



# Account Creation Instruction Set

A screenshot of the Benchmark Analytics login and account creation interface. The interface is overlaid on a background image of two people working at a computer. The login form includes a "Benchmark Analytics" logo, a "Username" field, a "Password" field, a "Remember me" checkbox, a "Log in" button, an "OR" separator, a "Log in using corporate account" button, a "Forgot your username or password?" link, a "Don't have an account?" link, and a "Create an account" button.

  
Username  
Password  
 Remember me  
[Log in](#)  
OR  
[Log in using corporate account](#)  
[Forgot your username or password?](#)  
[Don't have an account?](#)  
[Create an account](#)

# Overview

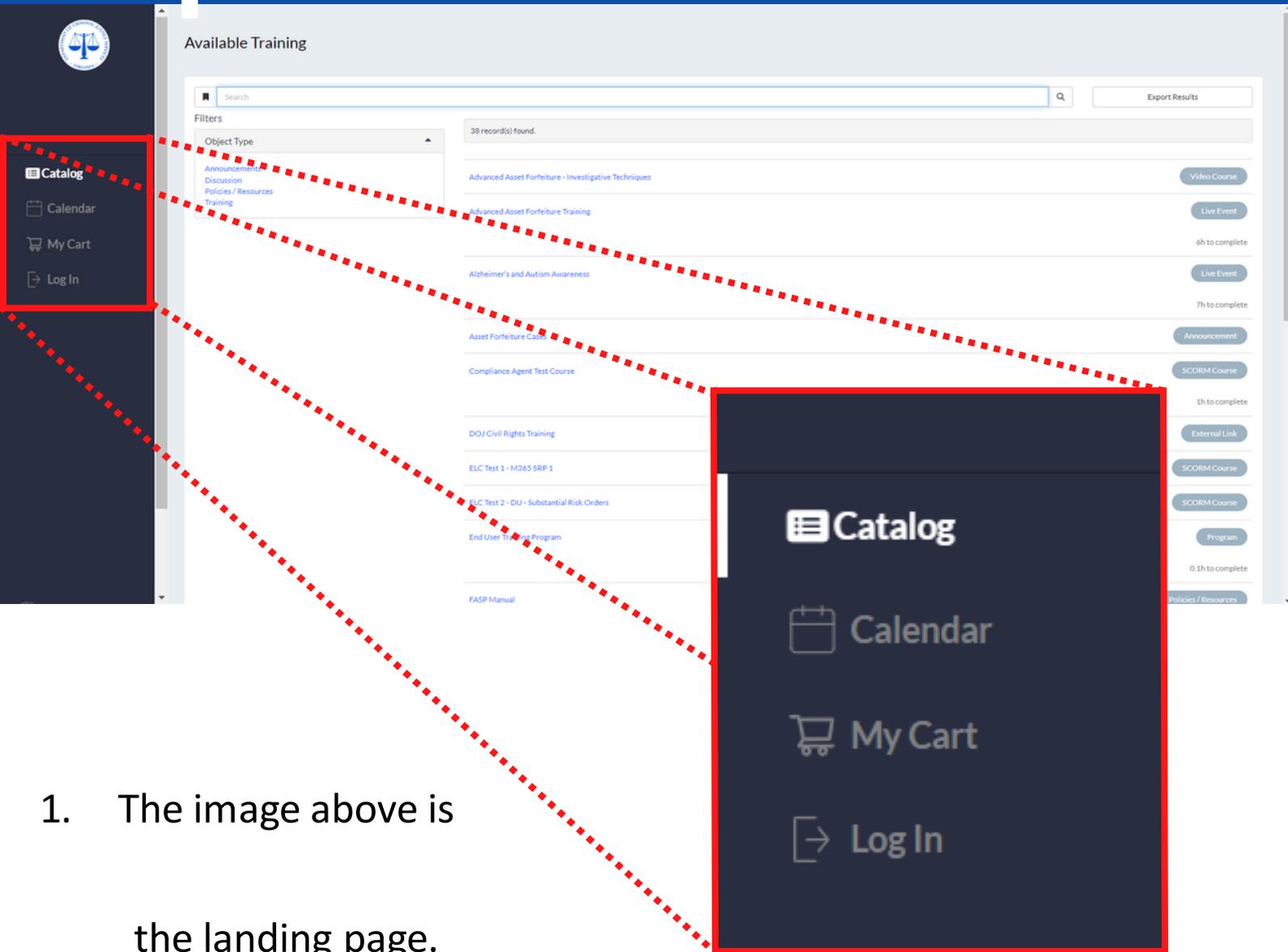
This instruction set is intended to be used as a guide for creating a new user account in the Benchmark Analytics Learning Management System. A link to the website can be found below.

