



CHIEF PROBATION OFFICERS

OF CALIFORNIA FOUNDATION

CPOC On Demand User Guide

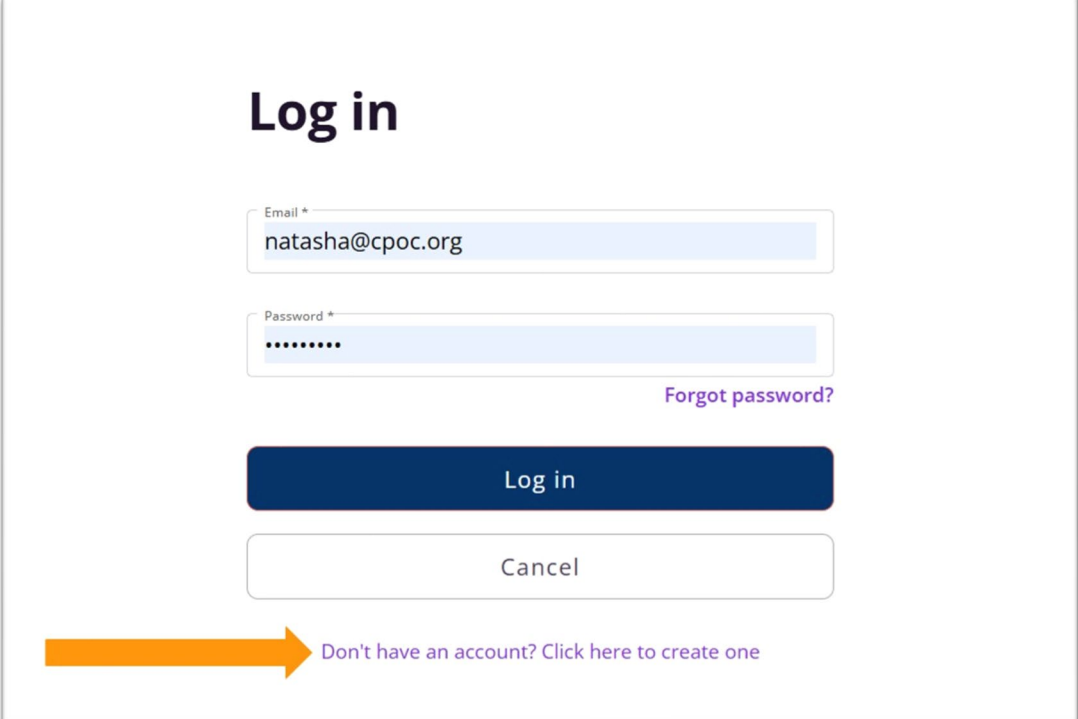
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Creating an Account

[Start by clicking this link to go to our On Demand platform.](#)

