




Account Creation Instruction Set

A screenshot of the Benchmark Analytics login and account creation interface. The interface is overlaid on a background image of two people working at a desk. The login form includes a "Username" field, a "Password" field, a "Remember me" checkbox, a "Log in" button, and an "OR" separator. Below the separator is a "Log in using corporate account" button with a corporate logo. A link "Forgot your username or password?" is located below the corporate login button. At the bottom, there is a "Don't have an account?" section with a "Create an account" button.




Username

Password

☒ Remember me

[Log in](#)

OR

 [Log in using corporate account](#)

[Forgot your username or password?](#)

Don't have an account?

[Create an account](#)

Overview

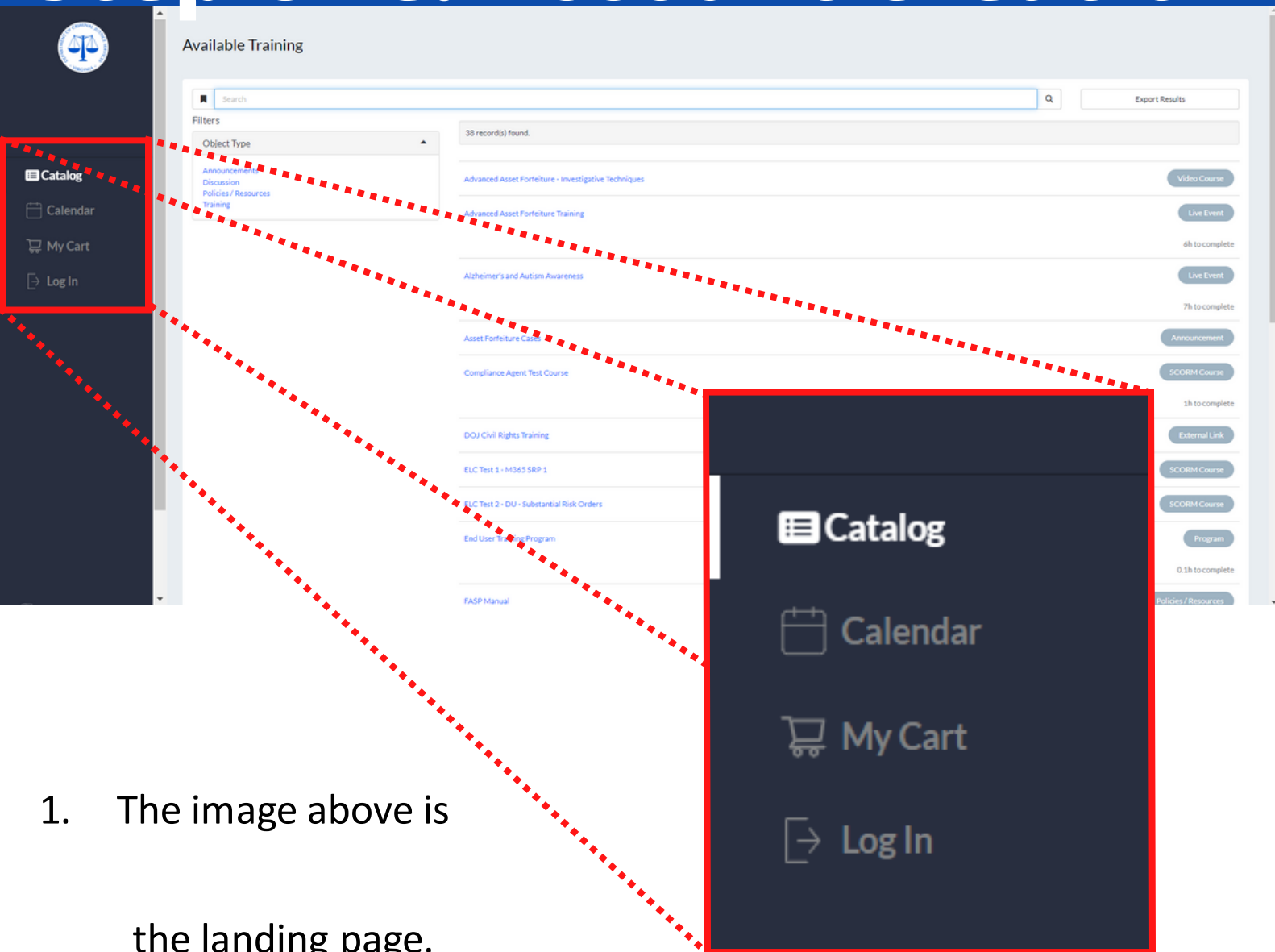
This instruction set is intended to be used as a guide for creating a new user account in the Benchmark Analytics Learning Management System. A link to the website can be found below.

