

WSCJTC On-line Registration

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

On-Line Systems

- You are now able to access training records on-line and selected agency personnel will be able to register students for advanced training (post-academy) classes
 - BLEA, COA and other academies are not available for online registration at this time
 - By the spring of 2013, all post-academy registrations will be processing exclusively on-line

Starting in the Fall of 2012, select personnel, who have already been identified by each agency, can begin registering students online.

As currently in practice, registration does not guarantee acceptance. Status notifications will be sent via e-mail, 4 weeks prior to the course start date.

Please note: During our launch phase, notifications may be delayed. And, at this time, online registration is limited to Advanced Training courses.

Look for articles in our monthly newsletter, The Dispatcher, for information on future enhancements – to include Basic and Corrections Academy registration, on-line courses and training bulletins.

What does LMS offer?

- Retrieve unofficial training history
- Register for classes online
 - please note that at launch, online registration can only be performed by personnel designated by each agency. Students will be able to login into the system and retrieve a list of available classes for registration, but they will have to inform their respective training personnel to register them for the class.

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

LMS gives an agency the ability to register for courses and retrieve an individual's unofficial training history on-line.

Students will be able to login and review a list of courses currently available. However, upon launch registration can only be performed by select agency personnel.

Directions for

LOGGING INTO THE LEARNING MANAGEMENT SYSTEM (LMS)

The next 5 slides, will walk you through the log in process of The Learning Management System.

Connecting to the LMS

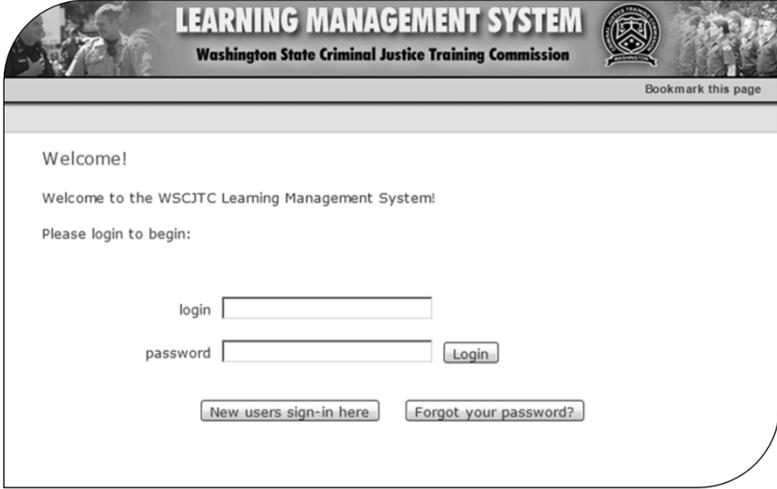
- Point your Internet browser (i.e. Internet Explorer, Chrome, Firefox) to the following address to access the login screen:

<https://wscjtc.yourlearningportal.com>

The LMS is a web based management system. You can connect to LMS by going to:
wscjtc.yourlearningportal.com

This link will be provided again at the end of this tutorial.

Login Screen



The screenshot shows the login interface for the Washington State Criminal Justice Training Commission's Learning Management System. At the top, there is a header with the text "LEARNING MANAGEMENT SYSTEM" and "Washington State Criminal Justice Training Commission" alongside a logo. Below the header, there is a "Bookmark this page" link. The main content area contains a "Welcome!" message, a sub-welcome "Welcome to the WSCJTC Learning Management System!", and a prompt "Please login to begin:". There are two input fields: one labeled "login" and one labeled "password". A "Login" button is positioned to the right of the password field. At the bottom of the form, there are two buttons: "New users sign-in here" and "Forgot your password?".

If f you have received your Student ID number (SID) and password, you can login from here. But, for most, the first time you access LMS, you will need to reset your password.

Click on the new-users button at the bottom of the screen to continue.

New User

User Sign-in

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

Applicant's Social Security Number
or Student ID Number:

Email:

Here you are required to enter:

- 1) the student ID number provided or your Social Security Number without spaces or dashes
- 2) agency email address

Then click "submit".

Link from Your E-mail

From: Learning Portal [<mailto:noreply@wscjtc.yourlearningportal.com>]
Sent: Monday, October 08, 2012 8:59 AM
To: LMS
Subject: WSCJTC Learning Portal - Welcome (Intended for example@test.com)

Imma Example,

Welcome to the WSCJTC Learning Portal.

