



USER GUIDE



DCJS

Virginia Department of Criminal Justice Services



TABLE OF CONTENTS

Login3

Navigate to Training4

Find Available Training5

Register for Training.....5

Add to Calendar8

My Training9

Withdraw from Training.....10

My Transcript.....12

Upload Proof of Certification13

Download Certificates14



LOGIN

Visit <https://training.benchmarkonline.app/dcjs> and enter your Username (the email address used at registration) and Password.



Username

Password

[Forgot password?](#)

Log in

Customer Support

© 2023 Benchmark Analytics • All Rights Reserved •

After logging into the system, you will land on the [Home](#) tab.

DA

Dannie Anderson

PST-VCSCS

PST-VCSCS

New Report

Home

People

My Profile

Organizations

My Organization

Reports

Training

Admin

Log Out

Action Items

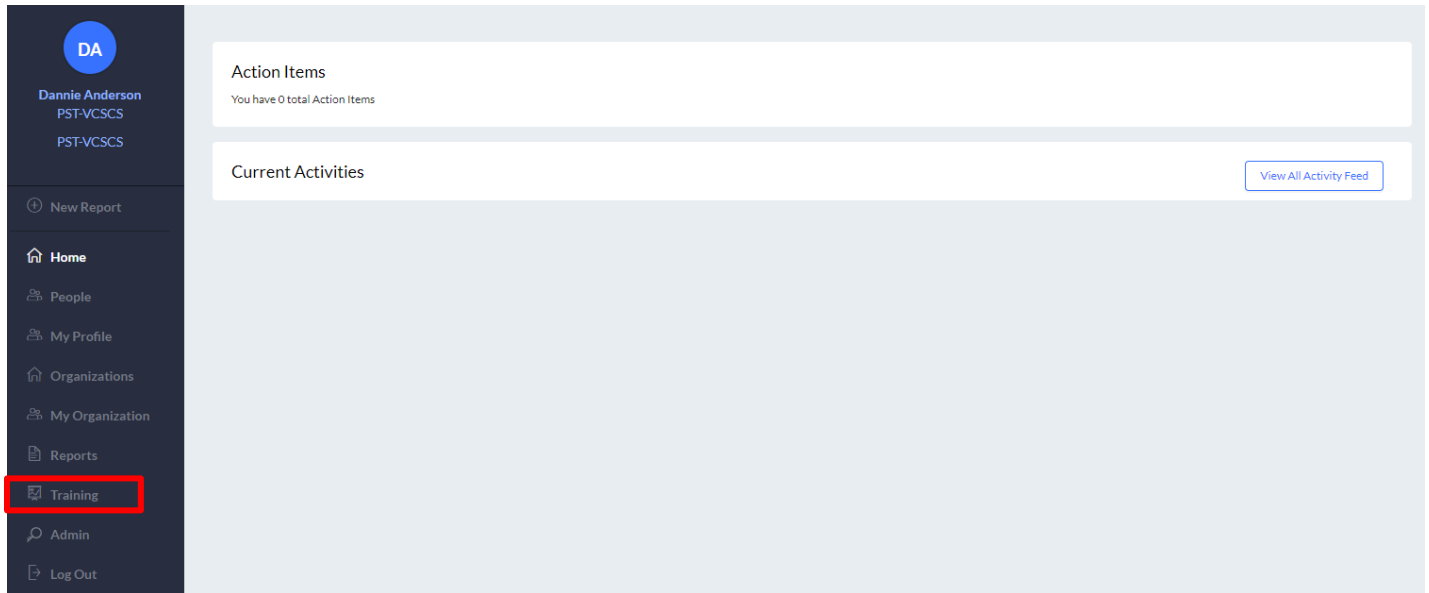
You have 0 total Action Items

Current Activities

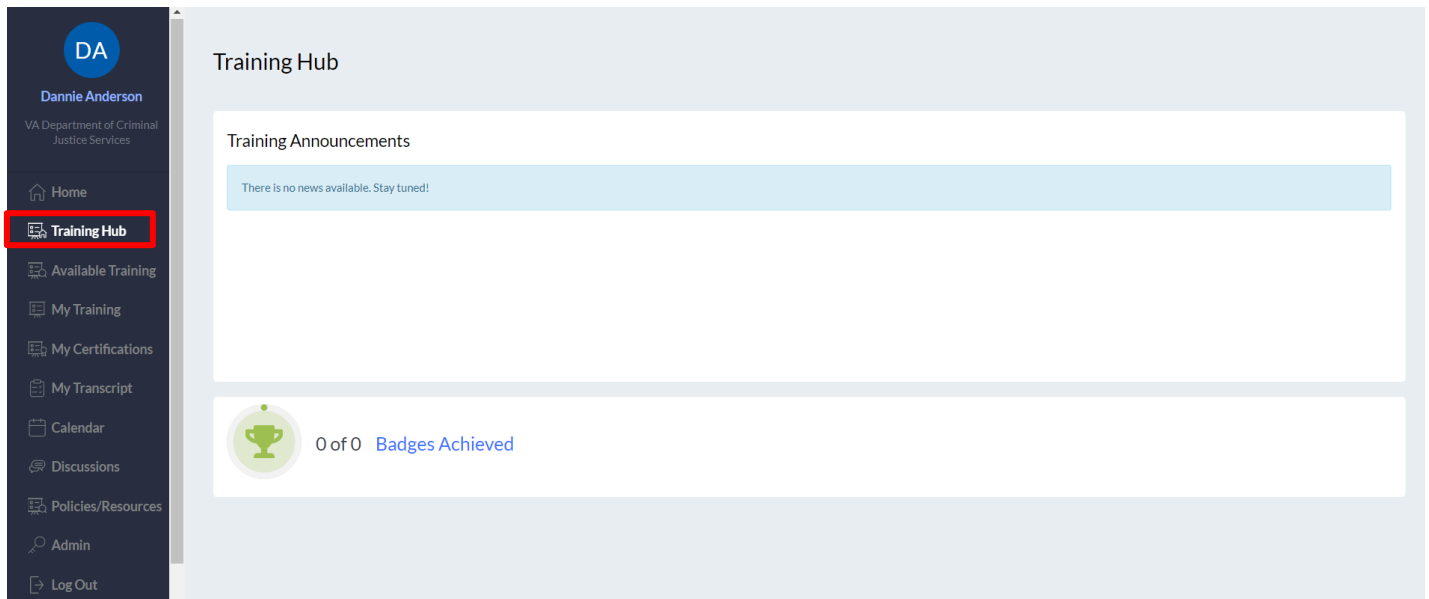
View All Activity Feed

NAVIGATE TO TRAINING

To access the Training Management System (TMS), select [Training](#) in the left-hand navigation.



After selecting training, users will land on the [Training Hub](#) tab.



FIND AVAILABLE TRAINING

To find available training, select the [Available Training](#) tab in the left-hand navigation section.

The screenshot shows the 'Available Training' page. The left navigation menu has the 'Available Training' tab highlighted with a red box. The main content area displays a list of training courses. The first course, 'HT - Human Trafficking Awareness for Hotels', is highlighted with a red box. The course details include the title, the type (SCORM Course), and the duration (0.5h to complete).

Object Type	Training Title	Course Type	Duration
Announcements	HT - Human Trafficking Awareness for Hotels	SCORM Course	0.5h to complete
Discussion	VCS - A Community Approach to Behavioral Threat Assessment and Management	Live Event	13h to complete
Policies / Resources	VCS - Adult Sexual Misconduct for All School Staff	SCORM Course	0.5h to complete
Training	VCS - Adult Sexual Misconduct for School Administrators	SCORM Course	0.25h to complete
	VCS - Higher Ed Information Sharing Guide	SCORM Course	0.5h to complete

REGISTER FOR TRAINING

To register for training, select the title of the course.

