




Account Creation Instruction Set

A screenshot of the Benchmark Analytics login and account creation interface, overlaid on a blurred background of two people working at a desk. The interface is white with blue accents. At the top is the Benchmark Analytics logo. Below it are input fields for "Username" and "Password". A "Remember me" checkbox is checked. A blue "Log in" button is present. Below this is an "OR" separator, followed by a "Log in using corporate account" button with a circular icon. A link "Forgot your username or password?" is below that. At the bottom, a "Don't have an account?" section contains a blue "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>

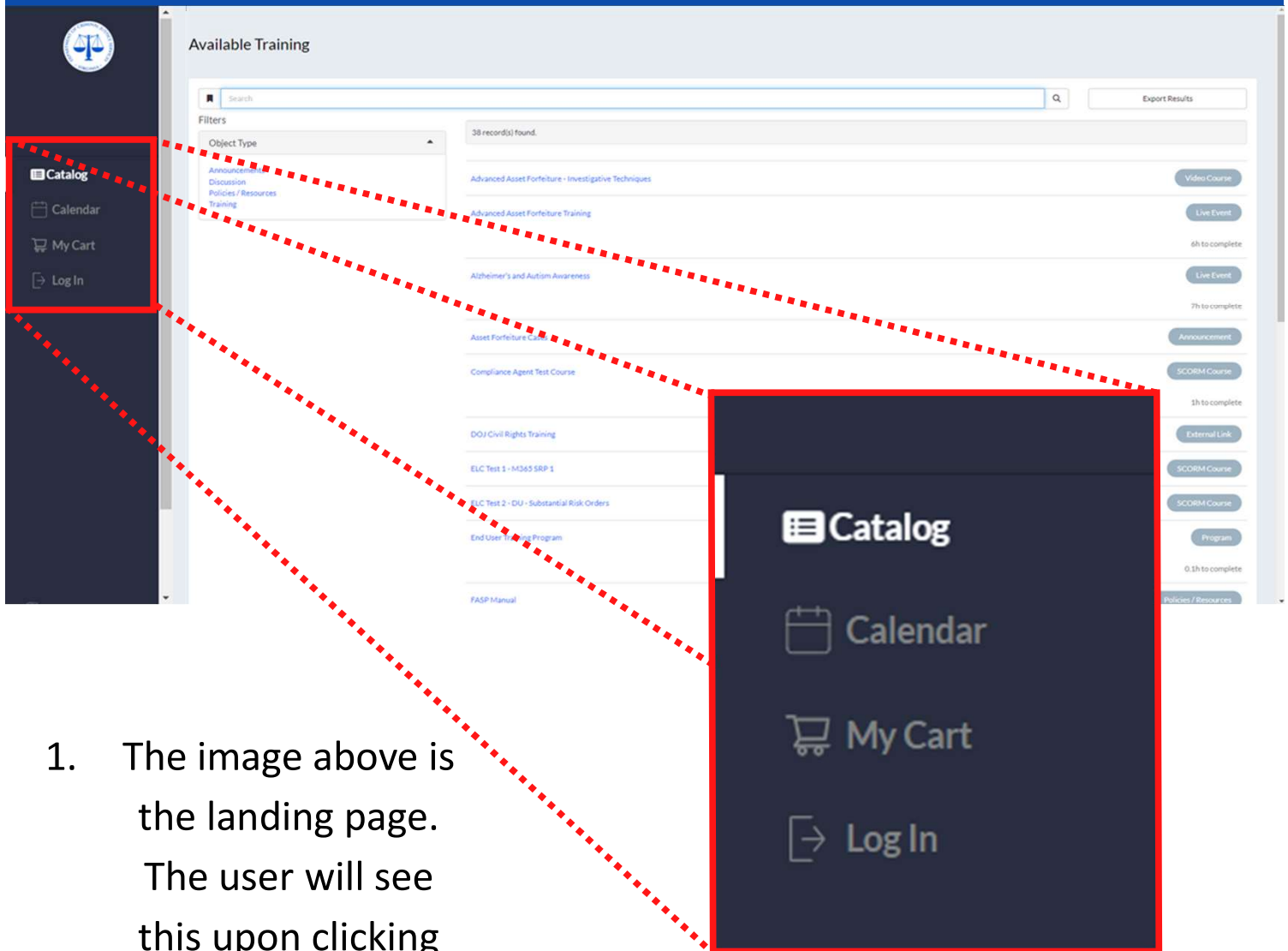
General Information

Information Required

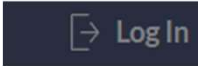
- User Email
- User First Name
- User Last Name
- A Password
- User Phone Number
- User's Time Zone
- User's Hotel