Click below to access the site and setup your password.

Student ID Number: 1114729

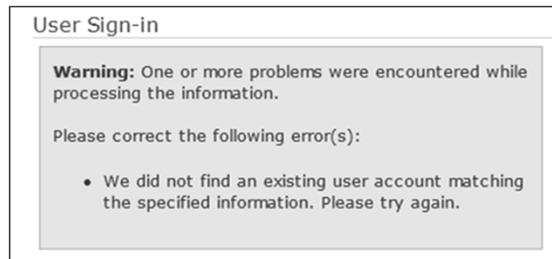
[WSCJTC Learning Portal](#)

Thank you,
WSCJTC

An e-mail will be sent to the address provided, to include your student ID number and a link to re-enter the system and create a new password.

If you do not use this link within 24 hours it will expire and you will need to repeat the previous steps.

Error Message



- If you are unable to access the system contact the course registrar or the System Administrator
 - 206-835-7340 or 206-835-7376
 - lms@cjtc.state.wa.us

You may receive this error message if the applicant is new to the LMS - never having attended BLEA, Corrections or an equivalency academy or; we may not be able to validate the Social Security Number given. Please contact the course registrar or send e-mail to 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:

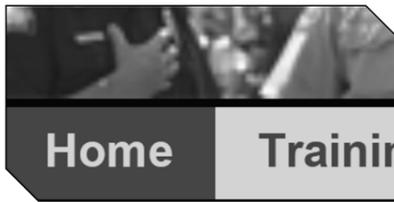


- Home
- Training & Resources
- My Training History
- My Profile
- Log out

Once logged in, you will see your available options at the top of the screen below the banner.

Home

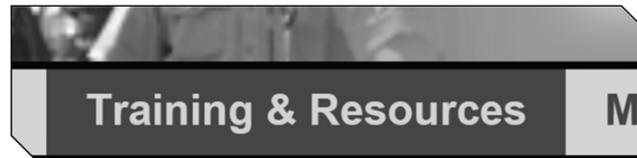
- When you login, you will be placed on the home page by default
- Your home page will show you the status of all current applications and classes



You will be placed on the home page by default; your home page will provide the status of all applications received.

Training & Resources

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



Click the Training & Resources tab for all courses currently being offered by WSCJTC.

My Training History

- This page displays your unofficial training history and gives you the ability to save the transcript to a format for printing.