The screenshot shows the 'Available Training' page. The left navigation menu has the 'Available Training' tab highlighted with a red box. The main content area displays a list of training courses. The course title 'VCS - Adult Sexual Misconduct for All School Staff' is highlighted with a red box. The course details include the title, the type (SCORM Course), and the duration (0.5h to complete).

Object Type	Training Title	Course Type	Duration
Announcements	HT - Human Trafficking Awareness for Hotels	SCORM Course	0.5h to complete
Discussion	VCS - A Community Approach to Behavioral Threat Assessment and Management	Live Event	13h to complete
Policies / Resources	VCS - Adult Sexual Misconduct for All School Staff	SCORM Course	0.5h to complete
Training	VCS - Adult Sexual Misconduct for School Administrators	SCORM Course	0.25h to complete
	VCS - Higher Ed Information Sharing Guide	SCORM Course	0.5h to complete

DCJS - Benchmark Analytics® User Guide

For self-paced courses, select the [Start](#) button.

The screenshot shows the user interface for Dannie Anderson, a user in the VA Department of Criminal Justice Services. The left sidebar contains navigation links: Home, Training Hub, Available Training, My Training, My Certifications, My Transcript, Calendar, Discussions, Policies/Resources, Admin, and Log Out. The main content area displays the course 'VCS - Adult Sexual Misconduct for All School Staff' with a duration of 0.5 hours. A red box highlights the 'Start' button. Below the course title, there is a description and a 'Save' button. The 'Training categories' section lists 'Climate Improvement', 'K-12 Admin', 'School Safety', and 'Sexual Assault/Misconduct' (0.5). The 'Certificates' section shows 'VCS - Standard Certificate'. The 'Course format' is listed as 'SCORM Course'.

The system will confirm your registration.

The screenshot shows the user interface for Dannie Anderson, a user in the VA Department of Criminal Justice Services. The left sidebar contains navigation links: Home, Training Hub, Available Training, My Training, My Certifications, My Transcript, Calendar, Discussions, Policies/Resources, Admin, and Log Out. The main content area displays the course 'VCS - Adult Sexual Misconduct for All School Staff' with a duration of 0.5 hours. A red box highlights the 'IN PROGRESS' status. Below the course title, there is a description and a 'Continue' button. The 'Training categories' section lists 'Climate Improvement', 'K-12 Admin', 'School Safety', and 'Sexual Assault/Misconduct' (0.5). The 'Certificates' section shows 'VCS - Standard Certificate'. The 'Course format' is listed as 'SCORM Course'.

DCJS – Benchmark Analytics® User Guide

For live courses, select the [Register](#) button for the session date and time you plan to attend.

The screenshot displays the user interface for the 2023 ICAT course. On the left is a dark sidebar with a user profile 'AU Amy User' and navigation links: Home, Training Hub, Available Training, My Training, My Certifications, My Transcript, Calendar, Discussions, Settings, Admin, and Log Out. At the bottom of the sidebar is the Benchmark Analytics logo and 'Customer Support' link.

