

Osprey Replacement

Training Management System (TMS)

Create an Account

Create an Account

DCJS VIRGINIA DEPARTMENT OF
CRIMINAL JUSTICE SERVICES
Improving and promoting public safety in the Commonwealth

Login

Welcome to the Virginia Department of Criminal Justice Services online training session management site. To login, enter your User Name and Password. If you have forgotten your password, please click the "Forgot Password" link. If you have forgotten your user name, please click the "Forgot User Name" link. If you have never logged in to this site before, click the Create Account link.

User Name:

Password:

Login

[Create Account](#)

[Forgot Password](#)

[Forgot User Name](#)

Create a new account with your school information. Must have your registration code to create a new account.

Create an Account

DCJS VIRGINIA DEPARTMENT OF CRIMINAL JUSTICE SERVICES
Improving and promoting public safety in the Commonwealth

Create An Account

Please fill in the following information to create your online account. The password must be at least 8 characters long and contain one of each of the following: one upper case character, one lower case character, one number, and one unique character (ex. *, #, !).

License Number: * Registration Code: *

User Name: *

Password: *

Confirm Password: *

Security Question #1: *
Answer: *

Security Question #2: *
Answer: *

Security Question #3: *
Answer: *

Email: *

*Indicates a required field.

Please follow all criteria for creating an account.

Click save

Create an Account

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User Name:

Password:

[Create Account](#)
[Forgot Password](#)
[Forgot User Name](#)

Now that you have created your account you will come back to the original log in screen. Now enter the user name and password you created on the previous screen.

New Session Entry

New Session Entry

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Welcome to the Virginia Department of Criminal Justice Services online training session management site. To login, enter your User Name and Password. If you have forgotten your password, please click the "Forgot Password" link. If you have forgotten your user name, please click the "Forgot User Name" link. If you have never logged in to this site before, click the Create Account link.

Log in using the username and password you created in step 1

User Name:

Password:

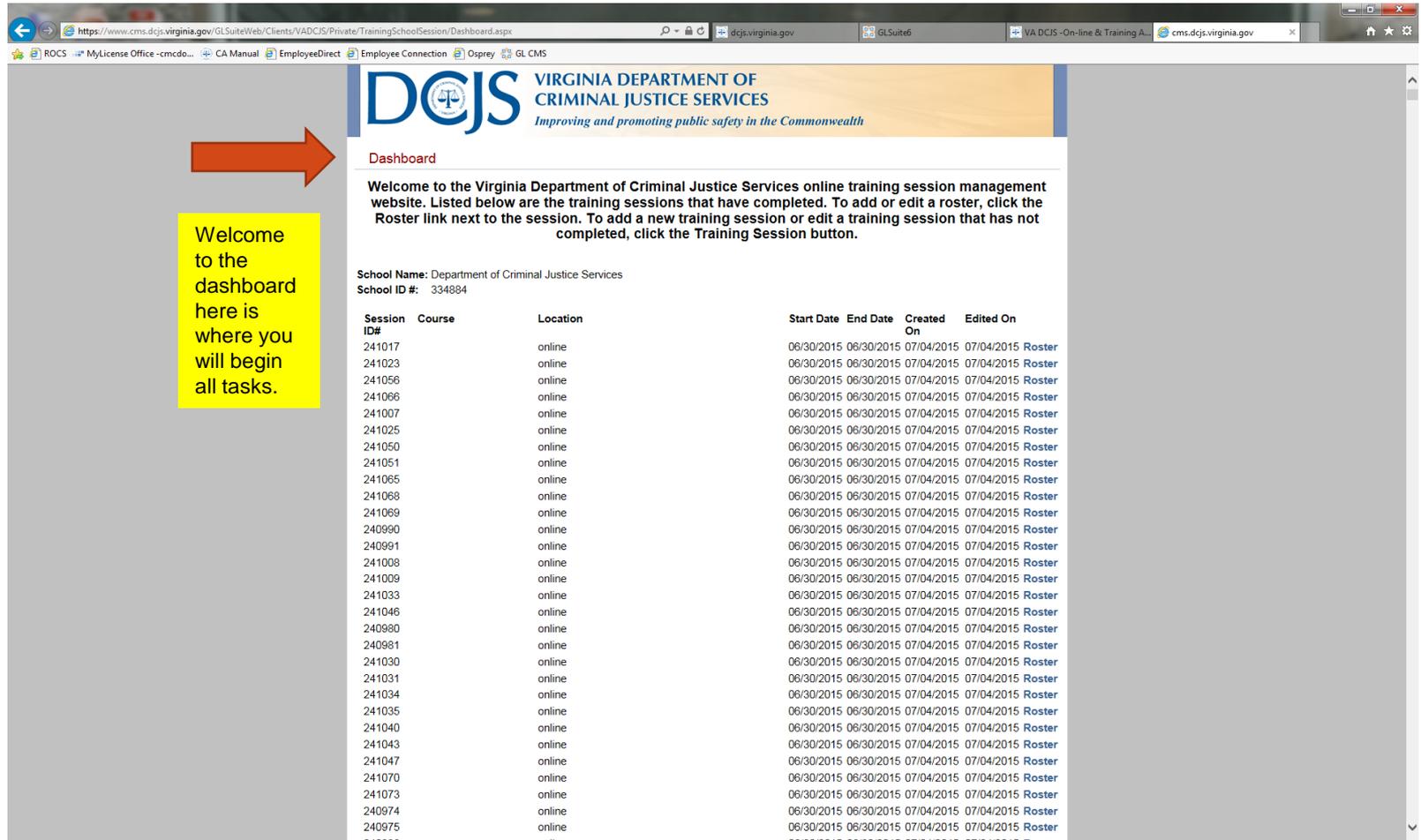
Login

[Create Account](#)

[Forgot Password](#)

[Forgot User Name](#)

New Session Entry



DCJS VIRGINIA DEPARTMENT OF CRIMINAL JUSTICE SERVICES
Improving and promoting public safety in the Commonwealth

Dashboard

Welcome to the Virginia Department of Criminal Justice Services online training session management website. Listed below are the training sessions that have completed. To add or edit a roster, click the Roster link next to the session. To add a new training session or edit a training session that has not completed, click the Training Session button.