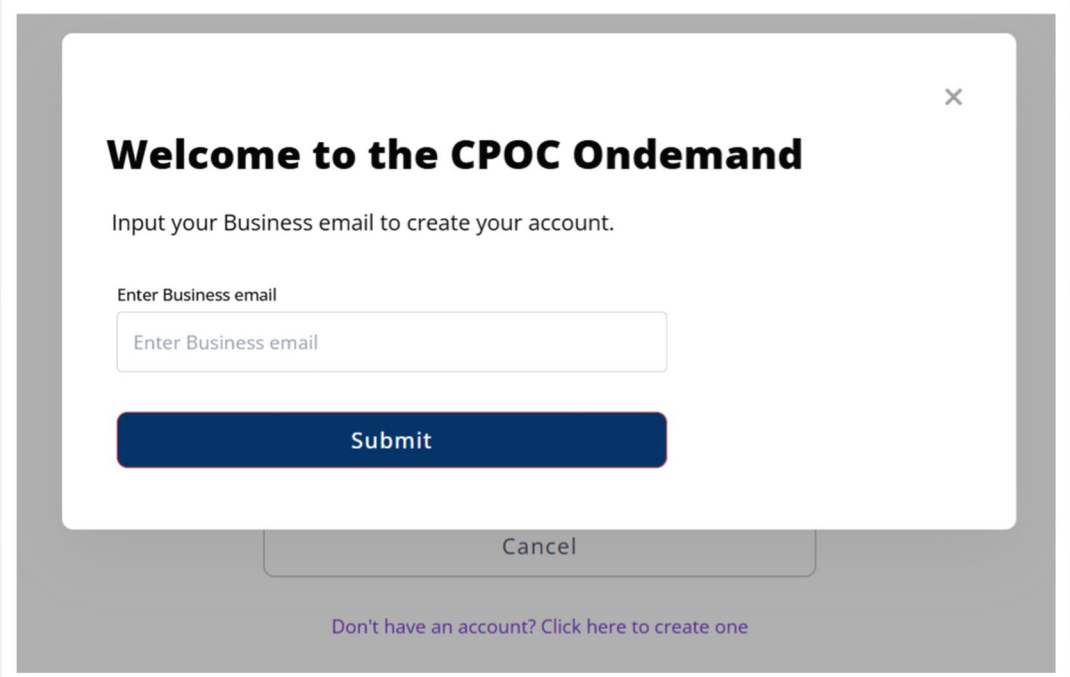
On the log in page, click the link that says *“Don’t have an account? Click here to create one”* as shown below.



The screenshot shows a 'Log in' form with the following elements:

- Log in** (Section Header)
- Email *** (Label) with input field containing `natasha@cpoc.org`
- Password *** (Label) with input field containing masked characters (dots)
- [Forgot password?](#) (Link)
- Log in** (Button)
- Cancel** (Button)
- [Don't have an account? Click here to create one](#) (Link) with an orange arrow pointing to it.

In the pop up to enter in your email address, enter your work/county email address. Personal emails such as Gmail, Yahoo, etc. will not be accepted.



The screenshot shows a 'Welcome to the CPOC Ondemand' pop-up with the following elements:

- Welcome to the CPOC Ondemand** (Section Header)
- Input your Business email to create your account.
- Enter Business email** (Label) with input field containing `Enter Business email`
- Submit** (Button)
- Cancel** (Button)
- [Don't have an account? Click here to create one](#) (Link)

NOTE: You MUST use your agency email address to receive STC credits for courses.

Go to your business email inbox and look for an email with the subject line "Welcome to CPOC On Demand"

Welcome to CPOC On Demand - Welcome to CPOC On Demand! Please click the button below, enter the activation cod...

Open the email, copy your activation code, and click the button "Account Set Up"



Welcome to CPOC On Demand!

Please click the button below, enter the activation code **593702** and create your password.

Once your account setup is complete, you'll be able to track your learning progress.

PLEASE READ It will take up to 5 minutes for your training to show once your profile is updated.

Account Setup

Best,
CPOC On Demand Team

You will be taken to a new page to enter in your activation code, and set your password, as seen below.



Set Password

Email *

natasha.pryputniewicz@gmail.com

Verification Code

5

9

3

7

0

2

[Resend Code](#)

New Password *

••••••••

Confirm Password *

••••••••



I agree with the [Terms and Conditions](#)



I agree with the processing of my personal data in accordance with the [Privacy Policy](#)

Submit

Be sure to check both boxes, then click Submit.

IMPORTANT: You need a package code to register to see CPOC courses approved for viewing. Contact CPOC at cpocftraining@cpoc.org or (916) 447-2762 to request your package code.

You will then be taken to your account details, where you'll need to enter your package code, and select your Agency. The Agency list is where you'll select the county you work for.

Home Dashboard E-Learning Courses Upcoming Training Events 2025-2026 Training Catalog

Personal Information

Update your photo and personal details here. [Manage Password](#) [Update](#)

First Name * Natasha

Last Name * Pryputniewicz

User Name * natasha@cpoc.org

Primary Email * natasha@cpoc.org

Package Code *
 This Field is Required

Agency *
 Select Agency
 This Field is Required

[Privacy Policy](#)

Once done, click on the blue Update button in the top right corner.