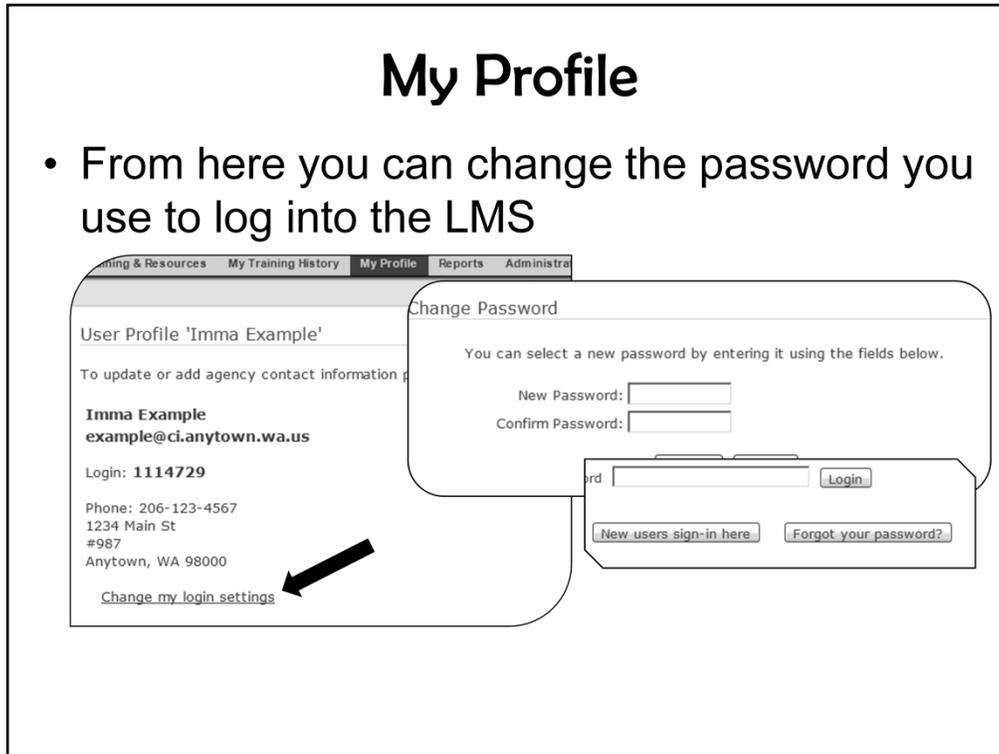


- You can print directly from this screen or export your record into a save-able format
- An official training history still requires a public disclosure request – please contact our Public Disclosure Officer at publicrecords@cjtc.state.wa.us

This tab displays your CJTC training record and gives you the ability to save an unofficial copy. To obtain your official training record please send your request to publicrecords@cjtc.state.wa.us

My Profile

- From here you can change the password you use to log into the LMS



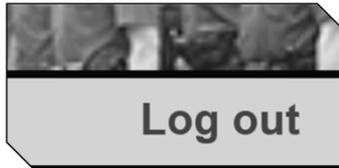
Click on “My Profile” to view the current contact information on file. To update the displayed information, e-mail the administrator at the address indicated.

To change your password, click on “Change my login settings”. This will redirect you to a password form.

If you forget your password, you can also submit a request from the login page.

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



- Those with training manager access may have additional choices on their toolbar

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.

If you are a training manager, you may have additional tabs on your toolbar. These tabs will be explained later in this tutorial.

Directions for

USING THE LMS TO REGISTER FOR A CLASS

This following section you walk you through the registration process.

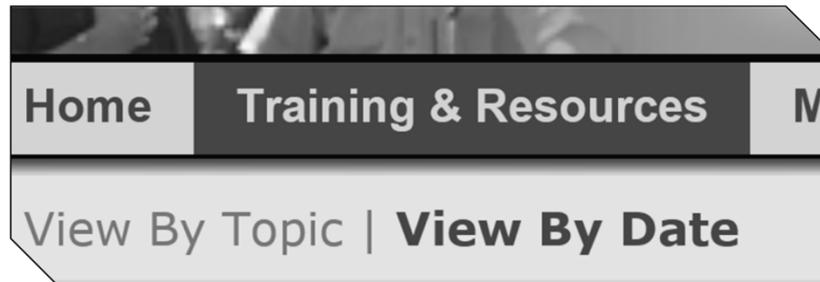
Who Can Submit Registrations?

- Only specific persons identified by an agency may register students from that agency
 - If your agency needs to change who has these rights, contact the administrator at lms@cjtc.state.wa.us, 206-835-7340 or 206-835-7376

Only pre-authorized agency personnel will be able register students. If your agency needs to change who has these rights, please send an email to lms@cjtc.state.wa.us.

Submitting an Online Registration

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



To start the registration process, click on the Training and Resources tab – found in the top toolbar.

Identifying the class

- Search for classes using these various methods
 - By topic
 - By date
 - By name/or class number by using the search field

The screenshot shows a web application interface for 'Training & Resources'. At the top, there are navigation tabs: 'Home', 'Training & Resources', 'My Training History', and 'My Profile'. Below the tabs, there are two view options: 'View By Topic' and 'View By Date'. The main section is titled 'Training & Resources' and contains a search field with a 'Go' button and a 'Reset' button. Below the search field, there is a 'Display' dropdown menu set to 'All Available Courses' and a 'Show' dropdown menu set to '20 per page'. There are two radio buttons: 'Display calendar of sessions' (unselected) and 'Display list of upcoming sessions' (selected). Below this, it says 'Results 1 - 20 of 79' and 'Previous | Next'. The main content is for 'October 2012' and 'All Users'. It contains a table with the following data:

Date	Title	Location	Hours	Status
10/8/2012	4127-2 - First Level Supervision	BURIEN	40	
10/8/2012	2070-1 - Master Defensive Instructor Certification	Burien	40	
10/15/2012	2011-3 - Firearms - Handgun Instructor Level 1	Richland	80	
10/15/2012	2322-1 - Private Security Handgun	BURIEN		

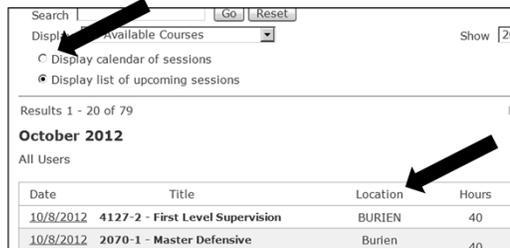
Enter course number, or a partial or complete class name

To determine course availability, use the search field. You can search by topic, date, course name or course number.