School Name: Department of Criminal Justice Services
School ID #: 334884

Session ID#	Course	Location	Start Date	End Date	Created On	Edited On
241017		online	06/30/2015	06/30/2015	07/04/2015	07/04/2015 Roster
241023		online	06/30/2015	06/30/2015	07/04/2015	07/04/2015 Roster
241056		online	06/30/2015	06/30/2015	07/04/2015	07/04/2015 Roster
241066		online	06/30/2015	06/30/2015	07/04/2015	07/04/2015 Roster
241007		online	06/30/2015	06/30/2015	07/04/2015	07/04/2015 Roster
241025		online	06/30/2015	06/30/2015	07/04/2015	07/04/2015 Roster
241050		online	06/30/2015	06/30/2015	07/04/2015	07/04/2015 Roster
241051		online	06/30/2015	06/30/2015	07/04/2015	07/04/2015 Roster
241065		online	06/30/2015	06/30/2015	07/04/2015	07/04/2015 Roster
241068		online	06/30/2015	06/30/2015	07/04/2015	07/04/2015 Roster
241069		online	06/30/2015	06/30/2015	07/04/2015	07/04/2015 Roster
240990		online	06/30/2015	06/30/2015	07/04/2015	07/04/2015 Roster
240991		online	06/30/2015	06/30/2015	07/04/2015	07/04/2015 Roster
241008		online	06/30/2015	06/30/2015	07/04/2015	07/04/2015 Roster
241009		online	06/30/2015	06/30/2015	07/04/2015	07/04/2015 Roster
241033		online	06/30/2015	06/30/2015	07/04/2015	07/04/2015 Roster
241046		online	06/30/2015	06/30/2015	07/04/2015	07/04/2015 Roster
240980		online	06/30/2015	06/30/2015	07/04/2015	07/04/2015 Roster
240981		online	06/30/2015	06/30/2015	07/04/2015	07/04/2015 Roster
241030		online	06/30/2015	06/30/2015	07/04/2015	07/04/2015 Roster
241031		online	06/30/2015	06/30/2015	07/04/2015	07/04/2015 Roster
241034		online	06/30/2015	06/30/2015	07/04/2015	07/04/2015 Roster
241035		online	06/30/2015	06/30/2015	07/04/2015	07/04/2015 Roster
241040		online	06/30/2015	06/30/2015	07/04/2015	07/04/2015 Roster
241043		online	06/30/2015	06/30/2015	07/04/2015	07/04/2015 Roster
241047		online	06/30/2015	06/30/2015	07/04/2015	07/04/2015 Roster
241070		online	06/30/2015	06/30/2015	07/04/2015	07/04/2015 Roster
241073		online	06/30/2015	06/30/2015	07/04/2015	07/04/2015 Roster
240974		online	06/30/2015	06/30/2015	07/04/2015	07/04/2015 Roster
240975		online	06/30/2015	06/30/2015	07/04/2015	07/04/2015 Roster
240996		online	06/30/2015	06/30/2015	07/04/2015	07/04/2015 Roster

New Session Entry

The screenshot displays a web browser window with the URL <https://www.cms.dcs.virginia.gov/GLSuiteWeb/Clients/VADCIS/Private/TrainingSchoolSession/Dashboard.aspx>. The page contains a table of training sessions with columns for ID, Role, Location, Dates, and a 'Roster' link. At the bottom of the page, there are two buttons: 'Training Session' and 'Logout'. A yellow callout box on the left side of the page contains the text: 'To edit/cancel a training session scroll to the bottom of the page and select training session'. A red arrow points from this text to the 'Training Session' button.

218311	13I Instructor Development InService	Police Department Training Academy in Roanoke City (Southwest - RCPA)	02/25/2015 02/25/2015 07/04/2015 07/04/2015	Roster
218312	13I Instructor Development InService	Police Department Training Academy in Roanoke City (Southwest - RCPA)	02/25/2015 02/25/2015 07/04/2015 07/04/2015	Roster
218322	13I Instructor Development InService	Chesterfield County Sheriff's Training Academy in Chesterfield (Central - CCSO)	02/12/2015 02/12/2015 07/04/2015 07/04/2015	Roster
217563	13I Instructor Development InService	Rappahannock Regional Criminal Justice Academy in Fredericksburg (Northern - RCJRA)	02/11/2015 02/11/2015 07/04/2015 07/04/2015	Roster
218317	13I Instructor Development InService	Central Shenandoah Criminal Justice Academy in Harrisonburg - Weyers Cave (Northwest - CSCJTA)	02/10/2015 02/10/2015 07/04/2015 07/04/2015	Roster
218296	13I Instructor Development InService	Virginia State Police Training Academy in Richmond (Central - VSP)	01/08/2015 01/08/2015 07/04/2015 07/04/2015	Roster
214206	13I Instructor Development InService	Virginia State Police Training Academy Richmond, VA	12/10/2014 12/10/2014 07/04/2015 07/04/2015	Roster
214209	13I Instructor Development InService	1100 Bank Street Richmond VA 23219	11/20/2014 11/20/2014 07/04/2015 07/04/2015	Roster
208136	13I Instructor Development InService	VSP	10/17/2014 10/17/2014 07/04/2015 07/04/2015	Roster
199824	13I Instructor Development InService	VSP	08/11/2014 08/11/2014 07/04/2015 07/04/2015	Roster
199560	13I Instructor Development InService	Virginia State Police Academy	07/18/2014 07/18/2014 07/04/2015 07/04/2015	Roster
218313	14I Firearms Instructor InService	Roanoke Police Department Training Academy in Roanoke City (Southwest - RCPA)	03/25/2015 03/25/2015 07/04/2015 07/04/2015	Roster
218307	14I Firearms Instructor InService	Virginia State Police Training Academy in Richmond (Central - VSP)	03/19/2015 03/19/2015 07/04/2015 07/04/2015	Roster
217564	14I Firearms Instructor InService	Rappahannock Regional Criminal Justice Academy in Fredericksburg (Northern - RCJRA)	03/11/2015 03/11/2015 07/04/2015 07/04/2015	Roster
218319	14I Firearms Instructor InService	Central Shenandoah Criminal Justice Academy in Harrisonburg - Weyers Cave (Northwest - CSCJTA)	03/10/2015 03/10/2015 07/04/2015 07/04/2015	Roster
218424	14I Firearms Instructor InService	Virginia State Police Training Academy in Richmond (Central - VSP)	02/19/2015 02/19/2015 07/04/2015 07/04/2015	Roster
218323	14I Firearms Instructor InService	Chesterfield County Sheriff's Training Academy in Chesterfield (Central - CCSO)	02/12/2015 02/12/2015 07/04/2015 07/04/2015	Roster
218298	14I Firearms Instructor InService	Virginia State Police Training Academy in Richmond (Central - VSP)	01/08/2015 01/08/2015 07/04/2015 07/04/2015	Roster
214214	14I Firearms Instructor InService	Virginia State Police Training Academy - Richmond, VA	11/20/2014 11/20/2014 07/04/2015 07/04/2015	Roster
199826	14I Firearms Instructor InService	VSP	08/11/2014 08/11/2014 07/04/2015 07/04/2015	Roster
202280	14I Firearms Instructor InService	VSP	07/18/2014 07/18/2014 07/04/2015 07/04/2015	Roster
229702	30I Electronic Security Core InService	online	03/30/2015 03/30/2015 07/04/2015 07/04/2015	Roster