You can then proceed to move around the site.

Navigation Menu

Once you're done completing your account information, you can click on the Home button or the CPOC logo to be taken to the home page any time to continue into the platform.

Home Dashboard E-Learning Courses Upcoming Training Events 2025-2026 Training Catalog

CPOC Foundation On Demand Platform

The Chief Probation Officers of California organization supports and conducts research, provides educational and training activities relative to the development of the probation industry.

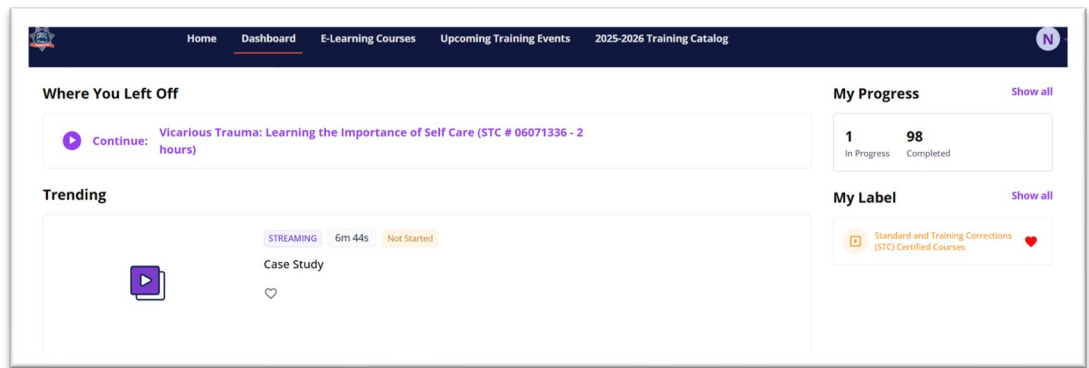
Here you will find self-paced learning courses that can be completed at your convenience, as well as recordings from live webinars.

If you need any assistance with this system not behaving as expected, please click the button below to send a message to the Learning Management System Administrator.

[Email Support](#)

IF IT DOESN'T CHALLENGE YOU IT DOESN'T CHANGE YOU

The Home page gives an overview of what's available on the On Demand platform and includes a blue **"Email Support"** button for easily contacting the LMS Administrator for technical assistance.

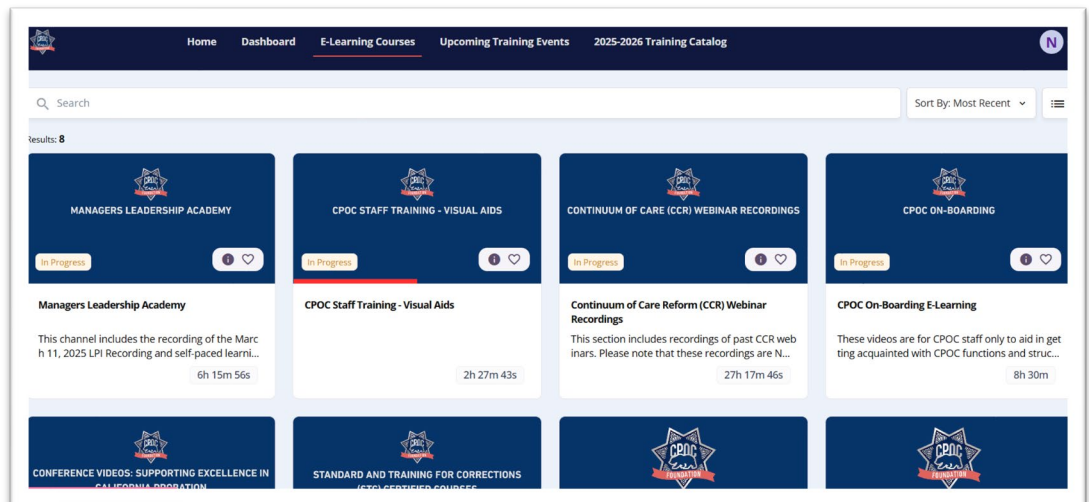


The **Dashboard** page provides you with easy access to courses you are partially through under “Where You Left Off,” as well as Trending courses.

