CalSAWS | Information Transmittal (CIT)   0211-21

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

Distribution Date:	August 12, 2021
To:	PPOC.40; IPOC.All; PPOC.Local; Consortium.SectionDirectors; Consortium.RegionalManagers.All
CIT Name:	**Logging into CalSAWS and LMS: Helpful Hints infographic**
From:	CalSAWS Project

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

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☐ Customer Correspondence
☐ Other_____

☐ Reports
　☐ Fiscal
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　☐ Management
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☐ Batch and Interfaces
☐ Imaging
☒ Migration
☐ Conversion
☐ Technical
☐ Training
☐ Help Desk

Description: (Including any step-by-step instructions)	**Purpose** The purpose of this CIT is to provide the 39 C-IV Counties an infographic about how Users can login to CalSAWS and the Learning Management System (LMS). This infographic can be printed or displayed virtually. **Background** The Change Management Team has received C-IV County feedback from Early Training that Users need helpful hints on how to log in. Based on this feedback, the CalSAWS Change Management Team has developed the Logging into CalSAWS and LMS: Helpful Hints infographic to provide an overview of key elements that Users need to know in order to successfully log in. **Additional Information** The Logging into CalSAWS and LMS: Helpful Hints infographic is designed to be shared in multiple ways such as: printed and posted in the office, emailed, posted on internal sites (SharePoint), or displayed during meetings/presentations.

	County Action The Counties are encouraged to distribute the Logging into CalSAWS and LMS: Helpful Hints infographic to all C-IV Users.
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Attachments:	Logging into CalSAWS and LMS_Helpful Hints Infographic.pdf
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.