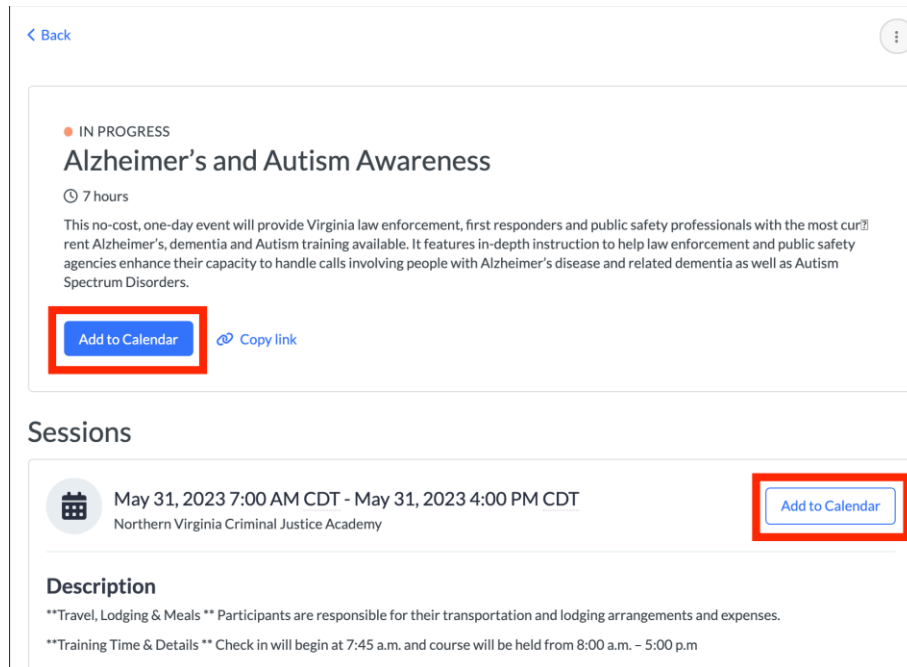
The main content area shows the course details for '2023 ICAT', which is 9 hours long. A description states: 'Integrating Communications, Assessment, and Tactics (ICAT): What It Is: o ICAT is a training program that provides first-responding police officers with tools, skills, and options for successfully and safely defusing a wide range of critical incidents. o ICAT takes the essential building blocks of critical thinking, crisis intervention, communications, and tactics, and puts them together in an integrated approach to training.' To the right is the ICAT logo with the tagline 'Integrating Communications, Assessment, and Tactics'. Below the description are buttons for 'Register', 'Save', and 'Copy link'.

Below the course details is a section titled 'Sessions' containing a table of five sessions. Each session is for 'Police Academy' and has '30 seats available'. The sessions are scheduled for Jan 5, Jan 6, Jan 9, Jan 10, and Jan 11, 2023, each from 8:00 AM CST to 6:00 PM CST. A red rectangular box highlights the 'Register' button for each of the five sessions.

Session Date and Time	Location	Seats Available	Action
Jan 5, 2023 8:00 AM CST - Jan 5, 2023 6:00 PM CST	Police Academy	30 seats available	Register
Jan 6, 2023 8:00 AM CST - Jan 6, 2023 6:00 PM CST	Police Academy	30 seats available	Register
Jan 9, 2023 8:00 AM CST - Jan 9, 2023 6:00 PM CST	Police Academy	30 seats available	Register
Jan 10, 2023 8:00 AM CST - Jan 10, 2023 6:00 PM CST	Police Academy	30 seats available	Register
Jan 11, 2023 8:00 AM CST - Jan 11, 2023 6:00 PM CST	Police Academy	30 seats available	Register

ADD TO CALENDAR

Once registered for a course, you can add to your calendar by selecting the [Add to Calendar](#) button.



< Back

● IN PROGRESS

Alzheimer's and Autism Awareness

🕒 7 hours

This no-cost, one-day event will provide Virginia law enforcement, first responders and public safety professionals with the most current Alzheimer's, dementia and Autism training available. It features in-depth instruction to help law enforcement and public safety agencies enhance their capacity to handle calls involving people with Alzheimer's disease and related dementia as well as Autism Spectrum Disorders.

