



USER GUIDE



DCJS

Virginia Department of Criminal Justice Services



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LOGIN

Visit <https://training.benchmarkonline.app/dcjs> and enter your Username (typically the email address used at registration) and Password.



Username

Password

[Forgot password?](#)

[Log in](#)

[Customer Support](#)

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After logging into the system, you will land on the [Home](#) tab.

A screenshot of the Benchmark Analytics Home dashboard. On the left is a dark sidebar with a user profile for "Dannie Anderson" and a list of navigation items: "New Report", "Home" (highlighted with a red box), "People", "My Profile", "Organizations", "My Organization", "Reports", "Training", "Admin", and "Log Out". The main content area shows "Action Items" with a count of 0 and "Current Activities" with a "View All Activity Feed" button.

FIND AVAILABLE TRAINING

To find available training, select the **Available Training** tab in the left-hand navigation section.

The screenshot shows the 'Available Training' page. On the left, a dark navigation sidebar contains the 'Available Training' tab highlighted with a red box. The main content area displays a search bar, an 'Export Results' button, and a list of 7 training records. The records are as follows:

Object Type	Record Title	Course Type	Duration
Announcements	HT - Human Trafficking Awareness for Hotels	SCORM Course	0.5h to complete
Discussion	VCS - A Community Approach to Behavioral Threat Assessment and Management	Live Event	13h to complete
Policies / Resources	VCS - Adult Sexual Misconduct for All School Staff	SCORM Course	0.5h to complete
Training	VCS - Adult Sexual Misconduct for School Administrators	SCORM Course	0.25h to complete
	VCS - Higher Ed Information Sharing Guide	SCORM Course	0.5h to complete

REGISTER FOR TRAINING

To register for training, select the title of the course.

This screenshot is identical to the previous one, but with a red box highlighting the title of the third record in the list: 'VCS - Adult Sexual Misconduct for All School Staff'.

For self-paced courses, select the **Start** button.

The screenshot shows a user interface for a course titled "VCS - Adult Sexual Misconduct for All School Staff". The user is logged in as Dannie Anderson. The course duration is 0.5 hours. The description states: "A Virginia specific guide for a school staff developed in line with the REMS Training Guide for Administrators and Educators on Addressing Adult Sexual Misconduct in the School Setting. This training is intended for all staff with an eye toward background, identifiers, reporting, and response. This is a standalone training designed for all staff but also serves as part 2 of 2 for administrators. Administrators, if you missed part 1 which includes content on policy and preparedness, please refer to 'VCS - Adult Sexual Misconduct for Administrators.'" The "Start" button is highlighted with a red box. Other buttons include "Save" and "Copy link". Below the course description, there are sections for "Training categories" (Climate Improvement, K-12 Admin, School Safety, Sexual Assault/Misconduct 0.5) and "Certificates" (VCS - Standard Certificate). The "Course format" is listed as "SCORM Course".

The system will confirm your registration.

The screenshot shows the same user interface as the previous one, but the course status has changed to "IN PROGRESS", which is highlighted with a red box. The "Start" button has been replaced by a "Continue" button. The rest of the interface, including the user profile, course description, training categories, certificates, and course format, remains the same.

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For live courses, select the **Register** button for the session date and time you plan to attend.

The screenshot displays the user interface for a course registration. On the left is a dark sidebar with a user profile 'AU Amy User' and navigation options: Home, Training Hub, Available Training, My Training, My Certifications, My Transcript, Calendar, Discussions, Settings, Admin, and Log Out. At the bottom of the sidebar is the Benchmark Analytics logo and 'Customer Support' link.

The main content area features a course card for '2023 ICAT' (9 hours) with a description: 'Integrating Communications, Assessment, and Tactics (ICAT): What It Is: ICAT is a training program that provides first-responding police officers with tools, skills, and options for successfully and safely defusing a wide range of critical incidents. ICAT takes the essential building blocks of critical thinking, crisis intervention, communications, and tactics, and puts them together in an integrated approach to training.' The card includes a 'Register' button, a 'Save' icon, and a 'Copy link' icon. To the right is the ICAT logo with the tagline 'Integrating Communications'.

