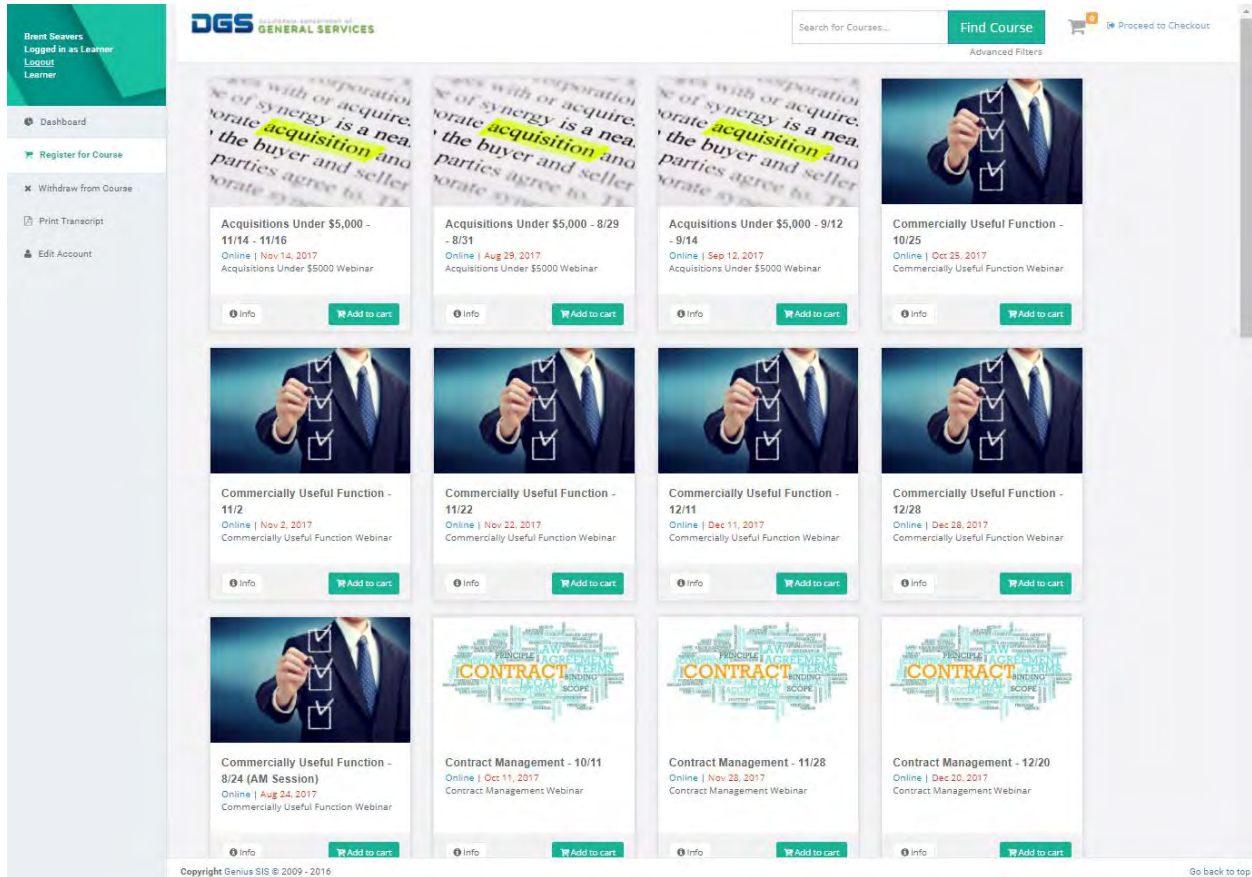






## Course Catalog

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 (Department of General Services) Course Catalog. The page is organized into a grid of course cards. Each card features a title, dates, a brief description, and an 'Add to cart' button. The courses listed are:

- Acquisitions Under \$5,000 - 11/14 - 11/16
- Acquisitions Under \$5,000 - 8/29 - 8/31
- Acquisitions Under \$5,000 - 9/12 - 9/14
- Commercially Useful Function - 10/25
- Commercially Useful Function - 11/2
- Commercially Useful Function - 11/22
- Commercially Useful Function - 12/11
- Commercially Useful Function - 12/28
- Commercially Useful Function - 8/24 (AM Session)
- Contract Management - 10/11
- Contract Management - 11/28
- Contract Management - 12/20

The interface includes a search bar at the top right with a 'Find Course' button and a 'Proceed to Checkout' button. A sidebar on the left shows the user's name (Brent Seavers) and various navigation options like 'Dashboard', 'Register for Course', and 'Withdraw from Course'.

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 open for the course "Acquisitions Under \$5,000 - 11/14 - 11/16". The pop-up window contains the following information:

- Title:** Acquisitions Under \$5,000 - 11/14 - 11/16
- Format:** 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:** (blank)
- Cost:** (blank)
- Location:** Online
- Additional Info:** Course materials will include a Student Resource Packet with information on policy, procedures, and task descriptions.
- Buttons:** Close, Add to cart

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

## 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:** \$9.00
- There is 1 course selected:**
- Course:** Acquisitions Under \$5,000
- Instructor:** Eli White
- Start Date:** 11/14/2017
- Location:** Online
- Tuition:** \$9.00
- Buttons:** Change Course, Confirm

