How to Guide for Registry Participants

Registering, Accessing, Completing and Retaking a Course in NJCCIS

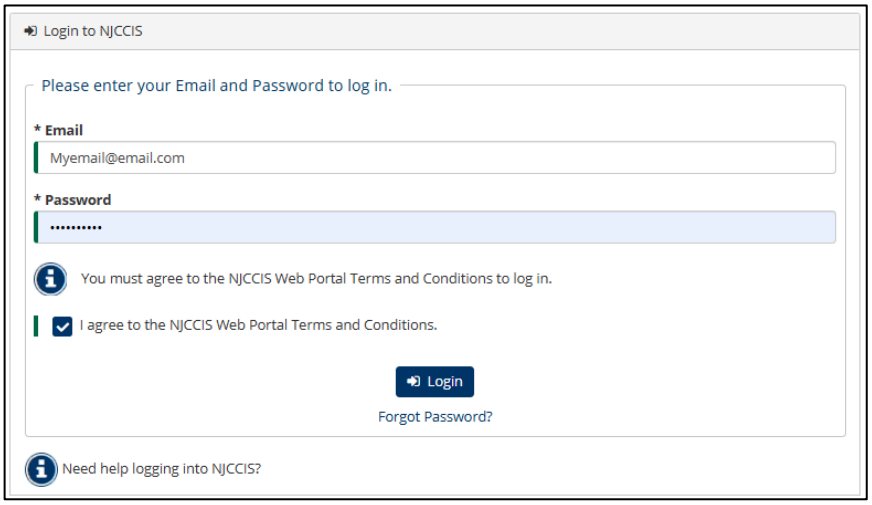
This guide provides the following:

1. 1. How to Register for a course in NJCCIS
2. 2. How to access your Registered **Event**
3. 3. Completing NJCCIS Training Portal **Courses**
4. 4. Retaking the same course in the NJCCIS Training **Portal**

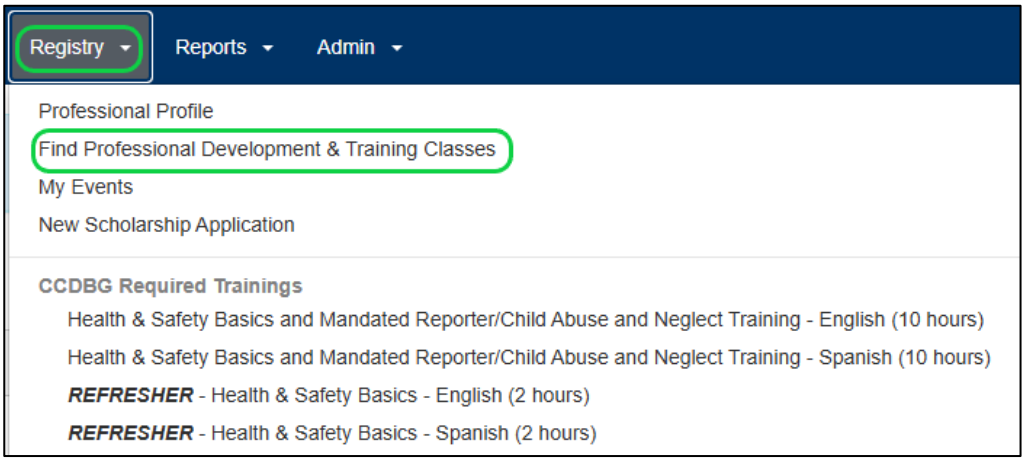
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1. How to Register for a course in NJCCIS

