



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.

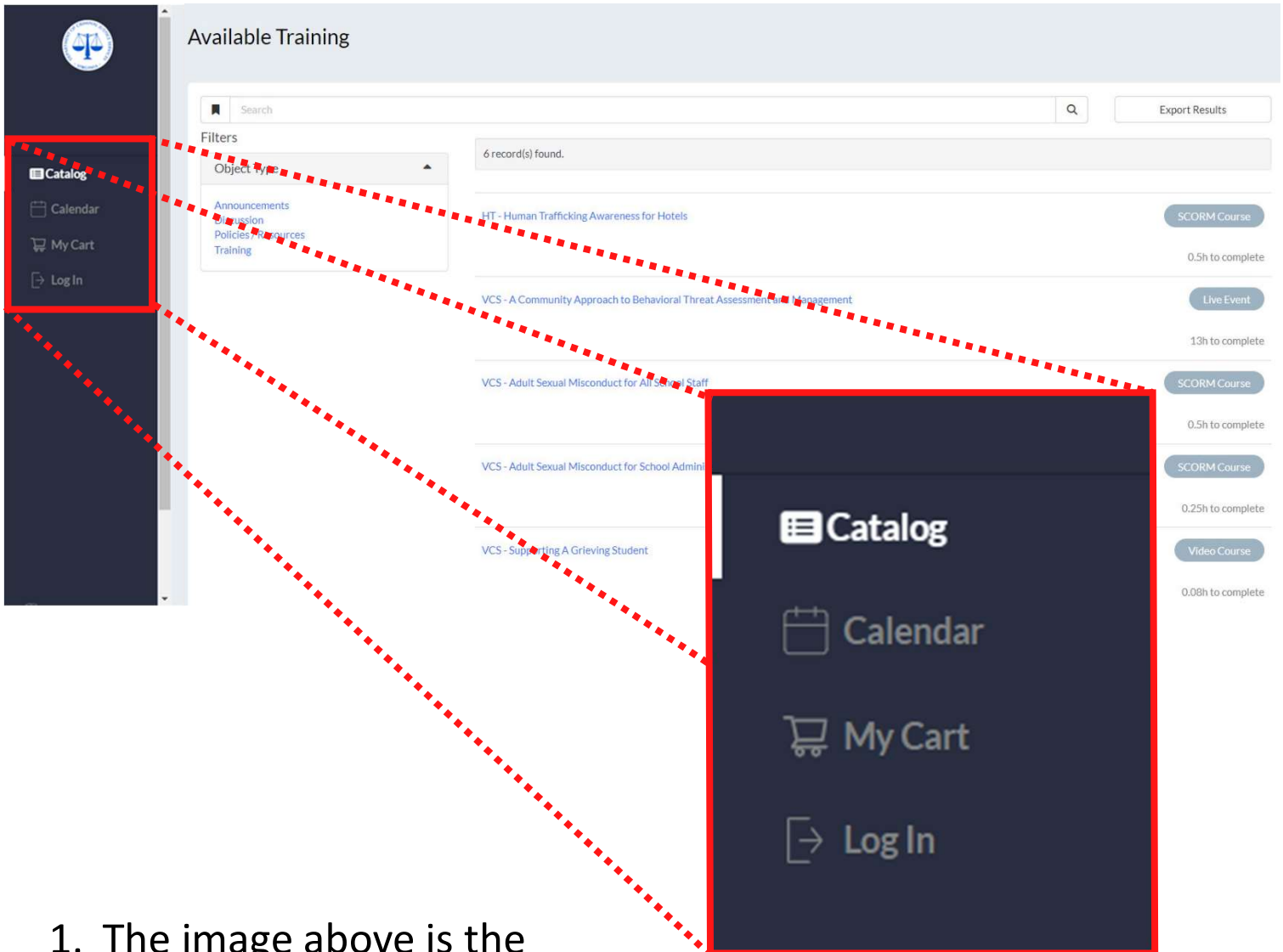
<https://training.benchmarkonline.app/dcjs>