[Add to Calendar](#) [Copy link](#)

Sessions

📅 May 31, 2023 7:00 AM CDT - May 31, 2023 4:00 PM CDT
Northern Virginia Criminal Justice Academy

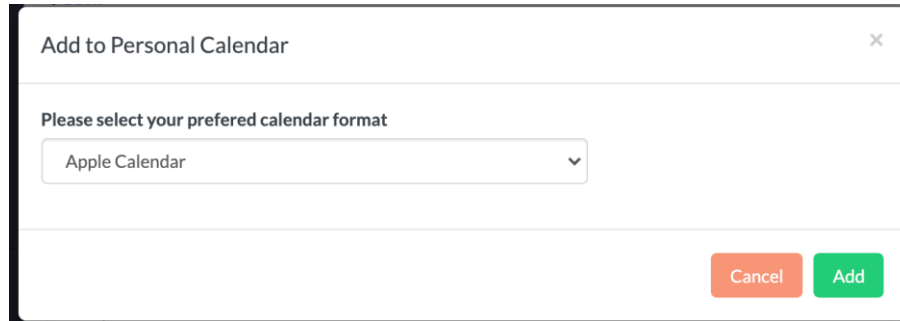
[Add to Calendar](#)

Description

**Travel, Lodging & Meals ** Participants are responsible for their transportation and lodging arrangements and expenses.

**Training Time & Details ** Check in will begin at 7:45 a.m. and course will be held from 8:00 a.m. - 5:00 p.m

A pop-up box will appear.



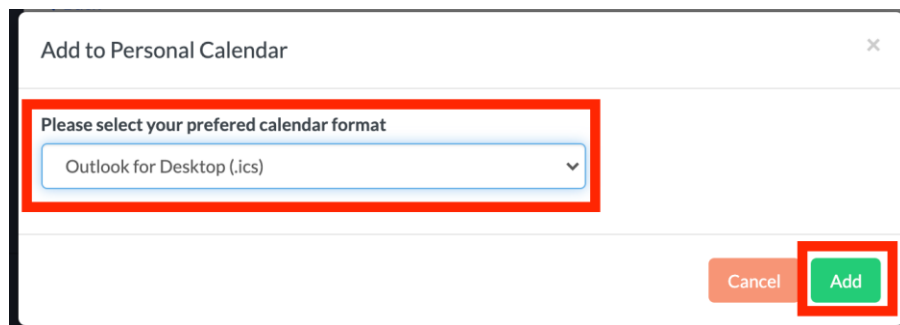
Add to Personal Calendar

Please select your preferred calendar format

Apple Calendar

Cancel Add

Select the appropriate calendar option and then select [Add](#).



Add to Personal Calendar

Please select your preferred calendar format

Outlook for Desktop (.ics)

Cancel Add

MY TRAINING

To find courses you are registered for, select the My Training Tab in the left-hand navigation.

The screenshot shows the 'My Training' page. On the left, a dark navigation menu lists various options, with 'My Training' highlighted by a red box. The main content area, titled 'My Training', features two buttons at the top: 'Download Your Courses' and 'Upload Proof of Certification'. Below these are two dropdown menus: 'View All' and 'All'. A section with radio buttons for 'Completed' (selected) and 'Not Completed' is present. The main part of the page is a table with the following columns: Name, My Target, Due Date, Completed Date, Registration Expiration, Score, Hours, and Status. A single row is visible in the table, with the course name 'VCS - Adult Sexual Misconduct for All School Staff' highlighted by a red box. The 'My Target' is 'Set', 'Hours' is '0.5h', and the 'Status' is 'In Progress'.

Name	My Target	Due Date	Completed Date	Registration Expiration	Score	Hours	Status
VCS - Adult Sexual Misconduct for All School Staff	Set					0.5h	In Progress

From the My Training tab, you can download your courses or launch a course by selecting the title.

This screenshot is identical to the previous one, but with additional red boxes highlighting the 'Download Your Courses' button in the top navigation bar and the course title 'VCS - Adult Sexual Misconduct for All School Staff' in the table, to illustrate the actions mentioned in the text.

Name	My Target	Due Date	Completed Date	Registration Expiration	Score	Hours	Status
VCS - Adult Sexual Misconduct for All School Staff	Set					0.5h	In Progress


WITHDRAW FROM TRAINING

To withdraw from a registered training, navigate to [My Training](#). Find the course and select the 3 dots to the left of the course name.

