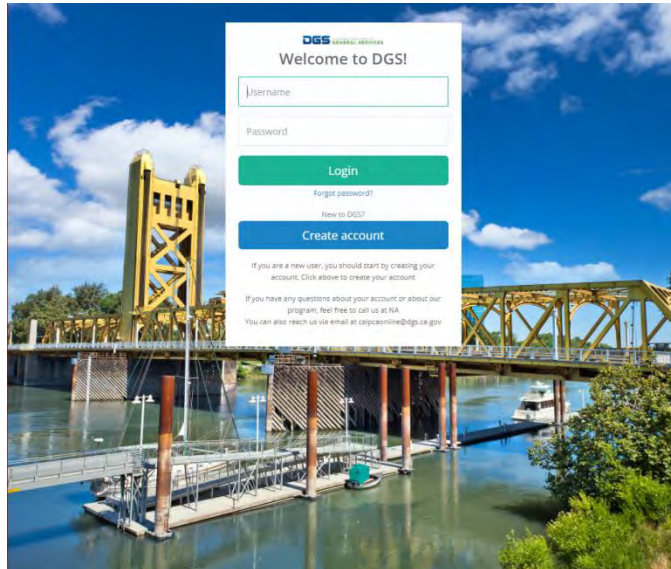


CalPCA Online: Getting Started Guide for Students

Log In Screen

Go to <https://dgs.geniussis.com/>



If you do not have a username and password, click the Create account button.

If you have forgotten your password, click **forgot password** and a new password will be sent via email. Please note that copy & paste does not work with passwords.

For assistance, send message to CalPCAOnline@dgs.ca.gov.