**Learner Registration**  
Thank you, your registration was received!  
You will receive an email with instructions.

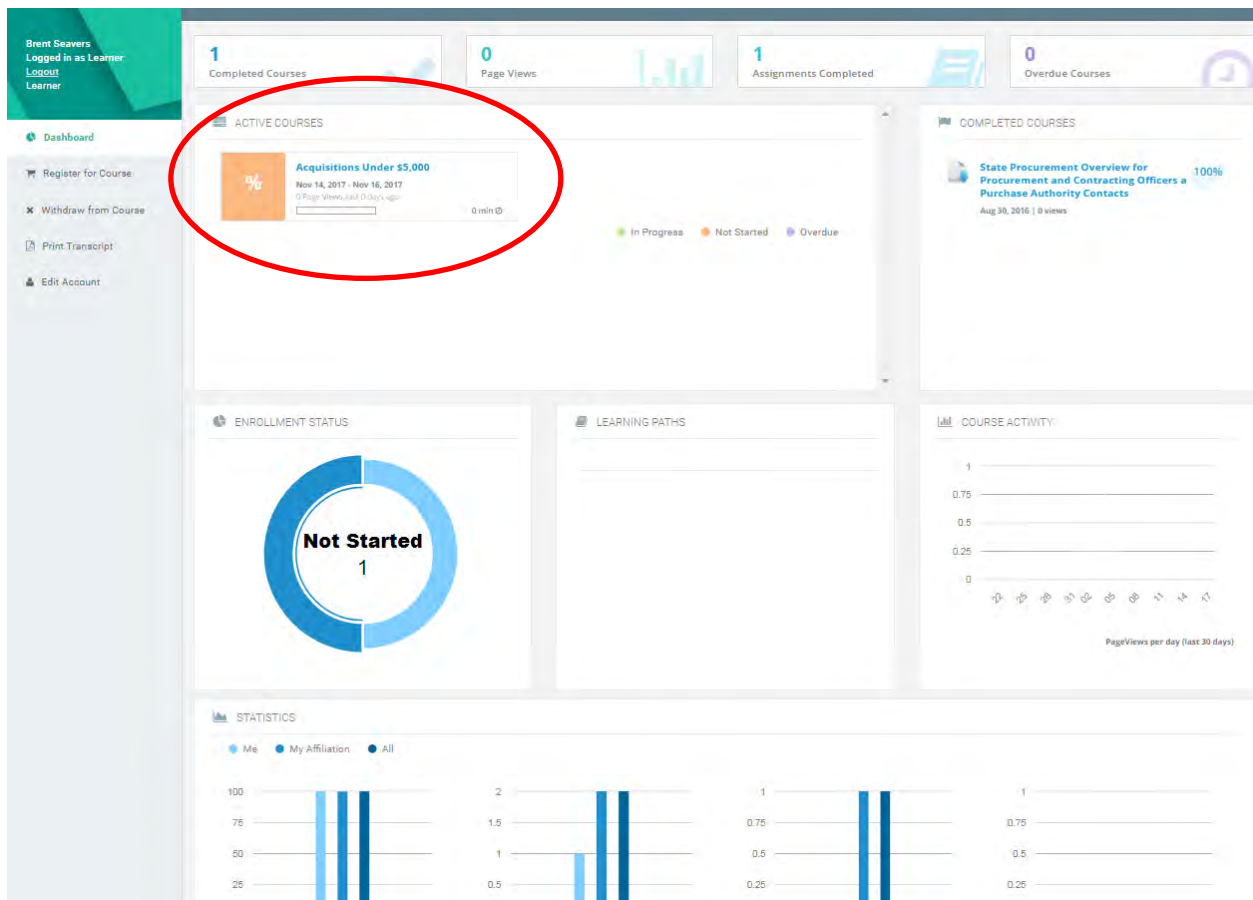
Go to  
Dashboard

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

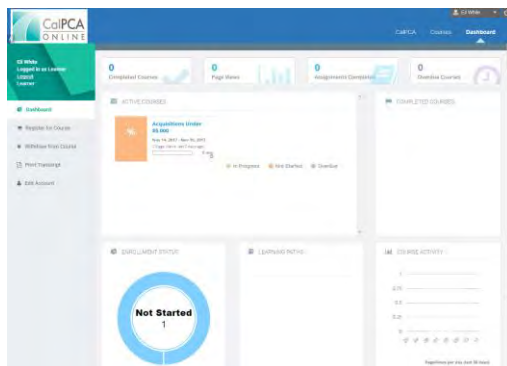
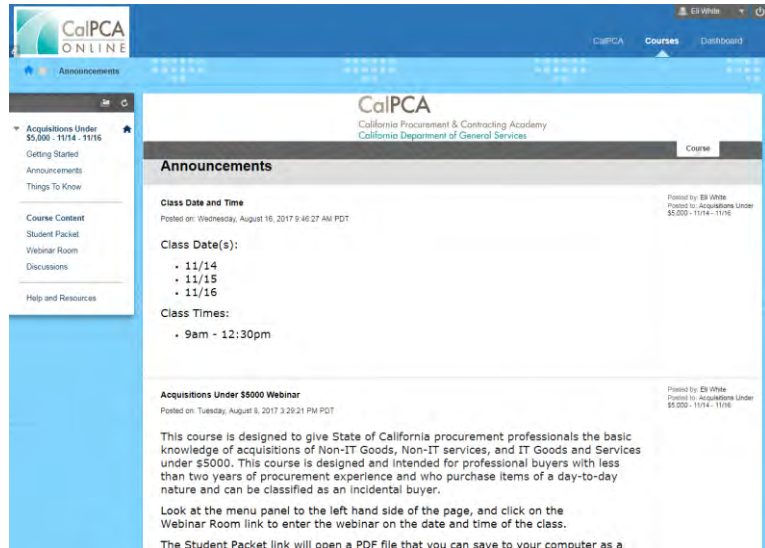
Click on the link for a **course** you are enrolled. This will take you to the **course** home page.

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

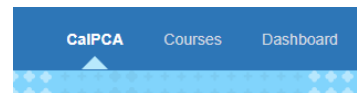
For *hybrid* (webinar) courses, access the webinar link the morning of the course.

*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](mailto:CalPCAOnline@dgs.ca.gov)