



CHIEF PROBATION OFFICERS OF CALIFORNIA FOUNDATION

CPOC On Demand User Guide

Contents

CPOC On Demand User Guide.....	1
Creating an Account.....	2
Navigation Menu.....	4
Enrolling in and Taking E-Learning Courses	6
Viewing and Downloading Handouts	8
Downloading Certificate of Completion.....	9
Update Password.....	9
Forgot Password.....	9

Creating an Account

[Start by clicking this link to sign up for an On Demand account.](#)

This is what the sign up page looks like:

Sign up

First Name *

Last Name *

User Name *

County Email * 

County Or Agency *
Select County Or Agency ▼

Package Code *

[Sign up](#) [Cancel](#)

Already have an account? [Back To Log in](#)

Please note:

- You **MUST** use your agency email address to create an account. **You will not be eligible to receive STC credits for courses unless we have your county and county email domain listed on your account.**
- Every field here is required.
- Please be sure to create a username you will remember.
- **Package code:** You need a package code to register to see CPOC courses approved for viewing. If you were not provided one by your department training manager, please contact CPOC at cpocfraining@cpoc.org or (916) 447-2762 to request your package code.

Once completed, 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



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](#)



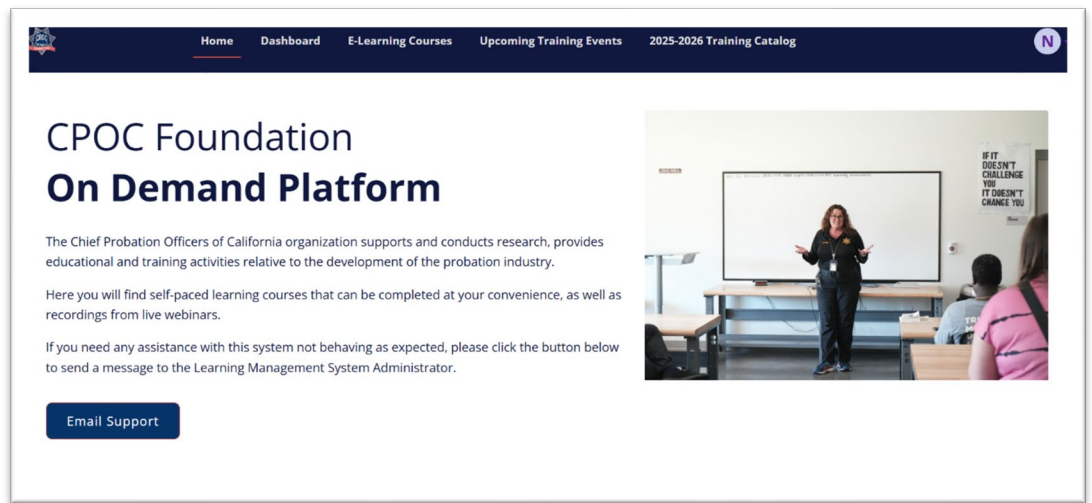
I agree with the processing of my personal data in accordance with the [Privacy Policy](#)

Submit

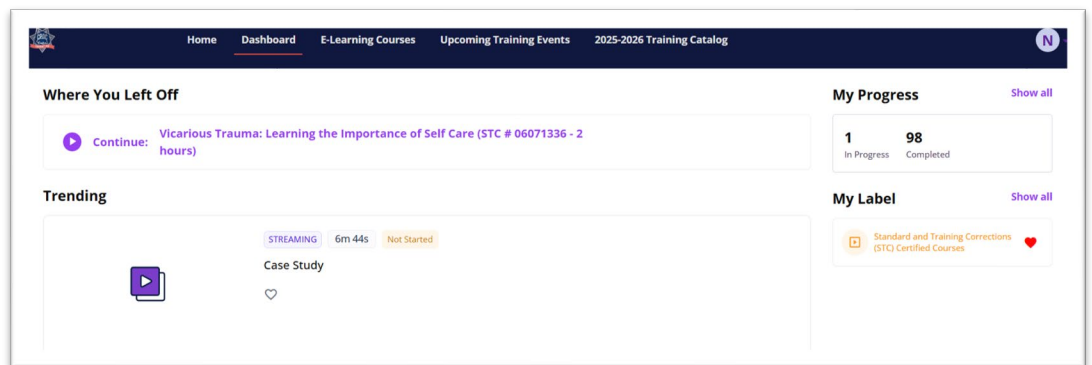
Be sure to check both boxes, then click Submit.