Depending on the view you choose, the display may be different.

View by Date

- When you view by date, you are looking at each session of a class listed separately – so a location column is included



Search

Display Available Courses 20

Display calendar of sessions

Display list of upcoming sessions

Results 1 - 20 of 79

October 2012

All Users

Date	Title	Location	Hours
10/8/2012	4127-2 - First Level Supervision	BURIEN	40
10/8/2012	2070-1 - Master Defensive	Burien	40

Note: there is also a calendar display option within this view

If you choose to view by date, there are two options. You can “Display the list of upcoming sessions” as shown in this image.

Or you can select to “Display calendar of sessions” - this image can be seen on the next slide.

Calendar Display

April, 2013						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
31	1 Impact Weapons Instructor Location: Burien	2 Impact Weapons Instructor Location: Burien	3 Impact Weapons Instructor Location: Burien	4 Impact Weapons Instructor Location: Burien	5 Impact Weapons Instructor Location: Burien	6
7	8 Advanced Communications Trainings Officer Location: CJTC Juvenile Services Academy Location: Burien	9 Advanced Communications Trainings Officer Location: CJTC Juvenile Services Academy Location: Burien	10 Juvenile Services Academy Location: Burien	11 Juvenile Services Academy Location: Burien	12 Juvenile Services Academy Location: Burien	13 Juvenile Services Academy Location: Burien
14 Juvenile Services Academy Location: Burien	15 Juvenile Services Academy Location: Burien	16 Juvenile Services Academy Location: Burien	17 Juvenile Services Academy Location: Burien Impact Weapons Instructor Location: Burien	18 Juvenile Services Academy Location: Burien Impact Weapons Instructor Recertification Location: Burien	19 Juvenile Services Academy Location: Burien Impact Weapons Instructor Recertification Location: Burien	20
21	22 First Level Supervision Location: Spokane	23 First Level Supervision Location: Spokane	24 First Level Supervision Location: Spokane	25 First Level Supervision Location: Spokane	26 First Level Supervision Location: Spokane	27
28	29 Telecommunicator IV-Survival	30 Telecommunicator IV-Survival	1 Telecommunicator IV-Survival	2	3	4

You can also select classes to register from the calendar view.

View by Topic

View By Topic | View By Date

Training & Resources

Search

Display ▾

Results 1 - 20 of 92

All Users
This track is automatically visible for anyone that has an account with the

Type	Title
	0744 - Advanced Communications Training Officer Prereq: Course 0725 or 0726 , 0721 or 0722 AND 0739 or equivalency
	2390 - Animal Control Officer Academy
	5357 - Child Abuse Interviewing and Investigation
	6008 - Child Fatalities and Serious Physical Abuse: Guidelines for First Responders The course will reinforce key principles of the statewide C-POD

View by Topic offers similar search fields, but lists classes alphabetically – whether or not a current session is scheduled.

Choose the Class

- Click on the underlined name of the class for which you want to register a student



Type	Title	Hours	Status
	<u>2173 - Impact Weapons Instructor Recertification</u> Prerequisite: Course 2073 Impact Weapons Instructor	20	

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

The next set of slides will guide you thru registering a student using the VIEW BY TOPIC option.

You can also select to VIEW BY DATE as previously shown; either way the process will be similar.

Once the course has been located within the catalog, select the link provided.

Choose the Date

- You will be taken to the course information page which gives additional details about the course. It will also give you a list of upcoming dates. Click on the date (underlined) of the class which you want to register

Schedule
Below is the list of currently scheduled courses. Click on the desired date to begin the registration process.

