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.

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.

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.
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