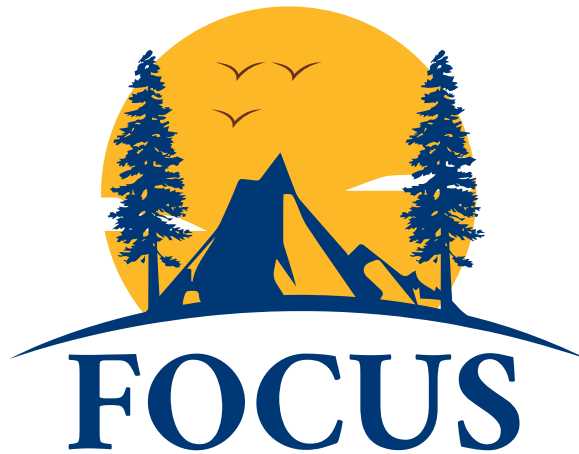


FOCUS Help File

Learner Role



California State Parks is proud of its reputation for training excellence and is looked upon as a leader in park management, interpretation, maintenance, and public safety training. Employees are the key ingredient for FOCUS to be successful.

FOCUS system allows all Learners to perform the following actions from the Learner Dashboard:

- View Course Catalog - Explore available training courses and register for training classes.
- View status of Training Requests
- View/Download Training Record
- View/ track Continuous Professional Training (CPT) Status
- Track Learning Paths
- Withdraw from a Course
- Request Credit
- Submit External Certificates or Degrees
- Submit Proof of Course Completion.

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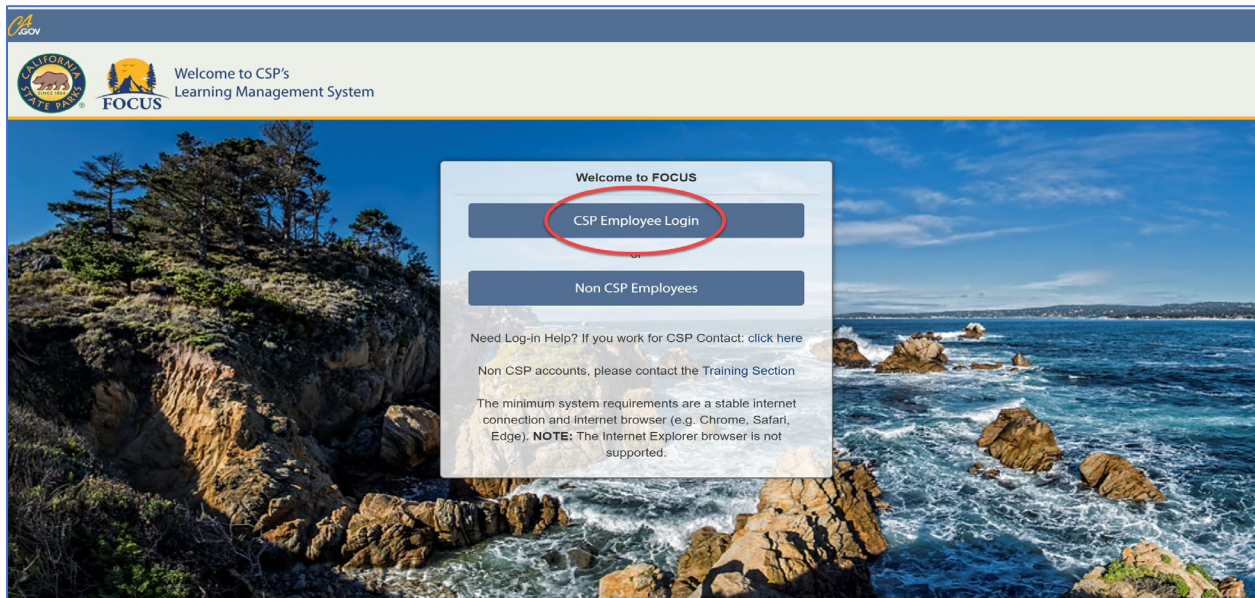
Accessing FOCUS

From your device, go to training.parks.ca.gov using a supported browser **Chrome, Edge, and Safari**. Click on the FOCUS link at the right side under Related Pages navigation panel. Click on the system icon/logo to proceed to the **FOCUS Welcome page**.



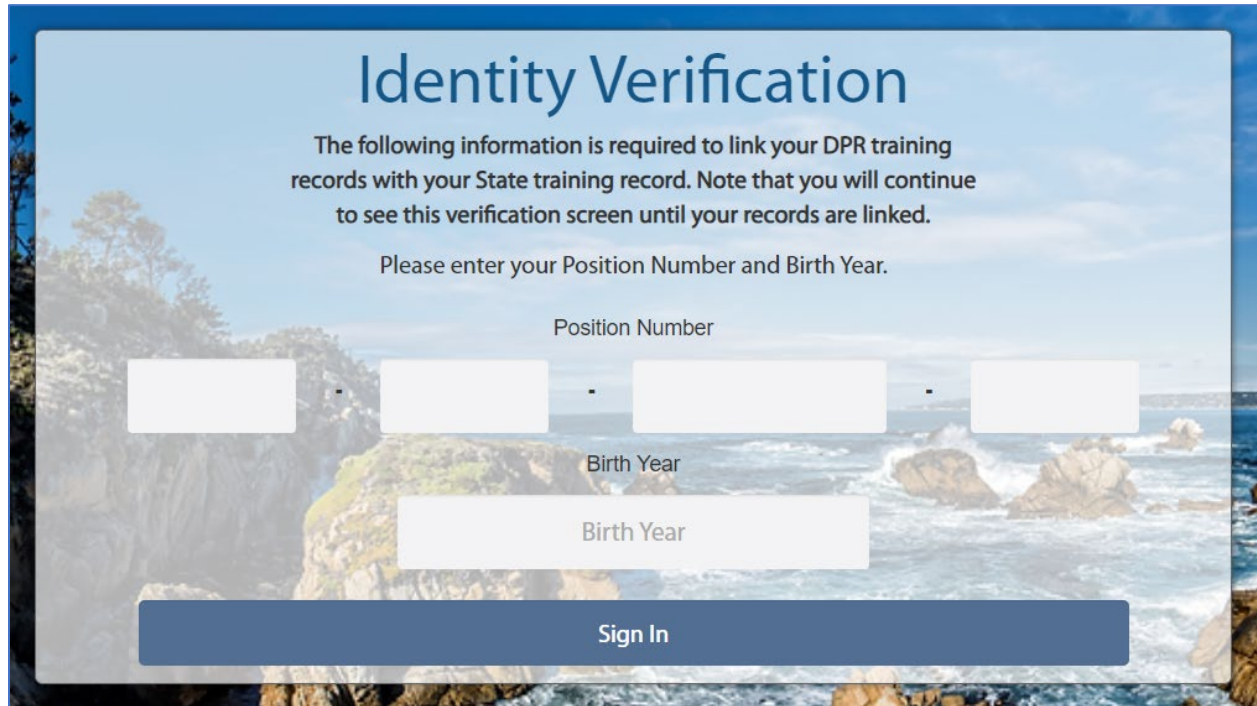
NOTE: ETMS Employee user accounts created prior to 4/1/21 have been migrated to FOCUS and users can login to FOCUS directly via Single Sign-On feature.

