



Benchmark Analytics Account Creation Instruction Set



Overview

This instruction set is intended to be used as a guide for creating a new user account in the Benchmark Analytics Learning Management System (LMS).

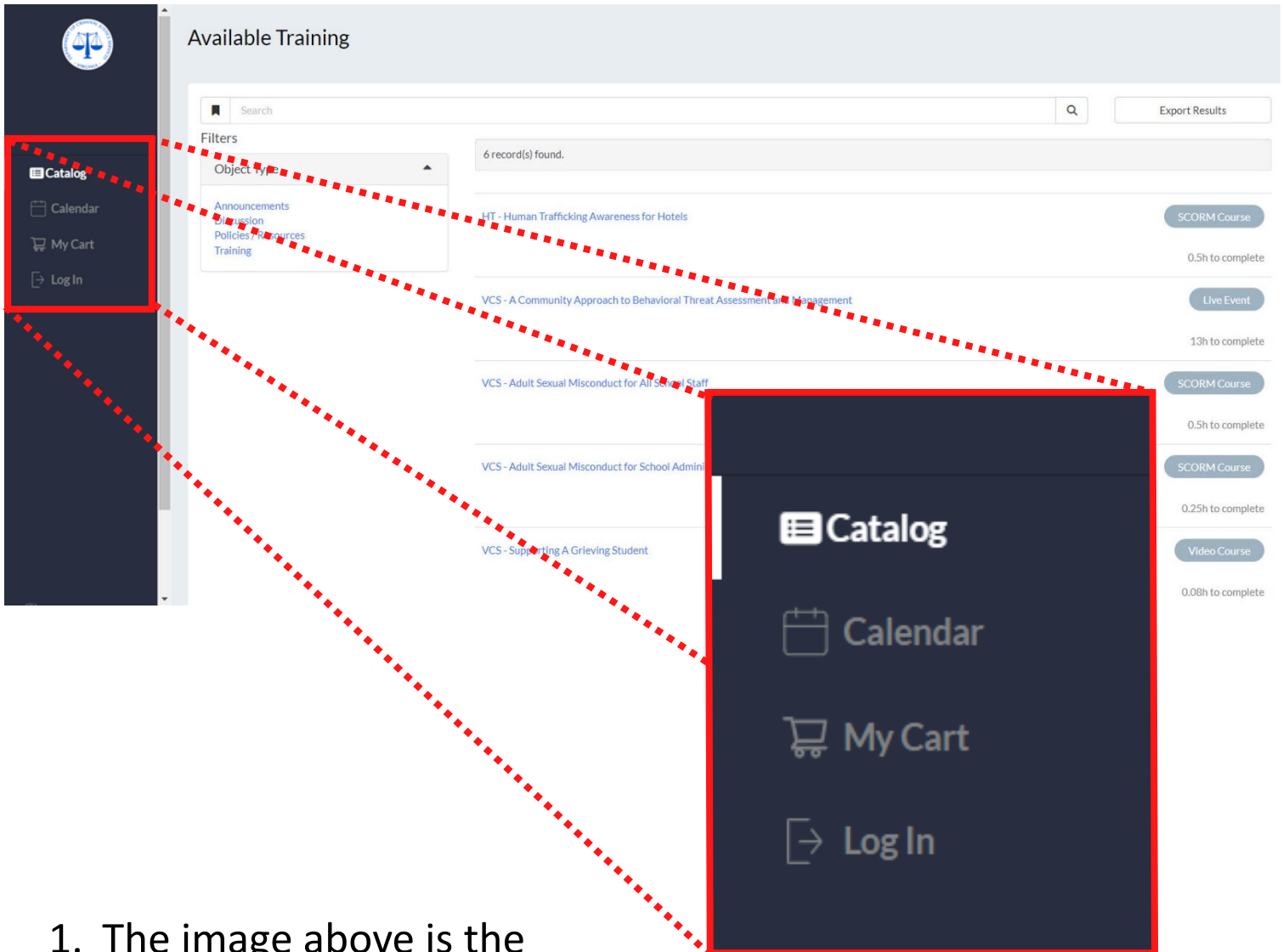
<https://training.benchmarkonline.app/dcjs>

