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MEMBER UPDATES & ANNOUNCEMENTS

CIS Learning Center Entity Admin Update

UPDATES AND NEW LANDING PAGE

The CIS Learning Center (CLC) is getting a new look for Learners. The anticipated launch date for the new landing page is Wednesday, August 10. Our June 9 webinar for Entity Admins provided a preview of the new landing page and the updated “Getting Started” materials that go along with it. Click [here](#) for more information or to register to watch the webinar recording.

COSMETIC IMPROVEMENTS

SumTotal Systems, our vendor for the CIS Learning Center (CLC), has made several cosmetic updates to the CLC platform. The updates include relocating navigation buttons from the bottom of the page to the top of the page, adding floating buttons to several pages, changing the look of the pagination, and adding “breadcrumbs” to the various wizards. These updates are expected to continue for the next few months as they fine tune the design and make the changes on additional pages. [Click here](#) for some examples of the changes.

One of the changes has had a direct impact on how users enroll in an Instructor-led class. Previously, there was an “Enroll in this Class” button under the list of classes that would highlight once a class was selected. This no longer looks like a button and has been moved above the list of classes. An example of the new look is below.

Bucket View Details View My Class Schedule Submit Request Enroll In This Class				
Class Name	Class Schedule	Location(s)	Instructor(s)	
<input checked="" type="checkbox"/> Webinar: CIS Learning Center New Landing Page and Updates	6/9/2016 - 6/9/2016, 10:00 AM - 11:00 AM (America/Los_Angeles) (UTC -07:00)	Webinar	Brenda Shew, Mary Meyer	

NEW USER CREATION NOTIFICATION AND PASSWORD UPDATES

A recent update by our vendor has changed the password process for new user accounts requested by CIS member-employees via the Login page. **They will now receive a notification that requires them to click on a link to activate their account.** We have updated the

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If you have any questions, please contact the CIS Learning Center at 503-763-3800 ext. 8 or via learn@cisoregon.org.

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notification to make this clearer and to remove the previous reference to the temporary password, “Online1!”. New Users will be able to set their own passwords immediately when creating an account.

Also, we have re-activated the notification for User Creation Event. This is the email that employees receive confirming that their new account has been created. What this means for you as Entity Admins is that **you no longer need to enter a password when creating a user, nor will you need to manually send the New User Email** template on the Entity Admin webpage. We have updated the language in the notification to reflect these changes.

Initially, we turned off this notification because many of the admins doing bulk uploads didn’t want people to know right away they had accounts. They wanted to stagger the implementation and notify people as needed. We can still do this on a case-by-case basis, if necessary. Let us know at the time you submit your batch import.

CLC COURSE UPDATES

Certification CEUs

The CLC has over 200 courses that are approved for LGMC, DPSST, OESAC, OSACA, HRCI-SHRM, and OR-PRIMA’s Risk Management Certification CEUs. A complete list, sortable by type, can be found [here](#). The course description page in the CLC also includes information on any CEUs approved for the course. If you or a staff member are hoping to receive CEUs for a specific class, please confirm that it has been pre-approved for those CEUs. Most approving agencies require that the course has been approved for the credits prior to the date of the training being completed. Approval for some credit types can take at least two months.

If you have learners who are working towards or maintaining a certification, avoid the last minute rush and assign the required courses to your employees with plenty of time for them to finish the course prior to their certification deadlines. If it’s an annual requirement, you can set-up courses to be automatically reassigned annually. Contact us at learn@cisoregon.org if you need assistance creating a learning plan or assignment.



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Courses Removed from Catalog

The online catalog of courses available has been updated and 16 courses were removed due to low usage. Since 2013, these courses have had 20 or fewer people access and view them or there are similar courses available in the catalog. If you have any of these courses assigned to learners or included in a learning plan, please replace them as the courses will no longer be accessible. Click [here](#) for a list of the courses removed and potential replacements. Click [here](#) for a full list of courses available in the catalog.

NEW COURSES AVAILABLE

CIS Conference Videos

Recordings of select presentations from the 2016 CIS Annual Conference are now available through the CIS Learning Center. Click [here](#) for a list of the recorded topics. Conference presentation materials are included in the activities section of each course and also available at <https://www.cisoregon.org/member/conferencematerials>.

Law Enforcement Courses

Five new law enforcement courses are now available. Each course is 30-45 minutes long and will be eligible for DPSST credits:

1. [Ethics in Law Enforcement](#) (#16- 0905, Ethics)
2. [Law Enforcement Liability for Law Enforcement](#) (#16-0459, Preventing Liability)
3. [Litigation Procedures](#) (#16-1102, Courtroom Testimony)
4. [Presenting Effective Testimony in a Court Room](#) (#16-1102, Courtroom Testimony)
5. [Risk Management for Law Enforcement](#) (#16-0491, Risk Management & Mitigation)

Note: These courses from LocalGovU include a narrative script on each slide with an audio recording of the content. If you would prefer to just read the slides, you can turn off the audio (in the lower right corner).