- If you have a Parks network user account, select **CSP Employee Login** button. The system will authenticate your login via your Parks network account, and you will be signed in directly without entering your credentials.



- If you have a Parks network user account, but you do not have an account set up in FOCUS the system may ask you to select your network account to proceed with your login. FOCUS will create an account for you the first time you login and auto sync your account with Active Directory to authenticate you on subsequent logins. You will be able to click on **CSP Employee Login** link and you will be signed in directly without entering your credentials.

- The first time that you login, you will see the following screen please input your CalHR Position Number and Birth Year. This is an important feature that allows your account to sync with CalHR to keep track of your training records across State agencies.

The image shows a web-based identity verification form. The background is a scenic photograph of a rocky coastline with waves crashing against the shore under a blue sky. Overlaid on this is a semi-transparent white box containing the form. At the top of the box, the title "Identity Verification" is displayed in a large, dark blue font. Below the title, a paragraph of text explains the purpose of the form: "The following information is required to link your DPR training records with your State training record. Note that you will continue to see this verification screen until your records are linked." This is followed by a prompt: "Please enter your Position Number and Birth Year." The form includes two input sections. The first, labeled "Position Number", consists of four white rectangular input fields separated by hyphens. The second, labeled "Birth Year", is a single white rectangular input field. At the bottom of the form, there is a dark blue rectangular button with the text "Sign In" in white. The entire form is centered within the image frame.

Identity Verification

The following information is required to link your DPR training records with your State training record. Note that you will continue to see this verification screen until your records are linked.

Please enter your Position Number and Birth Year.

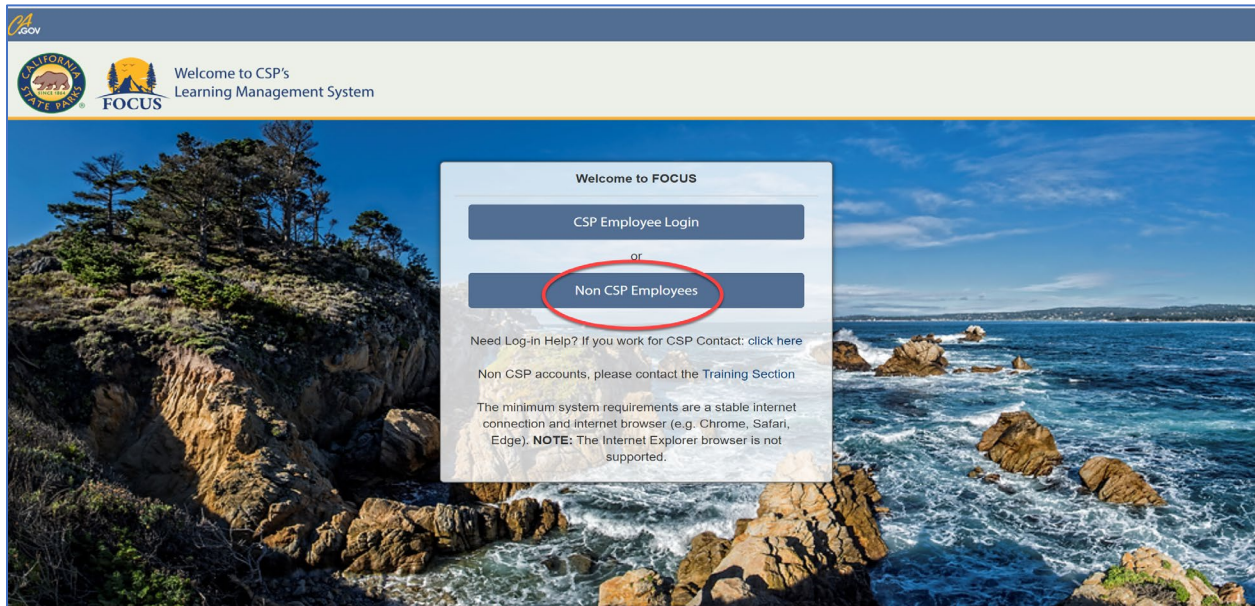
Position Number

Birth Year

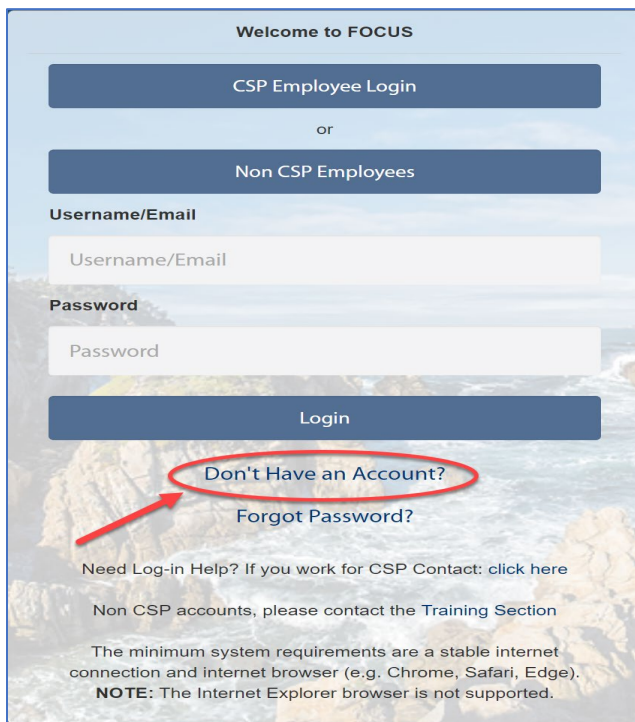
Birth Year

Sign In

- If you are a seasonal employee, but you do not have a Parks network user account, select **Non CSP Employees**.



1. Select **Don't Have an Account?** link.



- Fill out your information and select **Register** for a FOCUS account. Your password and confirm password must match. Please keep track of your password for future login.

Registration

New to the FOCUS Learning Management System? Create your account below.

Individual Details

***First Name:**
Boudreaux

***Last Name:**
Aloysius

***Email:**
Breezy@test.com

***Password:**

Passwords must contain at least 8 characters, one uppercase letter, one lowercase, one number, and one special character.

***Confirm Password:**

***Are you a Seasonal Employee**
Yes

Seasonal Employee

***Training Group:**
Monterey District (720)

***Classification :**
Seasonal Clerk

By clicking on register, you agree with our [Usage Terms](#).