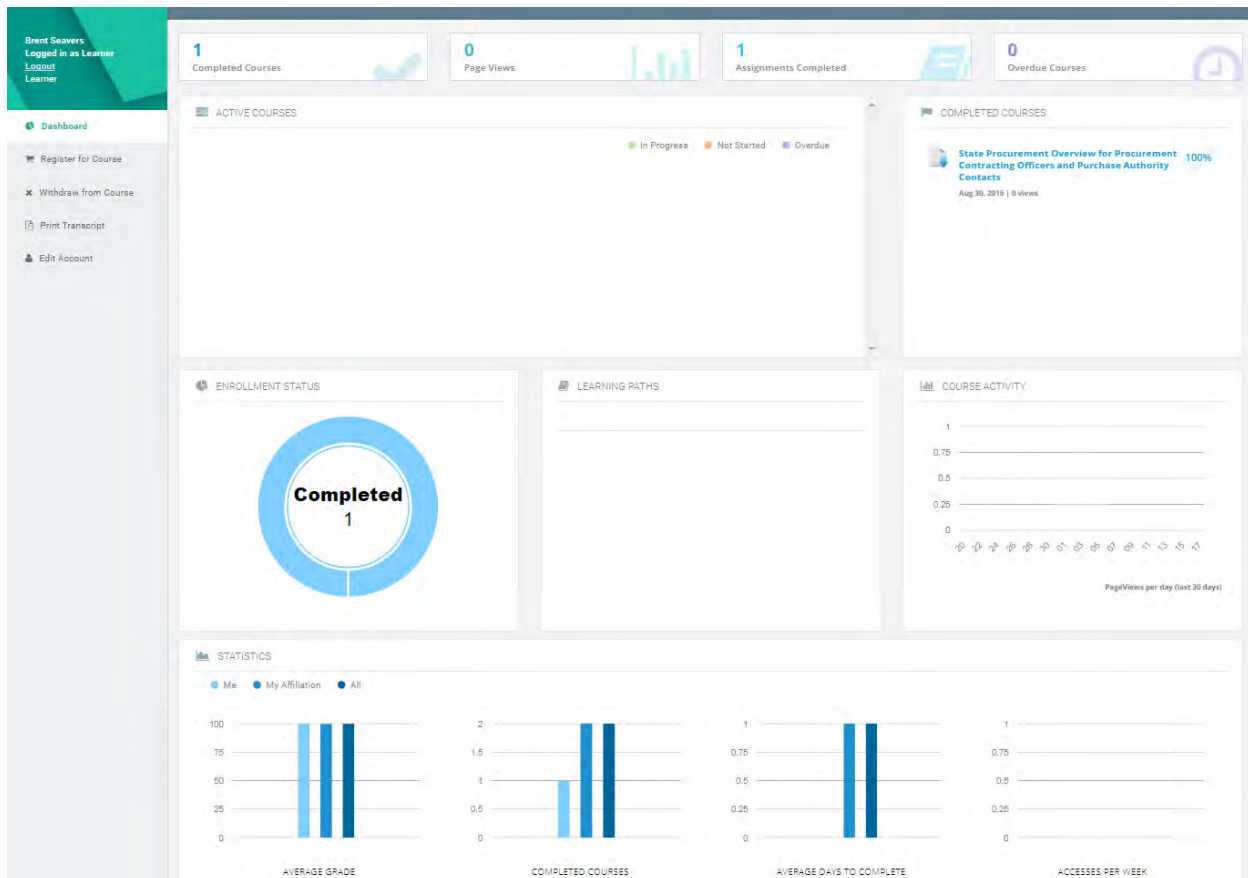
Create New Profile

All fields (except middle initial are required).
Industry Professional/Cert can be N/A.

Passwords must be a minimum of 8 characters and must include an upper case letter, lower case letter, a number, and a special character.

Student Dashboard

The Dashboard is where a learner will register for a course, launch a registered course, withdraw from a course, and print certificates. It is also an overview of course status (Active, Completed, Pending, Wait List).



In the main window panel is a Completed Courses frame, clicking on a course name will **download** the certificate.

In the main frame you can see an Active Courses frame that contains links that will take you to each class you are enrolled in.

The left side menu has a link to the training transcript, and a register for course link which will take you to the **course** catalog page.

Course Catalog (access by clicking on Register for Course)

The course catalog shows all CalPCA **courses** available to you as a **learner**. Click the info button on each course to learn more.

The screenshot displays the DGS General Services Course Catalog. On the left is a sidebar with a user profile for 'Brent Seavers' and navigation links: Dashboard, Register for Course, Withdraw from Course, Print Transcript, and Edit Account. The main content area features a grid of 12 course cards. Each card includes a title, dates, a description, and an 'Add to cart' button. The courses are categorized into three groups: 'Acquisitions Under \$5,000', 'Commercially Useful Function', and 'Contract Management'. The top right of the interface includes a search bar, a 'Find Course' button, and a 'Proceed to Checkout' link. The bottom of the page contains copyright information for Genius SIS and a 'Go back to top' link.

Course Title	Dates	Description
Acquisitions Under \$5,000	11/14 - 11/16	Online Nov 14, 2017 Acquisitions Under \$5000 Webinar
Acquisitions Under \$5,000	8/29 - 8/31	Online Aug 29, 2017 Acquisitions Under \$5000 Webinar
Acquisitions Under \$5,000	9/12 - 9/14	Online Sep 12, 2017 Acquisitions Under \$5000 Webinar
Commercially Useful Function	10/25	Online Oct 25, 2017 Commercially Useful Function Webinar
Commercially Useful Function	11/2	Online Nov 2, 2017 Commercially Useful Function Webinar
Commercially Useful Function	11/22	Online Nov 22, 2017 Commercially Useful Function Webinar
Commercially Useful Function	12/11	Online Dec 11, 2017 Commercially Useful Function Webinar
Commercially Useful Function	12/28	Online Dec 28, 2017 Commercially Useful Function Webinar
Contract Management	10/11	Online Oct 11, 2017 Contract Management Webinar
Contract Management	11/28	Online Nov 28, 2017 Contract Management Webinar
Contract Management	12/20	Online Dec 20, 2017 Contract Management Webinar

Note: Online = self-paced, Hybrid = webinar, Face to Face = course held in West Sacramento.

To register for a course, add the course to the cart and "check out."

Course Information Page

The pop up window will list dates, times, delivery method, and prerequisites if any. You can close the window or click Add to cart to continue the registration process.

