; after that time contact the course registrar listed on the course webpage www.cjtc.state.wa.us

Everett PD South Precinct 1121 SE Everett Mall Way Everett, WA 98208-2832

Event Information

Starting: Monday, January 26, 2015 8:00 AM

Ending: Friday, January 30, 2015 5:00 PM

Location: Everett

[Back](#)

BEGIN REGISTRATION

- ▶ Enter the student's social security number or student ID number (SID).
 - ▶ The Student ID Number can be accessed using the Administration tab.
- ▶ Click on Continue after typing in the number

Online Registration Form

Course Information

Instructor Development
Everett
Monday, January 26, 2015 8:00 AM

Applicant Information

In order to use our Online Registration process the applicant must first have an account with the WSCJTC Learning Portal. Please enter the applicant's Social Security Number or Student ID Number to verify they have an existing account.

Applicant's Social Security Number
or Student ID Number:

If you are unable to locate an account for the applicant please contact WSCJTC at the following:

Email: LMS@cjtc.state.wa.us

ONLINE REGISTRATION FORM

- ▶ The form will auto populated the student 's information.
- ▶ Fields marked with an asterisk (*) are **required**.

Online Registration Form

Course Information

Instructor Development
Everett
Monday, January 26, 2015 8:00 AM

General Information
* indicates a required field.

Last Name:
First Name:
Middle Name:
Title/Rank:
 Male
 Female

Please verify the Agency information below, if any data is incorrect or missing please contact WSCJTC at the following:
Email: LMS@cjtc.state.wa.us

Agency:
Agency Phone:
Agency Fax:
Agency Address Line 1:
Agency Address Line 2:
Agency City:
Agency State:
Agency Province / Region:
Agency ZIP / Postal Code:
Agency Country:
Applicant's Email:

WHAT IT LOOKS LIKE

Online Registration Form

Course Information

Instructor Development

Everett

Monday, January 26, 2015 8:00 AM

General Information

* indicates a required field.

Last Name:
First Name:
Middle Name:
Title/Rank:
 Male
 Female

Please verify the Agency information below, if any data is incorrect or missing please contact WSCJTC at the following:

Email: LMS@cjtc.state.wa.us

Agency:
Agency Phone:
Agency Fax:
Agency Address Line 1:
Agency Address Line 2:
Agency City:
Agency State:
Agency Province / Region:
Agency ZIP / Postal Code:
Agency Country:
Applicant's Email:

Training Officer Email Address*

Confirmation is sent via email, please make sure this section is complete.

Training Officer Email Address*:
Immediate Supervisor Name:
Phone Number:
Email:

Leadership Course Information

If applying for one of the leadership courses, please provide the information below. If you need to provide further information, use the "comments" box located later in the application.

Promotion Date:
Line Staff Supervised:
Supervisors/Managers Supervised:

Meals and Lodging

Lodging and Meal services are available for applicants attending mandated courses, whom work 40 miles or further from the WSCJTC. (e.g. leadership courses, or basic academies).

Please check the following, as appropriate:

- Applicant requires lodging only.
- Applicant requires meals only.
- Applicant requires both meals and lodging.
- Applicant does not require meals or lodging.

Comments*

In determining eligibility of this applicant, the Training Commission will consider any special need or purpose which the applicant or his/her agency may have regarding the requested course or training.

Applicant Priority*

If submitting more than one application for this course, check the priority of **THIS** applicant:

- 1 2 3 4 5

Authorization

Agency Representative Authorizing Attendance

Signature*:

By entering your name here you acknowledge your intent to electronically sign this form.

Title*:

HOW TO FILL OUT THE FORM

Training Officer Email Address*
Confirmation is sent via email, please make sure this section is complete.
Training Officer Email Address*:

Immediate Supervisor Name:
Phone Number:
Email:

Leadership Course Information
If applying for one of the leadership courses, please provide the information below. If you need to provide further information, use the "comments" box located later in the application.
Promotion Date:
Line Staff Supervised:
Supervisors/Managers Supervised:

Meals and Lodging
Lodging and Meal services are available for applicants attending mandated courses, whom work 40 miles or further from the WSCJTC. (e.g. leadership courses, or basic academies).
Please check the following, as appropriate:
 Applicant requires lodging only.
 Applicant requires meals only.
 Applicant requires both meals and lodging.
 Applicant does not require meals or lodging.

Comments*
In determining eligibility of this applicant, the Training Commission will consider any special need or purpose which the applicant or his/her agency may have regarding the requested course or training.

Applicant Priority*
*If submitting more than one application for this course, check the priority of **THIS** applicant:*
 1 2 3 4 5

Authorization
Agency Representative Authorizing Attendance
Signature*:
By entering your name here you acknowledge your intent to electronically sign this form.
Title*:

Training Officer Email Address: Training Officer or Admin Email address. Whoever is fill out the application.

Anyone else you want to be cc'd on the notices.

Leadership Course Info and Meals & Lodging: If the course is First Level or Middle Management fill this out. Otherwise skip it.

Comments: This box is a required field. You can use it to communicate information to CJTC. This area can also be used if you have Priorities over 5, ex: 6,7,8...would go in the comment box. Or if there's a special request noted in the course description. If nothing needs to be communicate type - **N/A**.

Applicant Priority: Choose the priority in which you want the applicant to be chosen. Program Managers keep a balance of agencies in the class. The "first come first serve" rule doesn't always apply.

Authorization: Type your name and title, then click Submit.

WHO RECEIVES THE NOTICES?

- ▶ Student
- ▶ Training Manager
- ▶ Immediate Supervisor or anyone else that was cc'd
- ▶ Program Manager
- ▶ The Administrative Assistant assigned to the class

COMPLETE!