The “**Trending**” section highlights popular courses being taken by other users across the system, but it may not always feature content relevant to your personal training needs. Before enrolling in any course, please check with your Training Manager to ensure it’s in line with your current training needs.

“**My Progress**” will take you to courses you’ve completed or are working on.

You can also “favorite” courses by clicking on the heart icon when you come across them, and they will show below your In Progress courses.



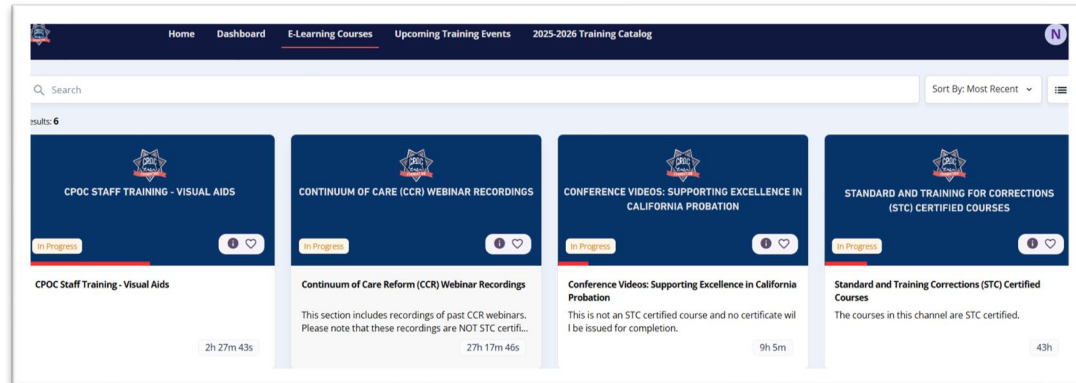
The **E-Learning Courses** section contains all of our courses and recorded webinars. Courses are organized by category. Click on a subject to view all the available offerings within that category.



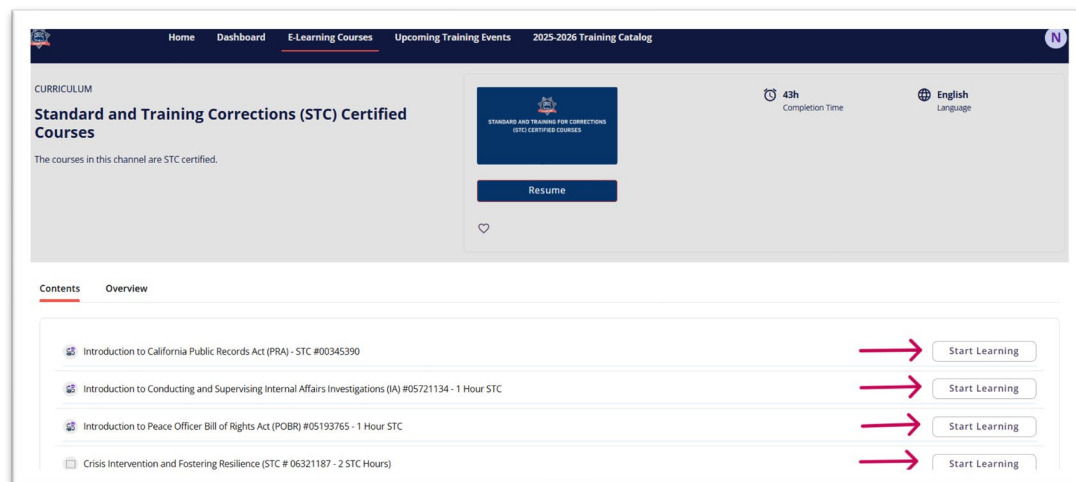
You’ll also find links to **Upcoming Training Events** and the **Training Catalog**, both of which open in new tabs. **Upcoming Training Events** directs you to our website, where you can register for upcoming in-person trainings and live webinars. The **Training Catalog** opens a document that lists all training opportunities for the year.