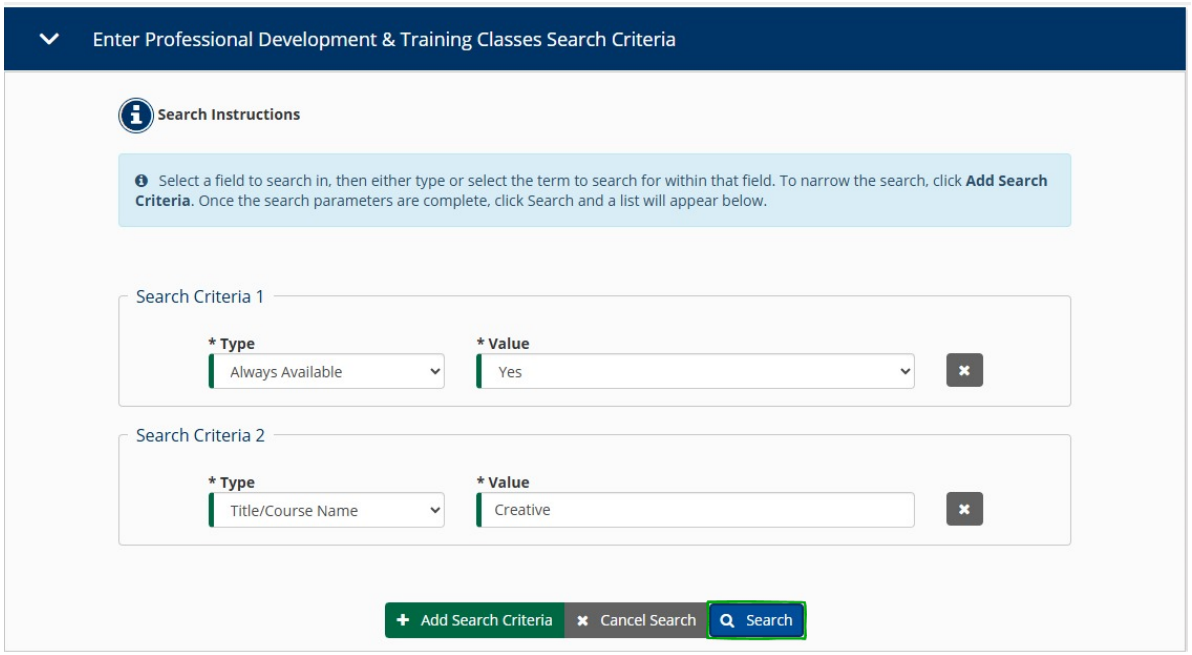
Step 1: Log into NJCCIS



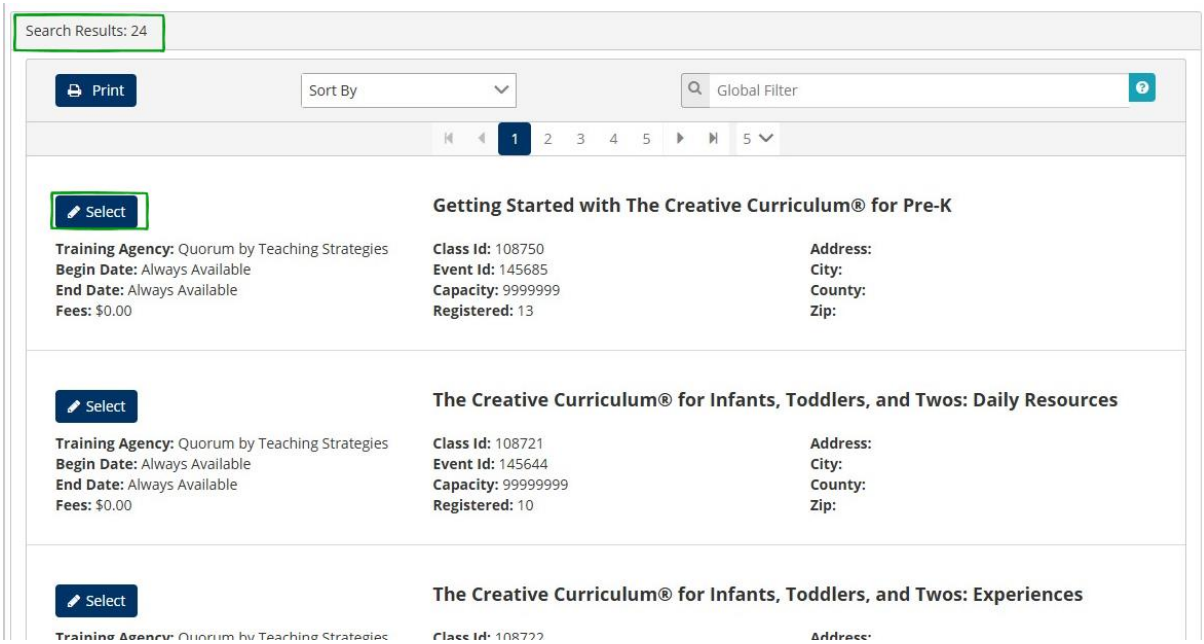
Step 2: From the menu bar select "Registry" and then "Find Professional Development and Training Classes"



