



User Guide for Students Prosperity LMS

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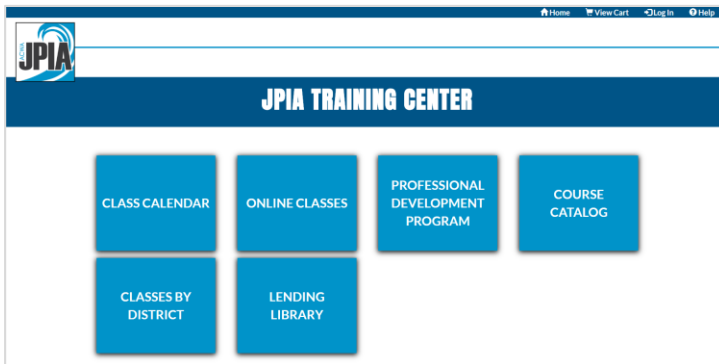
A. About this Guide

This guide is intended for use by JPIA Prosperity Learning Management System (LMS) students to view their training history, print certificates for classes taken January 2014 and later, register for JPIA in-person training, and access the Lending Library.







Recommended Internet Browser: We recommend accessing Prosperity from *Google Chrome*. Note that your display may have a different appearance; however, information fields should be the same as those indicated in this guide.

B. Home Page Overview

Access the LMS via this link: https://acwajpia.prosperitylms.com/req/acwajpia/_student



From the Home page (also Register page when logged in), you can access:

	Class Calendar	View and register for available in-person classroom sessions
	Classes By District	View list of districts with scheduled, available in-person class sessions
	Online Classes	View and register for online (Elearning) classes. (Non-TargetSolutions)
	Lending Library	View and check out training DVDs to be mailed to you
	Professional Development Program	Link to the JPIA Training website to learn more information about the JPIA Professional Development Program
	Course Catalog	View and register for all available in-person and online training options in our catalog

1) Class Calendar

The **Class Calendar** button is one way to register for courses. Clicking on this option brings you to the visual calendar that lists all scheduled in-person classes open for registration.

The screenshot shows a calendar for January 2020. At the top, there is a search bar labeled 'Search Training Calendar' and buttons for 'List View', 'Print', and 'Back'. The calendar grid shows days from Sunday to Saturday. On Wednesday, January 8th, a class is listed: 'Kern County WA - Main Office', '8:00 AM to 11:00 AM', 'Defensive Driver', 'Class ID: OPEN', 'Enrolled/Capacity: 29 / 30', 'Session 1', and '[Mathew Bunde]'. A red box highlights the class name and time, and a blue arrow points to it.

Select a class name on the calendar to bring up the details.

To proceed to the registration process, click on the **Register** button in the bottom right section of the screen.

Details for this Event

Course: Effective Performance Feedback
Description: A critical role for any manager or supervisor is giving effective feedback to staff. Supporting and encouraging development is only attainable through communication - but effective methods must be used. It really comes down to letting others know that what they do matters to you. This course introduces a simple model for giving feedback for redirection and for giving feedback for reinforcement.
Credits: 3
Cost: \$0.00
Event Fee: \$0.00
Instructor(s): Sarah Crawford
Date(s): 1/30/20
Time: 8:00 AM-11:00 AM
Room: JPIA Executive Conference Room
Location: ACWA/JPIA...Placer..
Address: 2100 Professional Drive
Roseville CA 95661
Topic: Session 1

[Register](#) [Back to Class Calendar](#)

Dates and times for this class:

Instructor(s)	Date/Time	Room/Location
Sarah Crawford	01/30/2020, 8:00 AM - 11:00 AM	JPIA Executive Conference Room at ACWA/JPIA...Placer..

The next screen will show a shopping cart with a notice that you must log-in to proceed. (See your district's Human Resources or Training Coordinator to obtain your user name and password).

NOTE: If you have taken JPIA classes prior to January 1, 2014, you are most likely already in the system. Log in using first name, last name all run together for User Name and Password. See your district administrator if you have issues, or call JPIA at 800.231.5742 x3421. If you are a new employee, you can input your information here to set up an account or contact your administrator.