Register

[Already Have an Account?](#)

Your new account registration request will be reviewed, and you will receive an email notification for further instructions.

Once your account request has been approved, you will receive an Account Approved notification below. Follow the link provided in your notification or you may also login via the FOCUS Welcome page.

FOCUS Account Approved

Welcome to FOCUS! Your account has been approved.

This email confirms the creation of your account. FOCUS is the learning management system you will use to access training information, register for most training, and track your training. Please keep this email as it contains important information about how to access this system.

To access your account, go to
<https://caparks-test.geniussis.com/PublicWelcome.aspx/>

If you have any questions, please contact us

Thank you,

FOCUS Support Team
FOCUS@parks.ca.gov

Select **Non CSP Employees** and enter your email address and password you provided on your registration form.

Welcome to FOCUS

CSP Employee Login

or

Non CSP Employees

Username/Email

Boudreauxtest

Password

.....

Login

Don't Have an Account?

Forgot Password?

Need Log-in Help? If you work for CSP Contact: [click here](#)

Non CSP accounts, please contact the Training Section

The minimum system requirements are a stable internet connection and internet browser (e.g. Chrome, Safari, Edge). **NOTE:** The Internet Explorer browser is not supported.

If your account request has been denied, you will receive an Account Request Denied notification below.

FOCUS Account Request Denied

ORIGINAL TO EMAILS: duck@test.com

ORIGINAL CC EMAILS:

ORIGINAL BCC EMAILS:

Hello,

We are sorry your account registration has not been accepted. If you have any questions, please contact us.

FOCUS Support Team

FOCUS@parks.ca.gov

Learner Dashboard

The Learner Dashboard will look like this once you are logged in successfully.

Important: Be sure you review your **Training Group and Supervisor** information!

If you do not have a Training Group or Supervisor information displayed under your name or the information is incorrect, please contact your supervisor to add you to his/her **“Managed Learner”** list so you can begin to register for training.

The screenshot shows the FOCUS Learner Dashboard for a test account. The top header displays the user's name, supervisor, and training group. The main content area is divided into several sections: Active Courses, Pending Courses, Learning Path, and Requested More Info. The Active Courses section shows two courses with 0% progress. The Pending Courses section is empty. The Learning Path section is empty. The Requested More Info section is empty. The CPT Status table is also visible on the right side of the dashboard.

CPT Name	Expiration	Credits Earned	Needed	Compliant

Active Courses

This area displays all courses that a learner is actively enrolled in where:

- no approval is required
- all required approvals have been met
- you have been assigned/enrolled in a Learning Path (see Learning Path section)

You can view the section name, start date/end date of the section as well as your progress status.

This close-up screenshot focuses on the Active Courses section. It shows two courses with 0% progress. The first course is 'FOCUS Test Sample Course sec. 1' with a start date of Jun 05, 2021 and an end date of Jun 04, 2022. The second course is 'FOCUS TESTING Only 1st Level Approval June 2021 sec. 1' with a start date of Jun 08, 2021 and an end date of Jun 07, 2022. Both courses show 0 Page Views and 0 days ago. The progress status is indicated by a blue bar at 0%.

CPT Status



Continuing Professional Training: is training that is done on a repeating cyclical basis (e.g. quarterly / repeat interval) that will continuously repeat. Examples: quarterly qualifications for firearms or the hourly requirements for Supervisory refresher. If you have course(s) that you need to repeat on an interval, you will be assigned to CPT(s) and they will be displayed in this area for you to keep track of your compliance status.

CPT STATUS				
CPT Name	Expiration	Credits Earned	Needed	Compliant
Ethics Orientation for State Officials	12/30/2021	0	16	NO

Pending Courses

Course requests are displayed in this section when one of these four conditions occur:


- Learner is missing required document(s) for a course.
- Course pre-requisite(s) have not been met.
- Course enrollment is pending Supervisor/Training Group Manager or Training Specialist approval.
- Course-Section has an enrollment cap, and Learner has been added to the waitlist.

PENDING COURSES	
 FOCUS TESTING Only 3rd Level Approval June 2021 sec. 1 Requested Approval on 6/14/2021	

Learning Path


A set of courses that a Learner can be enrolled in together because it is a cohesive learning experience. May be a block of required programs based on Department or Classification requirements; most often are not on a repeat interval but can be. At this time, Supervisors/Training Group Managers/FOCUS Admin can create/add Learning Paths to Learners.


Any learning paths assigned to a Learner will be listed here. As the Learner enrolls in the courses associated with the learning path and completes them, the status will be tracked and displayed in this section.


 LEARNING PATH		
Department Required	Completed	Expiration
Ethics Orientation for State Officials	Not Started	-
With All Due Respect	Not Started	-

Requested More Info

A Supervisor/Manager or Training Specialist may need more information on a Learner's training request in order to approve. When a request is submitted, the Learner will receive a notification below and the request will be displayed in this section.

 REQUESTED MORE INFO



Advanced Time Management


Requested by:
on: 6/18/2021

Reason:
Please provide justification for training during COVID-19.

Training Request Needs More Information

Training Request Needs More Information

Dear Boudreaux,


Your Supervisor or the assigned Training Specialist has requested more information regarding your request for the following training:


- Course Name: Advanced Time Management sec. 5
- Organization Providing Training: Test
- Start Date:
- End Date:
- Location:
 -
 - CA


Please locate the **Requested More Info** panel on your Learn dashboard and respond to the following:

- **Please provide justification for training during COVID-19.**

A Learner may click on the Course Name to provide requested information.

 REQUESTED MORE INFO



Advanced Time Management


Requested by:
on: 6/18/2021

Reason:
Please provide justification for training during COVID-19.

Select the same options as you filled out on the Course Request Form prior to submitting your training request and enter more information in the Reason for Training text box and select **Submit**. Your response will be routed to the Supervisor/Manager or Training Specialist to review.

Send more info about course 'Advanced Time Management sec. 5'

☐ Job Mandated - 100% of all costs
☒ Job Related - 100% of all costs
☐ Upward Mobility - 100% Registration, Tuition, Books and Fees (No per diem/transportation)
☐ Career Related - 100% Registration, Tuition, Books and Fees (No per diem/transportation)
☐ Part of IDP

Select Which Leadership Program to Apply to:

☐ Yes - Apply Course Hours to 20 hour Ongoing Leadership Requirement
☒ No

Reason for Training

Need to take this class before the fiscal year ends or class will not be offered for another year. Please approve!

Submit

Completed Internal Courses

This section displays all courses from the Course Catalog, offered by Parks Training Section that a Learner registered and completed. To download/view the course certificate, click on the



icon on the left of the course name.