Date	Location	Status
<u>1/7/2013</u>	Burien	Open
<u>3/11/2013</u>	Spokane	Open
<u>3/25/2013</u>	La Conner	Open
<u>5/6/2013</u>	Burien	Open

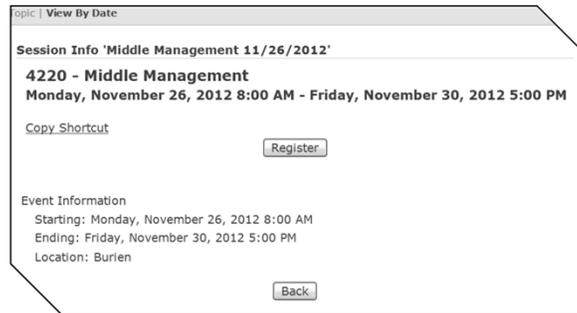


Once you have identified the course desired, you will be redirected to the information page. This page will provide you with a current course schedule. Click on the class for which you want to register your student.

If you don't see any course information provided, there are currently no courses available.

Confirm

- You will be taken to a page to confirm the class
- Click the Register button to proceed or click the Back button to go back to the list of available dates



Click the register button to proceed, or click the back button to review the list of course dates.

Begin Registration

Online Registration Form

Course Information

Field Training Officer Academy
FEDERAL WAY
Monday, January 14, 2013 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@rjtc.state.wa.us

- Enter the student's social security number or student ID number (SID) (Note: that SIDs will be the *only* numbers the system will accept at some future point)
- Click on Continue after typing in the number

To begin registration, you will need either the students ID or Social Security Number.

The SID is the computer generated number assigned to each student in LMS.

Training Managers - please contact the registrar's office if you have not yet received your agency's employee list.

Continue Entering Information

- The form will automatically be populated with information on the student from our existing database
- Fields marked with an asterisk (*) are **required**
 - You cannot complete the registration process unless these fields have information entered
- Click the Submit button when finished

The applicant's agency information is automatically populated from our existing database. Your registration will not be complete unless all required fields are entered.

Click "submit" once finished.

Fields

- Most fields will be self-explanatory – if you have questions, contact the registrar listed for the class (can be found on the webpage associated with the class)
- If you find the default information provided for a student is incorrect (or missing), contact the System Administrator lms@cjtc.state.wa.us, 206-835-7340 or 206-835-7376

Most fields will be self-explanatory.

If you find the default information provided for a student is incorrect, or you have questions regarding this process, please contact the course registrar or System Administrator.

What It Looks Like

Course Information

Field Training Officer Academy
FEDERAL WAY
 Monday, January 14, 2013 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:
 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
 By submitting this online registration, I understand that registration confirmations will be sent to the applicant, supervisor and training officer; however, applicant status emails (accepted, cancelled, etc.) will ONLY be sent to the applicant.

Agency Representative Authorizing Attendance
 Signature*:
By entering your name here you acknowledge your intent to attend/assist in this form.
 Title*:

*** Required**

This is what the registration form looks like. Again, the student information is automatically populated and all required fields are marked with an asterisk.

Last Section

- Read this carefully – it tells you who will be notified for registration and status updates!!

Authorization
By submitting this online registration, I understand that registration confirmations will be sent to the applicant, supervisor, and training officer; however, applicant status emails (accepted, cancelled, etc.) will ONLY be sent to the applicant.

Agency Representative Authorizing Attendance

Signature*:

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

Title*:

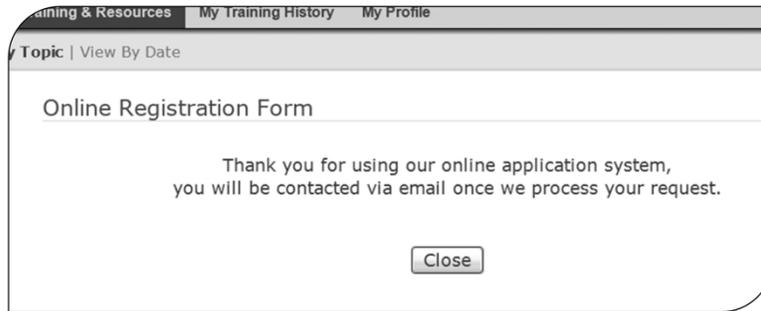


Note: *The name of this person is typed in (you don't have to provide an electronic signature)*

Read this section carefully and please note: the applicant supervisor will only receive confirmation IF an email has been provided on the registration form.

