

The Authority is NOW virtual



CLICK



LEARN

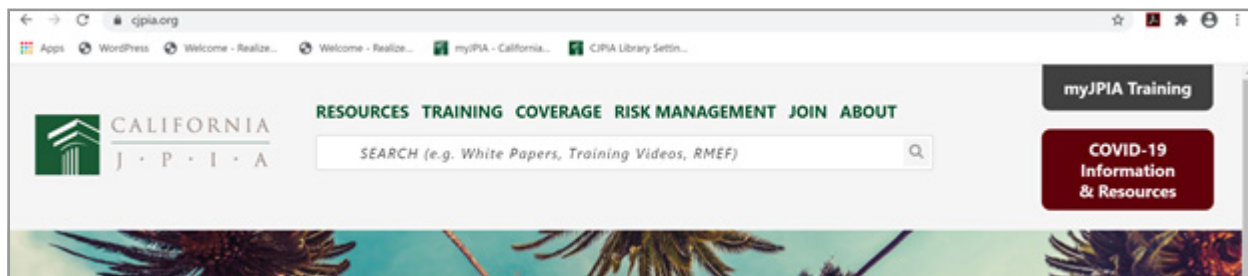


CONNECT

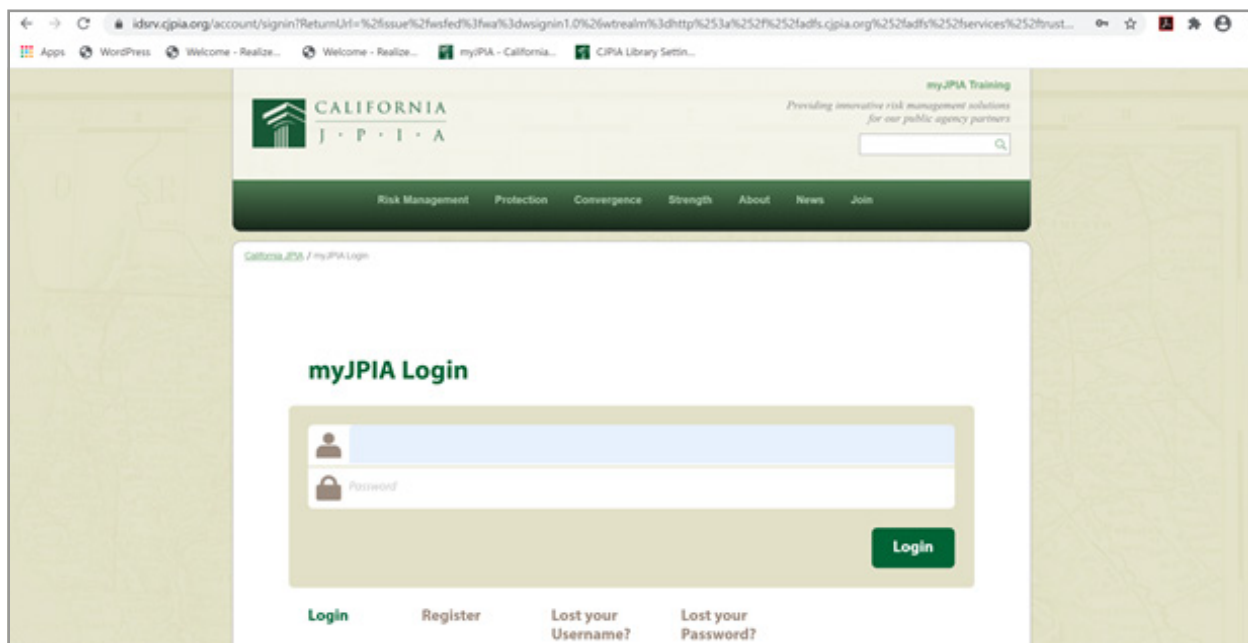
Easy Access

How to Register Staff for Virtual Training

1. Click on the “myJPIA Training” button in the top-right of the website navigation



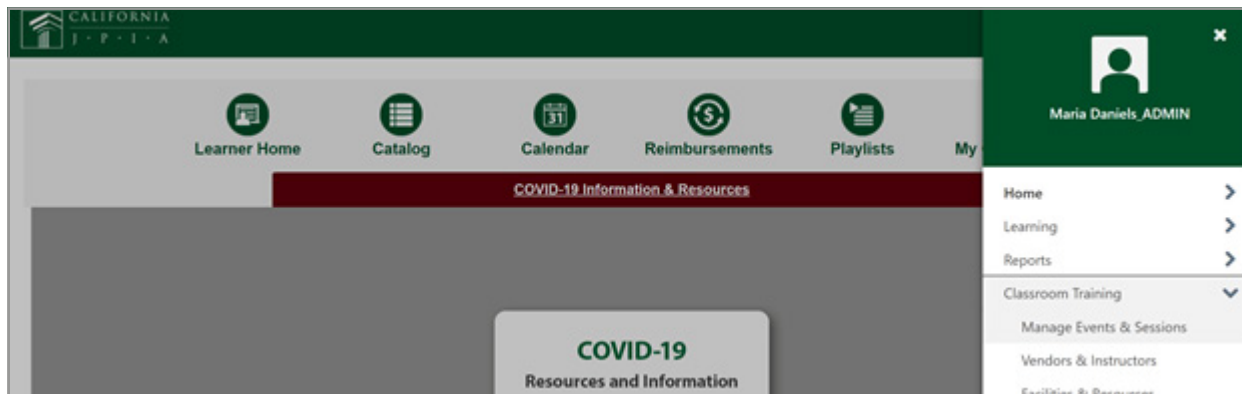
2. Enter your login credentials



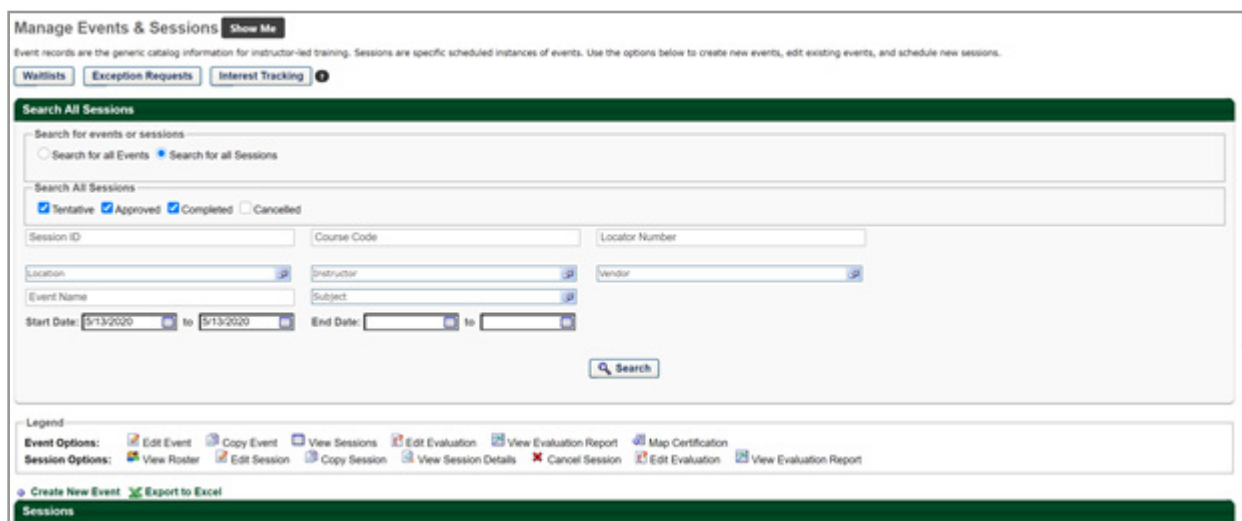
3. Click on the 3 white bars (upper right-hand corner)



4. A Pop-up window will appear with your name. Click on "Classroom Training" and select "Manage Events & Sessions"



5. The system will default to "Search for all Events". Change it to "Search for all Sessions"
6. Enter the training date in both "Start Date" search boxes. Leave the "End Date" blank
7. Click "Search"



- Once clicked, "Search" the trainings will appear on the bottom of the screen. Look for the training, and under the "Sessions Options" column (far-right), click on the first icon.

Day	Start Date	End Date	Session ID	Event Name	Locator Number	Location	Instructor	Enrollment	Status	Event Options	Session Options
Wednesday	5/13/2020 9:00 AM PST	5/13/2020 11:00 AM PST	Traffic Control and Flagging Safety - Virtual	Traffic Control and Flagging Safety - Virtual	9201	Virtual	Wilmes Steve	8 of 20	Completed	[Icons]	[Icons]
Wednesday	5/13/2020 7:30 AM PST	5/13/2020 8:30 AM PST	Lockout Tagout and Basic Electrical Safety - Virtu	Lockout Tagout and Basic Electrical Safety - Virtual	9199	Virtual	Wilmes Steve	13 of 25	Completed	[Icons]	[Icons]

- Scroll to the bottom of the page to "Add Users"

Session Roster

Parent Roster: Attendance and Scoring

9201

Inventory Unassigned (0) Pending Payment (0)

Session Status: Completed