COMPLETED INTERNAL COURSES		
	FOCUS TESTING Only 3rd Level Approval June 2021 sec. 1 Jun 08, 2021 0 views	
	FOCUS TESTING Only 1st Level Approval June 2021 sec. 1 Jun 08, 2021 0 views	
	FOCUS TESTING Only No Approval June 2021 sec. 1 Jun 08, 2021 0 views	


Completed External Courses

This section displays all courses that you registered from the Course Catalog offered by external vendors and completed as well as all training history that you completed prior to 04/01/21 in ETMS. You may view the course certificate by clicking on the icon on the left of the course name.

COMPLETED EXTERNAL COURSES		
	P.O.S.T. Tactical Communication (Multimedia) Nov 22, 2019 - views	✓
	Emergency Medical Responder Refresher Module 3 Nov 20, 2019 - views	✓
	Phishing: How to Recognize and Prevent v19 Oct 31, 2019 - views	✓

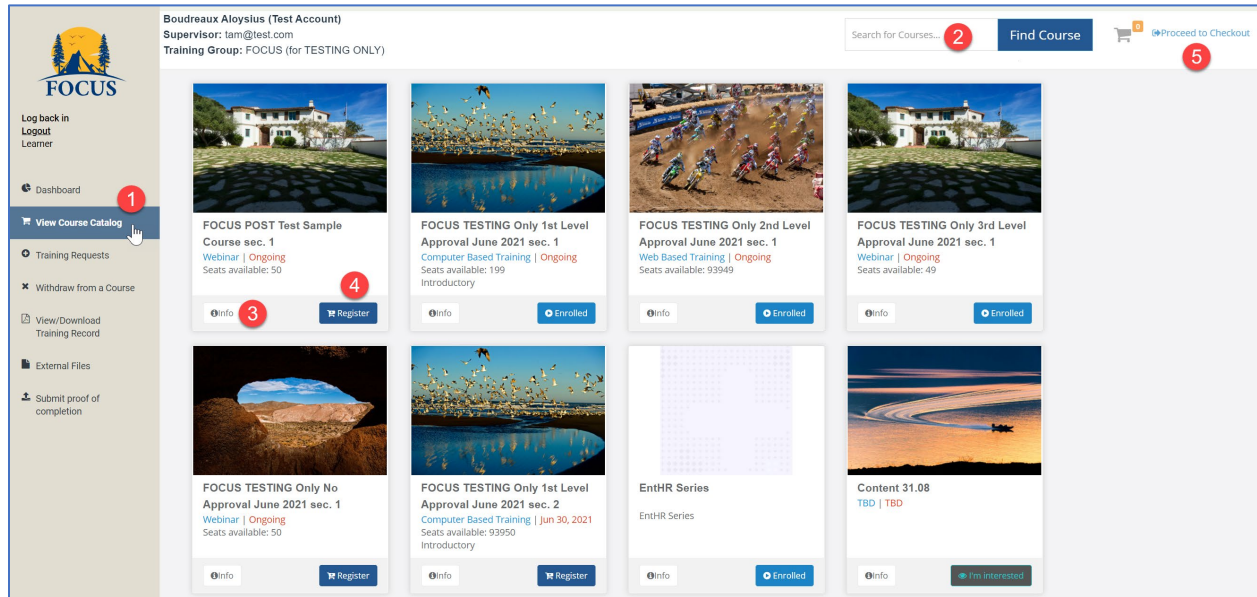
Denied Courses

This section lists courses that have been denied by your Supervisor or Training Group Manager.

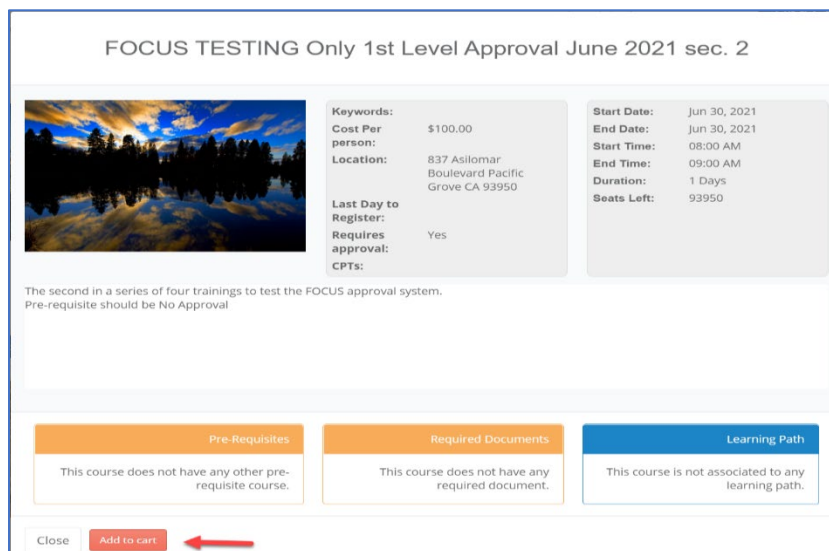
DENIED COURSES		
	FOCUS TESTING Only 2nd Level Approval June 2021 Denied by: on: 6/9/2021 Reason: Due to COVID-19 our resources are limited.	✗

View Course Catalog

1. To view current all internal and external training offerings, select **View Course Catalog** on the left side of the Learner Dashboard.



2. Type in a keyword to search for your specific training interest in the search at the top right corner and click on **Find Course**.
3. Once you find the course you wish to register, you can click on the **info** button to review details of the training offering such as cost, location, start/end dates, start/end time, approval required, pre-requisites and more. Click **Add to cart** button to add course to your cart.



4. If you see the course(s) you want to register from the Course Catalog, you can click the **Register** button to add course to your cart. You will need to fill out a Course Request Form.

FOCUS Help File – Learner Role

Course Request Form

Required information

☐ Job Mandated - 100% of all costs

☐ Job Related - 100% of all costs

☐ Upward Mobility - 100% Registration, Tuition, Books and Fees (No per diem/transportation)

☐ Career Related - 100% Registration, Tuition, Books and Fees (No per diem/transportation)

☐ Part of IDP

Reason for Training

If you select Upward Mobility, you will be required to upload your **Career Development Plan** document. Please consult your Supervisor on what you need to provide as your Career Development Plan.

Course Request Form

☐ Job Mandated - 100% of all costs

☐ Job Related - 100% of all costs

☒ Upward Mobility - 100% Registration, Tuition, Books and Fees (No per diem/transportation)

☐ Career Related - 100% Registration, Tuition, Books and Fees (No per diem/transportation)

☐ Part of IDP

Reason for Training

Please upload your Career Development Plan.

Please upload the document.

If you select Career Related, you will be required to upload your **Individual Development Plan** document. Please consult your Supervisor on what you need to provide as your Individual Development Plan.