Enrolling in and Taking E-Learning Courses

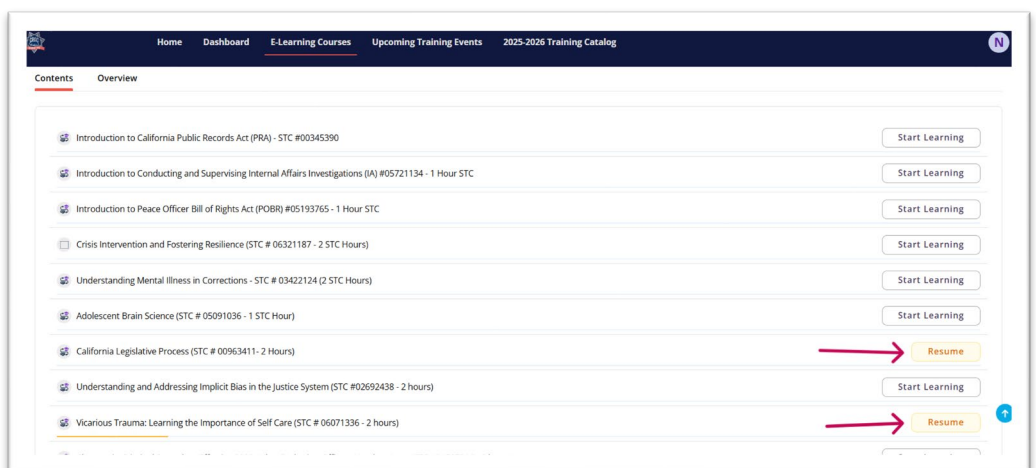
1. From the top navigation menu, click on **E-Learning Courses**
2. Click into one of our categories of trainings



3. A list of our courses will show and you can scroll down to view all of our offerings in that category
4. Click **Start Learning** to take the course