 Session Start Date: 5/13/2020 9:00:00 AM
 Session End Date: 5/13/2020 11:00:00 AM
 Seats Available: 12/20

Attachments: Choose File No file chosen Upload

RESOURCES

Add Attachment

No attachments have been uploaded for this Session

SCHEDULE

USERS

Print Sign-In Sheet Email Registered Users Add Users

Show Withdrawn/Removed Users (8 Results)

Name	User ID	Locator	Organizational Unit(s)	Email	Attendance	Score	Pass/Fail	Status	Options
------	---------	---------	------------------------	-------	------------	-------	-----------	--------	---------

- A small pop-up window will appear which lists your employee's names, or you can search by Last Name/First Name. Once located, click on the "Search" button, and they will appear on the bottom of the page
- Click on the Blue Plus sign (next to their names), and this will add them to the roster
- On the bottom of the screen. You will see two buttons: "Close" and "Done". Once completed, click on the "Done" button. Do not click on the "Close" button, as it will remove everyone, and you will need to register them again

13. On the next page, you will see those that have been registered highlighted in yellow. Click on the “Add Pending Users to Roster” button. System will take a few seconds, and you will see the attendee’s names listed on the bottom of the screen



14. You can register one or multiple participants by repeating this process. Please note if you register 11 or more people, the system will only confirm their registration 10 at a time. Remember to keep clicking “Add Pending Users to Roster” until there are no more highlighted names
15. Once completed, each attendee will receive a “Registration Confirmation” email