Course Request Form

☐ Job Mandated - 100% of all costs
☐ Job Related - 100% of all costs
☐ Upward Mobility - 100% Registration, Tuition, Books and Fees (No per diem/transportation)
☒ Career Related - 100% Registration, Tuition, Books and Fees (No per diem/transportation)
☒ Part of IDP

Reason for Training

Cancel

Confirm Request

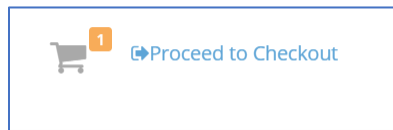
Please upload your Individual Development Plan.

Select File

Please upload the document.

Select your response and include a Reason for your Training request then select **Confirm Request** button to confirm your registration.

- Once you have selected all the courses you wish to register and added them to your cart, select **Proceed to Checkout** link to proceed.



Review your selected courses information and click **Submit** to complete your registration. If you change your mind about registering for any of the selected course(s), click **Remove** button to remove course from your cart.

Log back in
Logout
Learner

- Dashboard
- View Course Catalog
- Training Requests
- Withdraw from a Course
- View/Download Training Record
- External Files
- Submit proof of completion

Review and Submit Your Training Requests

Hello, Boudreaux Aloysius (Test Account)

To submit your request for training, please click the Submit button below.
Make sure you check the date, time, and location of the selected course(s).

Selected Course(s)

Total Amount: \$100.00

There is 1 courses selected:

Course	Start Date	End Date	Start Time	End Time	Location	Cost Per Seat	Remove
FOCUS TESTING Only 1st Level Approval June 2021	6/30/2021	6/30/2021	08:00 AM	09:00 AM	837 Asilomar Boulevard Pacific Grove CA 93950	\$100.00	Remove

Change Courses

Name: Boudreaux Aloysius (Test Account)

Training Group: FOCUS (for TESTING ONLY)

Employee Position:

Supervisor: tam@test.com

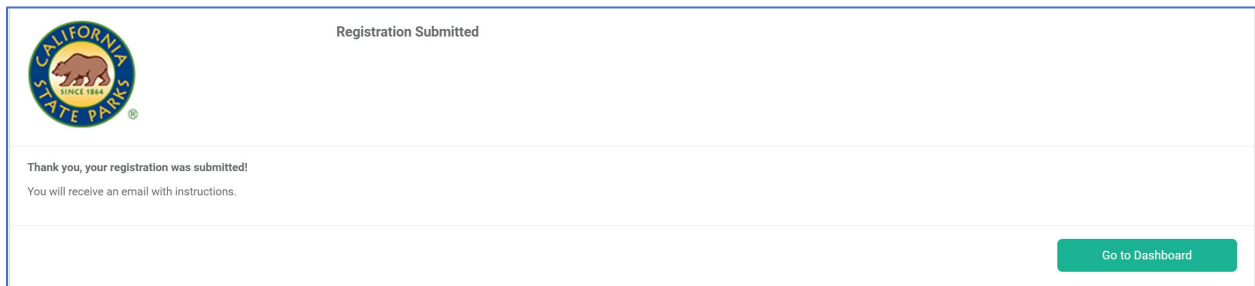
If the information displayed is incorrect, please speak with your Division/Program training coordinator before submitting this request.

If an employee does not notify his/her supervisor, or does not satisfactorily complete a course or does not notify the supervisor in sufficient time (based on the contract the Department has with the contractor/State agency), and a cost for the course will be incurred, the employee shall be responsible in full for that cost and agrees to return any advance payment received.

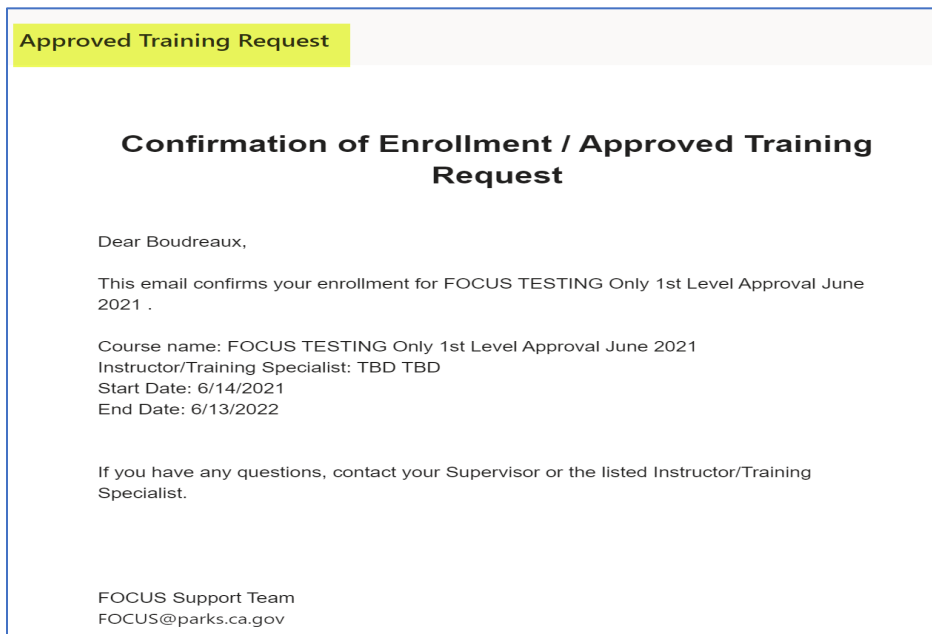
confirm your registration

Submit

Once your registration has been submitted successfully, you will see a confirmation displayed.



You will also receive an email confirmation from FOCUS if your course does not require an approval, or if your course requires approval and they have been met.



If your course request is denied, you will receive an email confirmation below.

Training Request Denied

Employee Training Request Denied

Dear Boudreaux Aloysius (Test Account),

The request for the course *FOCUS TESTING Only 1st Level Approval June 2021 sec. 2* was denied.

Course Information:

- Course Name: FOCUS TESTING Only 1st Level Approval June 2021 sec. 2
- Start Date: 06/30/2021
- End Date: 06/30/2021
- Start Time: 08:00 AM
- End Time: 09:00 AM

FOCUS Support Team

FOCUS@parks.ca.gov

If your Supervisor or Manager request for more information on your request, you will receive an email notification below.

Training Request Needs More Information

Training Request Needs More Information

Dear Boudreaux,

Your Supervisor or the assigned Training Specialist has requested more information regarding your request for the following training:

- Course Name: FOCUS TESTING Only 3rd Level Approval June 2021 sec. 1
- Organization Providing Training: Dogfaced Butterfly
- Start Date:
- End Date:
- Location:
 -
 - CA

Please locate the **Requested More Info** panel on your FOCUS dashboard and respond to the following:

- **Please provide more information.**

FOCUS Support Team

FOCUS@parks.ca.gov

If you do not have a Supervisor assigned/displayed at the top of your Learner's Dashboard, you will see this message below upon submitting your registration. Please contact your supervisor to add you to their Managed Learners list, verify that your Learner information displays your supervisor's email or user name and re-submit your registration from the **Proceed to Checkout** link.

caparks.geniussis.com says

Your request cannot be submitted at this time, this training requires Supervisor level approval. You are not assigned to a Supervisor in the system. Please contact your Primary Supervisor to have them add you as a Learner/Employee. Then, resubmit your request. Thank you.

