

How to Register for classes in the DGS Training Registration System

Step 1:

Log-on to the Training Registration System:

<https://www.dgsapps2.dgs.ca.gov/DGS/TRS/>

Training Registration System X

dgsapps2.dgs.ca.gov/DGS/TRS/

Import bookmarks here on the bookmarks bar. [Import bookmarks now...](#)

California Home Tuesday, October 11, 2016

Welcome to *California*

DGS Home
[Training Home](#)
[Log In](#)
[General Questions](#)
[Courses](#)
[Web Site Feedback](#)
[Contact Us](#)

TRS

Welcome to the DGS Training Registration System

Welcome to Training Registration System (TRS). You now have the ability to register yourself for education and training classes. DGS offers resources to assist you in meeting your safety requirements (OSHA, SAM)

The TRS system gives you the ability to save your personal profile information. Once saved, you will supply a TRS issued username and password, that will automatically fill in your profile information when registering for another TRS course. What a time saver!

Announcements

DGS ETHICS TRAINING INFORMATION

Description:

California law requires state officials who have to file an annual Statement of Economic Interest (Form 700) to complete an ethics training course within six months of their hiring, and every two years thereafter. (Government Code 11146.3.) The Attorney General's Office and the Fair Political Practices Commission have developed a curriculum for an Ethics Training Course. The DGS Ethics class uses the developed curriculum in order to provide onsite Ethics training for DGS employees.

Registration Information:

Each employee must create a TRS profile or must update an existing profile to include the employee's supervisor's information.

Registration may be submitted up to the day of the scheduled class.

Class time: 8:30 a.m. to 12:30 p.m. No admittance allowed after 8:45 a.m.

Certificate Information: No certificates will be issued. Signing in before the class and signing out after completion of the class will be required to receive credit.

Parking information: Covered parking garage is \$15 flat rate for the entire day (with NO in-and-out privileges), or \$1 for each 20 minutes. (Payment: Cash or check ONLY – Golden 1 ATM is located near the cafeteria entrance)

NOTE: Please DO NOT park in the building entrance parking lot. These are limited-term parking spaces and your vehicle may be cited.

For questions regarding DGS Ethics Training, contact the Office of Legal Services at DGSOLSContact@dgs.ca.gov. For questions regarding the TRS program, contact your office's training coordinator.

DEFENSIVE DRIVERS TRAINING PROGRAM (DDT)

Just a reminder of the services our DGS/ORIM DDT Program OFFERS:

- *Online Defensive Drivers Training course
- *One on One Drivers Instruction (On site/in-car)
- *Behind the Wheel Drivers Training (On site/in-car)
- *Van Drivers Training (classroom)

CalPCA announces its first annual Strategic Planning Customer Survey!

The survey is available at <https://www.surveymonkey.com/r/CalPCA2016>.

We hope this survey reaches all state employees with roles and responsibilities in goods or services acquisition, both IT-related, or non-IT.

Your answers to this survey will help CalPCA fulfill its commitment to:

- Expand CalPCA reach to agencies statewide
- Be more responsive to your agency's procurement training requests
- Tailor curriculum delivery to your employees' learning styles
- Pursue new channels to deliver course content
- Explore regional training opportunities
- Fine-tune training schedules for maximum distribution
- Determine the direction CalPCA will follow in the coming years

The survey is all of fourteen (14) questions, and should take just a few minutes to complete.

If you have already taken the survey, Thank You, Thank You!

And if you have not, please do, before the Oct. 21, 2016 deadline!

Contact CalPCA with questions or concerns: (916)375-4628

CalPCA Evaluation and Award Course - SEATS STILL AVAILABLE

There are still seats available for the CalPCA Evaluation and Award course.

Step 2:

Log-in to your Student Profile.

If you do not remember your User Name please contact CalPCA at (916) 375-4628 or calpcahelp@dgs.ca.gov

ks now...

The screenshot shows the login page for the DGS Training Registration System. At the top, there is a blue banner with "California Home" on the left and "Tuesday, October 11, 2016" on the right. Below the banner is a "Welcome to California" header with a collage of images including the Golden Gate Bridge, a sunset, a mountain, and a field of yellow flowers. On the left side, there is a navigation menu with links: "DGS Home", "Training Home", "Log In", "General Questions", "Courses", "Web Site Feedback", and "Contact Us". The main content area is titled "TRS" and "Welcome to the DGS Training Registration System". It prompts the user to "Please enter your user name and password." and provides input fields for "User Name" and "Password", along with a "Submit" button. Below the input fields, there are links for "New User? Click Here" and "Forgot Password? Click Here".