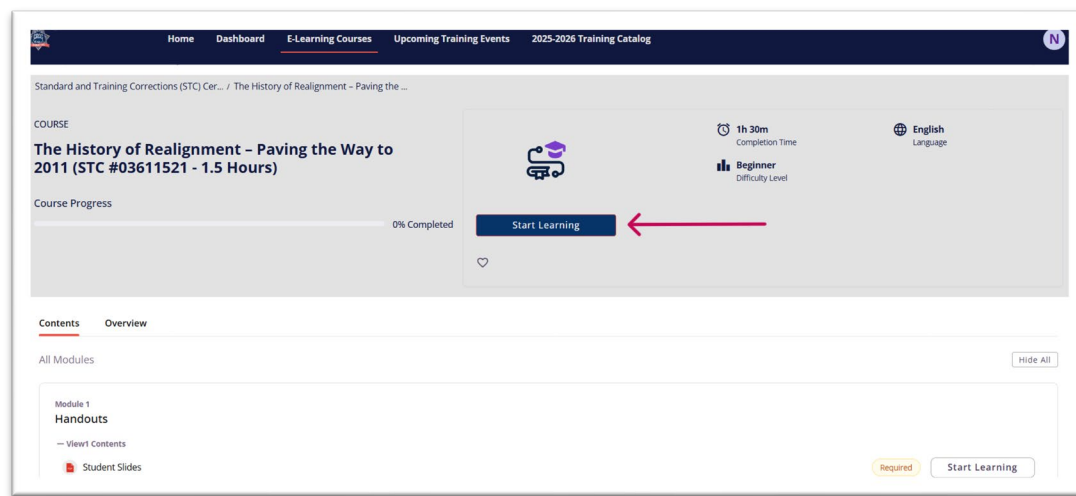


5. If you have started a course previously, you can click Resume



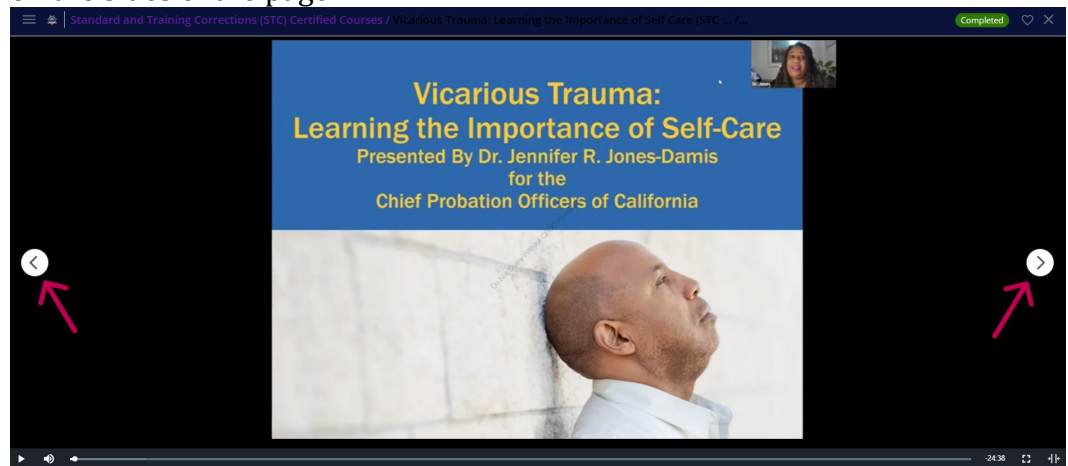
REMINDER! Please be sure to gain the approval of your department prior to enrolling in any courses.