General Information

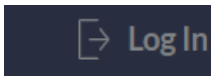
Information Required

- User Email
- User First Name
- User Last Name
- A Password
- User Phone Number
- User's Time Zone


Step One: Account Creation

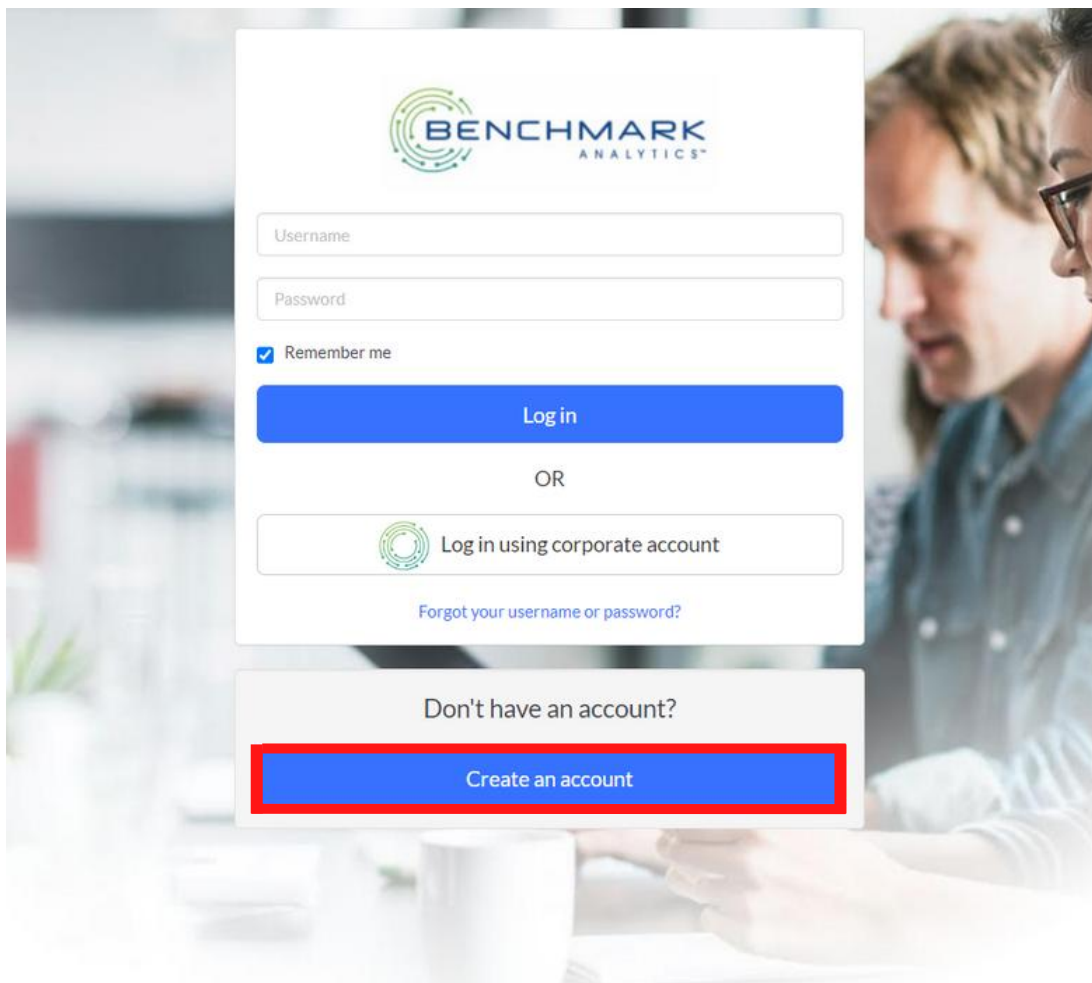


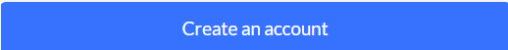
1. The image above is the landing page. The user will see this upon clicking the [access link](#).

