Account Creation Instruction Set

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

General Information

Information Required

- User Email

- User First Name
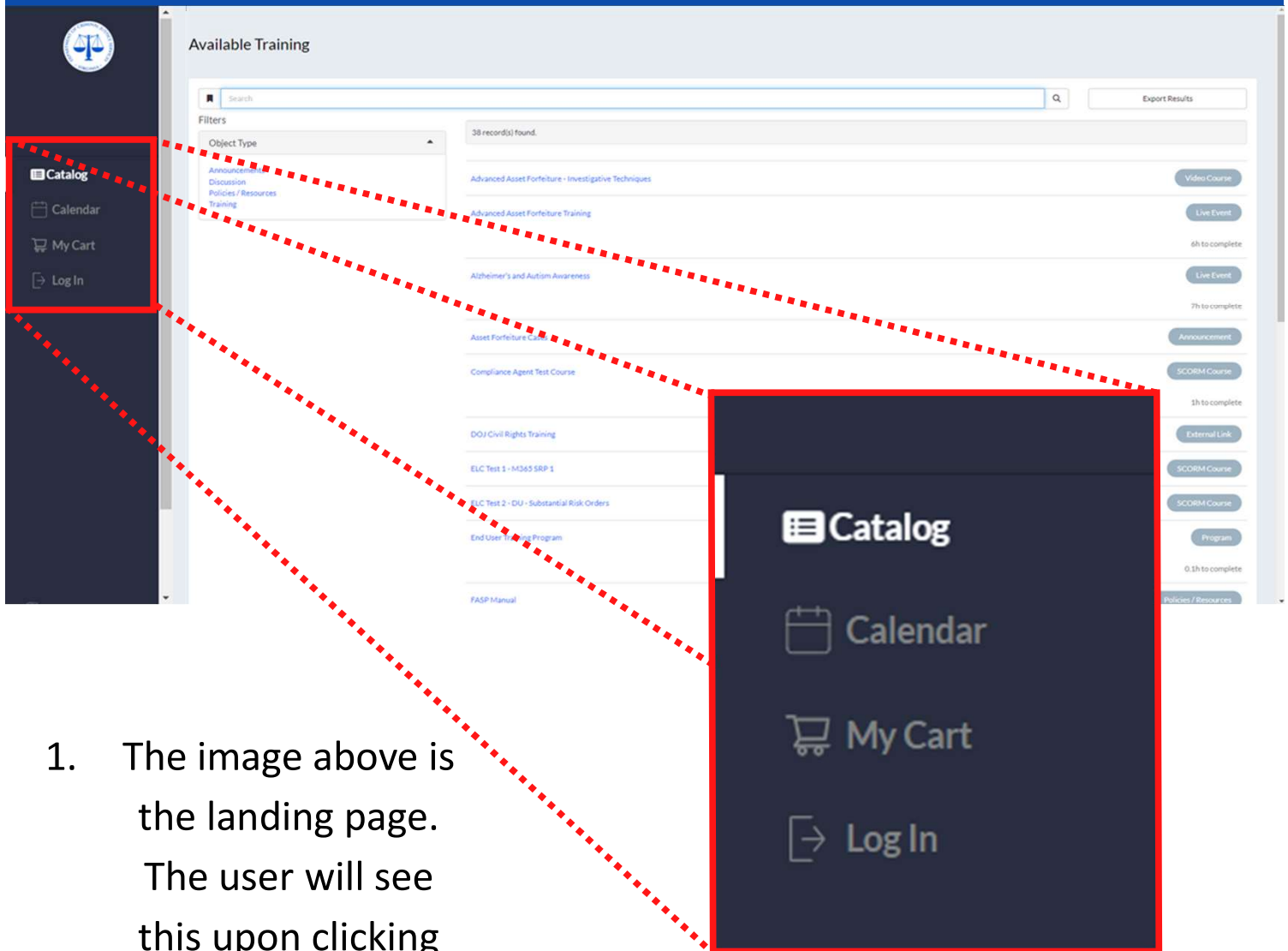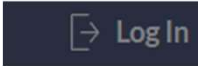
- User Last Name