Log In Here

Next Step: Create Account Back to Catalog

Course Info	Prices
Effective Performance Feedback (EPF)	Price : \$0.00
Quantity : 1	Final Price : \$0.00
Hours : 3	<input type="button" value="Remove"/>
Course Type : Classroom	
Start Date : 1/30/20	
End Date : 1/30/20	

Enter your username and password, and select **Login** to continue.

LOG IN

JPIA Training Center Login

Warning: If you have ever taken training through JPIA, you will have an account in this system. You do not need to set one up.

First try to sign in with:

User name: first name, last name all run together (i.e. sallyjones)
Password: exactly the same (i.e. sallyjones)

If you have trouble, contact your HR/Training Coordinator or call JPIA at 800.231.5742 ext. 3421.
Once you access your account - remember to change your password.

Do not sign up for a new user ID unless you are a brand new employee to the district.

Username sarahcrawford
Password

Login

Tip: Follow on-screen instructions to locate username and password.

Once logged in, you will see My Shopping Cart with tabs to access your profile (covered later in this tutorial). Select the **Checkout** button to finalize registration. If you decide against registering, select **Back to Catalog**.

When you select **Checkout** a confirmation page will appear, and an email confirmation will be sent to the email address on your profile. Click the **Print** button at the bottom of the confirmation page to print your copy, if desired.

2) Other Methods to View Classes and Register – By District

From the home (or Register) screen, you can select the **Classes By District** option to search for available classes, as well. It will bring up a listing of classes sorted alphabetically by district name. Select the down arrow button next to “Available Classes” for the District you would like to view.

The screenshot shows the JPIA Training Center interface. At the top is a blue header with the text "JPIA TRAINING CENTER". Below the header is a section titled "Instructor Led Training by District...County". A note states: "* Classes listed with a 'Full' status will place you on a wait list after completing the registration process." Below this note is a list of districts, each with a location pin icon and a dropdown menu labeled "Available Classes". The first district, "ACWA/JPIA...Placer..", has its dropdown menu highlighted with a red box. The other districts listed are "Arvin-Edison Water Storage District...Kern..", "Channel Islands Beach CSD...Ventura..", and "Coastside County Water District...San Mateo..".

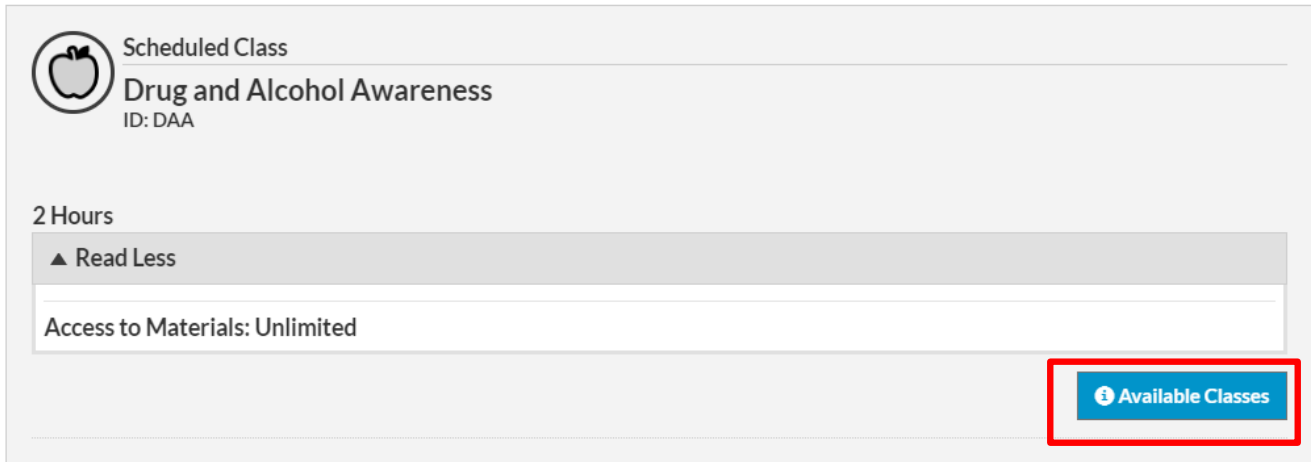
The class listing gives basic information on date, location, time, and cost. From here you can **Register** for the desired course session (see directions in prior section above to complete registration).