2. The user needs to select the  option to continue.

Step One *(Continued)*

3. After selecting the  option. The user will be directed to the page below.



4. In order to create a new account, the user will select the  option, outlined above in **RED**.

Step Two: User Registration

1. After selecting the **Create an account** option, the site will take the user to the page displayed on the right.

2. The user will enter the information referenced on page 3, “Information Required”, into the appropriate fields.

3. To continue account creation, the user can scroll down on the webpage to view “Company” information. See image to the right.



Create Account (Fields marked below are required)

Email

First Name

Last Name

Password

Password must:

- Contain at least one lower case letter
- Contain at least one upper case letter
- Contain at least one number
- Contain at least one non-alphanumeric symbol
- Be at least 14 characters

Confirm Password

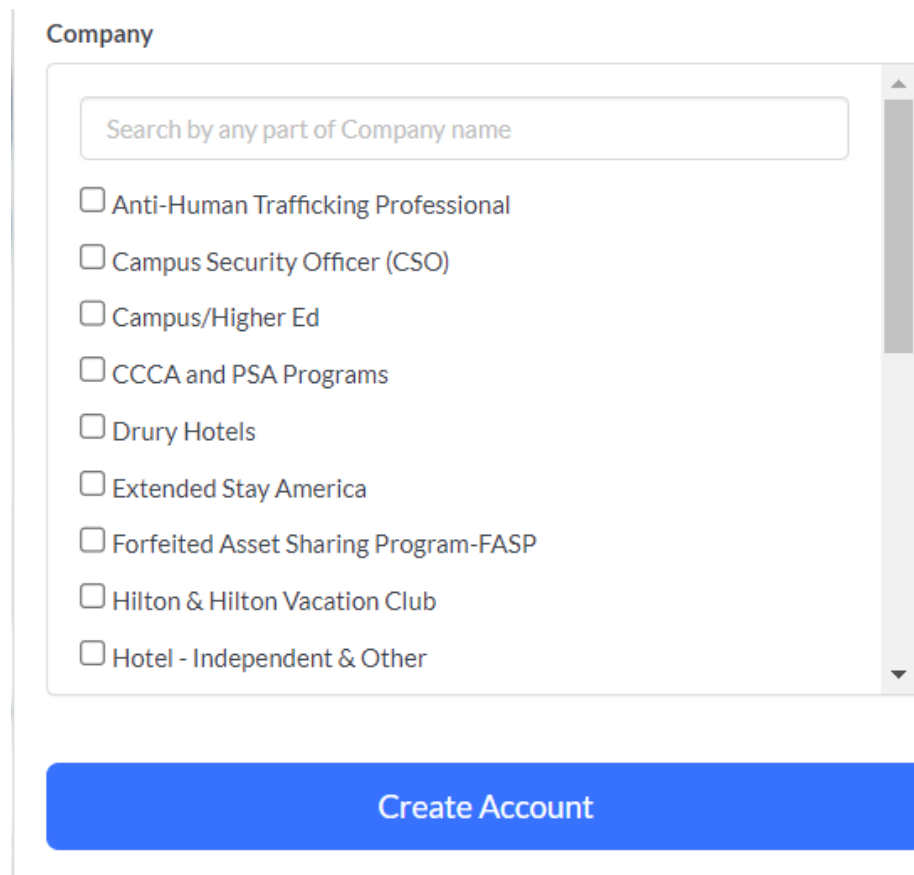
Company

- Anti-Human Trafficking Professional
- Campus Security Officer (CSO)
- Campus/Higher Ed
- CCCA and PSA Programs
- Drury Hotels
- Extended Stay America
- Forfeited Asset Sharing Program-FASP
- Hilton & Hilton Vacation Club
- Hotel - Independent & Other

Create Account

Step Two *(Continued)*

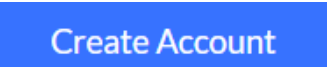
4. In the “Company” information section, the user must select at least one option that best suits their professional or DCJS affiliation.