Step 3:

Once logged-in to your student profile, select courses (Left hand side)

A comprehensive list of CalPCA courses will be listed.

California Home Tuesday, October 11, 2016

Welcome to *California*

[Change Your Password](#)
[View Your Class History](#)
[Admin Functions](#)
[Create New Course](#)

[DGS Home](#)
[Training Home](#)
[Log Off](#)
[View/Edit Profile](#)
[General Questions](#)
[Instructor Calendar](#)
Courses
[Announcements](#)
[Billing Text File](#)
[Cities](#)
[Resources](#)
[Training Locations](#)
[Special Needs](#)
[Reports](#)
[Web Site Feedback](#)
[Contact Us](#)

TRS

Current Courses

- DGS University (DGS Employees Only)
 - [Basic Supervisor's Training](#)
 - [Emergency Operation Center \(EOC\) Training](#)
 - [Incident Command System \(ICS\)](#)
 - [Supervisor's Forum \(March 2016\)](#)
 - [Supervisor's Forum \(March 2015-Night\) 2 Hours](#)
 - [Supervisor's Forum \(Webcast Enrollment\)](#)
- Cal-PCA
 - [Acquisitions Under \\$5,000 WEBINAR \(3 mornings\)](#)
 - [Basic Acquisition Certificate \(4 days\)](#)
 - [Basic Acquisition Certificate \(5 days\) - \(Not the BACP/BACT\)](#)
 - [Commercially Useful Function Webinar \(1/2 day\)](#)
 - [Contract Management WEBINAR \(2 mornings\)](#)
 - [Evaluation Criteria Workshop \(1 day\)](#)
 - [Leveraged Procurement Agreements Workshop \(1 day\)](#)
 - [Non-Competitively Bid Workshop \(1/2 day\)](#)
 - [SB/DVBE Option WEBINAR \(1/2 Day\)](#)
 - [Services Contracting Workshop \(2 days\)](#)
 - [Small Business/DVBE Option Workshop \(1/2-day\)](#)
 - [State Procurement Overview for Procurement & Contracting Officers and Purchase Authority Contacts](#)
 - [Statement of Work Workshop \(2 days\)](#)
- Office of Enterprise Resource Planning
 - THERE ARE NO COURSES FOR THIS GROUP
- Office of Legal Services
 - [DGS Ethics Training](#)
- Office of Risk and Insurance Management
 - [Basic Jobsite Safety Training-4 hrs. \(DGS-RESO only\)](#)
 - [Basic Safety Training](#)
 - [Defensive Driver Training - Online](#)
 - [Defensive Driver Training-Behind-The-Wheel Training](#)
 - [Defensive Driver Training-MFDDT](#)
 - [Defensive Driver Training-One-on-One](#)
 - [Defensive Driver Training-Van Driver Training](#)
 - [Emergency Operating Center Position Training for Controller & Evaluators](#)
 - [Emergency Operation Center Position Training A1 thru 6 Management](#)
 - [Emergency Operation Center Position Training A10 Finance/Admin](#)
 - [Emergency Operation Center Position Training A7 Operations](#)
 - [Emergency Operation Center Position Training A8 Planning](#)
 - [Emergency Operation Center Position Training A9 Logistics](#)
 - [Field Safety Training-4 hrs. \(DGS-RESO only\)](#)
 - [First Aid/CPR Basic with AED Supplement-\(DGS Only\)](#)
 - [First Aid/CPR Renewal with AED Supplement-\(DGS Only\)](#)
 - [Hazard Awareness Training](#)
 - [ICS 100/ Incident Command System Introduction](#)
 - [MGT-331 Continuity of Operations Training](#)
 - [Office Ergonomics Refresher](#)
 - [Office Ergonomics Training for Trainers](#)
- Office of Small Business & DVBE Services
 - [Certified Firm Profile - Optimize Visibility of Your Business](#)
 - [The CSCSR and The SOS - Finding Strategically Sourced Contracting Opportunities... and More!](#)
- Office of Technology Resources
 - [DotNetNuke](#)
 - [Web Accessibility Training](#)
- Real Estate Services Division
 - THERE ARE NO COURSES FOR THIS GROUP

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Step 4:

Click on the course you are interested in:

Once you click, you will be taken to a description of the course you have chosen. In this example, the SB/DVBE Option webinar course was selected.