Below the course card is a 'Sessions' section with a list of five sessions, each with a 'Register' button highlighted by a red box:

Session Date and Time	Location	Seats Available	Action
Jan 5, 2023 8:00 AM CST - Jan 5, 2023 6:00 PM CST	Police Academy	30 seats available	Register
Jan 6, 2023 8:00 AM CST - Jan 6, 2023 6:00 PM CST	Police Academy	30 seats available	Register
Jan 9, 2023 8:00 AM CST - Jan 9, 2023 6:00 PM CST	Police Academy	30 seats available	Register
Jan 10, 2023 8:00 AM CST - Jan 10, 2023 6:00 PM CST	Police Academy	30 seats available	Register
Jan 11, 2023 8:00 AM CST - Jan 11, 2023 6:00 PM CST	Police Academy	30 seats available	Register

ADD TO CALENDAR

Once registered for a course, you can add to your calendar by selecting the [Add to Calendar](#) button.

The screenshot shows a course page for "Alzheimer's and Autism Awareness". At the top left, there is a "< Back" link and a menu icon. Below this, the course is marked as "IN PROGRESS". The course title is "Alzheimer's and Autism Awareness" with a duration of "7 hours". A description follows: "This no-cost, one-day event will provide Virginia law enforcement, first responders and public safety professionals with the most current Alzheimer's, dementia and Autism training available. It features in-depth instruction to help law enforcement and public safety agencies enhance their capacity to handle calls involving people with Alzheimer's disease and related dementia as well as Autism Spectrum Disorders." Below the description are two buttons: "Add to Calendar" (highlighted with a red box) and "Copy link".

Sessions

May 31, 2023 7:00 AM CDT - May 31, 2023 4:00 PM CDT
Northern Virginia Criminal Justice Academy

Add to Calendar (highlighted with a red box)

Description

Travel, Lodging & Meals Participants are responsible for their transportation and lodging arrangements and expenses.

Training Time & Details Check in will begin at 7:45 a.m. and course will be held from 8:00 a.m. – 5:00 p.m

A pop-up box will appear.

The screenshot shows a pop-up box titled "Add to Personal Calendar" with a close button (X) in the top right corner. Below the title, it says "Please select your preferred calendar format". A dropdown menu is open, showing "Apple Calendar" as the selected option. At the bottom right, there are two buttons: "Cancel" (orange) and "Add" (green).

Select the appropriate calendar option and then select [Add](#).

The screenshot shows the same "Add to Personal Calendar" pop-up box. The dropdown menu now shows "Outlook for Desktop (.ics)" as the selected option, which is highlighted with a red box. The "Add" button at the bottom right is also highlighted with a red box.

MY TRAINING

To find courses you are registered for, select the **My Training** Tab in the left-hand navigation.

The screenshot shows the 'My Training' page. On the left is a dark navigation sidebar with the user's name 'Dannie Anderson' and the VA Department of Criminal Justice Services logo. The sidebar contains several menu items, with 'My Training' highlighted with a red box. The main content area is titled 'My Training' and features two buttons: 'Download Your Courses' and 'Upload Proof of Certification'. Below these are two dropdown menus: 'View All' and 'All'. There are radio buttons for 'Completed' (selected) and 'Not Completed'. A table lists training courses with columns for Name, My Target, Due Date, Completed Date, Registration Expiration, Score, Hours, and Status. One course is listed: 'VCS - Adult Sexual Misconduct for All School Staff' with a target of 'Set', 0.5h duration, and an 'In Progress' status.

Name	My Target	Due Date	Completed Date	Registration Expiration	Score	Hours	Status
VCS - Adult Sexual Misconduct for All School Staff	Set					0.5h	In Progress

From the **My Training** tab, you can download your courses or launch a course by selecting the title.

This screenshot is identical to the previous one but highlights the 'Download Your Courses' button and the course title 'VCS - Adult Sexual Misconduct for All School Staff' with red boxes to illustrate the actions mentioned in the text.