To edit/cancel a training session scroll to the bottom of the page and select training session

[Training Session](#) [Logout](#)

New Session Entry

On the next page scroll to the bottom and select add session

229615	12I Regulatory Compliance InService	Central Shenandoah Criminal Justice Academy (Private Security Training)	07/23/2015	07/23/2015	Christopher L McDonald	07/04/2015	07/04/2015	Cancel
229668	13I Instructor Development InService	State Police Training Academy (Private Security Training)	12/10/2015	12/10/2015	Christopher L McDonald	07/04/2015	07/04/2015	Edit Cancel
229665	13I Instructor Development InService	Rappahannock Criminal Justice Academy (Private Security Training)	12/03/2015	12/03/2015	Christopher L McDonald	07/04/2015	07/04/2015	Edit Cancel
229660	13I Instructor Development InService	Central Virginia Criminal Justice Academy (Private Security Training)	11/19/2015	11/19/2015	Christopher L McDonald	07/04/2015	07/04/2015	Edit Cancel
229656	13I Instructor Development InService	Hampton Roads Training Academy (Private Security Course)	11/13/2015	11/13/2015	Christopher L McDonald	07/04/2015	07/04/2015	Edit Cancel
229653	13I Instructor Development InService	State Police Training Academy (Private Security Training)	11/05/2015	11/05/2015	Christopher L McDonald	07/04/2015	07/04/2015	Edit Cancel
229649	13I Instructor Development InService	Rappahannock Criminal Justice Academy (Private Security Training)	10/22/2015	10/22/2015	Christopher L McDonald	07/04/2015	07/04/2015	Edit Cancel
229646	13I Instructor Development InService	State Police Training Academy (Private Security Training)	10/15/2015	10/15/2015	Christopher L McDonald	07/04/2015	07/04/2015	Edit Cancel
229642	13I Instructor Development InService	Central Shenandoah Criminal Justice Academy (Private Security Training)	09/24/2015	09/24/2015	Christopher L McDonald	07/04/2015	07/04/2015	Edit Cancel
229639	13I Instructor Development InService	State Police Training Academy (Private Security Course)	09/10/2015	09/10/2015	Christopher L McDonald	07/04/2015	07/04/2015	Edit Cancel
229635	13I Instructor Development InService	Hampton Roads Training Academy (Private Security Training)	09/03/2015	09/03/2015	Christopher L McDonald	07/04/2015	07/04/2015	Edit Cancel
229627	13I Instructor Development InService	State Police Training Academy (Private Security Training)	08/27/2015	08/27/2015	Christopher L McDonald	07/04/2015	07/04/2015	Edit Cancel
229623	13I Instructor Development InService	Rappahannock Criminal Justice Academy (Private Security Training)	08/20/2015	08/20/2015	Christopher L McDonald	07/04/2015	07/04/2015	Edit Cancel
229620	13I Instructor Development InService	Central Virginia Criminal Justice Academy (Private Security Training)	08/13/2015	08/13/2015	Christopher L McDonald	07/04/2015	07/04/2015	Edit Cancel
229616	13I Instructor Development InService	Central Shenandoah Criminal Justice Academy (Private Security Training)	07/23/2015	07/23/2015	Christopher L McDonald	07/04/2015	07/04/2015	Cancel
060249	14I Firearms Instructor InService	VSP	08/06/2015	08/06/2015	0	07/16/2015	07/16/2015	Edit Cancel

You have training sessions that need to be confirmed. Please click the Next button to complete the process.

New Session Entry

DCJS VIRGINIA DEPARTMENT OF CRIMINAL JUSTICE SERVICES
Improving and promoting public safety in the Commonwealth

Training Session Management

Enter the information for the training session that you wish to register below.

Course

- 10E Patrol Rifle Entry Level
- 10R Patrol Rifle Retraining
- 17I Security Rifle Instructor In Service

To select the instructor, enter their DCJS ID# or SSN and click the Search button. Select the instructor from the search results

Instructor DCJS ID# or SSN

Location

Start Date

End Date

Start Time (Enter in Military Time Format)

End Time (Enter in Military Time Format)

Comments

*Indicates a required field.

Use the dropdown to select a course

New Session Entry

DCJS VIRGINIA DEPARTMENT OF CRIMINAL JUSTICE SERVICES
Improving and promoting public safety in the Commonwealth

Training Session Management

Enter the information for the training session that you wish to register below.

