


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

Distribution Date:	July 27, 2021
To:	Consortium.RegionalManagers.R1; Consortium.RegionalManagers.R2; Consortium.RegionalManagers.R3; Consortium.RegionalManagers.R4; Consortium.RegionalManagers.R5; PPOCs C-IV Counties; IPOCs.All
CIT Name:	Additional LMS Access Participants - LMS Access Instructions
From:	CalSAWS Project

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

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|--|---|
| <input type="checkbox"/> General | <input type="checkbox"/> Fiscal |
| <input type="checkbox"/> Policy | <input type="checkbox"/> Caseload Movement |
| <input type="checkbox"/> CW | <input type="checkbox"/> Management |
| <input type="checkbox"/> CF | <input type="checkbox"/> Fiscal |
| <input type="checkbox"/> MC | <input type="checkbox"/> Security |
| <input type="checkbox"/> CMSP | <input type="checkbox"/> Batch and Interfaces |
| <input type="checkbox"/> FC/KG/AAP | <input type="checkbox"/> Imaging |
| <input type="checkbox"/> Child Care | <input type="checkbox"/> Migration |
| <input type="checkbox"/> WTW | <input type="checkbox"/> Conversion |
| <input type="checkbox"/> Other Program(s) _____ | <input type="checkbox"/> Technical |
| <input type="checkbox"/> C4Yourself | <input checked="" type="checkbox"/> Training |
| <input type="checkbox"/> Your Benefits Now! | <input type="checkbox"/> Help Desk |
| <input type="checkbox"/> Customer Correspondence | |
| <input type="checkbox"/> Other | |
| <input type="checkbox"/> Reports | |

Description: (Including any step-by-step instructions)	<p>Purpose</p> <p>The purpose of this CIT is to provide Additional LMS Access participants (reference [REDACTED]) instructions on how to access the LMS. This CIT also discusses the change in date for accessing the LMS for the Additional LMS Access Participants.</p> <p>Background</p> <p>Per CRFI 21-033, the Project requested the names of C-IV County staff to participate in the Additional LMS Access Option. Originally Additional LMS Access participants were to access the LMS in two waves:</p> <ul style="list-style-type: none"> Wave 1: 8/2/21 (4 weeks prior to General Training) Wave 2: 8/16/21 (2 weeks prior to General Training) <p>LMS access has been updated for this group and will begin for all users in this group on August 2, 2021. Wave 2 users will also be able to access the LMS starting August 2, 2021. Users are encouraged to login to the LMS on August 2, 2021 to ensure proper access.</p>
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	<p>Additional LMS Access participants will have access to the CalSAWS Learning Management System (LMS) to complete self-paced C-IV Migration Training including Web-Based Trainings (WBTs) and Guides ahead of the General Training period.</p> <p>LMS Access Instructions</p> <p>All Additional LMS Access participants can begin accessing the LMS on August 2, 2021. Please reference the CRFI responses via the link above to confirm who in your County will have access beginning August 2, 2021.</p> <p>The attached LMS Access guide provides a link to the LMS as well as detailed instructions on how to access the LMS. There is also a section on ServiceNow Support. This guide is also applicable to Early Training, ITTSME and County Training Coordinator staff. Another CIT will be released before General Training with any updates related to LMS access.</p> <p>County Action:</p> <p>Please distribute the attached LMS Access guide to staff that are planned to have access to the LMS starting August 2, 2021. Please have staff thoroughly read the guide before logging into the LMS. All staff in this group are encouraged to log in to the LMS starting August 2, 2021 to ensure proper access. If staff are unable to access the LMS, please have them submit a ServiceNow ticket through their County's Help Desk.</p> <p>If you have any questions, please contact the Project Contacts listed below.</p>
Primary Project Contact: (Name, phone number, email address)	<p>Ashley Arnold CalSAWS Training Manager 916-862-1769 ArnoldA@CalSAWS.org</p>
Backup Project Contact: (Name, phone number, email address)	<p>Shivani Smith Accenture Implementation Support/Training Manager 213-712-5075 SmithS@CalSAWS.org</p>
Attachments:	LMS Access Guide
Web Portal Link:	

OR

You may also retrieve the CIT document and attachments by following these steps:

1. Click on the CRFIs & CITs link at the top of the page.
2. Click on the "CalSAWS Information Transmittal (CIT)" folder.
3. Click on the "2021" folder.
4. Click on the appropriate CIT # folder.