6. Go through each section to complete the course, starting with the first module, click Start Learning.

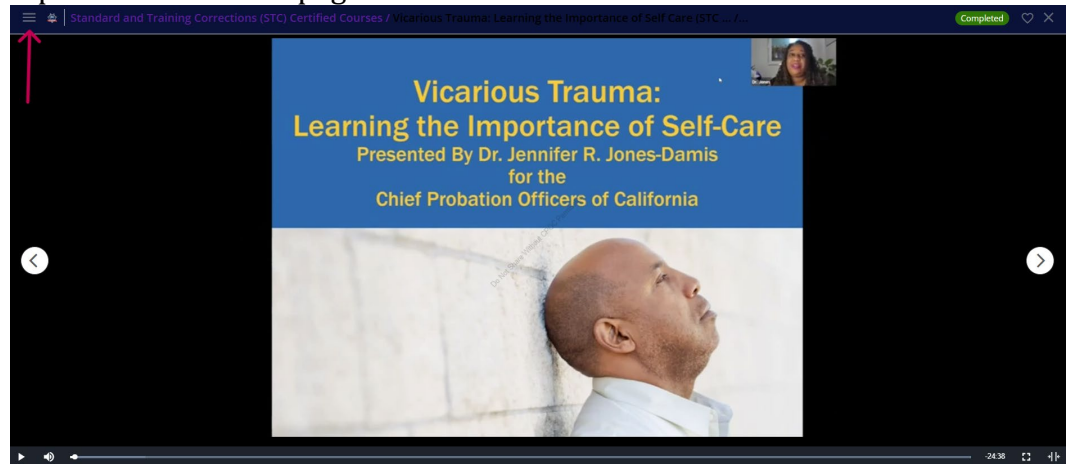


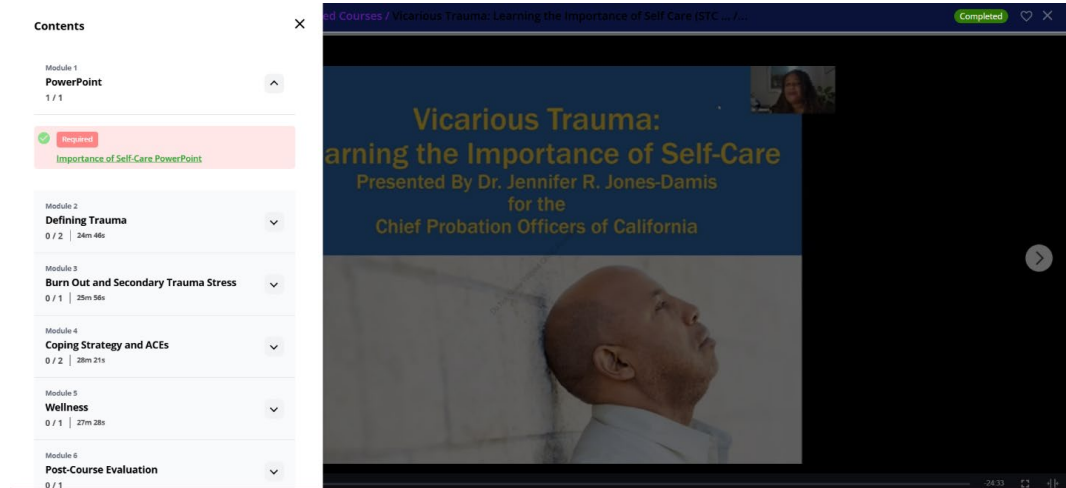
Note that in most courses, ***you must complete each section in the set sequence.*** You may not be able to proceed to the next section before completing the previous section. You will, however, have the ability to go back and revisit a previously completed section.

7. To navigate through the course, you can click the left and right arrows on the sides of the page



8. To see a full overview of the contents, you can click on the menu in the top left corner of the page





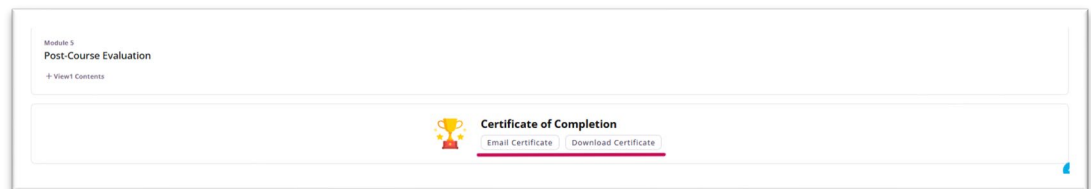
Viewing and Downloading Handouts

To view the handouts provided for the purpose of the training, click on the handout from the course content area.

In some cases, handouts will be available for download. **If this option is available**, you will see the download icon. To download the file, simply click on the download icon and follow the prompts. Note: The download option may not be available for all documents, therefore, you may not see the download icon for certain documents as these will be available to view only.

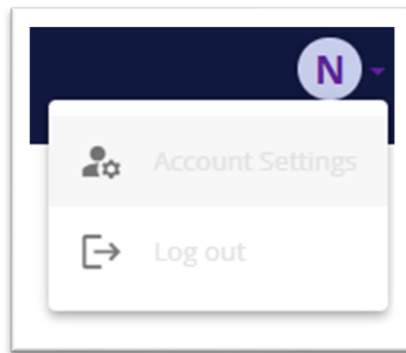
Downloading Certificate of Completion

A completion course certificate will be available to you upon successful completion of the course. You have the option of both emailing the certificate to yourself and/or downloading the certificate.



Update Password

If you are already logged into your account and wish to update your password, click on the profile icon in the top right corner and click on Account Settings



Click on Manage Password

Once done making any changes to your Account Details, be sure to click the blue **Update button** before proceeding to another page to save your changes.

Forgot Password

On the login screen, click “Forgot Password”

Follow directions to enter in your email address.

A screenshot of a 'Forgot password?' form. At the top, there is a key icon inside a rounded square. Below this, the text 'Forgot password?' is displayed in a large, bold font. Underneath, a message says 'No worries, we'll send you the reset instructions.' There is an email input field with the label 'Email *' and the text 'natasha@cpoc.org'. Below the input field is a dark blue 'Send' button. At the bottom, there is a light blue button with a left arrow and the text 'Back to Log in'.

Check your emails to receive a verification code and enter in a new password of your choosing.

Reset Password

No worries, we sent you the reset instructions.

Email *

Verification Code

New Password *

Confirm Password *

Reset

← Cancel