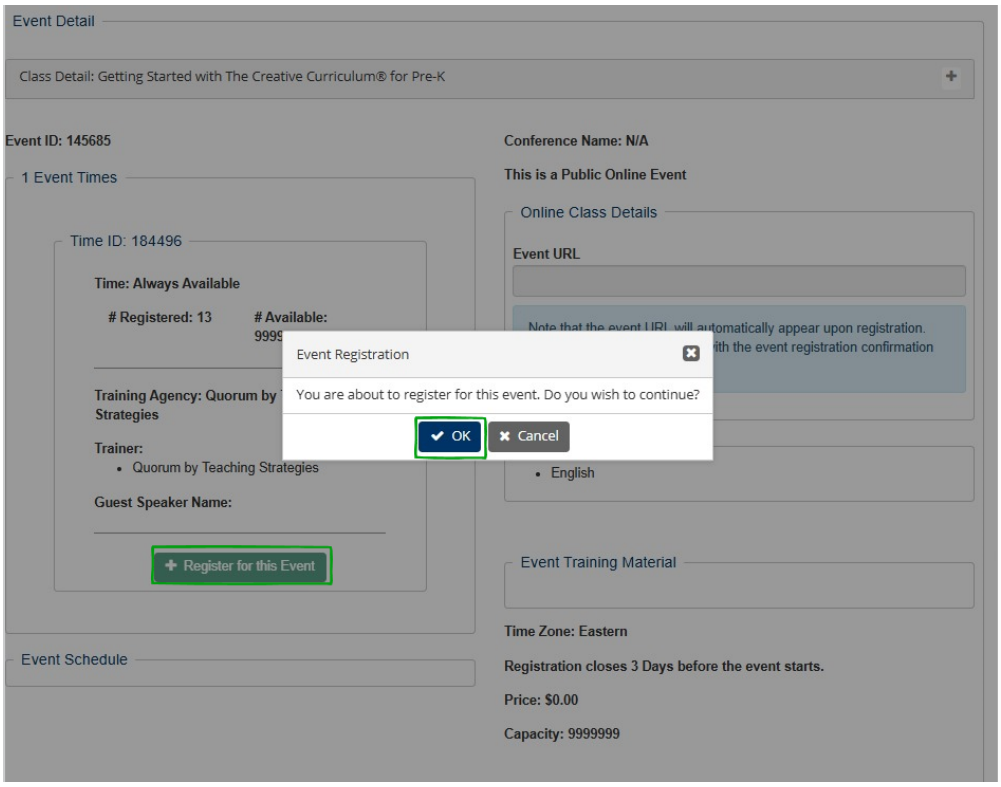
Step 3: The search criteria drop-down menu will display. There are multiple ways to search for a course. Some options include: CCDBG Topic, Date, Event ID and Title/Course Name. To search by multiple criteria, click the "Add Search Criteria" button. Once all values are entered, click "Search".