The screenshot shows a detailed view of a class listing. At the top, it displays the district name "ACWA/JPIA...Placer..". Below this is a section for a "Scheduled Class" titled "Accident Investigation" with ID: 0001 AI. The description reads: "Learn investigation techniques and how to identify accident causes. Learn how to determine the corrective actions needed to prevent future losses. T PDP Supervisor Basics Specialty". The class duration is "1.5 Hours" and it includes a "Read Less" button. Below this, it states "Access to Materials: Unlimited". The class is scheduled for "1/29/20" from "12:00 PM-1:45 PM" and is titled "Accident Investigation 95661". The location is "ACWA/JPIA...Placer..", "JPIA Conference Room A", "2100 Professional Drive", "Roseville, CA". The cost is "Free" and there is a blue "Register" button highlighted with a red box. Below this listing, the start of another class listing for "Discrimination & Harassment" is visible.

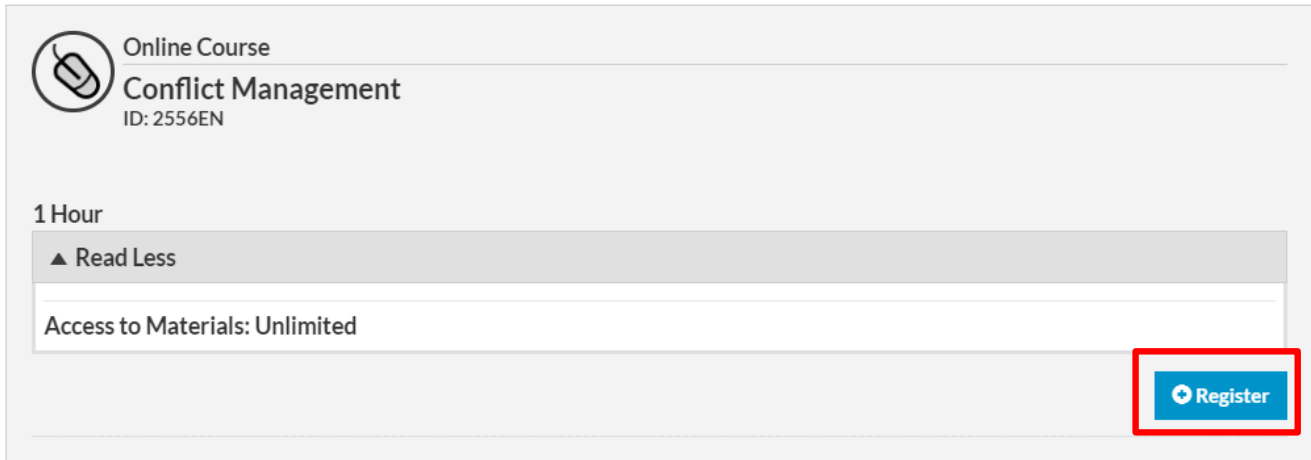
3) Other Methods to View Classes and Register – Course Catalog

From the home (or Register) screen, you can select the **Course Catalog** option to search for available courses, as well. It will bring up a listing of all JPIA courses including in-person and online (non-Targetsolutions Elearning) courses.

Review the list and select the “**Available Classes**” button to view available in-person scheduled classes. Or, select **Register** to register for online courses.