- ▶ Registration is complete
 - ▶ You should receive the confirmation window below

Online Registration Form

Thank you for using our online application system,
you will be contacted via email once we process your request.

Close

WHAT THE STUDENT SEES:

- ▶ The student's home page will indicate what class they are registered for and the status they currently hold; ex: Registered, Alternate, Accepted,....

By clicking on the tabs above you will be able to:

- **Training and Resources Tab**

- Review training catalog
Contact your agency training manager to register for classes as only those specifically identified by your agency can submit applications.
- Participate in e-learning/web based training as provided (no registration required)

- **My Training History Tab**

- Obtain an unofficial transcript

- **My Profile Tab**

- Check your contact information or change your password

Application/Training Status

- Registered, your status is pending WSCJTC final class selection.
- Accepted, you have been selected for the class.
- Alternate, the class is full and you are on a waiting list. You will be notified.
- Cancelled, either you or your training officer has cancelled you from the class.
- Denied, you were not selected for the class. You will be notified.
- Class Cancelled, the class was cancelled by WSCJTC.

You are registered for the following:

Child Abuse Interviewing and Assessment

Withdraw
1/30/2015

NOTIFICATION SAMPLE (STUDENT):

The application below has been **RECEIVED**.

This is not a letter of acceptance. Student status updates will be sent via email approximately four weeks prior to the course start date.

Applicant: Testing Program

Student ID: 0005211931

Agency: South Sound 911

Course: Telecommunicator I (Call Receiver)

Session: 0725-7

Starting Date: Monday, February 23, 2015 8:00 AM

Ending Date: Friday, February 27, 2015 5:00 PM

Location: Tacoma

NOTIFICATION SAMPLE (TRAINING MANAGER OR SUPERVISOR):

The application below has been **RECEIVED**.

This is not a letter of acceptance. Student status updates will be sent via email approximately four weeks prior to the course start date.

Applicant: Testing Program

Student ID: 123456

Agency: Grant County Sheriff's Office

Course: Field Training Officer Academy

Session: 0681-7

Starting Date: Monday, March 23, 2015 8:00 AM

Ending Date: Friday, March 27, 2015 5:00 PM

Location: Moses Lake

NO EMAIL?

Trouble Shooting:

- ▶ Contact the LMS Help Desk |206-835-7340 | lms@cjtc.state.wa.us.
- ▶ Check the Junk mail folder and mark it as “Not Junk”.
- ▶ Double check the emails were correct.

HOW TO CANCEL:

1. Go to the Administration Tab and pull up your agency list.

Home Training & Resources My Training History My Profile Reports **Administration**

2. Click on the person that is getting cancelled.

Results 1 - 19 of 19

Name ▼	Agency	Email
Bragg, Robert	40-OT - WA State Criminal Justice Training Commission (Testing Only)	bbragg@cjtc.state.wa.us
Brandt, Lee	40-OT - WA State Criminal Justice Training Commission (Testing Only)	lbrandt@cjtc.state.wa.us
Coaxum, Almost There	40-OT - WA State Criminal Justice Training Commission (Testing Only)	none

3. Login as User

Applicant Contact Information

bbragg@cjtc.state.wa.us
Phone: 206-835-7354

19010 1 Ave South
Burien, WA 98148

[View Transcript](#) [Login as User](#)

....AT THE HOME SCREEN

- ▶ The bottom of the screen will reflect what class the student is registered for.

By clicking on the tabs above you will be able to:

- **Training and Resources Tab**

- Review training catalog
Contact your agency training manager to register for classes as only those specifically identified by your agency can submit applications.
- Participate in e-learning/web based training as provided (no registration required)

- **My Training History Tab**

- Obtain an unofficial transcript

- **My Profile Tab**

- Check your contact information or change your password

Application/Training Status

- Registered, your status is pending WSCJTC final class selection.
- Accepted, you have been selected for the class.
- Alternate, the class is full and you are on a waiting list. You will be notified.
- Cancelled, either you or your training officer has cancelled you from the class.
- Denied, you were not selected for the class. You will be notified.
- Class Cancelled, the class was cancelled by WSCJTC.

You are registered for the following:

[Child Abuse Interviewing and Assessment](#)

Withdraw
1/30/2015

....CANCEL SCREEN

- ▶ Click on Cancel Registration

Pending
Monday, June 1, 2015 8:00 AM

Registration completed on 1/16/2015

[Cancel Registration](#)

User cancellations can be performed up to 2 weeks prior to the course start date; after that time contact the course registrar listed on the course webpage www.cjtc.state.wa.us

HOW TO ACCESS REPORTS

PERSONNEL TRAINING REPORT

Personnel Training Report

Generates a report of all WSCJTC training on file for employees of your agency(s). Data can be limited to a specified date range and/or student.

Personnel Training Report

Agency:

Starting Date:

Ending Date:

Name:

AGENCY PERSONNEL LIST

- ▶ Generates a word document of everyone who has attended a WSJCTC class within your agency.

Agency Personnel List

Generates a list of users assigned to your agency(s).

Agency Personnel List

Agency:

CURRENT APPLICATION STATUS

Current Application Status

Check the status of your agency's current pending applications to WSCJTC courses.

Current Application Status

Continue

Cancel

COURSE COMPLETION DATA

Course Completion Data

Check which employees in your agency have completed a specific WSCJTC course.

Course Completion Data

Course Name:

Select

Continue

Cancel

Search for

Go

Reset

Display Modules

Show

Results 1 - 10 of 818

|<< Previous | Next >>|

Name ▼	Course Number
7 Highly Effective Habits for Law Enforcement Staff	0827
Access Level I	6166