Course
10E Patrol Rifle Entry Level

Range
▼

To select the instructor, enter their DCJS ID# or SSN and click the Search button. Select the instructor from the search results

Instructor DCJS ID# or SSN
99-160092

Search

Search Results
Orlando Irving

Location
▼

Start Date
-

Start Time (Enter in Military Time Format)
-

End Date
-

End Time (Enter in Military Time Format)
-

Comments
▼

*Indicates a required field.

Back Save

New Session Entry

DCJS VIRGINIA DEPARTMENT OF CRIMINAL JUSTICE SERVICES
Improving and promoting public safety in the Commonwealth

Training Session Management

Enter the information for the training session that you wish to register below.

Course
10E Patrol Rifle Entry Level *

Range
▼

To select the instructor, enter their DCJS ID# or SSN and click the Search button. Select the instructor from the search results

Instructor DCJS ID# or SSN
Orlando Irving *

Search Results
Orlando Irving

Location

Start Date * **Start Time (Enter in Military Time Format)** *

End Date * **End Time (Enter in Military Time Format)** *

Comments

*Indicates a required field.

Highlight and select the instructors name with the mouse pointer

New Session Entry

DCJS VIRGINIA DEPARTMENT OF CRIMINAL JUSTICE SERVICES
Improving and promoting public safety in the Commonwealth

Training Session Management

Enter the information for the training session that you wish to register below.

Course
10E Patrol Rifle Entry Level

Range
▼

To select the instructor, enter their DCJS ID# or SSN and click the Search button. Select the instructor from the search results

Instructor DCJS ID# or SSN
Orlando Irving Search

Search Results
Orlando Irving

Location
1100 bank st
Richmond va

Start Date
07/07/2015

Start Time (Enter in Military Time Format)
0800

End Date
07/07/2015

End Time (Enter in Military Time Format)
1700

Comments

*Indicates a required field.

Back Save

After you click on the instructors name fill in all required fields

New Session Entry

DCJS VIRGINIA DEPARTMENT OF CRIMINAL JUSTICE SERVICES
Improving and promoting public safety in the Commonwealth

Training Session Management

Enter the information for the training session that you wish to register below.

Course
171 Security Rifle Instructor In Service

Range
▼

To select the instructor, enter their DCJS ID# or SSN and click the Search button. Select the instructor from the search results

Instructor DCJS ID# or SSN
[Text Input] [Search]

Search Results
Orlando Irving

Location
100 bank street Richmond va

Start Date
07/30/2015

Start Time (Enter in Military Time Format)
0800

End Date
07/30/2015

End Time (Enter in Military Time Format)
1000

Comments
gyuglygf

*Indicates a required field.

[Back] [Save]

Select save at the bottom of the page

New Session Entry

After you click save you will return to training session management page

DCJS VIRGINIA DEPARTMENT OF CRIMINAL JUSTICE SERVICES
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Training Session Management

Listed below are the upcoming training sessions that we have on record for you. If you would like to add a new session, click the **Add Session** button. If you would like to edit an existing session, click the **Edit** link next to the session that you wish to edit. If you would like to cancel a session, click the **Cancel** link next to the session you wish to cancel. A training session can only be edited up to 7 days prior to the session begin date.

School Name: Department of Criminal Justice Services
School ID #: 334884

Session ID#	Course	Location	Start Date	End Date	Instructor	Created On	Edited On		
600062	10E Patrol Rifle Entry Level	1100 bank st Richmond va	08/26/2015	08/26/2015	Orlando Irving	07/22/2015	07/22/2015	Edit	Cancel
229666	12E Compliance Agent Entry Level	State Police Training Academy (Private Security Training)	12/09/2015	12/09/2015	Christopher L McDonald	07/04/2015	07/04/2015	Edit	Cancel
229662	12E Compliance Agent Entry Level	Rappahannock Criminal Justice Academy (Private Security Training)	12/02/2015	12/02/2015	Christopher L McDonald	07/04/2015	07/04/2015	Edit	Cancel
229657	12E Compliance Agent Entry Level	Central Virginia Criminal Justice Academy (Private Security Training)	11/18/2015	11/18/2015	Christopher L McDonald	07/04/2015	07/04/2015	Edit	Cancel
229661	12E Compliance Agent Entry Level	Hampton Roads Training Academy (Private Security Training)	11/12/2015	11/12/2015	Christopher L McDonald	07/04/2015	07/04/2015	Edit	Cancel
229651	12E Compliance Agent Entry Level	State Police Training Academy (Private Security Training)	11/04/2015	11/04/2015	Christopher L McDonald	07/04/2015	07/04/2015	Edit	Cancel
229647	12E Compliance Agent Entry Level	Rappahannock Criminal Justice Academy (Private Security Training)	10/21/2015	10/21/2015	Christopher L McDonald	07/04/2015	07/04/2015	Edit	Cancel
229644	12E Compliance Agent Entry Level	State Police Training Academy (Private Security Training)	10/14/2015	10/14/2015	Christopher L McDonald	07/04/2015	07/04/2015	Edit	Cancel
229640	12E Compliance Agent Entry Level	Central Shenandoah Criminal Justice Academy (Private Security Training)	09/23/2015	09/24/2015	Christopher L McDonald	07/04/2015	07/04/2015	Edit	Cancel
229637	12E Compliance Agent Entry Level	State Police Training Academy (Private Security Training)	09/09/2015	09/09/2015	Christopher L McDonald	07/04/2015	07/04/2015	Edit	Cancel
229633	12E Compliance Agent Entry Level	Hampton Roads Training Academy (Private Security Training)	09/02/2015	09/02/2015	Christopher L McDonald	07/04/2015	07/04/2015	Edit	Cancel
229624	12E Compliance Agent Entry Level	State Police Training Academy (Private Security Training)	08/26/2015	08/26/2015	Christopher L McDonald	07/04/2015	07/04/2015	Edit	Cancel
229621	12E Compliance Agent Entry Level	Rappahannock Criminal Justice Academy (Private Security Training)	08/19/2015	08/19/2015	Christopher L McDonald	07/04/2015	07/04/2015	Edit	Cancel