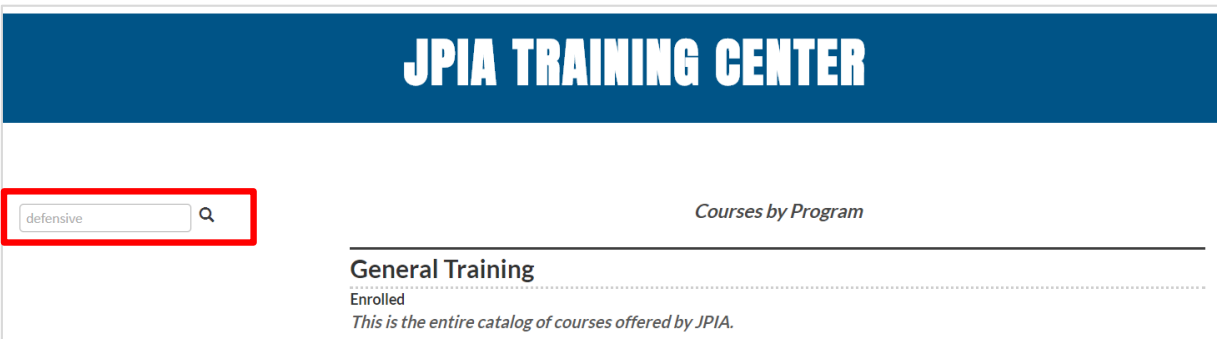


This screenshot shows a card for a 'Scheduled Class'. At the top left is an apple icon. The text reads 'Scheduled Class', 'Drug and Alcohol Awareness', and 'ID: DAA'. Below this, it says '2 Hours' and '▲ Read Less'. A white box contains the text 'Access to Materials: Unlimited'. In the bottom right corner, there is a blue button with a white information icon and the text 'Available Classes', which is highlighted with a red rectangular border.



This screenshot shows a card for an 'Online Course'. At the top left is a mouse cursor icon. The text reads 'Online Course', 'Conflict Management', and 'ID: 2556EN'. Below this, it says '1 Hour' and '▲ Read Less'. A white box contains the text 'Access to Materials: Unlimited'. In the bottom right corner, there is a blue button with a white plus icon and the text 'Register', which is highlighted with a red rectangular border.

You can also type the course name in the Search field to filter the course catalog by keyword. Then, find the desired class date and location and follow the steps above to register.



This screenshot shows the top of the JPIA Training Center website. A dark blue header contains the text 'JPIA TRAINING CENTER' in white. Below the header is a search bar with the text 'defensive' and a magnifying glass icon, highlighted with a red rectangular border. To the right of the search bar is the text 'Courses by Program'. Below this is a section titled 'General Training' with the text 'Enrolled' and 'This is the entire catalog of courses offered by JPIA.' below it.

4) Other Methods to View Classes and Register – Online Classes

From the home (or Register) screen, you can select the **Online Classes** option to search for available online (non-Targetsolutions Elearning) courses. These courses can be accessed anytime, 24/7.

Review list, and select **Register** to register for online courses.

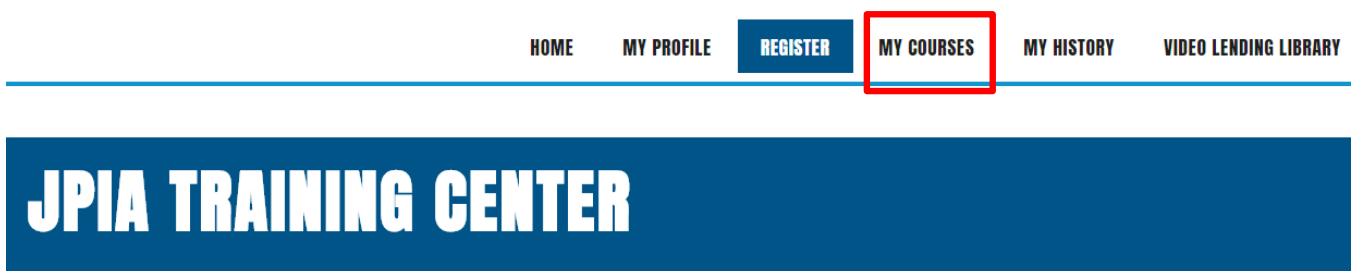


You can also type the course name in the Search field to filter the course catalog by keyword. Then, find the desired class date and location and follow the steps above to register.