WITHDRAW FROM TRAINING

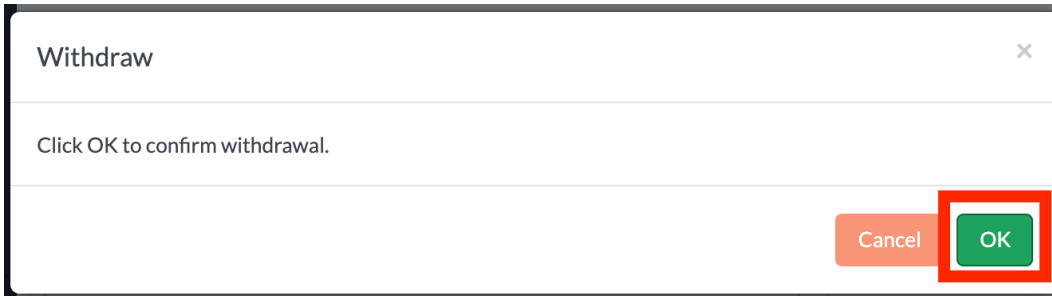
To withdraw from a registered training, navigate to **My Training**. Find the course and select the three dots (...) to the left of the course name.

The screenshot shows the 'My Training' interface. On the left is a dark sidebar with a user profile for 'Dannie Anderson' and a list of navigation items: Home, Training Hub, Available Training, **My Training** (highlighted with a red box), My Certifications, My Transcript, Calendar, Discussions, Policies/Resources, Admin, and Log Out. The main content area is titled 'My Training' and includes buttons for 'Download Your Courses' and 'Upload Proof of Certification', along with filters for 'View All' and 'All'. Below these are radio buttons for 'Completed' (selected) and 'Not Completed'. A table lists training courses with columns: Name, My Target, Due Date, Completed Date, Registration Expiration, Score, Hours, and Status. One course is listed: 'VCS - Adult Sexual Misconduct for All School Staff' with a 'Set' target, '0.5h' duration, and 'In Progress' status. A three-dot menu icon to the left of the course name is highlighted with a red box.

A pop-out box will appear, select **Withdraw**.

This screenshot is identical to the previous one, but with a dropdown menu open over the three-dot icon of the 'VCS - Adult Sexual Misconduct for All School Staff' course. The dropdown menu contains the following options: Details, Launch, **Withdraw** (highlighted with a red box), Copy link, and History. The rest of the page content remains the same.

A pop-up box will appear, select **OK** to confirm.

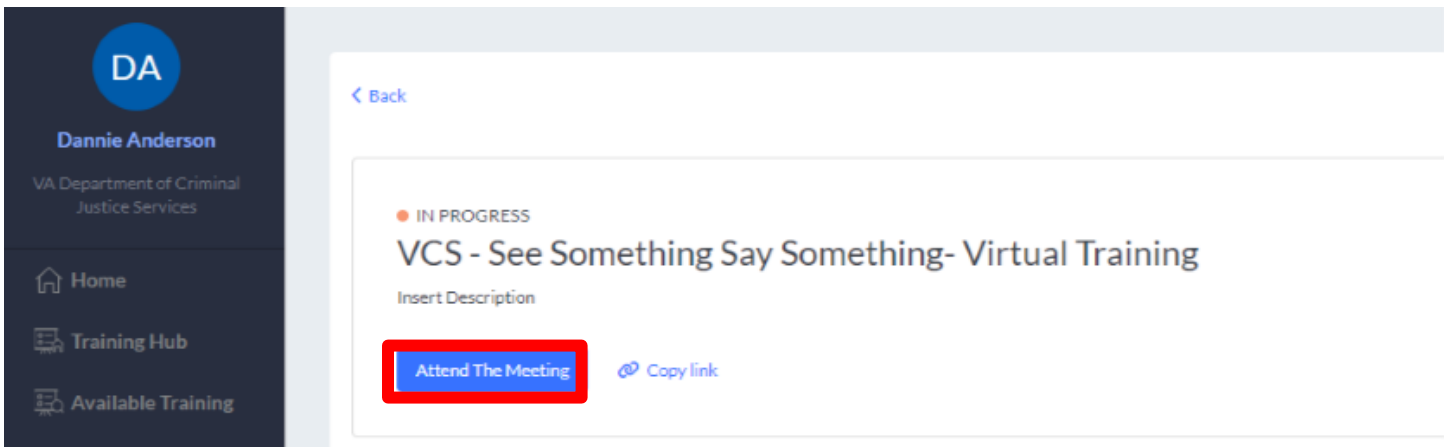


The system will confirm the withdrawal and generate an email to the user and instructor.