Complete!

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



You will receive this notification immediately and your registration is now complete!

Home Page

- When the student next logs into the system, their home page will indicate their registration for the class
- If the status changes (accepted, cancelled, etc.), that will be indicated on the right

Application/Training Status

- Registered, your status is pending CJTC 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 CJTC.

You are registered for the following:

[Crisis Intervention Team Training, In-Service - King County](#) Registered

[Field Training Officer Academy](#) Accepted



Upon log in, all applications received will be visible here. If the status changes, for example - to accepted, denied, or cancelled - that will also be indicated.

Confirmation eMails

- The LMS automatically generates up to three confirmation emails stating that registration has been received (*not 'accepted' into the class – that is a separate notification*):
 - The student
 - The supervisor (if email address was provided)
 - The training coordinator

Using emails provided

The student, the supervisor and the training coordinator will receive registration confirmation using the e-mails provided.

Sample eMail Sent to the Student

From: Learning Portal [mailto:noreply@wscjtc.yourlearningportal.com]
Sent: Tuesday, October 02, 2012 8:53 AM
To: LMS
Subject: Online Registration Notification (Intended for example@ci.anytown.was.us)

The application below was submitted via online registration.

Applicant: Imma Example
Student ID: 0001114729
Applicant's Agency: Anytown Dept of Public Safety

Course: Crisis Intervention Team - Youth
Session: 8076-2
Location: BURIEN
Starting Date: Thursday, December 13, 2012
Ending Date: Thursday, December 13, 2012

This is a sample of the registration confirmation sent to the student.

Sample Email Sent to Supervisor and Training Coordinator Provided

From: Learning Portal [<mailto:noreply@wscjtc.yourlearningportal.com>]
Sent: Tuesday, October 02, 2012 8:53 AM
To: LMS
Subject: Application Received (Intended for Emma@ci.anytown.wa.us)

Thank you for using the Online Learning Management System.
The application below has been received and processed.

Please note: **This is not a letter of acceptance** Student status notification will be sent via email approximately 4 weeks prior to the course start date.

Applicant: Imma Example
Student ID: 0001114729
Agency: Anytown Dept of Public Safety
Course: Crisis Intervention Team - Youth
Session: 8076-2
Starting Date: Thursday, December 13, 2012
Ending Date: Thursday, December 13, 2012
Location: BURIEN

Thank You,

WSCJTC Administrative Staff

The supervisor and/or training coordinator will receive this registration confirmation.

Final Status

- Again, these letters are to confirm the online registration was complete
 - These serve as your confirmation that your application was entered into the system
- Student status notification will be sent via email approximately 4 weeks prior to the course start date
 - The class may be cancelled
 - The student may be accepted, be on a waiting list or denied

As previously noted, registration does not guarantee acceptance and status notifications will be sent via e-mail approximately four weeks prior to the course start date.

No eMail?

- If your agency participants don't receive their confirmation e-mails, please have them check their junk mail files
- If the emails are also not found in their junk mail files, please contact the registrar listed for the course (found on the specific class webpage at www.cjtc.state.wa.us)

If a confirmation e-mail has not been received within 24 hours of registration, please check your junk-mail files. If you are still unable to confirm registration, contact your course registrar.

Cancelling as the Student

Session Info 'Field Training Officer Academy 12/10/2012'

0681 - Field Training Officer Academy
Monday, December 10, 2012 8:00 AM - Friday, December 14, 2012 5:00 PM