General Information


Information Required

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

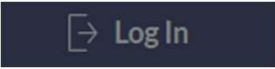
Step One: Account Creation

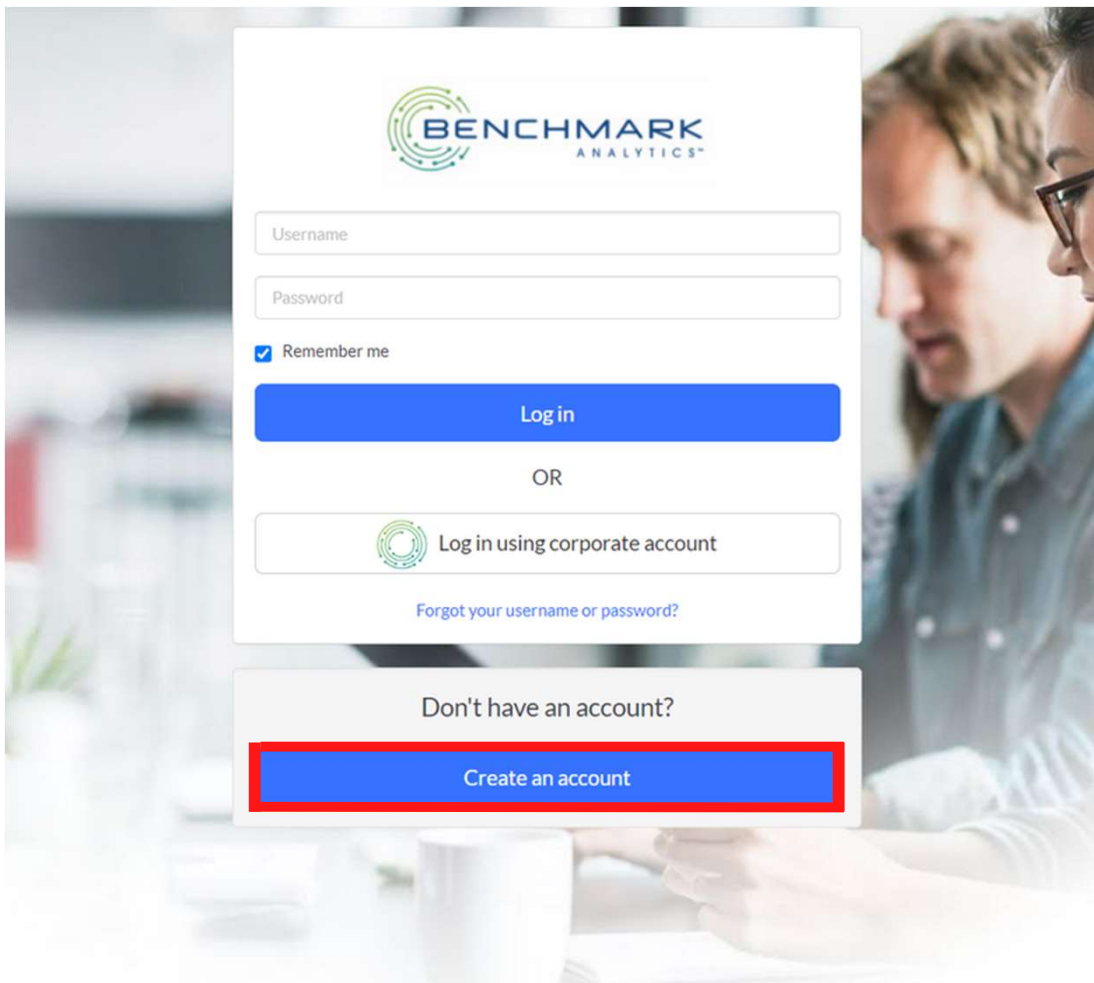


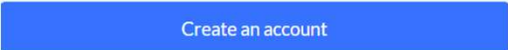
1. The image above is the landing page. The user will see this upon clicking the [access link](#).

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 can scroll down on the webpage to view company information. See image to the right.