CIS Learning Center Webinars

Are you interested in participating in regular monthly webinars specific to Entity Admins? If so, what topics would you be most interested in



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learning about? Below are some topic ideas we are contemplating. Please email learn@cisoregon.org with your topic requests and check our monthly training announcement to see which topic is scheduled next.

- Discussion group: How do you “get the word out” to your staff? How do you gain support for training attendance?
- Resources: A review of the resources currently available and a discussion on what support or training materials do you need from CIS to help train your employees on using the Learning Center.
- Entity Admin Page: We’ve created a new “one-stop” launch page for Learners, now we want to know what you would like included in a “one-stop” page specifically for Entity Admins.
- Tips, Tools and Lessons Learned: Answers to your questions and some shortcuts we’ve learned along the way.
- Upcoming dates for Learning Center webinars include:
- Wednesday, September 28: Learning Center Updates: How to Register a Group of Employees for a Class
- Thursday, December 8 (tentative): CLC Update for Entity Admins: Showing an Online Course to a Group

For a list of the current CIS Learning Center tutorial webinar recordings, click [here](#).

INSTRUCTOR-LED TRAINING HANDOUTS

Our trainers have seen a large increase in the number of people arriving for trainings without printing the handouts ahead of time. Several years ago, CIS made the decision to go paper-free. All of the handouts available for our trainings are listed on the Activities page of the course in the CIS Learning Center and require only that the member be able to view PDF documents in order to print or download. Click [here](#) for screenshots.



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We are finding that the following issues are contributing to the confusion:

- A large number of people are being registered by their Entity Admin either directly via Class Manager or through a list being emailed to learn@cisoregon.org. This seems to cause a disconnect between the registrants understanding what the CIS Learning Center (CLC) is and what website to go to download their materials. The majority of the calls we have received are from people trying to log into the wrong website.
- Several registrants do not know their username or password. It's either been too long since they received one or they never received one.
- Registrants are not receiving their notifications. The notifications are sent by the CLC system, but if registrants haven't whitelisted the CLC email address they do not receive them. The whitelist information is available on the [Entity Admin Resources webpage](#) under "System Compatibility." We also request that you have your IT department whitelist the following domain to ensure that notifications are received: gm1.geolearning.com.
- Also, several people are registered with an invalid email and set-up for their supervisors to receive their notifications. If this is the case, notifications may not be reaching the registrant. Please be sure to pass the information along to your employee(s).

In order to alleviate some of these issues, we ask that you be sure your staff is aware of their username, password, and the website address of the CLC if you register them on their behalf. If your staff is unable to access the documents themselves, we ask that you provide the documents to them.

UPCOMING CIS WEBINARS

- August 9: Safety Compliance for Small Entities, Presented by Adrian Albrich and Scott Moss
- August 25: Coaching in Difficult Situations, Presented by Kurt Chapman



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- September 15: Leadership Communication Skills, Presented by Sharon Harris
- September 22: Officer Involved Shootings — Civil Defense Info & Strategies, Presented by Dave Nelson and Leslie Edenhofer
- September 28: CLC Updates for Entity Admins – Group Registration, Presented by Mary Meyer
- October 13: Small entities: OSHA Requirements Top 10 OSHA Self-insurance, Presented by Scott Moss
- October 27: Pre-Loss topic TBD, Presented by Tamara Jones and Katie Kammer
- November 3: Workers' Compensation & Return to Work topic TBD, Presented by Mark Jamison and Moira Przybylowski

Reliant Behavioral Health (RBH) Webinars

The CIS Learning Center allows our members with CIS medical benefits to track their participation in the monthly RBH webinars on their transcripts. Members with medical benefits can find topics and registration information in the Instructor-led training section of the catalog. The schedule has been updated through the end of 2016.

Each of these topics is scheduled for 12 -1 p.m. However, be sure to also register for the actual webinar through the RBH website at: <https://myrbh.com/Training>.

CLASS FEEDBACK SURVEYS

You're probably familiar with our feedback surveys from having attended the CIS Conference, Supervisor Training, or our webinars. We will be also sending feedback surveys for other onsite training that you request through CIS. We would appreciate your support in letting your employees know to expect an online survey following the class and encourage them to complete it. Your feedback and your employees' feedback is important to us.

If you will be providing your own feedback form to the participants, please let the trainer know and please provide a compiled copy of the results to learn@cisoregon.org within five days of the training date. That way, we will not duplicate the survey process.