The screenshot shows a web form titled "Company". At the top is a search bar with the placeholder text "Search by any part of Company name". Below the search bar is a list of nine options, each with an unchecked checkbox:

- Anti-Human Trafficking Professional
- Campus Security Officer (CSO)
- Campus/Higher Ed
- CCCA and PSA Programs
- Drury Hotels
- Extended Stay America
- Forfeited Asset Sharing Program-FASP
- Hilton & Hilton Vacation Club
- Hotel - Independent & Other

At the bottom of the form is a large blue button with the text "Create Account".

5. When all the appropriate information has been entered and selected, click  to continue.

Step Two (Continued)

Account

Account Information

Contact Information

Company

VA DCJS Hotel Details

VA DCJS CSO Details

School Division

Contact Information (Fields marked below are required)

Country --Select--

State --Select--

Time Zone --Select Time Zone--

City City



Street Address Address

Phone () _ - _

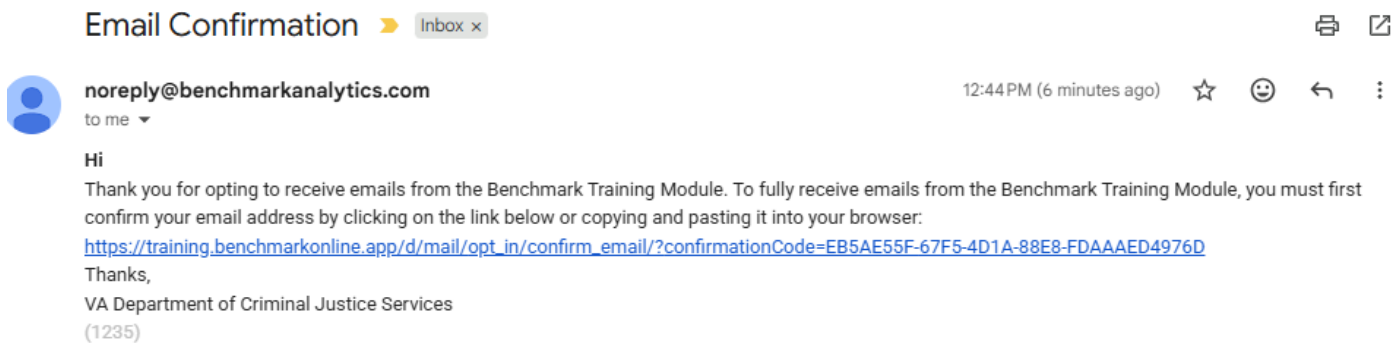
Extension

Zip Code Zip Code

Cancel Save


6. Selecting the  icon will change the webpage to the one pictured above.
7. The user must select their time zone and enter a correct phone number. Select the  icon to continue.
8. The user must also complete all fields indicated in **RED**. The information required may change according to company information entered previously.

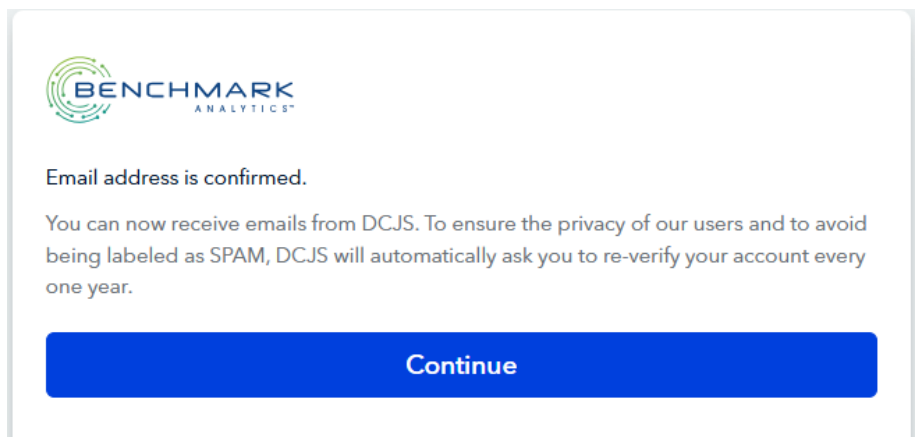
Step Two (Continued)



9. Check your inbox for an Email Confirmation sent from noreply@benchmarkanalytics.com. Click the link or paste in the search browser to verify your email.