OK

Training Courses may have the following approval levels requirements:

- No approval
- Supervisor approval
- Supervisor and Training Group Manager approval
- Supervisor, Training Group Manager, and Training Specialist approval

Once you submit a training request, you can review the approval status details under the **Training Requests** link.

Training Requests

Once a training request has been submitted you can view the request tracking in this section. If there are approvals required from your Supervisor, Training Group Manager, or Training Specialist you will see where the request is currently routed to by the “PENDING” status. Once your training request has been reviewed and approved/denied, you will be able to see tracking information displayed with the name of the approver and date/time stamp. As soon as the first approval occurs, you will see a **Details** link on the left side of your request. Click on the link to view the details of your request.

TRAINING REQUEST												
	Submit Date	Program Name	Program Date	Supervisor			Manager			Final Approval		
				Supervisor	Approval	Date	Manager	Approval	Date	TS	Approval	Date
Details	06/01/2021	FOCUS Test Sample Course sec. 1	-	Tam MacCollie (Test Account)	APPROVED	6/1/2021 7:46:39 PM				N/A		
	06/01/2021	FOCUS TESTING Only 1st Level Approval June 2021 sec. 1	-							N/A		
Details	06/01/2021	FOCUS TESTING Only 2nd Level Approval June 2021 sec. 1	-	Tam MacCollie (Test Account)	APPROVED	6/1/2021 7:59:33 PM		PENDING			N/A	
Details	06/01/2021	FOCUS TESTING Only 3rd Level Approval June 2021 sec. 1	-	Tam MacCollie (Test Account)	APPROVED	6/1/2021 9:24:17 PM	Jelly Bean (Test Account)	APPROVED	Jun 1 2021 9:24PM	Elton Bear (Test Account)	APPROVED	Jun 1 2021 9:27PM
	06/02/2021	FOCUS TESTING Only No Approval June 2021 sec. 1	-							N/A		
Details	06/03/2021	FOCUS TESTING Only 1st Level Approval June 2021 sec. 1	-	Tam MacCollie (Test Account)	APPROVED	6/3/2021 12:10:31 PM				N/A		
Details	06/03/2021	FOCUS TESTING Only 2nd Level Approval June 2021 sec. 1	-	Tam MacCollie (Test Account)	APPROVED	6/3/2021 12:15:49 PM	Jelly Bean (Test Account)	APPROVED	Jun 3 2021 12:16PM		N/A	
Details	06/03/2021	FOCUS TESTING Only 3rd Level Approval June 2021 sec. 1	-	Tam MacCollie (Test Account)	APPROVED	6/3/2021 12:17:00 PM	Jelly Bean (Test Account)	APPROVED	Jun 3 2021 12:17PM	Elton Bear (Test Account)	APPROVED	Jun 3 2021 12:19PM
	06/03/2021	FOCUS TESTING Only No Approval June 2021 sec. 1	-							N/A		
Details	06/03/2021	FOCUS TESTING Only 1st Level Approval June 2021 sec. 1	-	Tam MacCollie (Test Account)	DENIED	6/3/2021 12:22:12 PM				N/A		
	06/03/2021	FOCUS TESTING Only 2nd Level Approval June 2021 sec. 1	-					PENDING			N/A	
Details	06/03/2021	FOCUS TESTING Only 3rd Level Approval June 2021 sec. 1	-	Tam MacCollie (Test Account)	APPROVED	6/3/2021 12:21:35 PM		PENDING			PENDING	

**Training Request Detail
(Approved/Denied Report)**

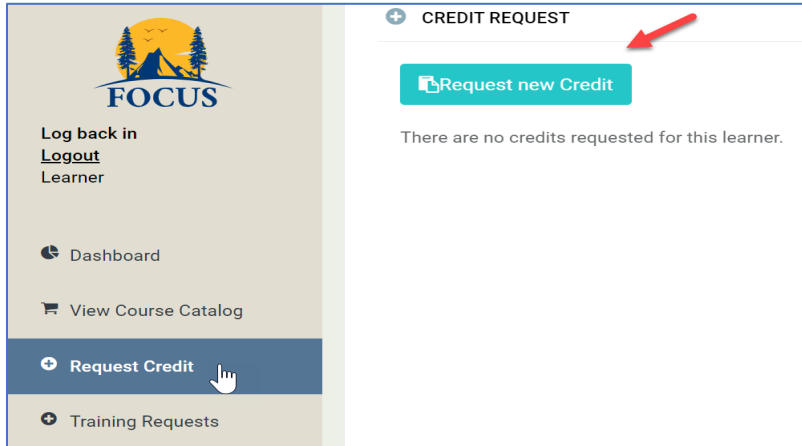
Name:	Boudreaux Aloysius
Classification:	
Training Group:	MOTT District (FOR LMS Training ONLY)
Training/Course Provider:	Dogfaced Butterfly
Location:	
Course Name:	2021 May 3rd Level Testing sec. 1
Training Request Is:	Job Mandated - 100% of all costs
Justification:	
Date Submitted:	05/27/2021
Supervisor (Level I approval if required):	PAMELA YAEGER
Date Approved/Denied:	APPROVED - 5/27/2021 2:12:18 PM
Manager (Level II approval if required):	LISA ANTHONY
Date Approved/Denied:	APPROVED - May 27 2021 2:17PM
Training Specialist (Level III approval if required):	JEFFREY BEACH
Date Approved/Denied:	APPROVED - May 27 2021 2:18PM



Request Credit

If you complete training outside of FOCUS, you may upload your completion here to receive credit and add it to your training record. All course credit requests will be listed on this page.

1. Select **Request Credit** on the left side of the Learner Dashboard



2. Select **Request new Credit** on the left side of the Learner Dashboard.
3. Complete all required fields and select **Request Credit**.
 - Activity Date
 - Course Name
 - Description
 - Requested Credits (hours)
 - File Upload

The screenshot shows the 'Request Credit' form. It has a title bar that says 'Fill all information below and submit for request your credits'. The form contains the following fields:

- Activity Date: 06/16/2021
- Course Name: Academy Instructor Series A
- Description: Requesting full credit for my training.
- Requested Credits (hours): \$ 150.00
- File Upload: Academy Instructor Certificate Course (dropdown menu)
- Requested Credits (hours): 80
- File Upload: 12 KB Test file.docx (with a 'Remove file' link)

 At the bottom right, there is a red circle around the 'Request Credit' button, and a 'Close' button next to it.