Information

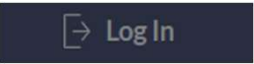
Step One: Account Creation

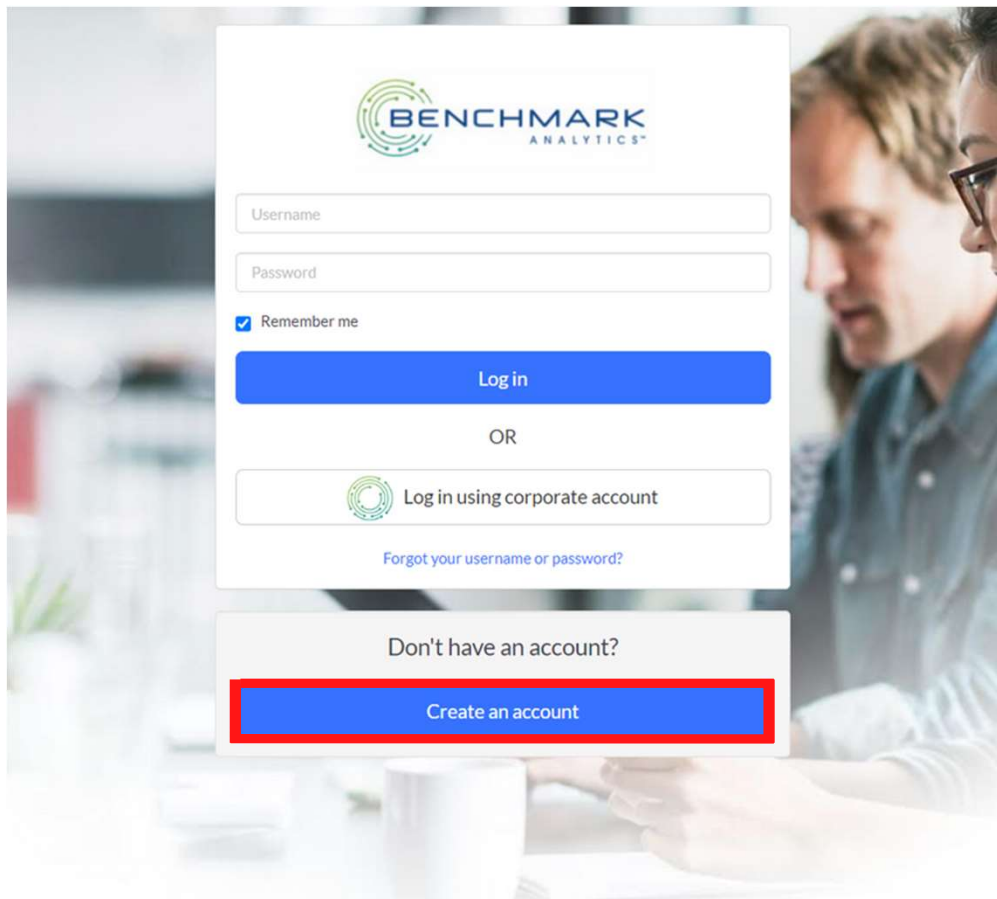


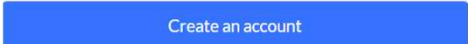
1. The image above is the landing page. The user will see this upon clicking the [access link](#).

2. The user needs to select the  option to continue.

Step One *(Continued)*

3. After selecting the  option. The user will be directed to the page below.



4. In order to create a new account, the user will select the  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.

The screenshot shows the 'Create Account' page for Benchmark Analytics. At the top is the Benchmark Analytics logo. Below it is the heading 'Create Account' with a note '(Fields marked below are required)'. The form contains several input fields: 'Email', 'First Name', 'Last Name', and 'Password'. Below the 'Password' field is a section titled 'Password must:' with five radio button options: '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', and 'Be at least 14 characters'. Below this is a 'Confirm Password' field. At the bottom of the form is a 'Company' section with a search bar labeled 'Search by any part of Company name' and a list of checkboxes for various roles and organizations: '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', and 'Hotel - Independent & Other'. A blue 'Create Account' button is at the bottom right.

BENCHMARK ANALYTICS™

Create Account (Fields marked below are required)

Email

First Name

Last Name

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

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 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.

Step Two *(Continued)*

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  icon at the top right corner of the screen.