New Session Entry

229619	12I Regulatory Compliance InService	Central Virginia Criminal Justice Academy (Private Security Training)	08/13/2015	08/13/2015	Christopher L McDonald	07/04/2015	07/04/2015	Edit Cancel
229615	12I Regulatory Compliance InService	Central Shenandoah Criminal Justice Academy (Private Security Training)	07/23/2015	07/23/2015	Christopher L McDonald	07/04/2015	07/04/2015	
229668	13I Instructor Development InService	State Police Training Academy (Private Security Training)	12/10/2015	12/10/2015	Christopher L McDonald	07/04/2015	07/04/2015	Edit Cancel
229665	13I Instructor Development InService	Rappahannock Criminal Justice Academy (Private Security Training)	12/03/2015	12/03/2015	Christopher L McDonald	07/04/2015	07/04/2015	Edit Cancel
229660	13I Instructor Development InService	Central Virginia Criminal Justice Academy (Private Security Training)	11/19/2015	11/19/2015	Christopher L McDonald	07/04/2015	07/04/2015	Edit Cancel
229656	13I Instructor Development InService	Hampton Roads Training Academy (Private Security Course)	11/13/2015	11/13/2015	Christopher L McDonald	07/04/2015	07/04/2015	Edit Cancel
229653	13I Instructor Development InService	State Police Training Academy (Private Security Training)	11/05/2015	11/05/2015	Christopher L McDonald	07/04/2015	07/04/2015	Edit Cancel
229649	13I Instructor Development InService	Rappahannock Criminal Justice Academy (Private Security Training)	10/22/2015	10/22/2015	Christopher L McDonald	07/04/2015	07/04/2015	Edit Cancel
229646	13I Instructor Development InService	State Police Training Academy (Private Security Training)	10/15/2015	10/15/2015	Christopher L McDonald	07/04/2015	07/04/2015	Edit Cancel
229642	13I Instructor Development InService	Central Shenandoah Criminal Justice Academy (Private Security Training)	09/24/2015	09/24/2015	Christopher L McDonald	07/04/2015	07/04/2015	Edit Cancel
229639	13I Instructor Development InService	State Police Training Academy (Private Security Course)	09/10/2015	09/10/2015	Christopher L McDonald	07/04/2015	07/04/2015	Edit Cancel
229635	13I Instructor Development InService	Hampton Roads Training Academy (Private Security Training)	09/03/2015	09/03/2015	Christopher L McDonald	07/04/2015	07/04/2015	Edit Cancel
229627	13I Instructor Development InService	State Police Training Academy (Private Security Training)	08/27/2015	08/27/2015	Christopher L McDonald	07/04/2015	07/04/2015	Edit Cancel
229623	13I Instructor Development InService	Rappahannock Criminal Justice Academy (Private Security Training)	08/20/2015	08/20/2015	Christopher L McDonald	07/04/2015	07/04/2015	Edit Cancel
229620	13I Instructor Development InService	Central Virginia Criminal Justice Academy (Private Security Training)	08/13/2015	08/13/2015	Christopher L McDonald	07/04/2015	07/04/2015	Edit Cancel
060249	14I Firearms Instructor InService	VSP	08/06/2015	08/06/2015	0	07/16/2015	07/16/2015	Edit Cancel

You have training sessions that need to be confirmed. Please click the Next button to complete the process.

This statement will appear at the bottom to ensure you have completed entry and need to add a roster at later date.

Cancel or Edit a Training Session

Cancel/Edit a Session

The screenshot displays a web browser window with the URL <https://www.cms.dcs.virginia.gov/GLSuiteWeb/Clients/VADCIS/Private/TrainingSchoolSession/Dashboard.aspx>. The page shows a list of training sessions with columns for ID, Instructor, Location, Dates, and a 'Roster' link. At the bottom of the page, there are two buttons: 'Training Session' and 'Logout'. A yellow callout box on the left contains the text: 'To create a new training session scroll to the bottom of the page and select training session'. A red arrow points from this box to the 'Training Session' button.