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.



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.

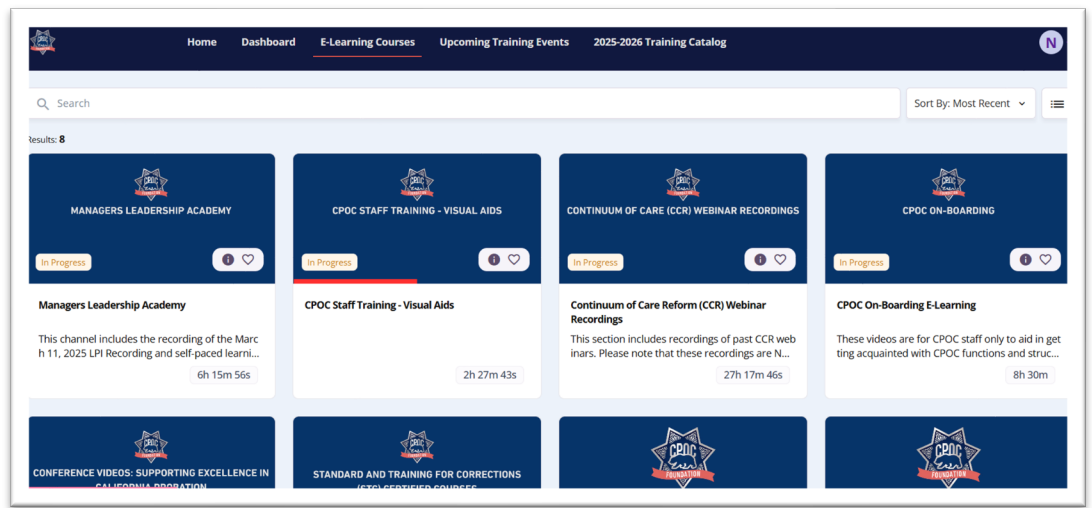


The Dashboard page provides you with easy access to courses you are partially through under “Where You Left Off,” as well as Trending courses.

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.



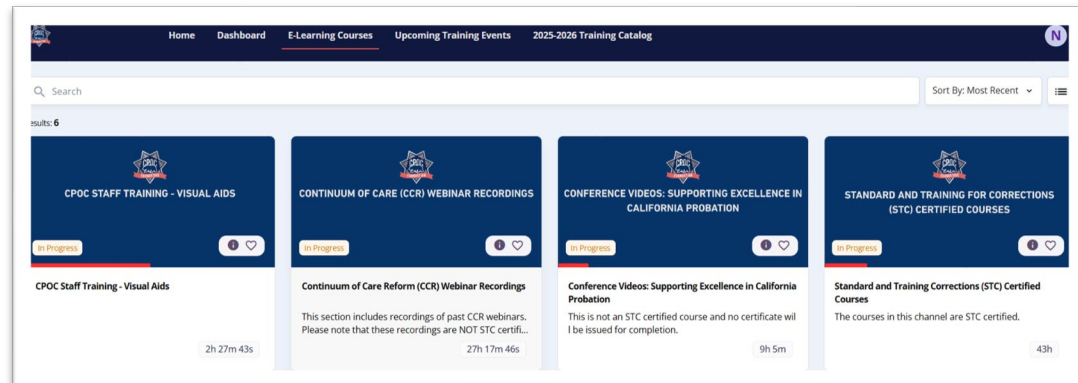
The **E-Learning Courses** section contains all of our courses and recorded webinars. Courses are organized by category. Click on a subject to view all the available offerings within that category.



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.