<https://training.benchmarkonline.app/dcjs>

Information Required

- User Email
- User First Name
- User Last Name
- A Password
- User Phone Number
- User's Time Zone
- User's Hotel

Step One: Account Creation



1. The image above is the landing page.

The user will see

this upon clicking

the [access link](#).

2. The user needs to

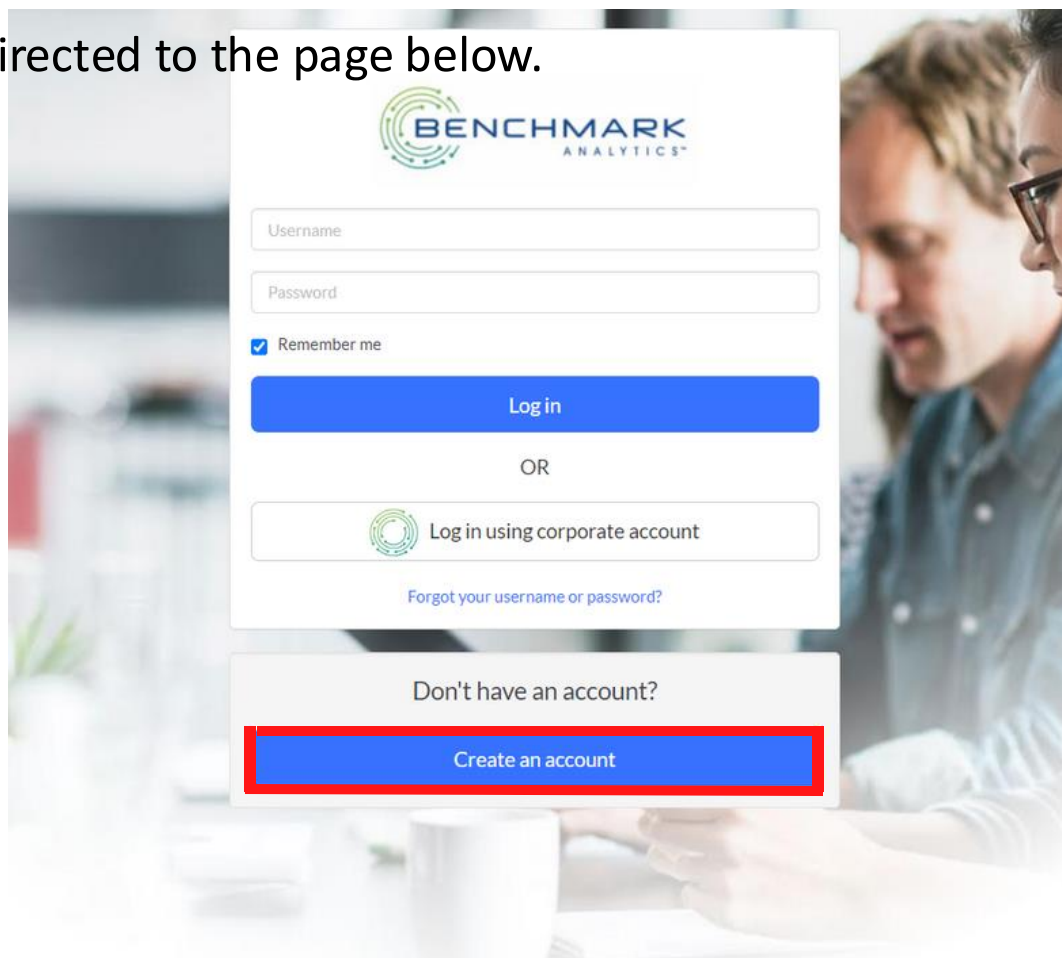
select the

option to continue.