Successfully withdrawn from the course.

ATTEND A ZOOM TRAINING

To attend a live Zoom training, you will log into your Benchmark account the day of the training and select the course from the [My Training Tab](#) in the navigation panel. The action button located below the title of the training will change from [Add to Calendar](#) to [Attend the Meeting](#) 30 minutes prior to the listed start time. Click the [Attend the Meeting](#) button to enter the Zoom training.



MY TRANSCRIPT

To view a list of courses you have completed, select **My Transcript** from the left-hand navigation.

The screenshot shows the 'My Transcript' page for user Dannie Anderson. The left-hand navigation menu is visible, with 'My Transcript' highlighted in a red box. The main content area displays a table of completed courses. The table has columns for Name, My Target, Due Date, Completed Date, Registration Expiration, Score, Hours, and Status. One course is listed: 'VCS - Adult Sexual Misconduct for All School Staff', completed on May 24, 2023, with a score of 0.5h and a status of 'Passed'.

My Transcript

Download Your Courses Upload Proof of Certification View All Completed

Completed Not Completed

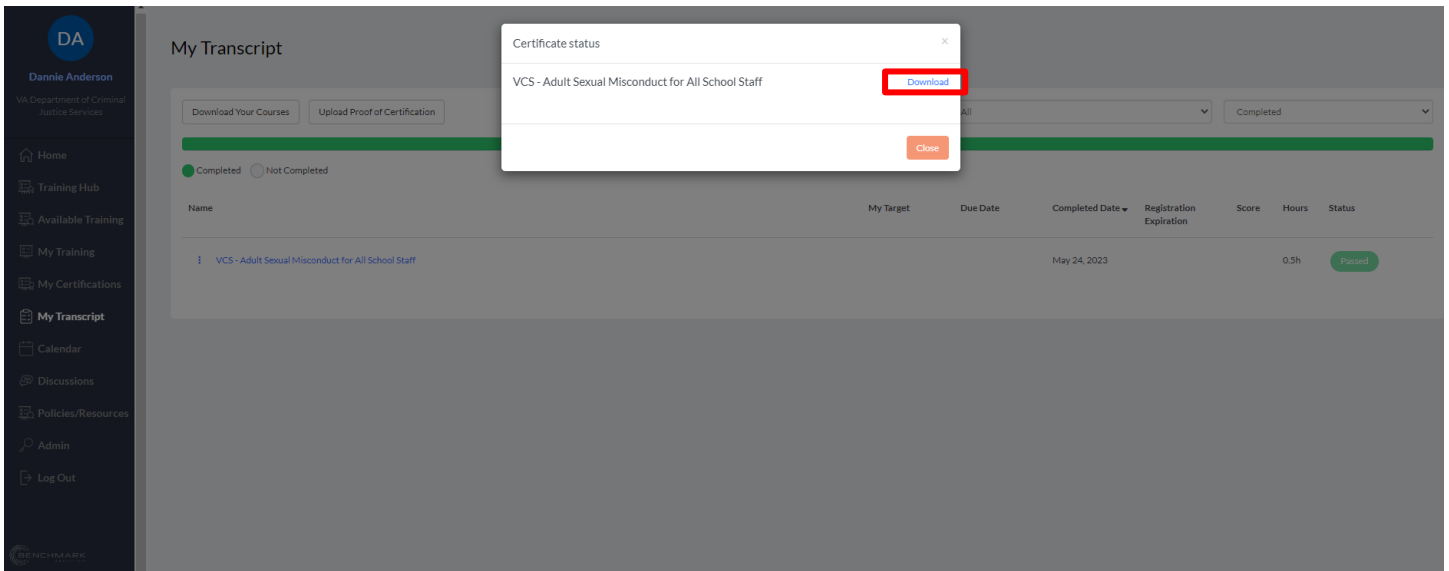
Name	My Target	Due Date	Completed Date	Registration Expiration	Score	Hours	Status
VCS - Adult Sexual Misconduct for All School Staff			May 24, 2023			0.5h	Passed

DOWNLOADING A CERTIFICATE

The **My Certifications** tab serves as a centralized location to view earned or approved certifications. Benchmark will automatically store your training history and any associated certificates forever. Should you need to download a copy of an earned certificate, first select the training name to go to the training details page. Next, select **Print Certificate** which will allow you to view, download, or print the certificate as needed.