The screenshot shows the DGS General Services course catalog. A pop-up window is displayed for the course "Acquisitions Under \$5,000 - 11/14 - 11/16". The pop-up contains the following information:

- Course Title:** Acquisitions Under \$5,000 - 11/14 - 11/16
- Course Type:** 3 Morning Webinar Course
- Time:** 9am - 12:30pm each day
- Description:** This course is designed to give State of California procurement professionals the basic knowledge of acquisitions of Non-IT Goods, Non-IT services, and IT Goods and Services under \$5000. This course is designed and intended for professional buyers with less than two years of procurement experience and who purchase items of a day-to-day nature and can be classified as an incidental buyer.
- Start Date:** Nov 14, 2017
- Category:** Training
- Keywords:** Fair, Reasonable, Informal, Phone
- Instructor:**
- Cost:**
- Location:** Online
- Prerequisites:** This course does not have any other pre-requisite course.
- Learning Path:** This course does not have associated learning path.
- Buttons:** Close, Add to cart

The background shows a grid of other courses, including "Commercially Useful Function" and "Contract Management".

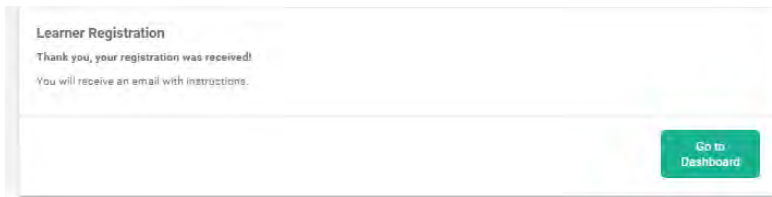
Registration Confirmation

This window is where you confirm your enrollment. Review the **course** details and make sure you have the appropriate internal approvals for training from your department before clicking **confirm**.

After clicking confirm, an enrollment success window will appear.

The screenshot shows the "Course Confirmation" window. It displays the following information:

- Total Amount:** \$0.00
- There is 1 course selected:**
- | Course | Instructor | Start Date | Location | Tuition |
|----------------------------|------------|------------|----------|---------|
| Acquisitions Under \$5,000 | El White | 11/14/2017 | Online | \$0.00 |
- Buttons:** Change Course, Confirm