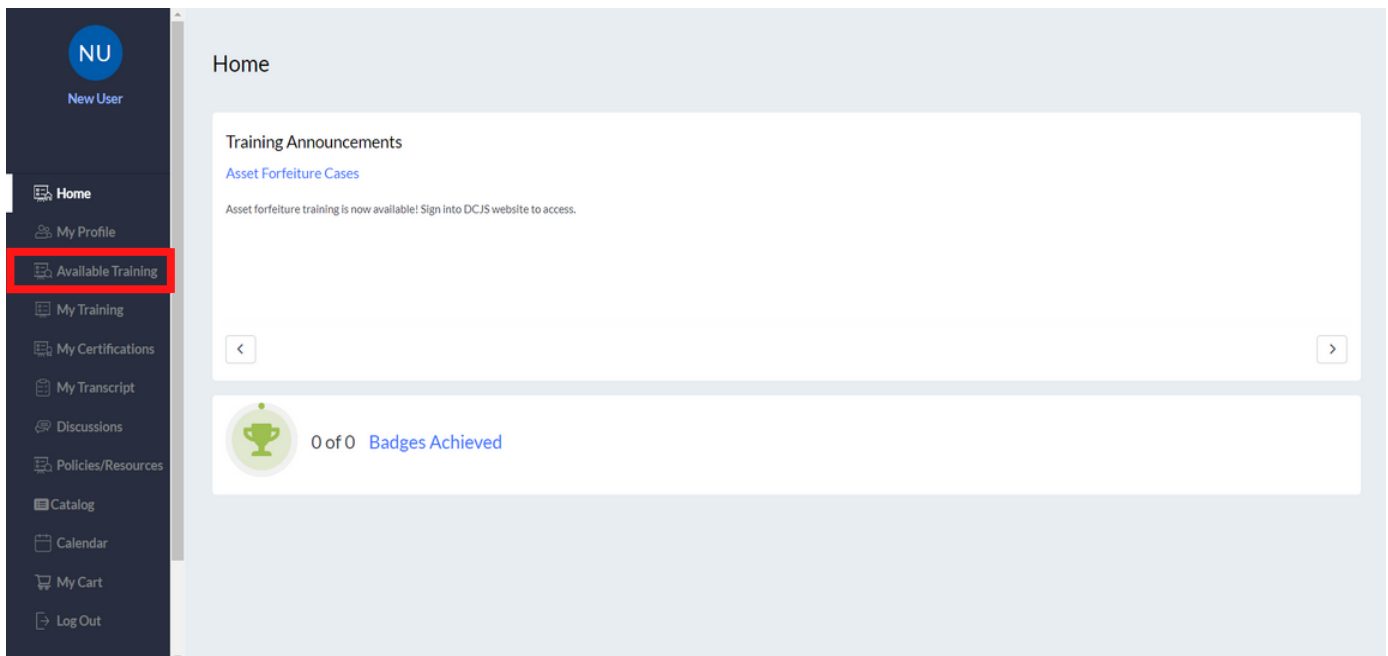
*You **must** verify your email to receive important training notifications and updates (i.e., registration confirmations). DCJS and Benchmark will not send any advertisements nor other unrelated correspondence from this platform.*

10. Click  to return to the training dashboard.



Step Three: Begin Training

1. Once the user has input all the appropriate information, and saved, the webpage will take the user to their dashboard. See the image below.



2. The user can search for their assigned training under the “Available Training” tab outlined in **RED**.