On the left grey bar, you will see "Click here to see a list of current classes for this course"

164

California Home Tuesday, October 11, 2016

Welcome to **California**

[Change Your Password](#) **TRS**

[View Your Class History](#) **Course Information**

[Click here to see a list of current classes for this course](#) **SB/DVBE Option WEBINAR (1/2 Day)** You are subscribed to this course.

[View Past Classes](#) **Course Active**
True

[Admin Functions](#) **Course Objective**
This webinar will take you through the basics of using the "SB/DVBE Option". The course will cover what the Option is, what a SB is, what a DVBE is, how to use the Option, and when to use it.

[Create New Class](#) **Course Description**
Government Code Section 14838.5 allows departments to informally solicit only California Certified Small Business (SB) or only Disabled Veteran Business Enterprise (DVBE) suppliers, and award contracts, if at least two responsible suppliers submitted responsive offers. This is the SB/DVBE option. To learn more, join us for this half day class!

[Edit Course Details](#)
Upon completion of this workshop, students will know:
- The "win/win/win" benefits of using the option
- When to use the SB/DVBE option
- What is required and what is not required in the process
- Available resources pertaining to the option

[Create New Course](#)
This session is 3.5 hours in length.
You will be able to login as early as 30 minutes prior to the start time for the session.

[DGS Home](#) **INDIVIDUAL LOG IN IS REQUIRED.**

[Training Home](#) **DO NOT SHARE A COMPUTER OR LOG IN INFORMATION.**

[Log Off](#) Each participant is required to access the webinar session individually.

[View/Edit Profile](#) ****YOU MUST BE REGISTERED HERE IN THE TRAINING REGISTRATION SYSTEM (TRS) IN ORDER TO RECEIVE CREDIT. IF YOU FORWARD THE ACCESS HYPERLINK TO ANOTHER EMPLOYEE WHO IS NOT ENROLLED THROUGH TRS, THEY WILL NOT RECEIVE CREDIT.****

[General Questions](#) **INDIVIDUAL LOG IN IS REQUIRED.**

[Instructor Calendar](#) **DO NOT SHARE A COMPUTER OR LOG IN INFORMATION.**

[Courses](#) Each participant is required to access the webinar session individually.

[Announcements](#) To participate in this webinar, you must:

[Billing Text File](#)

- Register here in the Training Registration System (TRS) for this course
- Watch for the CalPCA e-mail containing the registration link for the ONLINE event
- Complete the registration in order to receive your unique access code to the event (you will use this access code to login to the session)
- Have a computer with internet access
- Participate in ALL polls

[Cities](#) Failure to participate will result in failure of the course, and no certificate will be provided.

[Resources](#) ****We recommend the use of headphones or earbuds for listening purposes.**

[Training Locations](#) ****Closed captioning can be provided for this webinar per request.**

[Special Needs](#) Doing our part to green California, CalPCA will provide electronic classroom reference materials.

[Reports](#) Please contact calpcahelp@dgs.ca.gov or (916) 375-4828 with questions or comments.

[Web Site Feedback](#) See <http://www.dgs.ca.gov/pd/Programs/CalPCA/Info.aspx> for general CalPCA information.

[Contact Us](#)



Step 5:

If under "Class Status" you see "Seats Available", then there is still availability in the course and proceed to the next step.

If the "Class Status" indicates "Full", then the course is at it's maximum and you have options:

- 1) Wait until the next offering opens for registration.
- 2) Periodically check the Training Registration System and see if anyone has "dropped" the class.
- 3) Arrive on the day of class early and write your name on the "Walk-in Sheet". If there are students who do not come to class, those seats will be filled in the order of the "Walk-in Sheet".

..asp?courseid=164

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The screenshot shows the DGS Training Registration System interface. At the top, there is a navigation bar with "California Home" and "Tuesday, October 11, 2016". Below this is a banner with "Welcome to California" and various images. On the left side, there is a menu with links such as "Change Your Password", "View Your Class History", "Create New Class", "DGS Home", "Training Home", "Log Off", "View/Edit Profile", "General Questions", "Instructor Calendar", "Courses", "Announcements", "Billing Text File", "Cities", "Resources", "Training Locations", "Special Needs", "Reports", "Web Site Feedback", and "Contact Us". The main content area is titled "TRS" and "SB/DVBE Option WEBINAR (1/2 Day)". Below this, there is a note: "Note: You may view the list of classes sorted by Start Date, Location or Region. Click on the appropriate heading to resort the class information." A table displays class information with columns: "Class Status", "Start Date", "End Date", "Time", "Day(s)", "Location", and "Region". The table contains one row with the following data: "Seats Available", "10/19/2016", "10/19/2016", "1 PM-4:30 PM", "1", "ONLINE COURSE", and "Northern". A large blue arrow points to the "Seats Available" text in the "Class Status" column. Below the table, there is a link: "View your classes and completed classes. [Click Here](#)".