218311	13I Instructor Development InService	Police Department Training Academy in Roanoke City (Southwest - RCPA)	02/25/2015 02/25/2015 07/04/2015 07/04/2015	Roster
218312	13I Instructor Development InService	Police Department Training Academy in Roanoke City (Southwest - RCPA)	02/25/2015 02/25/2015 07/04/2015 07/04/2015	Roster
218322	13I Instructor Development InService	Chesterfield County Sheriff's Training Academy in Chesterfield (Central - CCSO)	02/12/2015 02/12/2015 07/04/2015 07/04/2015	Roster
217563	13I Instructor Development InService	Rappahannock Regional Criminal Justice Academy in Fredericksburg (Northern - RCJRA)	02/11/2015 02/11/2015 07/04/2015 07/04/2015	Roster
218317	13I Instructor Development InService	Central Shenandoah Criminal Justice Academy in Harrisonburg - Weyers Cave (Northwest - CSCJTA)	02/10/2015 02/10/2015 07/04/2015 07/04/2015	Roster
218296	13I Instructor Development InService	Virginia State Police Training Academy in Richmond (Central - VSP)	01/08/2015 01/08/2015 07/04/2015 07/04/2015	Roster
214206	13I Instructor Development InService	Virginia State Police Training Academy Richmond, VA	12/10/2014 12/10/2014 07/04/2015 07/04/2015	Roster
214209	13I Instructor Development InService	1100 Bank Street Richmond VA 23219	11/20/2014 11/20/2014 07/04/2015 07/04/2015	Roster
208136	13I Instructor Development InService	VSP	10/17/2014 10/17/2014 07/04/2015 07/04/2015	Roster
199824	13I Instructor Development InService	VSP	08/11/2014 08/11/2014 07/04/2015 07/04/2015	Roster
199560	13I Instructor Development InService	Virginia State Police Academy	07/18/2014 07/18/2014 07/04/2015 07/04/2015	Roster
218313	14I Firearms Instructor InService	Roanoke Police Department Training Academy in Roanoke City (Southwest - RCPA)	03/25/2015 03/25/2015 07/04/2015 07/04/2015	Roster
218307	14I Firearms Instructor InService	Virginia State Police Training Academy in Richmond (Central - VSP)	03/19/2015 03/19/2015 07/04/2015 07/04/2015	Roster
217564	14I Firearms Instructor InService	Rappahannock Regional Criminal Justice Academy in Fredericksburg (Northern - RCJRA)	03/11/2015 03/11/2015 07/04/2015 07/04/2015	Roster
218319	14I Firearms Instructor InService	Central Shenandoah Criminal Justice Academy in Harrisonburg - Weyers Cave (Northwest - CSCJTA)	03/10/2015 03/10/2015 07/04/2015 07/04/2015	Roster
218424	14I Firearms Instructor InService	Virginia State Police Training Academy in Richmond (Central - VSP)	02/19/2015 02/19/2015 07/04/2015 07/04/2015	Roster
218323	14I Firearms Instructor InService	Chesterfield County Sheriff's Training Academy in Chesterfield (Central - CCSO)	02/12/2015 02/12/2015 07/04/2015 07/04/2015	Roster
218298	14I Firearms Instructor InService	Virginia State Police Training Academy in Richmond (Central - VSP)	01/08/2015 01/08/2015 07/04/2015 07/04/2015	Roster
214214	14I Firearms Instructor InService	Virginia State Police Training Academy - Richmond, VA	11/20/2014 11/20/2014 07/04/2015 07/04/2015	Roster
199826	14I Firearms Instructor InService	VSP	08/11/2014 08/11/2014 07/04/2015 07/04/2015	Roster
202280	14I Firearms Instructor InService	VSP	07/18/2014 07/18/2014 07/04/2015 07/04/2015	Roster
229702	30I Electronic Security Core InService	online	03/30/2015 03/30/2015 07/04/2015 07/04/2015	Roster

To create a new training session scroll to the bottom of the page and select training session

[Training Session](#) [Logout](#)

Cancel/Edit a Session

The screenshot shows a web browser window with the URL <https://www.cms.djcs.virginia.gov/GLSuiteWeb/Clients/VADCJS/Private/TrainingSchool/Session/TrainingSession.aspx>. The page displays a table of training sessions. At the bottom of the table, there is a red message: "You have training sessions that need to be confirmed. Please click the Next button to complete the process." Below this message are buttons for "Add Session", "Next", and "Save and Return to Dashboard".

229615	121 Regulatory Compliance InService	Central Shenandoah Criminal Justice Academy (Private Security Training)	07/23/2015	07/23/2015	Christopher L McDonald	07/04/2015	07/04/2015	Cancel
229668	131 Instructor Development InService	State Police Training Academy (Private Security Training)	12/10/2015	12/10/2015	Christopher L McDonald	07/04/2015	07/04/2015	Edit Cancel
229665	131 Instructor Development InService	Rappahannock Criminal Justice Academy (Private Security Training)	12/03/2015	12/03/2015	Christopher L McDonald	07/04/2015	07/04/2015	Edit Cancel
229660	131 Instructor Development InService	Central Virginia Criminal Justice Academy (Private Security Training)	11/19/2015	11/19/2015	Christopher L McDonald	07/04/2015	07/04/2015	Edit Cancel
229656	131 Instructor Development InService	Hampton Roads Training Academy (Private Security Course)	11/13/2015	11/13/2015	Christopher L McDonald	07/04/2015	07/04/2015	Edit Cancel
229653	131 Instructor Development InService	State Police Training Academy (Private Security Training)	11/05/2015	11/05/2015	Christopher L McDonald	07/04/2015	07/04/2015	Edit Cancel
229649	131 Instructor Development InService	Rappahannock Criminal Justice Academy (Private Security Training)	10/22/2015	10/22/2015	Christopher L McDonald	07/04/2015	07/04/2015	Edit Cancel
229646	131 Instructor Development InService	State Police Training Academy (Private Security Training)	10/15/2015	10/15/2015	Christopher L McDonald	07/04/2015	07/04/2015	Edit Cancel
229642	131 Instructor Development InService	Central Shenandoah Criminal Justice Academy (Private Security Training)	09/24/2015	09/24/2015	Christopher L McDonald	07/04/2015	07/04/2015	Edit Cancel
229639	131 Instructor Development InService	State Police Training Academy (Private Security Course)	09/10/2015	09/10/2015	Christopher L McDonald	07/04/2015	07/04/2015	Edit Cancel
229635	131 Instructor Development InService	Hampton Roads Training Academy (Private Security Training)	09/03/2015	09/03/2015	Christopher L McDonald	07/04/2015	07/04/2015	Edit Cancel
229627	131 Instructor Development InService	State Police Training Academy (Private Security Training)	08/27/2015	08/27/2015	Christopher L McDonald	07/04/2015	07/04/2015	Edit Cancel
229623	131 Instructor Development InService	Rappahannock Criminal Justice Academy (Private Security Training)	08/20/2015	08/20/2015	Christopher L McDonald	07/04/2015	07/04/2015	Edit Cancel
229620	131 Instructor Development InService	Central Virginia Criminal Justice Academy (Private Security Training)	08/13/2015	08/13/2015	Christopher L McDonald	07/04/2015	07/04/2015	Edit Cancel
229616	131 Instructor Development InService	Central Shenandoah Criminal Justice Academy (Private Security Training)	07/23/2015	07/23/2015	Christopher L McDonald	07/04/2015	07/04/2015	Cancel
060249	141 Firearms Instructor InService	VSP	08/06/2015	08/06/2015	0	07/16/2015	07/16/2015	Cancel

Callout 1 (Left): Select Cancel to cancel the session- Once you cancel it cannot be undone.

Callout 2 (Right): Select edit and you will go to another screen.