3. After selecting the  option. The user will be

directed to the page below.

The image shows a login page for 'BENCHMARK ANALYTICS'. The page has a white background with a blue header containing the company logo. Below the logo are two input fields for 'Username' and 'Password'. A checkbox labeled 'Remember me' is checked. A blue 'Log in' button is positioned below the password field. Below this is the word 'OR' and a button with a circular icon and the text 'Log in using corporate account'. A link 'Forgot your username or password?' is located below the corporate account button. At the bottom of the login section is a grey box with the text 'Don't have an account?' and a blue 'Create an account' button, which is highlighted with a red rectangular outline.

4.  account, the user will select the

option, outlined above in **RED**.

Step Two: User Registration

1. Create an account

option, the site will take

the user to the page
2. The user will enter the
displayed on the right.
information referenced

on page 3, "Information

Required", into the
3. To continue account

appropriate fields.
creation, the user will

scroll down on the

webpage to view



Create Account

(Fields marked below are required)

Email

Email

First Name

First Name

Last Name

Last Name

Password

Password

Password must:

- ☐ Contain at least one lower case letter
- ☐ Contain at least one upper case letter
- ☐ Contain at least one number
- ☐ Contain at least one non-alphanumeric symbol
- ☐ Be at least 14 characters

Confirm Password

Confirm Password

Company

Search by any part of Company name

- ☐ Anti-Human Trafficking Professional
- ☐ Campus Security Officer (CSO)
- ☐ Campus/Higher Ed
- ☐ CCCA and PSA Programs
- ☐ Drury Hotels
- ☐ Extended Stay America
- ☐ Forfeited Asset Sharing Program-FASP
- ☐ Hilton & Hilton Vacation Club
- ☐ Hotel - Independent & Other

Create Account

Step Two (Continued)

4. In the Company information

section, the user must select at

least one option that best suits

5. If the user is unable to find

their professional or DCIS
affiliation, the appropriate hotel

selection, the user will select

the "Hotel - Independent &

Other" option. This option is

6. When all the appropriate information has been entered

and selected, click

to continue.

Company

Search by any part of Company name


- ☐ Anti-Human Trafficking Professional
- ☐ Campus Security Officer (CSO)
- ☐ Campus/Higher Ed
- ☐ CCCA and PSA Programs
- ☐ Drury Hotels
- ☐ Extended Stay America
- ☐ Forfeited Asset Sharing Program-FASP
- ☐ Hilton & Hilton Vacation Club
- ☐ Hotel - Independent & Other

Create Account

Cancel

Save


Step Two (Continued)


 Account

Account Information

Contact Information

Company

VA DCJS Hotel Details 

 VA DCJS Hotel Details

Hotel Name


Attribute is required.

Hotel City


Attribute is required.

Hotel Zip Code

Attribute is required.

- The webpage will then guide the user to
- the page above
- The user must input information specific to their hotel. The "Hotel Name", the "Hotel
- City", and the "Hotel Zip Code" are entered,
- the required fields will be removed.
- To continue, select the  icon at the top right corner of the screen.

Account

Account Information	Contact Information	
Contact Information 	Country	--Select--
Company	State	--Select--
VA DCJS Hotel Details	Time Zone	--Select Time Zone--
	City	City
	Street Address	Address
	Phone	() - -
	Extension	
	Zip Code	Zip Code

Save

11. Selecting the icon

will change the webpage

to the one pictured above.