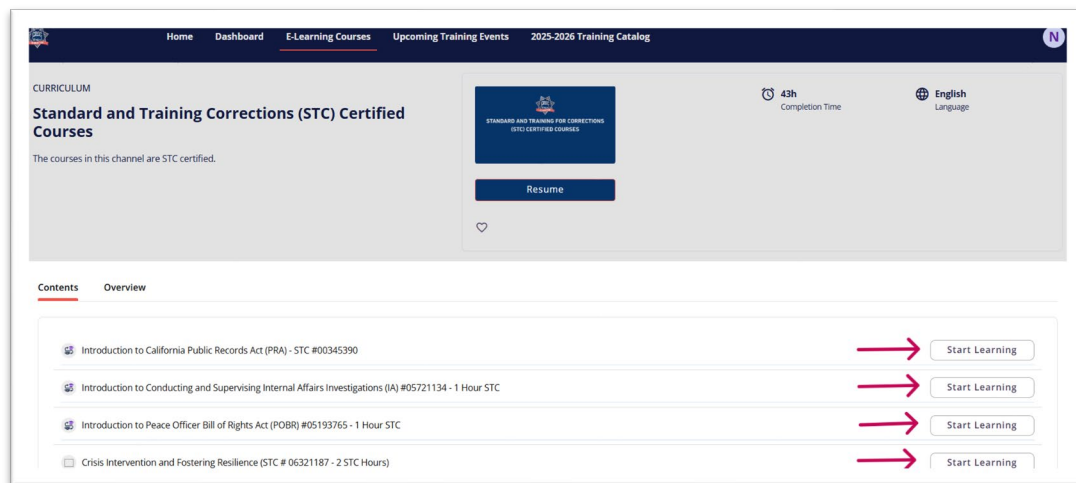
Enrolling in and Taking E-Learning Courses