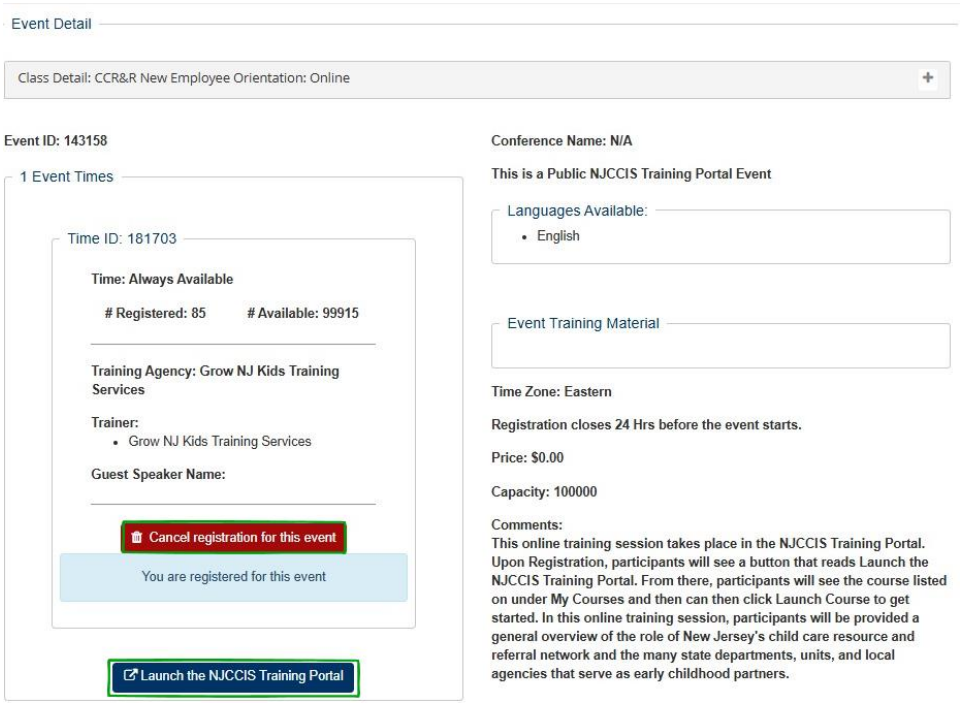
Step 4: Search results will be displayed below the search criteria. Click the "Select" button to view the event details and register for the event.



Step 5: Click the "Register for this Event" button and a pop-up message box will display confirming registration to this event.

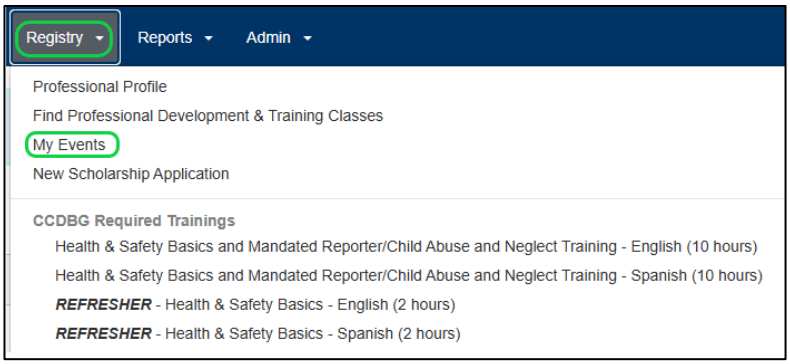


Once registration is completed, the Event Detail will update. Clicking the "Cancel this registration for this event" button to withdraw the user from the event. **IF** the course is a NJCCIS Training Portal Course, click the "Launch the NJCCIS Training Portal" button to begin the course.