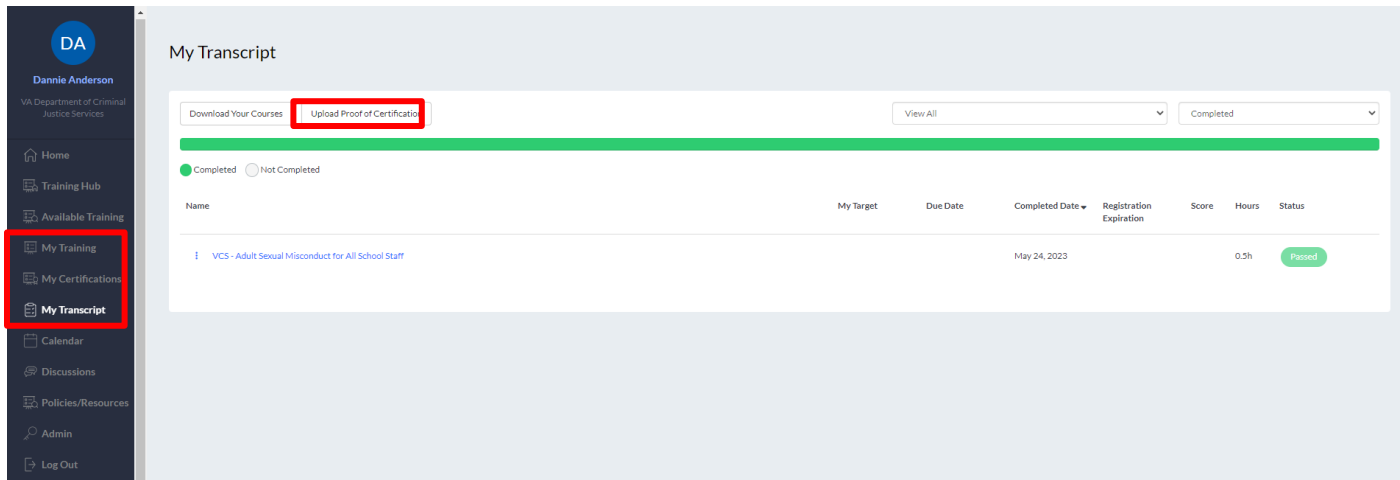
To print a certificate for a completed course, select the 3 dots adjacent the course name in from **My Transcript** and click **Certificate**. A pop-up window will appear, select **Download** to save and print the certificate as needed.

A screenshot of the "My Transcript" page in the Benchmark Analytics system. The page shows a list of training courses. A pop-up window titled "Certificate status" is open, displaying the course name "VCS - Adult Sexual Misconduct for All School Staff" and a "Download" button, which is highlighted with a red rectangular border. The background shows a table with columns for Name, My Target, Due Date, Completed Date, Registration Expiration, Score, Hours, and Status. The course "VCS - Adult Sexual Misconduct for All School Staff" is listed with a "Passed" status.

Name	My Target	Due Date	Completed Date	Registration Expiration	Score	Hours	Status
VCS - Adult Sexual Misconduct for All School Staff			May 24, 2023			0.5h	Passed

UPLOADING PROOF OF CERTIFICATION

To upload proof of certification, select the **Upload Proof of Certification** button located on the **My Training**, **My Certifications**, or **My Transcript** navigation items.



Fill out the form and select **Submit** in the upper right-hand corner of the page.

Note: Requests for certification must be correlated to an existing course in Benchmark and should only be done as directed. Before uploading a certification, please contact your Division contact person with any questions.