Pending
Monday, December 10, 2012 8:00 AM
Registration completed on 10/1/2012

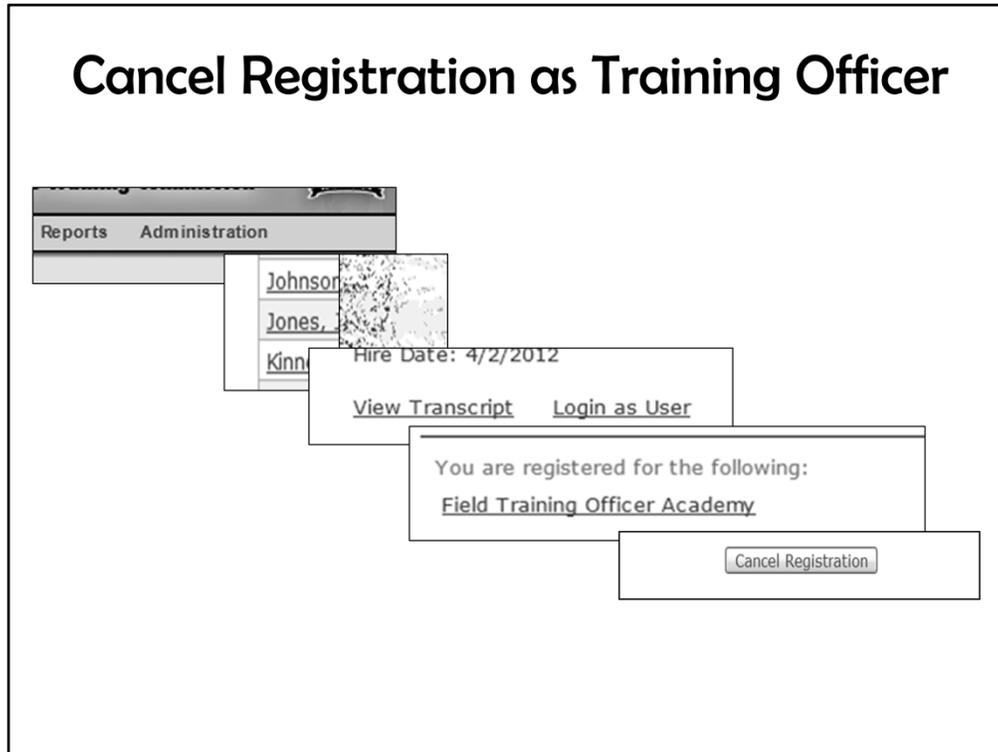
[Click here](#) to add this event to your Microsoft Outlook.

Event Information
Starting: Monday, December 10, 2012 8:00 AM
Ending: Friday, December 14, 2012 5:00 PM
Location: Burien

Depending on whom is cancelling the registration different steps will be required.

If you are the applicant - simply log in to the system and click on the course you wish to cancel . You will then be redirected to the session information page. Upon cancelation a confirmation will be sent via e-mail.

Cancel Registration as Training Officer



If you are the training officer, follow the next five steps to complete the cancellation process:

Step 1: Click on the Administration tab – here you'll be provided with a list of your assigned users

Step 2: Select the user whose application you need to cancel

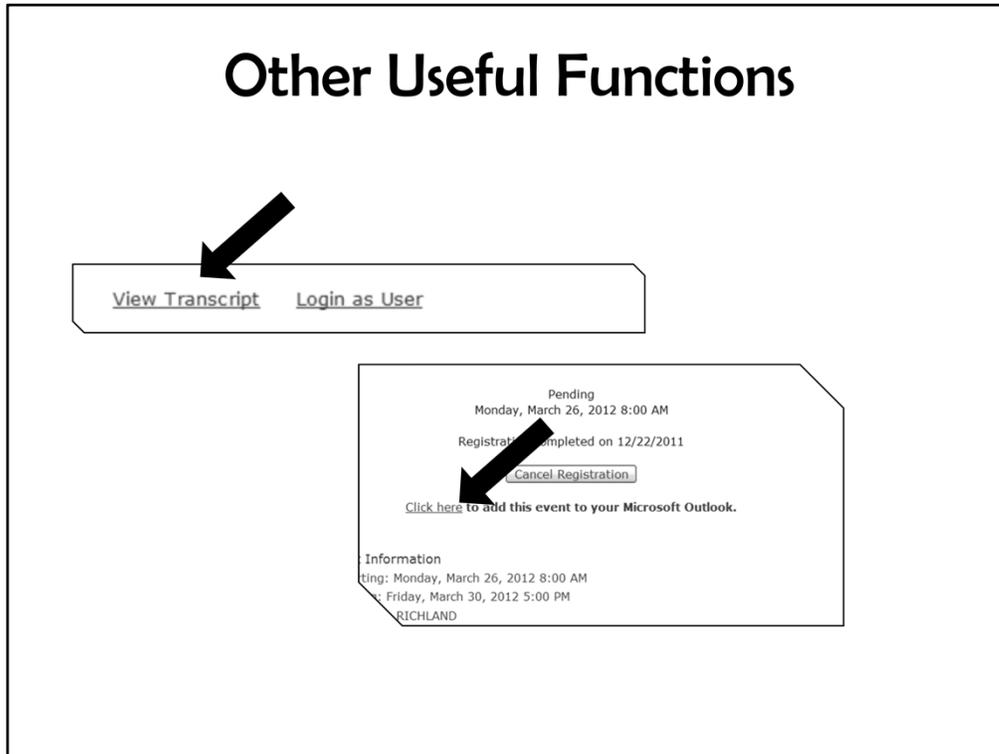
Step 3: Log in as User by clicking the underlined link provided just under the Agency information