Step Two *(Continued)*

The screenshot displays the 'Account' management page. On the left, a sidebar contains four menu items: 'Account Information', 'Contact Information' (highlighted in blue with a red exclamation mark icon), 'Company', and 'VA DCJS Hotel Details'. The main content area is titled 'Contact Information' and contains several form fields. The 'Country' and 'State' fields are dropdown menus with '--Select--' as the placeholder. The 'Time Zone' field is a dropdown menu with '--Select Time Zone--' as the placeholder, highlighted with a red border. The 'City', 'Street Address', 'Phone', 'Extension', and 'Zip Code' fields are text input boxes. The 'Phone' field is highlighted with a red border and contains a placeholder '() _- _'. The 'City' field contains the placeholder 'City'. The 'Street Address' field contains the placeholder 'Address'. The 'Extension' field is empty. The 'Zip Code' field contains the placeholder 'Zip Code'.

Account

- Account Information
- Contact Information** !
- Company
- VA DCJS Hotel Details

Contact Information

Country: --Select--

State: --Select--

Time Zone: --Select Time Zone--

City: City

Street Address: Address

Phone: () _- _

Extension:

Zip Code: Zip Code

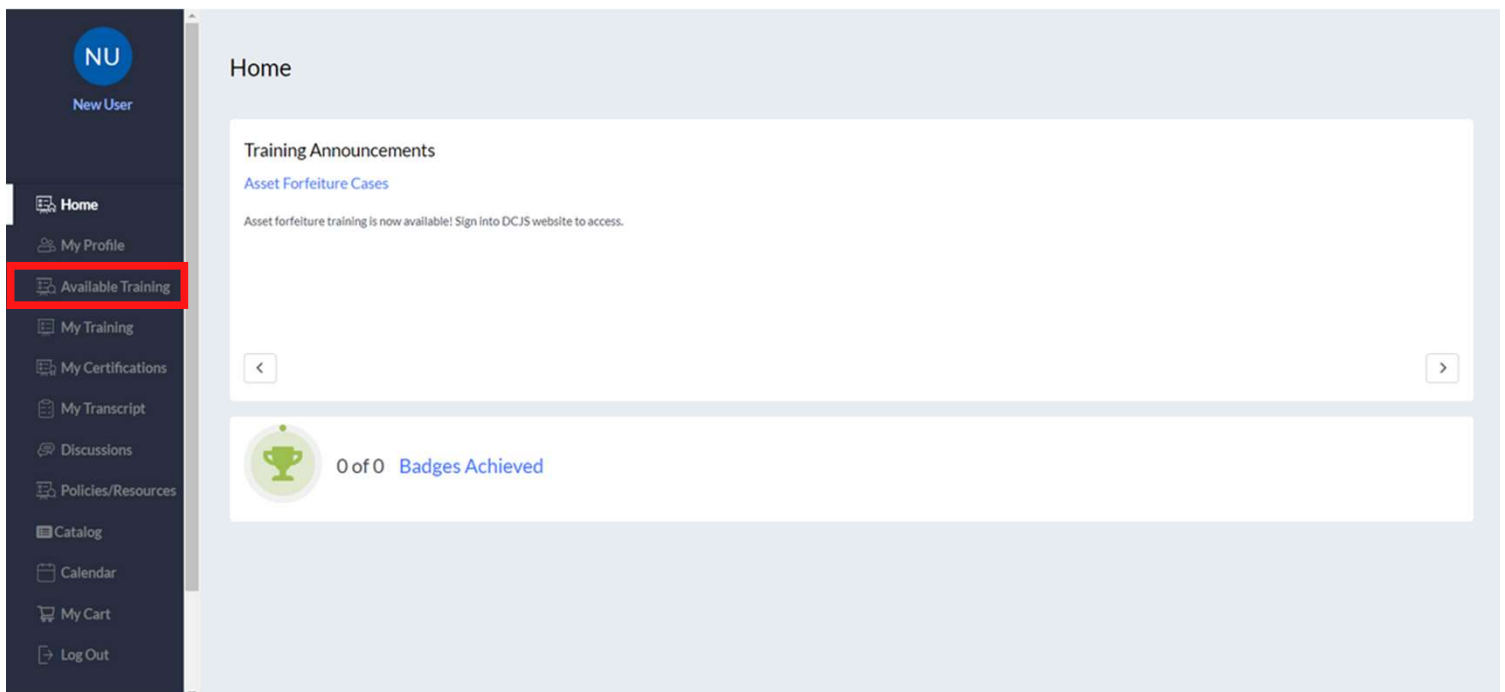
11. Selecting the **Save** icon will change the webpage to the one pictured above.

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**.