Message: You have training sessions that need to be confirmed. Please click the Next button to complete the process.

Cancel/Edit a Session

DCJS VIRGINIA DEPARTMENT OF CRIMINAL JUSTICE SERVICES
Improving and promoting public safety in the Commonwealth

Training Session Management

Edit the information for the training session that is listed below.

Course
[Dropdown menu]

Range
[Dropdown menu]

To select the instructor, enter their DCJS ID# or SSN and click the Search button. Select the instructor from the search results

Instructor DCJS ID# or SSN
Christopher L. McDonald *

Location
100 Bank Street

Start Date
12/09/2015 *

End Date
12/09/2015 *

Start Time (Enter in Military Time Format)
0830 *

End Time (Enter in Military Time Format)
1700 *

Comments
[Text area]

*Indicates a required field.

Edit session here please fill in all necessary fields marked with a red asterisks

Select Save

Enter a Roster

Enter a Roster

The screenshot shows a web browser window displaying a list of training sessions. The browser address bar shows the URL: <https://www.cms.dcs.virginia.gov/GLSuiteWeb/Clients/VADCIS/Private/TrainingSchoolSession/Dashboard.aspx>. The page contains a table with columns for session ID, instructor type, location, dates, and a 'Roster' link. A red arrow points to the 'Roster' link for session 218319. A yellow callout box with a red arrow pointing to the 'Roster' link contains the text: 'Find the session you wish to add a roster to and select roster at the end of the line'. At the bottom of the page, there are buttons for 'Training Session' and 'Logout'.

218311	13I Instructor Development InService	Police Department Training Academy in Roanoke City (Southwest - RCPA)	02/25/2015 02/25/2015 07/04/2015 07/04/2015	Roster
218312	13I Instructor Development InService	Police Department Training Academy in Roanoke City (Southwest - RCPA)	02/25/2015 02/25/2015 07/04/2015 07/04/2015	Roster
218322	13I Instructor Development InService	Chesterfield County Sheriff's Training Academy in Chesterfield (Central - CCSO)	02/12/2015 02/12/2015 07/04/2015 07/04/2015	Roster
217563	13I Instructor Development InService	Rappahannock Regional Criminal Justice Academy in Fredericksburg (Northern - RCJRA)	02/11/2015 02/11/2015 07/04/2015 07/04/2015	Roster
218317	13I Instructor Development InService	Central Shenandoah Criminal Justice Academy in Harrisonburg - Weyers Cave (Northwest - CSCJTA)	02/10/2015 02/10/2015 07/04/2015 07/04/2015	Roster
218296	13I Instructor Development InService	Virginia State Police Training Academy in Richmond (Central - VSP)	01/08/2015 01/08/2015 07/04/2015 07/04/2015	Roster
214206	13I Instructor Development InService	Virginia State Police Training Academy Richmond, VA	12/10/2014 12/10/2014 07/04/2015 07/04/2015	Roster
214209	13I Instructor Development InService	1100 Bank Street Richmond VA 23219	11/20/2014 11/20/2014 07/04/2015 07/04/2015	Roster
208136	13I Instructor Development InService	VSP	10/17/2014 10/17/2014 07/04/2015 07/04/2015	Roster
199824	13I Instructor Development InService	VSP	08/11/2014 08/11/2014 07/04/2015 07/04/2015	Roster
199560	13I Instructor Development InService	Virginia State Police Academy	07/18/2014 07/18/2014 07/04/2015 07/04/2015	Roster
218313	14I Firearms Instructor InService	Roanoke Police Department Training Academy in Roanoke City (Southwest - RCPA)	03/25/2015 03/25/2015 07/04/2015 07/04/2015	Roster
218307	14I Firearms Instructor InService	Virginia State Police Training Academy in Richmond (Central - VSP)	03/19/2015 03/19/2015 07/04/2015 07/04/2015	Roster
217564	14I Firearms Instructor InService	Rappahannock Regional Criminal Justice Academy in Fredericksburg (Northern - RCJRA)	03/11/2015 03/11/2015 07/04/2015 07/04/2015	Roster
218319	14I Firearms Instructor InService	Central Shenandoah Criminal Justice Academy in Harrisonburg - Weyers Cave (Northwest - CSCJTA)	03/10/2015 03/10/2015 07/04/2015 07/04/2015	Roster
218424	14I Firearms Instructor InService	Virginia State Police Training Academy in Richmond (Central - VSP)	02/19/2015 02/19/2015 07/04/2015 07/04/2015	Roster
218323	14I Firearms Instructor InService	Chesterfield County Sheriff's Training Academy in Chesterfield (Central - CCSO)	02/12/2015 02/12/2015 07/04/2015 07/04/2015	Roster
218298	14I Firearms Instructor InService	Virginia State Police Training Academy in Richmond (Central - VSP)	01/08/2015 01/08/2015 07/04/2015 07/04/2015	Roster
214214	14I Firearms Instructor InService	Virginia State Police Training Academy - Richmond, VA	11/20/2014 11/20/2014 07/04/2015 07/04/2015	Roster
199826	14I Firearms Instructor InService	VSP	08/11/2014 08/11/2014 07/04/2015 07/04/2015	Roster
202280	14I Firearms Instructor InService	VSP	07/18/2014 07/18/2014 07/04/2015 07/04/2015	Roster
229702	30I Electronic Security Core InService	online	03/30/2015 03/30/2015 07/04/2015 07/04/2015	Roster

[Training Session](#) [Logout](#)

Enter a Roster

https://www.cms.dcs.virginia.gov/GLSuiteWeb/Clients/VADCJS/Private/TrainingSchoolSession/Roster.aspx

GLSuite6 cms.dcs.virginia.gov New Tab

ROCS MyLicense Office -cmcd... CA Manual EmployeeDirect Employee Connection Osprey GL CMS

DCJS VIRGINIA DEPARTMENT OF CRIMINAL JUSTICE SERVICES
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Roster Management

Enter the individual's SSN or DCJS ID# and click the Entity Lookup button to find the individual to add to the roster. Click the link in the search results to add that individual to the roster.