5) Accessing your JPIA Online Courses in Prosperity

After registering for an online course in Prosperity using the registration process outlined above, you can access it in the My Courses section when logged in.

Select **My Courses**.




Next, scroll down to the desired course you registered for, then select **Course Details**.

GENERAL TRAINING

2017 SUPERVISOR BASICS

2007 (SPECIALTY) HUMAN RESOURCES



- These are the programs you are enrolled in.
- For a detailed look at your status for a particular program, click on one of the links to your left.

General Training

Your enrollment status is: Enrolled

All JPIA Classes Taken

Step Completion Requirement(s):

- Courses to complete: 99

Course

Communication: Breakthrough Listening

This course is one part of three online courses available to meet the Communication requirement for the Supervisor Basics and HR PDP Specialties. All three online courses with successful completion of quizzes OR completion of the 2-hour in-person classroom course (0055 Communication) are required.

ID: COM BTL | 00:30

Course Details

The Course Details page will open. On this screen, select “Open Course” and a new window will open in your default web browser (i.e. Internet Explorer or Google Chrome) with the course for you to view and complete.

COURSE DETAILS

[← Back](#)

Communication: Breakthrough Listening

How to Complete this Course

- You must go through all the course materials to complete this course.
- Once the course is marked as completed you will be able to print a certificate.

[↑ Open Course](#) [ⓘ View Training Request Form](#) [✖ Drop](#)

Description:
This course is one part of three online courses available to meet the Communication requirement for the Supervisor Basics and HR PDP Specialties. All three online courses with successful completion of quizzes OR completion of the 2-hour in-person classroom course (0055 Communication) are required.

Course Status: Open

Course Due: 07/25/2020

Time Spent in course (minutes): 0.00

Online Course Tips:

- Be sure your computer speakers or sound is set to adequate volume to hear any music or voice narration.
- Should you need to leave the course for some reason, you will be able to resume from the point you left off upon return.

C. My Profile

As a student, you are able to change your first, middle and nick name and also your username and password in **My Profile**. To change other fields, please contact your own district administrator or JPIA training.

HOME **MY PROFILE** REGISTER MY C

MY PROFILE

*= Required Data

Contact Information

* *First Name* *Middle Name*

Last Name *Nickname*

Organizational Information

District Name *Employee ID*

Title *Email*

D. My Courses

You are able to view courses for which you are currently registered, but have not yet completed in **My Courses**.

Select **My Courses** from the menu, then select the desired program from the buttons on the left side of the screen. To see all JPIA courses you are registered for, select the **General Training** button.

HOME MY PROFILE REGISTER **MY COURSES** MY HIST

MY COURSES

GENERAL TRAINING

2017 SUPERVISOR BASICS

2007 (SPECIALTY) HUMAN RESOURCES

Instructions

- These are the programs you are enrolled in.
- For a detailed look at your status for a particular program, click on one of the links to your left.

General Training

Your enrollment status is: Enrolled

View your status in other programs, such as the JPIA Professional Development Program specialties, by selecting the desired program name in **My Courses**:

2017 SUPERVISOR BASICS

2007 (SPECIALTY) HUMAN RESOURCES

2017 Supervisor Basics

Your enrollment status is: Enrolled

- This Program has completion requirements.
- Due Date: 10/04/2022

Program Materials

Accident Investigation

Attend a JPIA instructor led class.
Step Completion Requirement(s):

- Courses to complete:1

Course

Accident Investigation
Learn investigation techniques and how to identify accident causes. Learn how to determine the corrective actions needed to prevent future losses. This course is required for the JPIA PDP Supervisor Basics Specialty

ID: 0001 AI 01:30

Course Details

E. My History

My History lists all the training you participated in through the LMS (instructor led and online).