12. The user must select

their time zone and enter

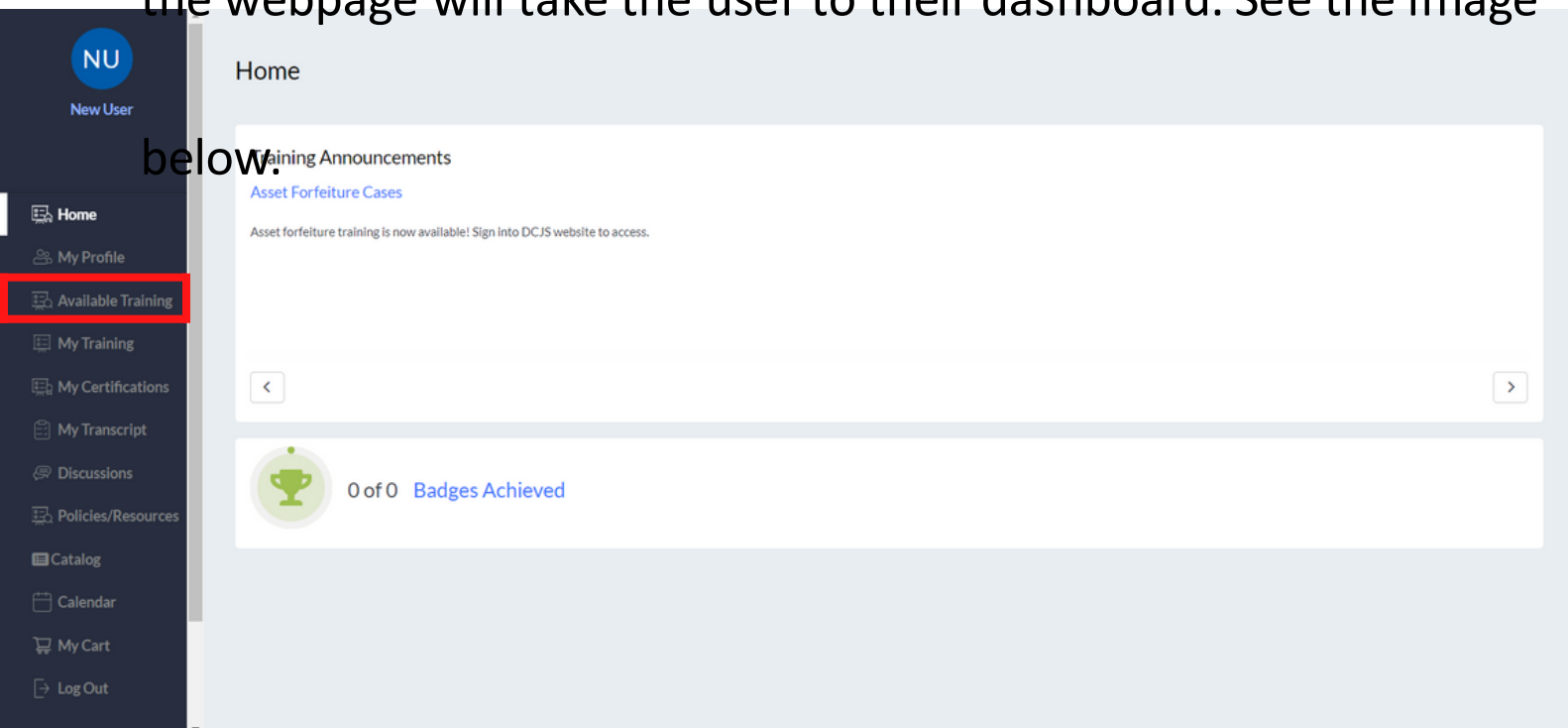
Save

a correct phone number.

Step Three: Begin Training

1. Once the user has input all the appropriate information and saved,

the webpage will take the user to their dashboard. See the image below.



2. The user will search for the *“Human Trafficking Awareness for Hotels”* training under the "Available Training" tab outlined in **RED**.