SSN: DCJS ID#:

Type in social or DCJS number select search

Enter a Roster

https://www.cms.dcs.virginia.gov/GLSuiteWeb/Clients/VADCJS/Private/TrainingSchoolSession/Roster.aspx

DCJS VIRGINIA DEPARTMENT OF CRIMINAL JUSTICE SERVICES
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Roster Management

Enter the individual's SSN or DCJS ID# and click the Entity Lookup button to find the individual to add to the roster. Click the link in the search results to add that individual to the roster.

SSN: DCJS ID#:

There was not a match found for the information that you entered. Please enter the following information to create the individual.

First Name:

Middle Name:

Last Name:

SSN:

DOB:

Street 1:

Street 2:

City:

State:

Zip:

Phone:

Email:

***Indicates a required field.**

if no record found enter in the information in the

Enter a Roster

The screenshot shows a web browser window with the URL <https://www.cms.dcs.virginia.gov/GLSuiteWeb/Clients/VADCJS/Private/TrainingSchoolSession/Roster.aspx>. The page header features the DCJS logo and the text "VIRGINIA DEPARTMENT OF CRIMINAL JUSTICE SERVICES" and "Improving and promoting public safety in the Commonwealth".

The main content area is titled "Roster Management" and contains the following instructions: "Enter the individual's SSN or DCJS ID# and click the Entity Lookup button to find the individual to add to the roster. Click the link in the search results to add that individual to the roster."

Below the instructions are two input fields: "SSN: 2 [redacted]" and "DCJS ID#: []", with a "Search" button to the right. Below the search fields is a "Search Results:" section containing a table with the following data:

Student Name	SSN	DCJS ID#
Karen B [redacted]	[redacted]	[redacted]

Below the table are "Cancel" and "Save" buttons. A red arrow points to the "Student Name" column of the search results table.

If record is found, select the name

Enter a Roster

The screenshot shows a web browser window with the URL <https://www.cms.djcs.virginia.gov/GLSuiteWeb/Clients/VADCIS/Private/TrainingSchoolSession/Roster.aspx>. The page header features the DCJS logo and the text "VIRGINIA DEPARTMENT OF CRIMINAL JUSTICE SERVICES" and "Improving and promoting public safety in the Commonwealth". The main heading is "Roster Management". Below this, there is a paragraph of instructions: "Enter the individuals that completed this training session below. To enter an individual click the Add Individual button. If you need to remove an individual from the roster, click the Remove link next to the individual's name." The session details are: "Session ID: 229214", "Course: 12E Compliance Agent Entry Level", and "Date: 7/8/2015 - 7/8/2015". A table with columns "SSN", "DCJS ID", and "Student Name" is shown. The first row has a redacted SSN, a redacted DCJS ID, and the name "White". To the right of the name is a blue "Upload Photo" link. A red arrow points to this link. Below the table is an "Add Individual" button. At the bottom of the form are "Next" and "Save and Return to Dashboard" buttons.

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Roster Management

Enter the individuals that completed this training session below. To enter an individual click the Add Individual button. If you need to remove an individual from the roster, click the Remove link next to the individual's name.

Session ID: 229214
Course: 12E Compliance Agent Entry Level
Date: 7/8/2015 - 7/8/2015

SSN	DCJS ID	Student Name	
[REDACTED]	[REDACTED]	White	Upload Photo

Add Individual

Next Save and Return to Dashboard

- Here you can upload a photo.
1. Select upload a photo
 2. A pop up will show
 3. Select photo from file then click open
 4. The buttons will say processing (please wait till the system is finished processing before you select anything else)
 5. Note : As of July 1st SCOP no longer require a photo upload

Enter a Roster

DCJS VIRGINIA DEPARTMENT OF
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Roster Management

Enter the individuals that completed this training session below. To enter an individual click the Add Individual button. If you need to remove an individual from the roster, click the Remove link next to the individual's name.

Session ID: 229214
Course: 12E Compliance Agent Entry Level
Date: 7/8/2015 - 7/8/2015

SSN	DCJS ID	Student Name	
[REDACTED]	[REDACTED]	John White	Upload Photo

Add Individual

Next Save and Return to Dashboard

Select next to finalize or save and return to dashboard to add participants later

Enter a Roster

The screenshot shows a web browser window with the URL <https://www.cms.dcs.virginia.gov/GLSuiteWeb/Client/YADCIS/Private/TrainingSchoolSession/RosterConfirmation.aspx>. The page header features the DCJS logo and the text "VIRGINIA DEPARTMENT OF CRIMINAL JUSTICE SERVICES" and "Improving and promoting public safety in the Commonwealth".

The main content area is titled "Confirmation Page" and contains the following text:

Please review the following roster information that you have submitted. If any of the information needs to be edited, click the edit link.

Session ID: 229214
Course: 12E Compliance Agent Entry Level
Date: 7/8/2015 - 7/8/2015

SSN	DCJS ID	Student Name	Edit
[REDACTED]	[REDACTED]	Donald	

Below the table, there is a text input field containing a name, followed by the text: "do hereby affirm under penalty of civil and criminal law, that all statements and entries contained herein on this public record to be true, compliant and factual. See Virginia Code §18.2-168." To the right of this text is a "Next" button.

Two red arrows point from a yellow text box at the bottom to the text input field and the "Next" button. The yellow box contains the text: "After you select next enter your name on the affirmation page and select next or edit to add a name only".

Enter a Roster

DCJS VIRGINIA DEPARTMENT OF CRIMINAL JUSTICE SERVICES
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Receipt Page

Listed below are the training rosters that you have added or edited. Please print this page as a receipt.

Session ID: 229214
Course: 12E Compliance Agent Entry Level
Date: 7/8/2015 - 7/8/2015

SSN	DCJS ID#	Name	Created On	Edited On
			7/2015	
			7/2015	
			7/2015	
			7/2015	
			7/2015	
			4/2015	

On this page you may print your roster (you cannot recall this page again) select finish

End Show