Step 4: As the student, select the class you wish to cancel

Step 5: Select the cancellation registration option

As previously noted: Confirmation will be sent via e-mail and after completing the cancellation you will have to logout as the student and back in as yourself to regain your 'rights' as a training manager

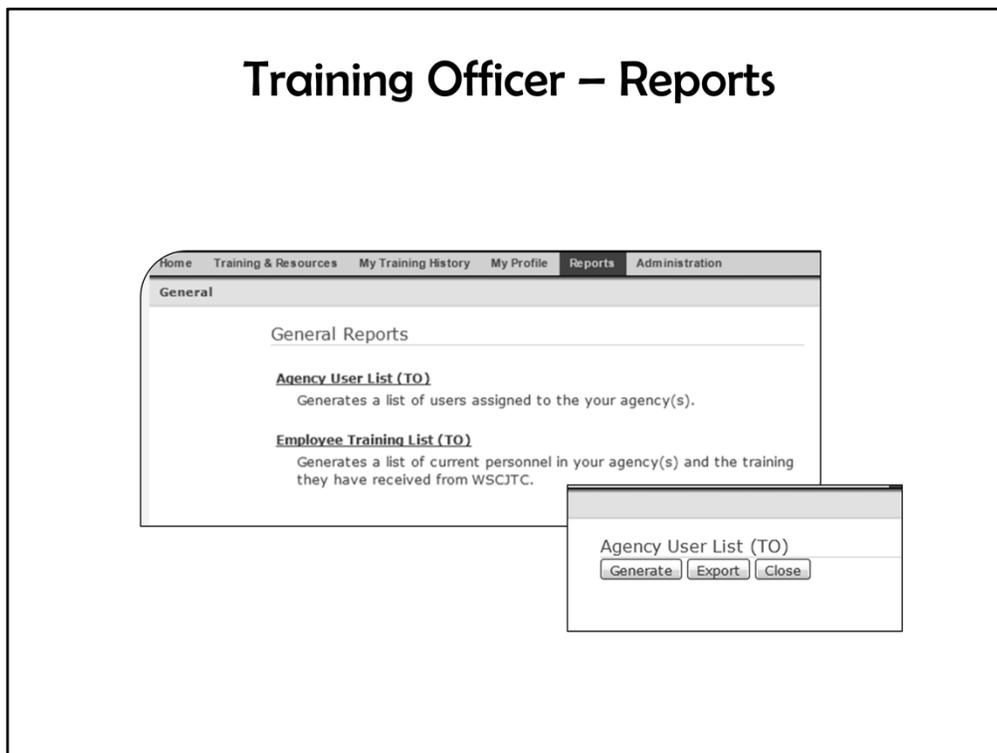
Other Useful Functions



Other functions you may find useful include:

The ability to see your student's UNOFFICIAL transcript without logging in as them and the ability to add a application to your Microsoft Outlook calendar.

Training Officer – Reports



Training officers will also have access to General Reports.

After selecting the desired report, you can choose to either generate - and with this option the report populates directly on your screen where it can be copied and pasted; or to export, in an Excel format in which you must click on the link provided to view.

Watch for custom reports – where you can select specific information to collect – in future upgrades.

Resources

- URL for on-line registration:
<https://wscjtc.yourlearningportal.com>
- LMS issues, problems:
Email to: LMS@cjtc.state.wa.us
or, contact the registrars office at 206-835-7340 or 206-835-7376
- Official Training Transcripts:
Email to: publicdisclosure@cjtc.state.wa.us

Feel free to contact us with any questions or have difficulty navigating the LMS. Thank you and have a great day!