

☒ CalSAWS DD&I      ☐ C-IV M&O      ☐ CalWIN M&O      ☐ LRS M&E


<b>Distribution Date:</b>	June 24, 2020
<b>To:</b>	PPOC.All, Consortium.SectionDirectors, Consortium.RegionalManagers.All; Consortium.Execs
<b>CIT Name:</b>	<b>CalSAWS LMS Generic Account Access</b>
<b>From:</b>	CalSAWS Project

**PPOCs, please forward to the appropriate impacted staff in your county:**

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| <input checked="" type="checkbox"/> General<br><input type="checkbox"/> Policy<br><input type="checkbox"/> CW<br><input type="checkbox"/> CF<br><input type="checkbox"/> MC<br><input type="checkbox"/> CMSP<br><input type="checkbox"/> FC/KG/AAP<br><input type="checkbox"/> Child Care<br><input type="checkbox"/> WtW<br><input type="checkbox"/> Other Program(s) _____<br><input type="checkbox"/> C4Yourself <input type="checkbox"/> Your Benefits Now!<br><input type="checkbox"/> Customer Correspondence<br><input type="checkbox"/> Other _____ | <input type="checkbox"/> Reports<br><input type="checkbox"/> Fiscal<br><input type="checkbox"/> Caseload Movement<br><input type="checkbox"/> Management<br><input type="checkbox"/> Fiscal<br><input type="checkbox"/> Security<br><input type="checkbox"/> Batch and Interfaces<br><input type="checkbox"/> Imaging<br><input checked="" type="checkbox"/> Migration<br><input type="checkbox"/> Conversion<br><input type="checkbox"/> Technical<br><input type="checkbox"/> Training<br><input type="checkbox"/> Help Desk |
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<b>Description:</b> (Including any step-by-step instructions)	<p><b>Purpose</b></p> <p>The purpose of this CIT is to notify the 57 CalSAWS Counties that the Project will be distributing three (3) generic accounts for each county to access the CalSAWS Learning Management System (LMS).</p> <p><b>Background</b></p> <p>The CalSAWS LMS is a software application that is used for the administration, documentation, tracking, reporting and delivery of CalSAWS training materials. The CalSAWS LMS currently supports LA County users and will be leveraged for the 39 C-IV counties and 18 CalWIN counties to facilitate CalSAWS training.</p> <p>The CalSAWS LMS contains a set of LRS WBTs, Job Aids and other training related materials.</p> <p>The three (3) generic CalSAWS LMS accounts that will be distributed to each of the 57 Counties will provide access to the CalSAWS LMS tool and the ability to explore the various training materials.</p> <p>The training materials within the CalSAWS LMS are not intended to train County staff, as system functionality will continue to evolve with each release. The LMS accounts offer an opportunity for counties to view the materials and gain</p>
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	<p>familiarity with the CalSAWS LMS functionality. It's also an opportunity to gain insight into LRS functionality as it exists today and as it continues to develop.</p> <p>Access to the CalSAWS LMS is complementary to the counties' access to the Sandbox environment. Counties can leverage the WBTs while navigating through the Sandbox environment to gain a better understanding of functionality within the application.</p> <p>Training materials to be used for CalSAWS Migration training will be added and announced at a later date.</p> <p><b>Additional Information</b></p> <p>Training Materials contained in the CalSAWS LMS are updated with every major CalSAWS release. Training Release Notes are posted in the CalSAWS LMS with every major and priority release.</p> <p>The WBTs in the CalSAWS LMS use Adobe Flash, which is only supported in Internet Explorer.</p> <p><b>Note:</b> The LRS WBTs currently available in MP4 format on the CalSAWS Web Portal were converted directly from the LRS WBTs within the LMS and posted as a "point in time" tool to give counties a glimpse into LRS functionality. Unlike the WBTs within the LMS, they are <b>not</b> updated as functionality changes. They will remain posted as an available resource until deemed unnecessary.</p> <p>Please see the attached guide on how to navigate in the CalSAWS LMS tool. Users can also take the Orientation 2 WBT within the CalSAWS LMS to familiarize themselves with its functionality.</p> <p>For ticket related inquiries for the CalSAWS LMS, users may utilize the ServiceNow self-service portal. Account information to access the ServiceNow portal will be distributed along with the CalSAWS LMS credentials. This email will include the access link and a Job Aid to assist users.</p> <p><b>County Action</b></p> <p>Counties can provide the CalSAWS LMS credentials to the appropriate staff within their county. The accounts and associated information will be distributed via an email from the Regional Managers.</p> <p>If you have any questions, please contact the Primary Project Contact listed below.</p>
Primary Project Contact: (Name, phone number, email address)	<p>Ashley Arnold Consortium Training Manager <a href="mailto:arnolda@calsaws.org">arnolda@calsaws.org</a> (916) 862-1769</p>
Backup Project Contact: (Name, phone number, email address)	<p>Shivani Smith Accenture Implementation Support Manager <a href="mailto:smiths@calsaws.org">smiths@calsaws.org</a></p>

Attachments:	CIT 0114-20 Generic User Login LMS Instructions.docx
Web Portal Link:	  OR  You may also retrieve the CIT document and attachments by following these steps: <ol style="list-style-type: none"><li>1. Click on the CRFIs &amp; CITs link at the top of the page.</li><li>2. Click on the "CalSAWS Information Transmittal (CIT)" folder.</li><li>3. Click on the "2020" folder.</li><li>4. Click on the appropriate CIT # folder.</li></ol>