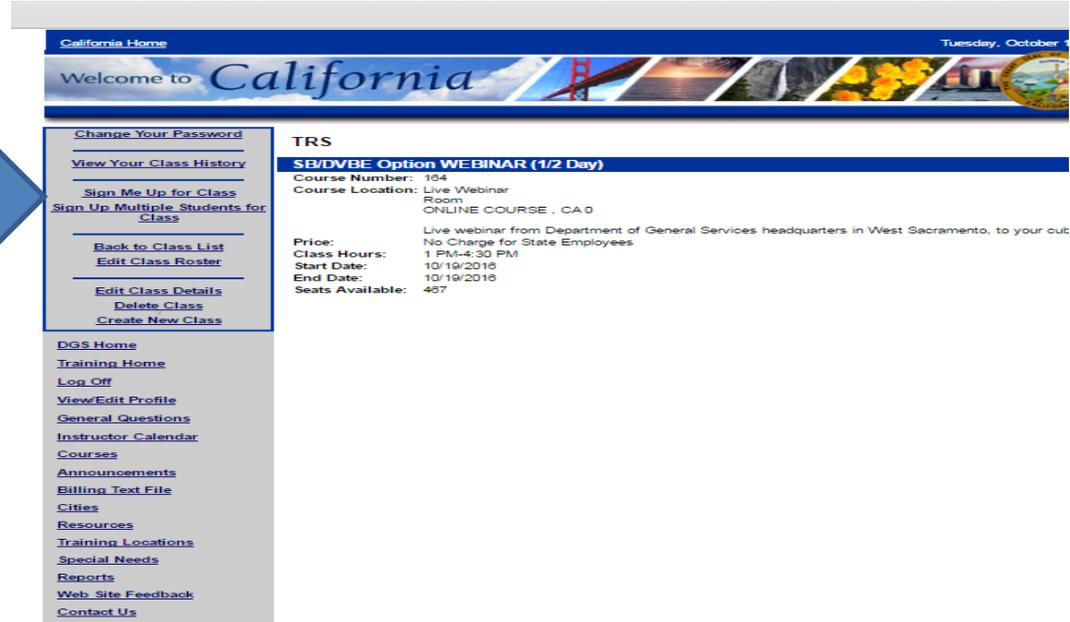
Class Status	Start Date	End Date	Time	Day(s)	Location	Region
Seats Available	10/19/2016	10/19/2016	1 PM-4:30 PM	1	ONLINE COURSE	Northern

Step 6:

How to Register for classes in the DGS Training Registration System

On the left grey bar, you will see "Sign me up for class". Click and you will be enrolled. You will receive an email confirmation shortly after you have enrolled.

ID=8753



California Home Tuesday, October 5

Welcome to *California*

[Change Your Password](#)
[View Your Class History](#)
[Sign Me Up for Class](#)
[Sign Up Multiple Students for Class](#)
[Back to Class List](#)
[Edit Class Roster](#)
[Edit Class Details](#)
[Delete Class](#)
[Create New Class](#)

[DGS Home](#)
[Training Home](#)
[Log Off](#)
[View/Edit Profile](#)
[General Questions](#)
[Instructor Calendar](#)
[Courses](#)
[Announcements](#)
[Billing Text File](#)
[Cities](#)
[Resources](#)
[Training Locations](#)
[Special Needs](#)
[Reports](#)
[Web Site Feedback](#)
[Contact Us](#)

TRS

SB/DVBE Option WEBINAR (1/2 Day)

Course Number: 164
Course Location: Live Webinar
Room: ONLINE COURSE , CA 0
Live webinar from Department of General Services headquarters in West Sacramento, to your cut

Price: No Charge for State Employees
Class Hours: 1 PM-4:30 PM
Start Date: 10/19/2016
End Date: 10/19/2016
Seats Available: 467