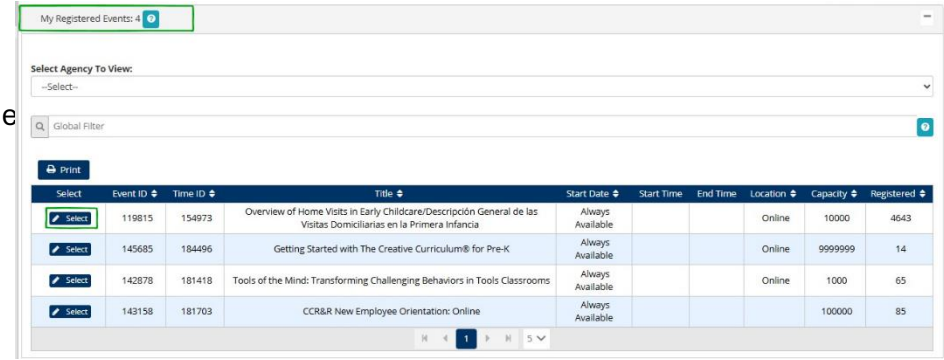


2. How to access your Registered Event

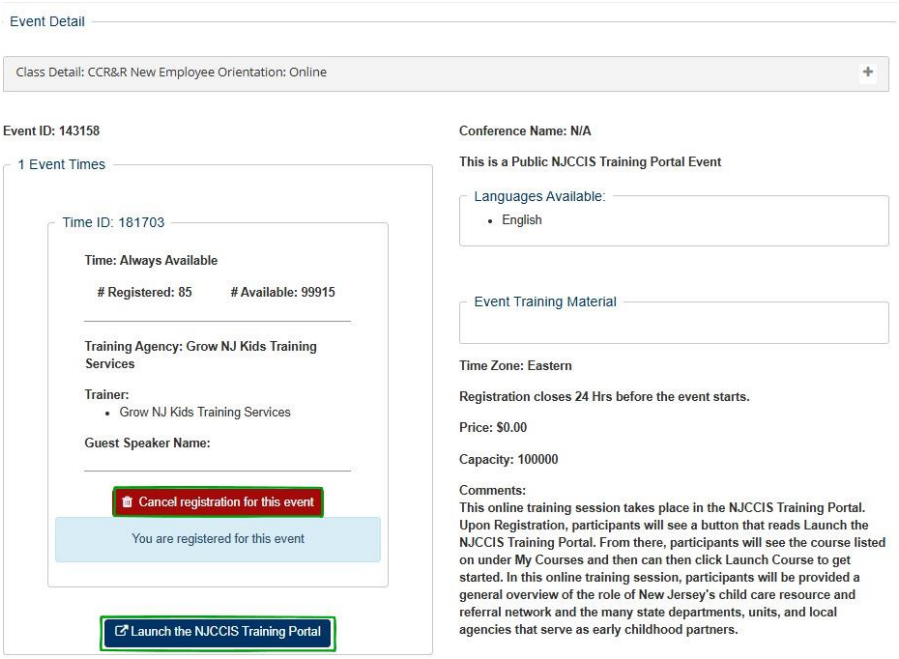
Step 1: Once logged into NJCCIS, from the menu bar select "Registry" and "My Events".



Step 2: "My Registered Events" panel will display. To expand the panel, click the plus (+) sign on the right-hand side of the panel. All uncompleted registered events will be displayed in the grid.



Step 3: Clicking the "Select" button for an event will display the "Event Detail" screen. **IF** the course is a NJCCIS Training Portal Course, click the "Launch the NJCCIS Training Portal" button to begin the course.



3. Completing NJCCIS Training Portal Courses

When the NJCCIS Training Portal is launched, the Home page will display and all registered events displaying under My Courses. To begin a course, click the "Start" button.

The side menu can also be used to navigate to different areas of the NJCCIS Training Portal.



4. Retaking the same course in the NJCCIS Training Portal

To retake a previously completed course in the NJCCIS Training Portal, you **MUST** register for the course **AGAIN** in NJCCIS by following the above registration instructions. Before trying to register for the course you will need to verify the following:

- ✓ The course must be completed in NJCCIS Training Portal, all activities are completed and progress shows 100%.
  Please note: It can take up to 30 minutes for the completion to be display in the NJCCIS Training Portal.
- ✓ A record of the completed course must appear in your Professional Profile within the Professional Development & Certifications Panel.
  Please note: It can take up to 24 hours for completions to be displayed in NJCCIS.