If your Request Credit is approved, you will be able to see your request status on this page.

FOCUS Help File – Learner Role

CREDIT REQUEST

Request new Credit

There are 2 credits requested for this learner:

Delete	Activity Date	Course Name	Description	Equivalent Course	Requested Credits	Request Date	Request Status	Contract	Amount charged	Total Files
	6/16/2021	Academy Instructor Series A	Requesting full credit for training.	Academy Instructor Certificate Course	80	6/16/2021	APPROVED	Maria	\$150.00	
	3/18/2021	Adobe for Beginners	Requesting full credit for training.	Adobe Photoshop	8	6/16/2021	DENIED	Maria	\$300.00	

You will also see a record of the Course you requested in the Completed External Courses area. You can view the file you uploaded in your request by clicking on the icon next to the course name.

COMPLETED EXTERNAL COURSES

Academy Instructor Series A
Jun 16, 2021 | - views

You can also view a record of your course credit under View/Download Training Record

Log back in
[Logout](#)
Learner

- Dashboard
- View Course Catalog
- Request Credit
- Training Requests
- Withdraw from a Course
- View/Download Training Record**

Name	Position / Classification	Permanent / Seasonal	POST ID	Generated On
Aloysius, Boudreaux				06/16/2021

Year: 2021	Course Title	Date	Credit (Hours)	Repeat Interval (Months)	Status	POST	POST CCN	Location
	All About Dogs	08/06/2021	0	24	Completed			
	Academy Instructor Series A	06/16/2021	80	0	Completed			
	CalHR Supervisor	06/14/2021	100	0	Complete			NOW
	NOW	06/14/2021	100	0	Complete			NOW
	NOW	06/01/2021	100	0	Complete			NOW

If your Request Credit is denied, you will receive the following notification.

TEST ENVIRON Credit Request Denied

Credit Request Denied

Dear Boudreaux Aloysius ,

This email is being sent to you to notify that your credit request was denied for the Adobe Photoshop course.

Course name: Adobe Photoshop
Requested Credit: 8
Requested Date: 6/16/2021 9:03:40 PM

If you have any questions, please contact your Supervisor.

FOCUS Support Team
FOCUS@parks.ca.gov

Withdraw From a Course

Learners can submit a course withdrawal request for courses that they are actively enrolled in.

WITHDRAW FROM COURSE

If an employee does not notify his/her supervisor, or does not satisfactorily complete a course or does not notify the supervisor in sufficient time (based on the contract the Department has with the contractor/State agency), and a cost for the course will be incurred, the employee shall be responsible in full for that cost and agrees to return any advance payment received.

[Request new drop](#)

There are 4 drops requested for this learner:

Course	Status	ID	Requested By	Requested On
Sample Course	Waiting Supervisor Approval	22	Aloysius (Test Account), Boudreaux	6/1/2021 7:48 PM
FOCUS TESTING Only 1st Level Approval June 2021	Waiting Supervisor Approval	23	Aloysius (Test Account), Boudreaux	6/3/2021 12:11 PM
FOCUS TESTING Only 1st Level Approval June 2021	Waiting Supervisor Approval	24	Aloysius (Test Account), Boudreaux	6/3/2021 3:48 PM
FOCUS TESTING Only 1st Level Approval June 2021	Waiting Supervisor Approval	25	Aloysius (Test Account), Boudreaux	6/3/2021 3:49 PM

1. Select **Withdraw from a Course** on the left side of the Learner Dashboard.
2. Select **Request new drop**.

Drop Request

Course:

Reason:

- Select...
- Course is not interesting
- Scheduling conflicts
- Selected the wrong course

3. Select the **course** from the dropdown menu.
4. Select the **reason** for withdrawal from the dropdown menu.

Drop Request

Course:

Reason:

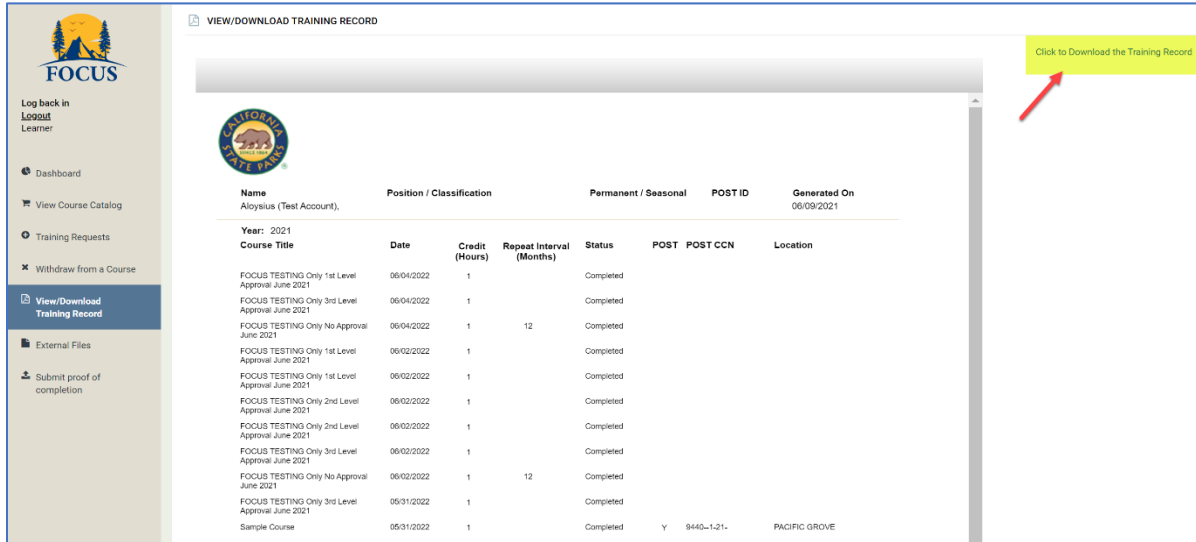
[Save](#) [Close](#)

5. Select **Save**.

Your request will be routed to your Supervisor for review/approval and you will receive a confirmation notification.

View/Download Training Record

A Learner may view their training history records in this area, including training records imported from Parks previous Employee Training Management System (ETMS) prior to 4/1/2021.