From here you are able to:

- Select Download by Course names to print course certificates
- View completed classes by date

HOME MY PROFILE REGISTER MY COURSES **MY HISTORY**

Show only courses ending between these dates

Sort by Status Ascending Refresh

Enrollment Details

Open Courses: 0

Total # Courses Completed: 31

Total Time in Courses: 23:20 Hours

Credit Totals

Completed: Hours: 74

Courses/Activities

*Courses marked with a * are grandfathered courses.*

Status	Name	ID	Credits /Hours	End Date	Certificate
Completed	Communication: Breakthrough Listening	COM BTL	0.5	10/8/18	Download
Completed	Communication: Breakthrough Listening	COM BTL	0.5	10/4/18	Download
Completed	Communication: Conflicts in the Workplace	COM CW	0.75	10/8/18	Download

F. Certificates

To obtain a course certificate of completion, find the desired class in the list on the **My History** page.

Select the column labeled Certificate, then select the **download** link.

The certificate will appear and you can print or download the certificate.

Completed	Defensive Driver	0012 DDC	4	5/28/19	Download
				Certification Expires 5/28/23	



G. Lending Library

To view the complete list of DVD titles available from the JPIA Lending Library, select **Video Lending Library**. Here you can search by keyword for a specific topic. The system will search for your keyword in the lending library titles and descriptions.

HOME MY PROFILE REGISTER MY COURSES MY HISTORY **VIDEO LENDING LIBRARY**

VIDEO LENDING LIBRARY

🔍 [Check out DVDs and other resources through our JPIA video lending library.](#)

You do not need to be logged in to browse the Lending Library; however, you must log in to submit a request for an item. Select **Submit Request** to request a DVD you would like to reserve.

Note: If an item status is listed as Checked Out, you will be placed on a wait list, then it will ship once it is available.

You will **not** receive an email confirmation – the item will ship to the address in your Profile once it is available.

Lending Library

DVD[Top]

Conflict Communication Skills

At some point in your work history, you will encounter some form of hostility. Whether it's an upset co-worker or a dissatisfied customer, your response can make the difference between a stressful or a pleasant work environment. The nature of hostility and how it affects those in the workplace. Basic conflict communication skills and how they can be used to defuse hostility. How to deal with people who do not respond rationally.

Length: 14 minutes
Status: **Checked Out**
Return Date: 02/05/2020

[Submit Request](#)

Hazard Communication Safety Essentials

Hazardous materials and substances are common in many workplaces. Unsafe contact with them can result in injuries both minor and major, both temporary and permanent. But what is a hazardous substance or material? How do you identify them? And what measures can you take to protect yourself? If you understand and take care in the handling and storage of hazardous substances, accidents can be avoided.

Length: 26 minutes
Publish Date: 01/01/2009
Status: **Available**

[Submit Request](#)

Tip: Once logged in, please confirm your district information is correct in your profile so you will receive your library item at the correct address. If your profile address is incorrect, contact us at training@acwajpia.com for assistance.

Questions? Contact Us

Contact the JPIA Training team at: training@acwajpia.com or via phone at 800-231-5742 ext. 3421

Sarah Crawford, Training Specialist

HR and Supervisory class content, online course content and function, and overall department procedures.

Linda Craun, Administrative Assistant III

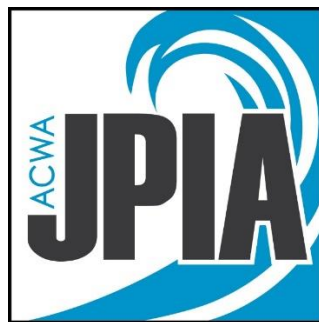
Schedules classes in the LMS, processes class hosting requests, reimbursements for snacks provided at classes, and Lending Library video content.

Suzanne Wallace, Administrative Assistant II

Copies and ships class materials, processes class rosters, and creates custom certificates not available through the LMS.

Ethan Larson, Administrative Assistant I

Completes PDP enrollments, transcript updates, program plaques, and Training Conference Host.



YOUR BEST PROTECTION