- A Password

- User Phone Number
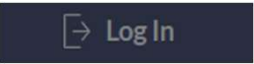
- User's Time Zone

- User's Hotel
  Information
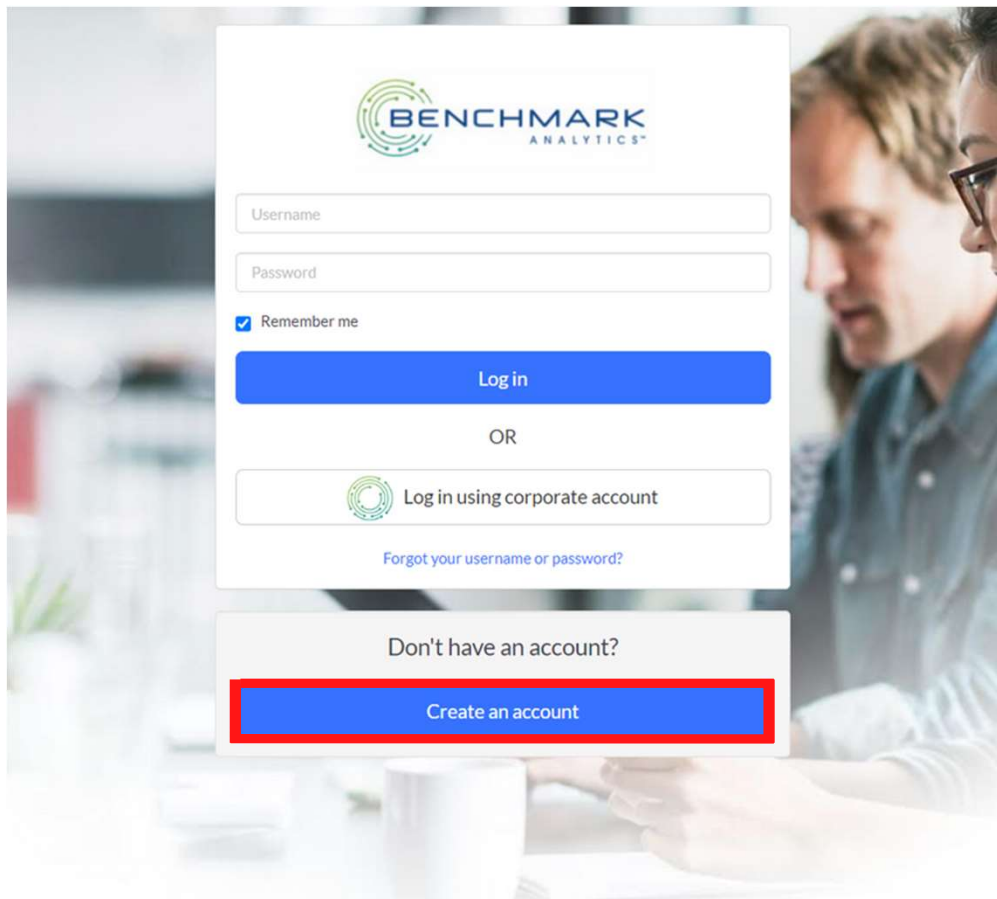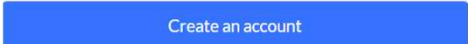
Step One: Account Creation

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 Log In option to continue.

3. After selecting the [→ Log In] option. The user will be directed to the page below.

4. In order to create a new account, the user will select the [Create an account] option, outlined above in **RED**.

Step Two: User Registration

1. After selecting the **Create an account** option, the site will take the user to the page displayed on the right.

2. The user will enter the information referenced on page 3, "Information Required", into the appropriate fields.

3. To continue account creation, the user will scroll down on the webpage to view company information. See image to the right.

BENCHMARK ANALYTICS™

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]

4. In the Company information section, the user must select at least one option that best suits their professional or DCJS affiliation.

5. If the user is unable to find the appropriate hotel selection, the user will select the "Hotel - Independent & Other" option. This option is outlined in **RED** in the image to the right.