My Training

Download Your Courses Upload Proof of Certification View All All

Completed Not Completed


Name	My Target	Due Date	Completed Date	Registration Expiration	Score	Hours	Status
 VCS - Adult Sexual Misconduct for All School Staff	Set					0.5h	In Progress

A pop-out box will appear, select [Withdraw](#).

My Training

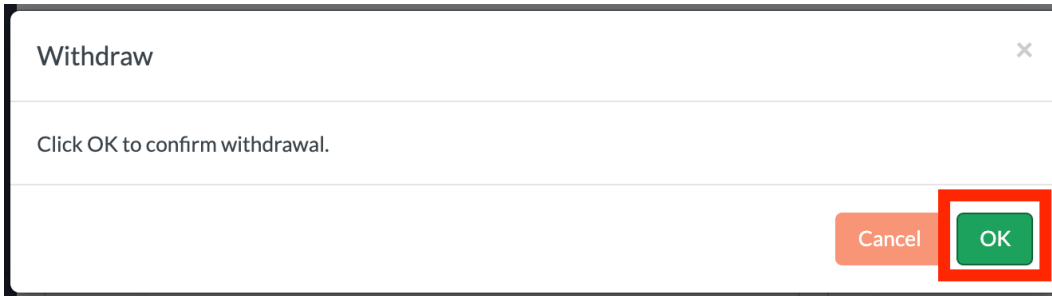
Download Your Courses Upload Proof of Certification View All All

Completed Not Completed

Name	My Target	Due Date	Completed Date	Registration Expiration	Score	Hours	Status
 VCS - Adult Sexual Misconduct for All School Staff	Set					0.5h	In Progress

- Details
- Launch
- Withdraw**
- Copy Link
- History

A pop-up box will appear, select **OK** to confirm.



The system will confirm the withdrawal and generate an email to the user and instructor.

Successfully withdrawn from the course.

MY TRANSCRIPT

To view a list of courses you have completed, select [My Transcript](#) from the left-hand navigation.

DA

Dannie Anderson

VA Department of Criminal Justice Services

Home

Training Hub

Available Training

My Training

My Certifications

My Transcript

Calendar

Discussions

Policies/Resources

Admin

Log Out

My Transcript

Download Your Courses

Upload Proof of Certification

View All

Completed

Completed

Not Completed

Name	My Target	Due Date	Completed Date	Registration Expiration	Score	Hours	Status
VCS - Adult Sexual Misconduct for All School Staff			May 24, 2023			0.5h	Passed

UPLOAD PROOF OF CERTIFICATION

To upload proof of certification, select the [Upload Proof of Certification](#) button located on the My Training, My Certifications, or My Transcript navigation items.

My Transcript

Download Your Courses **Upload Proof of Certification** View All Completed

Completed Not Completed

Name	My Target	Due Date	Completed Date	Registration Expiration	Score	Hours	Status
VCS - Adult Sexual Misconduct for All School Staff			May 24, 2023			0.5h	Passed

Fill out the form and select [Submit](#) in the upper right-hand corner of the page.

Cancel Save Draft **Submit**

→ Proof of certification (Fields marked below are required)

Dannie Anderson

Title

Certification file

Drop your file here or click to upload

Certification Entity

Registered date Completion date

Training Category

Select Category Hours +

Additional information

MY CERTIFICATIONS: DOWNLOADING A CERTIFICATE

The [My Certifications](#) tab serves as a centralized location to view earned or approved certifications. To download a copy of an earned certificate, first select the training name to go to the training details page. Next, select Print Certificate which will allow you to view, download, or print the certificate as needed.



To print a certificate for a completed course, select the 3 dots adjacent the course name in from [My Transcript](#) and click Certificate. A pop-up window will appear, select Download to save and print the certificate as needed.