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

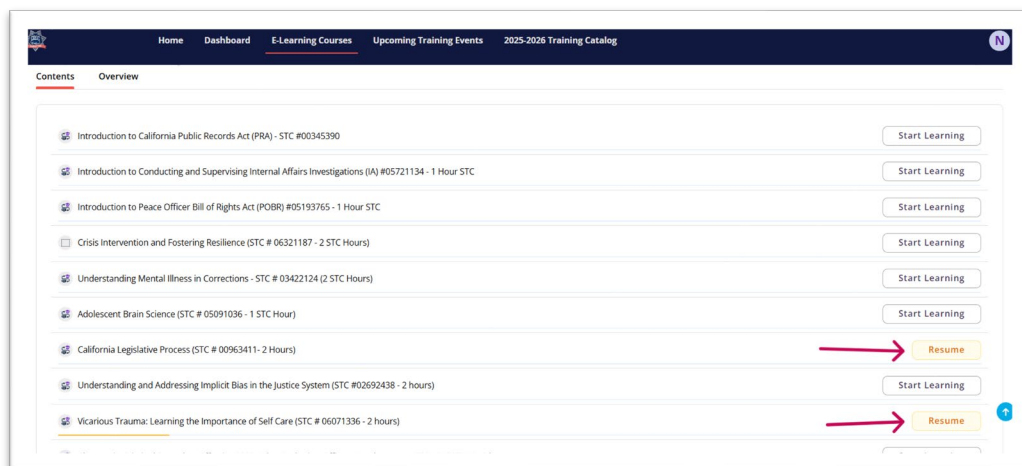


3. A list of our courses will show and you can scroll down to view all of our offerings in that category

4. Click **Start Learning** to take the course

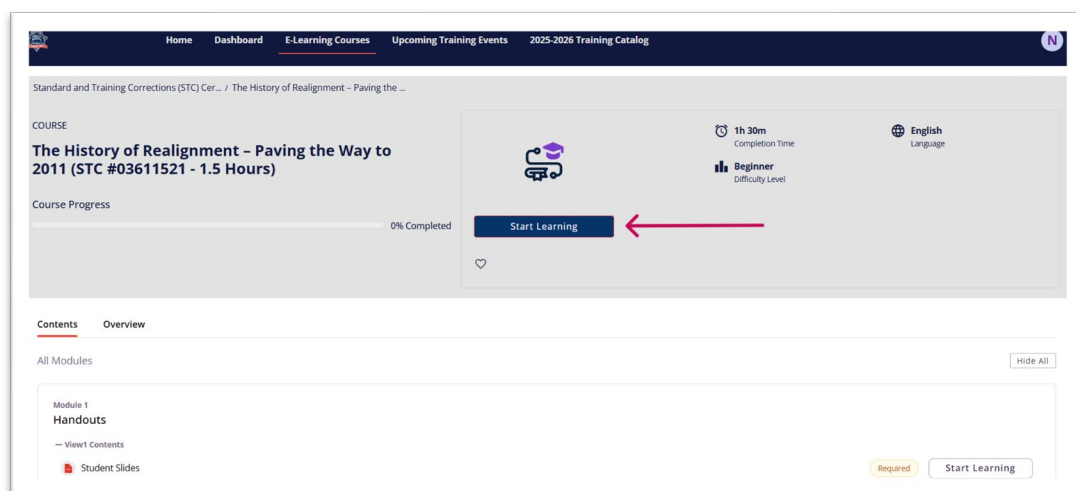


5. If you have started a course previously, you can click Resume



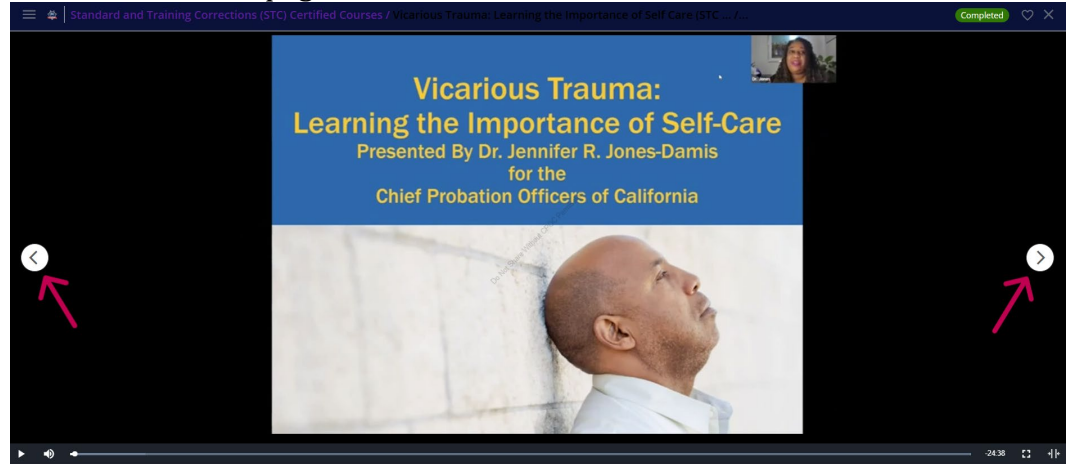
REMINDER! Please be sure to gain the approval of your department prior to enrolling in any courses.