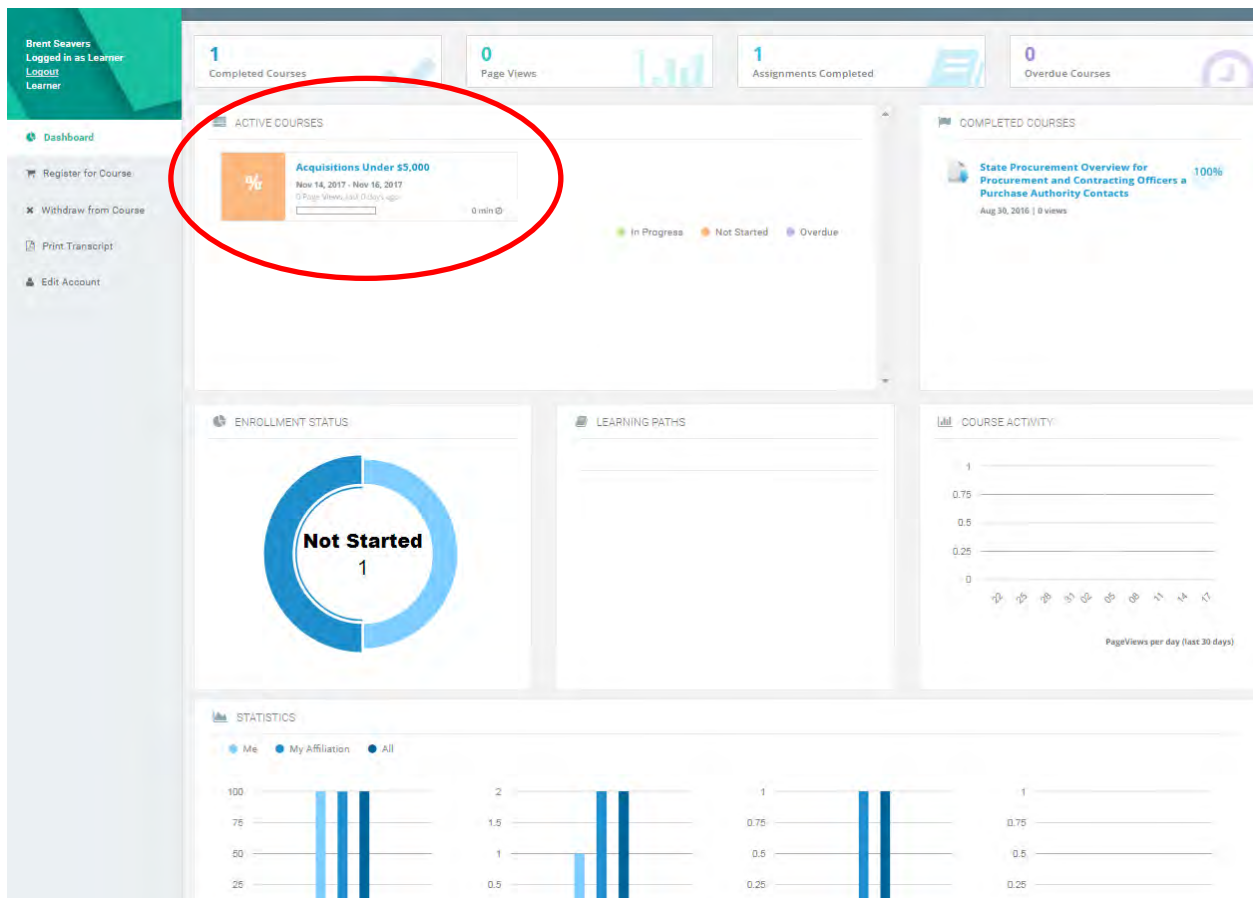


Click the button to close the window and return to the Dashboard.

Getting to Course

From the Dashboard, look for the Active **Courses** frame. Here you will see each **course** you are currently enrolled in as an information box.

Click on the **course** to begin.



Dashboard - Active Courses

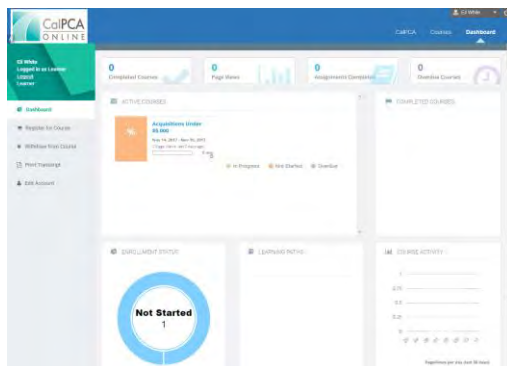
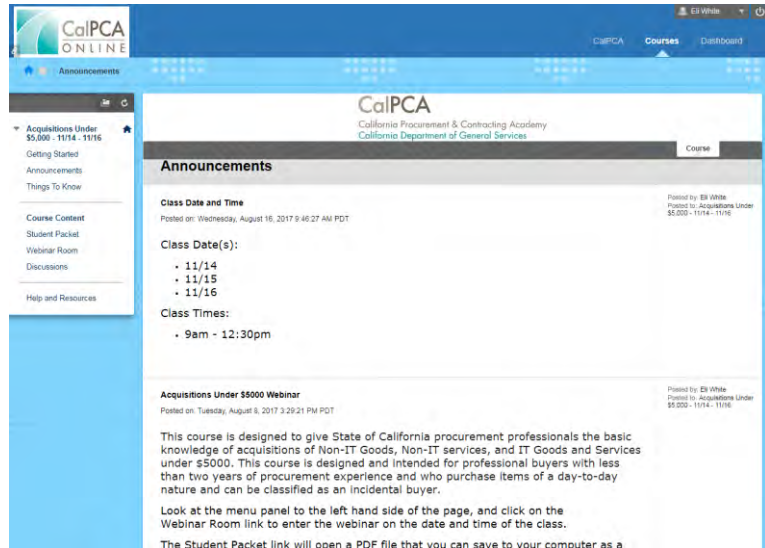
Click on the link for a **course** you are enrolled. This will take you to the **course** home page.

For *online* courses, complete all lessons by clicking on every page. A minimum of 80% is required for each activity, quiz and final exam.

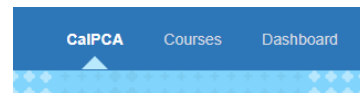
For *hybrid* (webinar) courses, access the webinar link the morning of the course.

Face-to-Face courses are held in West Sacramento.

CalPCA Learn Page



Note the tabs at the top of the page. The Dashboard tab will return to the dashboard.



From the CalPCA tab, you can see any announcements, view online system help, check results, and see the courses you are enrolled in as links. Clicking the class links will take you to the class screen. To get back here you just click the CalPCA tab at the top of your screen.



Further Assistance

If you have any questions or concerns contact CalPCAOnline@dgs.ca.gov