VIEW/DOWNLOAD TRAINING RECORD

Log back in
Logout
Learner

Dashboard
View Course Catalog
Training Requests
Withdraw from a Course
View/Download Training Record
External Files
Submit proof of completion

Click to Download the Training Record

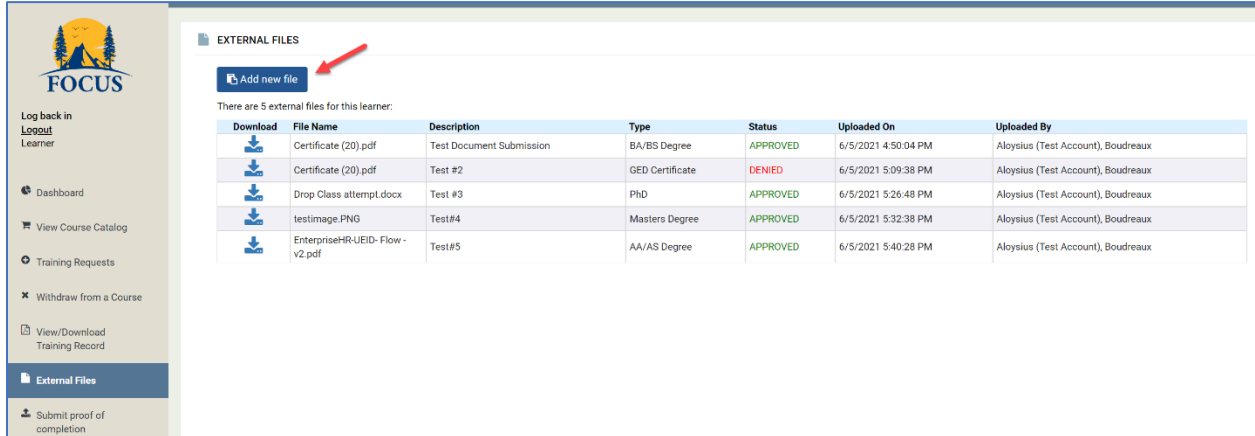
Name	Position / Classification	Permanent / Seasonal	POST ID	Generated On			
Aloysius (Test Account)				06/09/2021			
Year: 2021							
Course Title	Date	Credit (Hours)	Repeat Interval (Months)	Status	POST	POST CCN	Location
FOCUS TESTING Only 1st Level Approval June 2021	06/04/2022	1		Completed			
FOCUS TESTING Only 3rd Level Approval June 2021	06/04/2022	1		Completed			
FOCUS TESTING Only No Approval June 2021	06/04/2022	1	12	Completed			
FOCUS TESTING Only 1st Level Approval June 2021	06/02/2022	1		Completed			
FOCUS TESTING Only 1st Level Approval June 2021	06/02/2022	1		Completed			
FOCUS TESTING Only 2nd Level Approval June 2021	06/02/2022	1		Completed			
FOCUS TESTING Only 2nd Level Approval June 2021	06/02/2022	1		Completed			
FOCUS TESTING Only 3rd Level Approval June 2021	06/02/2022	1		Completed			
FOCUS TESTING Only No Approval June 2021	06/02/2022	1	12	Completed			
FOCUS TESTING Only 3rd Level Approval June 2021	05/31/2022	1		Completed			
Sample Course	05/31/2022	1		Completed	Y	8440-1-21-	PACIFIC GROVE

1. Select **View/Download Training Record** on the left side of the Learner Dashboard.
2. To download your Training Record, select the **Download The Training Record** link on the upper right side of the window.

External Files

A Learner may submit any external training degrees, certifications, or licenses in this area.

1. Select **External Files** on the left side of the Learner Dashboard.
2. Select **Add new file**.



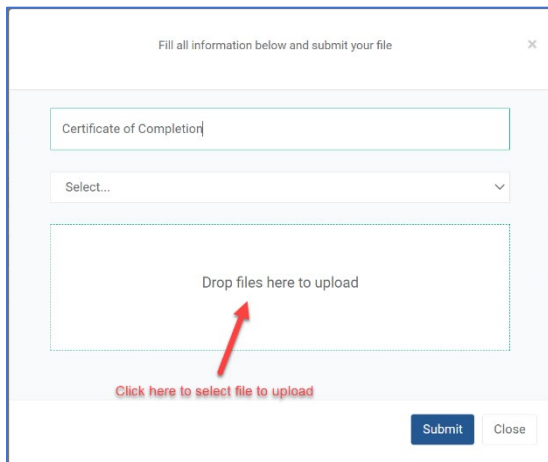
EXTERNAL FILES

[Add new file](#)

There are 5 external files for this learner:

Download	File Name	Description	Type	Status	Uploaded On	Uploaded By
	Certificate (20).pdf	Test Document Submission	BA/BS Degree	APPROVED	6/5/2021 4:50:04 PM	Aloysius (Test Account), Boudreaux
	Certificate (20).pdf	Test #2	GED Certificate	DENIED	6/5/2021 5:09:38 PM	Aloysius (Test Account), Boudreaux
	Drop Class attempt.docx	Test #3	PhD	APPROVED	6/5/2021 5:26:48 PM	Aloysius (Test Account), Boudreaux
	testimage.PNG	Test#4	Masters Degree	APPROVED	6/5/2021 5:32:38 PM	Aloysius (Test Account), Boudreaux
	EnterpriseHR-UEID-Flow - v2.pdf	Test#5	AA/AS Degree	APPROVED	6/5/2021 5:40:28 PM	Aloysius (Test Account), Boudreaux

3. Enter a name or a short description for your file in the **Description** box.
4. Select a File Type from the drop down menu and **Submit**. Your Supervisor will review your file submission request and approve or deny.



Fill all information below and submit your file

Certificate of Completion

Select...

Drop files here to upload

[Click here to select file to upload](#)

Submit Close

Submit Proof of Completion

Learners may submit Proof of Completion for an internal Parks offered training course when they already received training from another agency or an external vendor. The learner must register for the course, then submit proof of completion to receive credit without taking the course.

FOCUS

Log back in
Logout
Learner

- Dashboard
- View Course Catalog
- Training Requests
- Withdraw from a Course
- View/Download Training Record
- External Files
- Submit proof of completion**

SUBMIT PROOF OF COMPLETION

Select Course: FOCUS TESTING Only 1st Level Approval June

Proof of Completion
Choose File No file chosen
Attach completion proof file.

Submit

File Name	UploadOn	Section	Status	
Course Roster Form.csv	6/18/2021 3:02:03 PM	FOCUS TESTING Only 1st Level Approval June 2021 sec. 1	PENDING	Remove

1. Select **Submit Proof of Completion** on the left side of the Learner Dashboard.
2. Select the course you wish to submit proof of completion for from the **Select Course** dropdown menu.
3. Select **Choose File**, locate the file you wish to submit.
4. Select **Submit**.
5. Your file will be listed as uploaded and routed to your Supervisor for approval.

When your request is approved, you will receive a notification below.

Confirmation of Training Completion

Confirmation of Training Completion

Dear Boudreaux,

This email is being sent to you to confirm your recent completion for Advanced Time Management.

Course name:Advanced Time Management
Instructor/Training Specialist:Jack Futoran
Credits:1
Comments:

The training has been added to your record.

If you have any questions, contact your Supervisor.