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

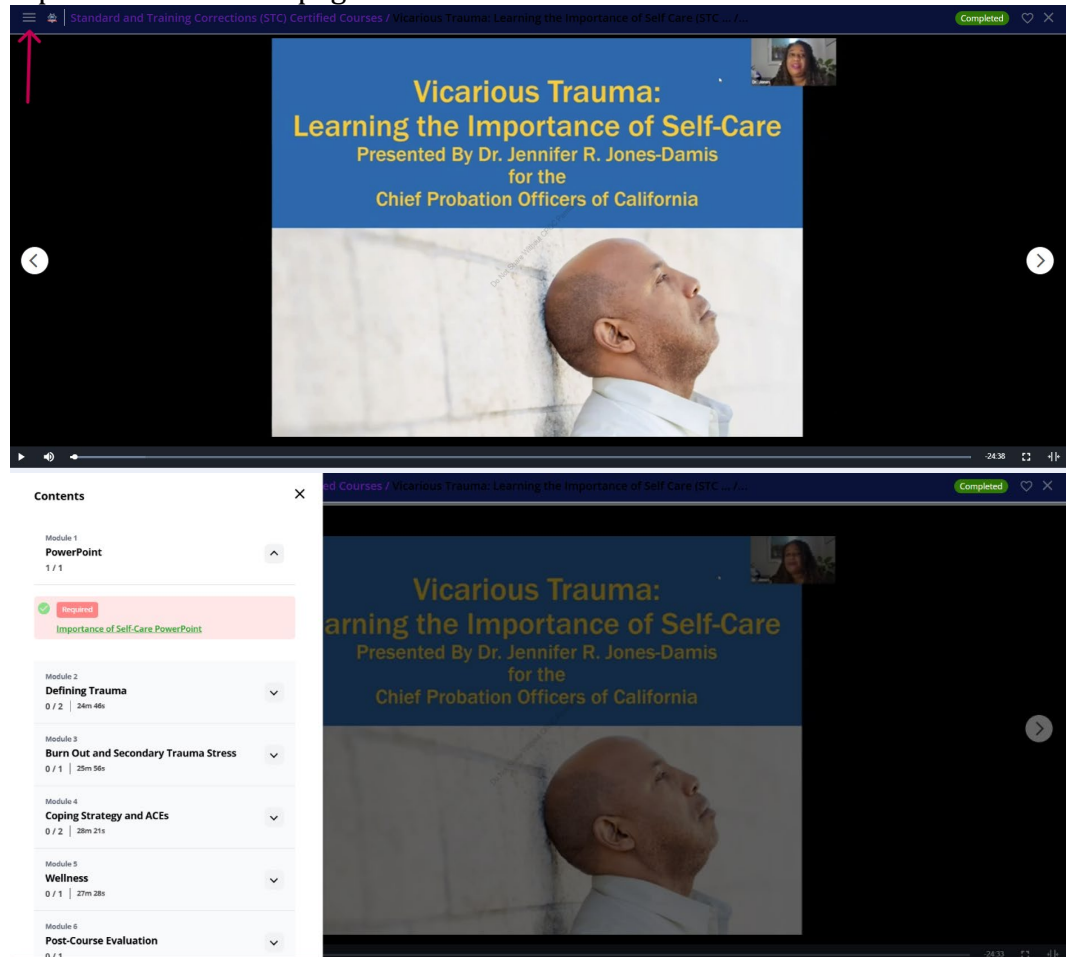


Note that in most courses, ***you must complete each section in the set sequence.*** You may not be able to proceed to the next section before completing the previous section. You will, however, have the ability to go back and revisit a previously completed section.

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

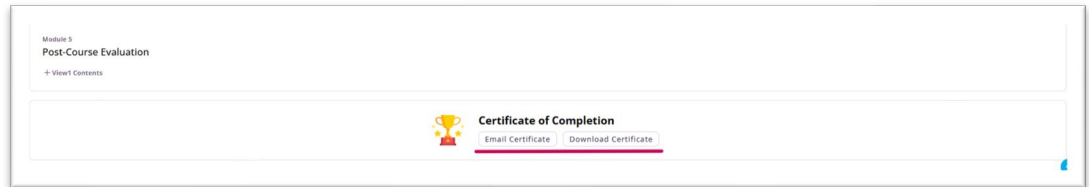
To view the handouts provided for the purpose of the training, click on the handout from the course content area.

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.

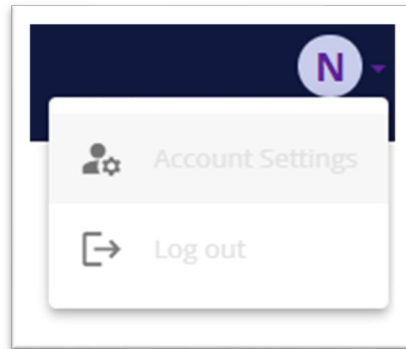
Downloading Certificate of Completion

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.



Forgot password?

No worries, we'll send you the reset instructions.

Email *
natasha@cpoc.org

Send

← 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