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

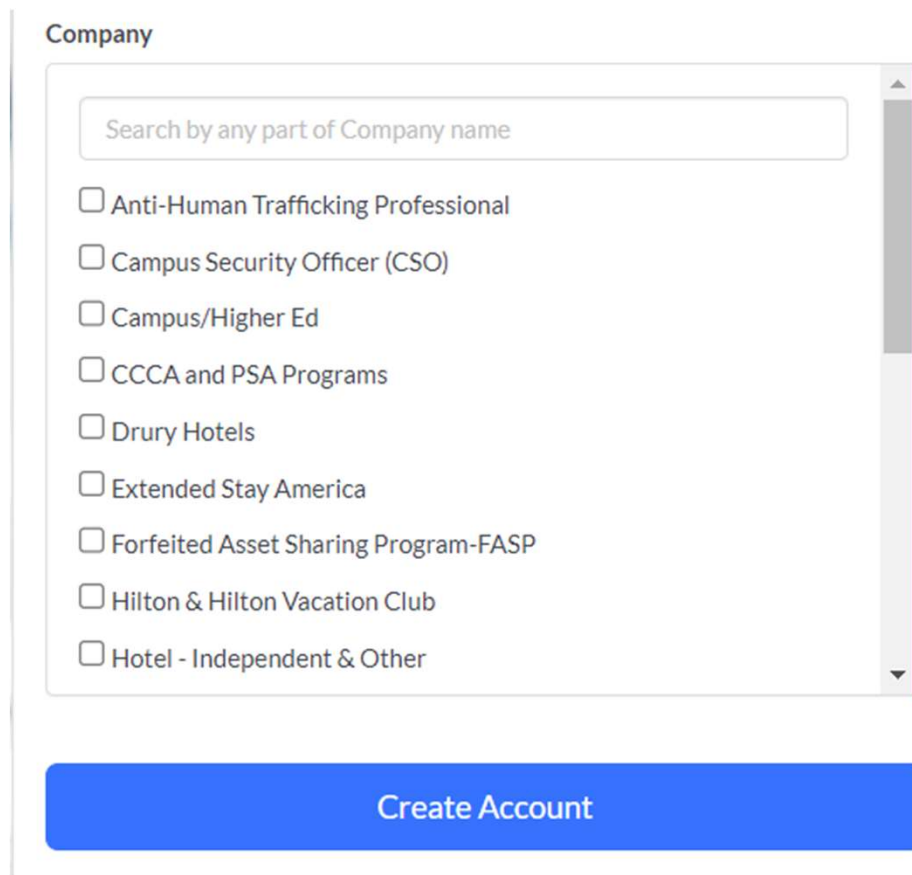
Search by any part of Company name

- 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 their professional or DCJS affiliation.



The screenshot shows a form titled "Company" with a search bar and a list of checkboxes. The search bar contains the text "Search by any part of Company name". The list of checkboxes includes:

- 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

Below the list is a blue button labeled "Create Account".

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

Step Two (Continued)

Account

Account Information

Contact Information

Company

VA DCJS Hotel Details

VA DCJS CSO Details

School Division

Contact Information (Fields marked below are required)

Country --Select--

State --Select--

Time Zone --Select Time Zone--

City City



Street Address Address

Phone () - -

Extension

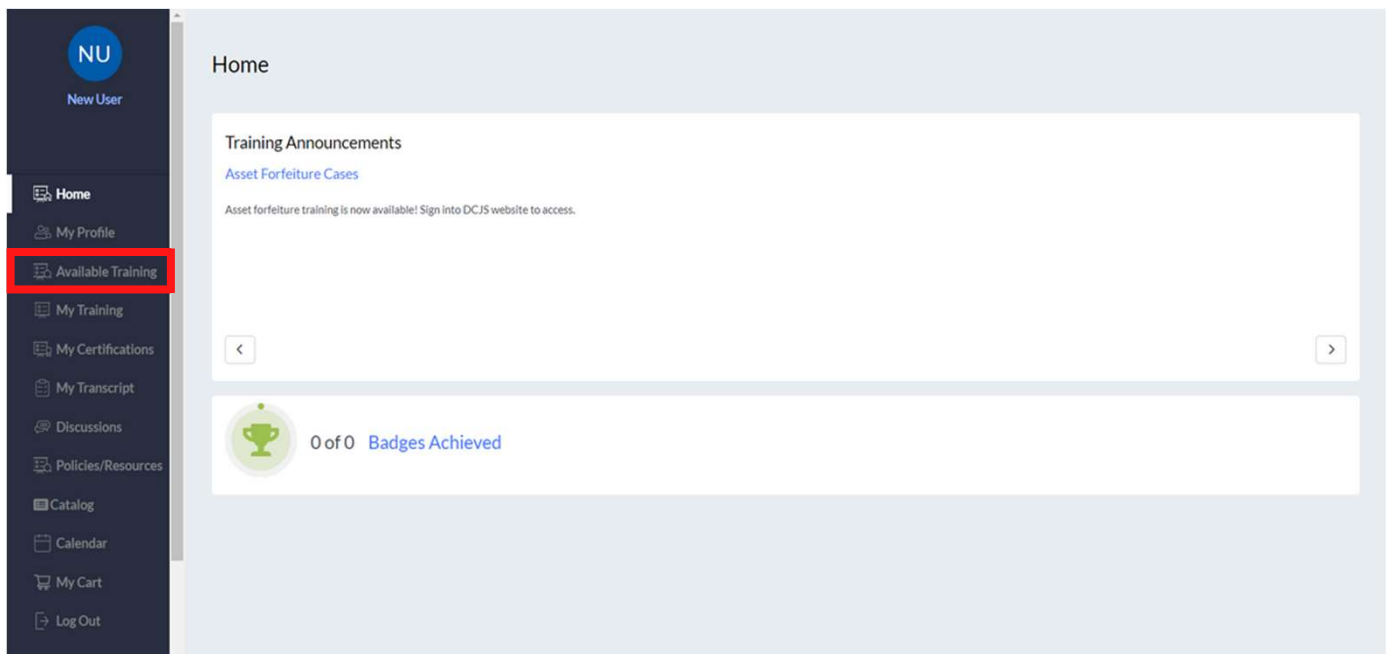
Zip Code Zip Code

Cancel Save

6. Selecting the  icon will change the webpage to the one pictured above.
7. The user must select their time zone and enter a correct phone number. Select the  icon to continue.
8. The user must also complete all fields indicated in **RED**. The information required may change according to company information entered previously.

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 can search for their assigned training under the “Available Training” tab outlined in **RED**.