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

6. When all the appropriate information has been entered and selected, click **Create Account** to continue.

Cancel

Save

🔧 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.

7. The webpage will then guide the user to the page above.

8. The user must input information specific to their hotel. The "Hotel Name", the "Hotel City" and the "Hotel Zip Code" are all required fields.

9. Once the appropriate information is entered, the ❗ icon will be removed.

10. To continue, select the Save icon at the top right corner of the screen.

Step Two *(Continued)*

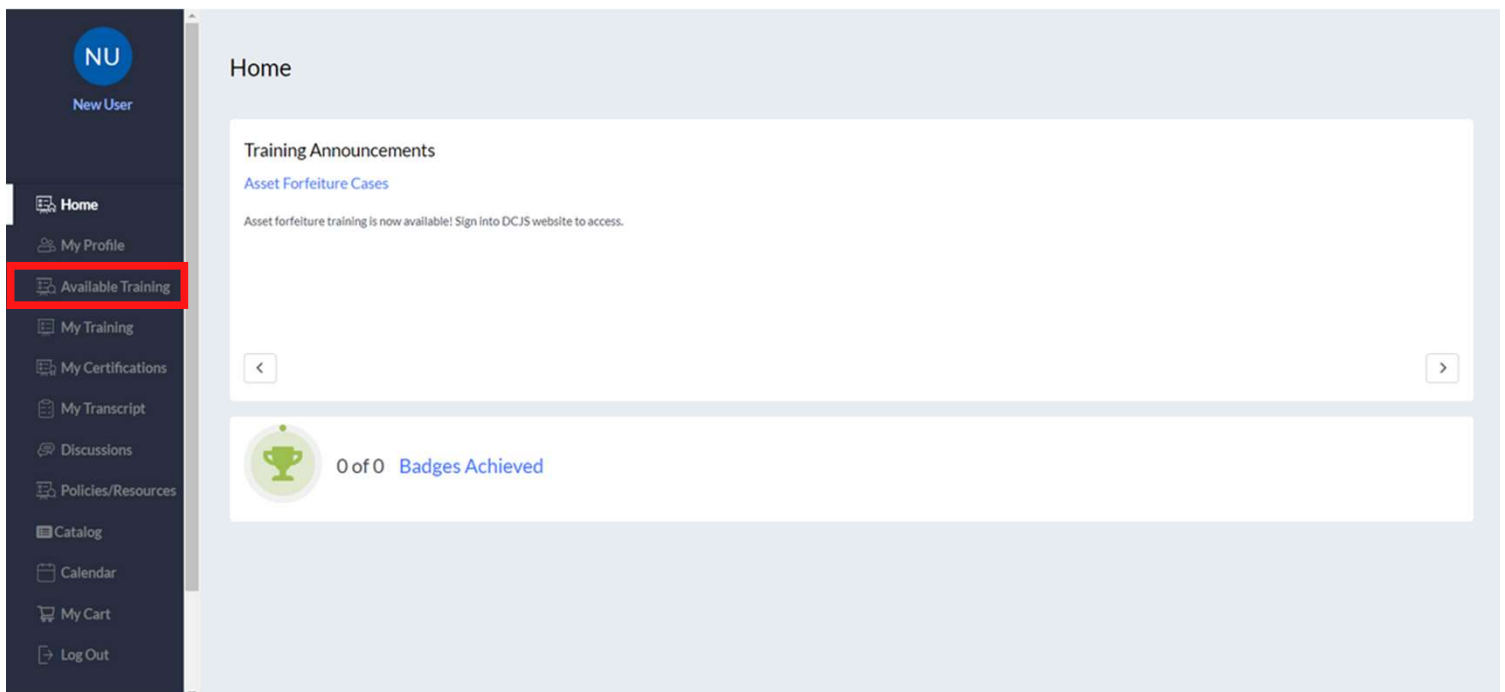11. Selecting the Save icon will change the webpage to the one pictured above.

12. The user must select their time zone and enter a correct phone number. Select the Save icon to continue.

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**.