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

# Information Required

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

# 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

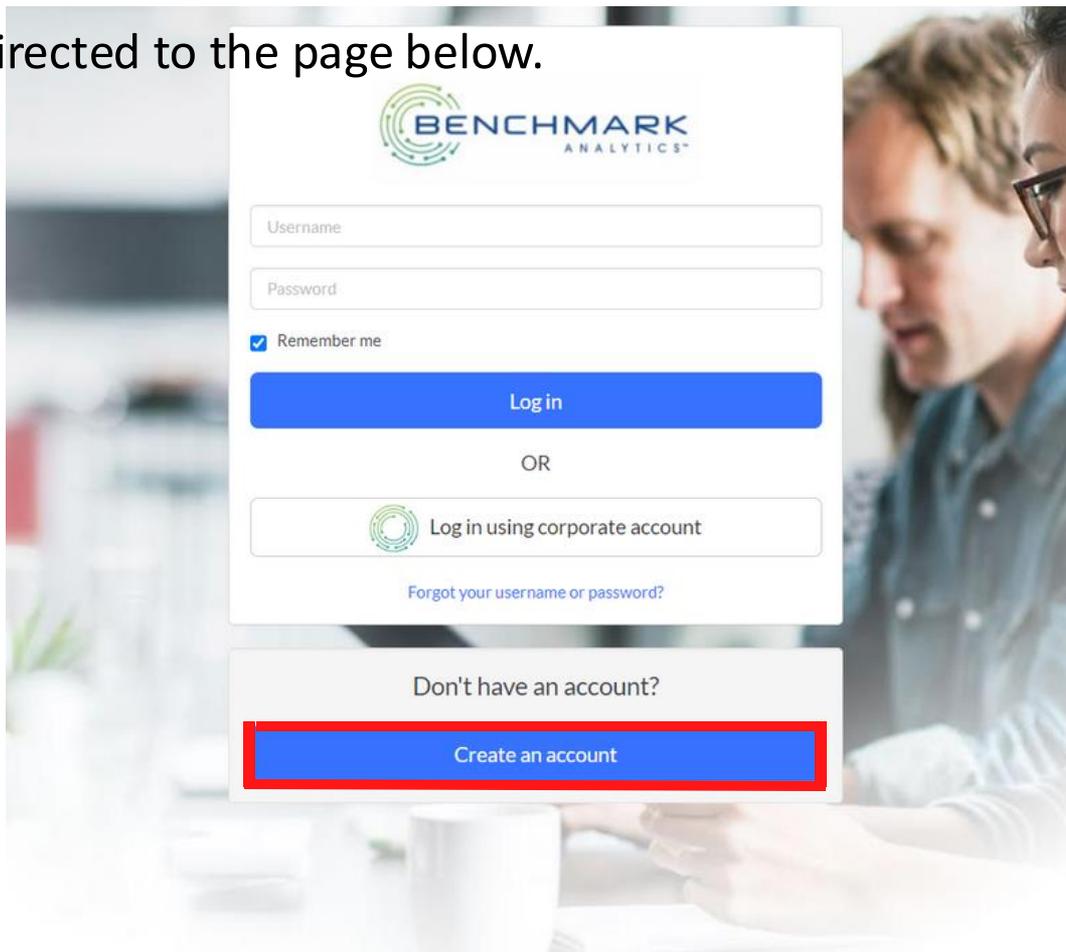
select the

option to continue.



3. After selecting the  option. The user will be

directed to the page below.



4.  account, the user will select the

option, outlined above in **RED**.

# Step Two: User Registration

1. **Create an account**

option, the site will take

the user to the page  
2. The user will enter the  
displayed on the right.  
information referenced

on page 3, "Information

Required", into the  
3. To continue account

appropriate fields.  
creation, the user will

scroll down on the

webpage to view



Create Account (Fields marked below are required)

Email

Email

First Name

First Name

Last Name

Last Name

Password

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

Confirm Password

Company

Search by any part of Company name

- 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

5. If the user is unable to find

their professional or DCIS  
affiliation, the appropriate hotel

selection, the user will select

the "Hotel - Independent &

Other" option. This option is

6. When a RED in the page information has been entered

and selected, click

to continue.

Company

Search by any part of Company name

- 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

Cancel Save

## Step Two (Continued)

 Account

- Account Information
- Contact Information
- Company
- VA DCJS Hotel Details 

**! VA DCJS Hotel Details**

**Hotel Name**

Attribute is required.

**Hotel City**

Attribute is required.

**Hotel Zip Code**

Attribute is required.

7. The webpage will then guide the user to
8. ~~the page above~~ The user must input information specific to their hotel. The "Hotel Name", the "Hotel
9. ~~City~~  ~~the appropriate information is entered,~~
10. ~~the required fields will be removed.~~  To continue, select the  icon at the top right corner of the screen.

## Account

Account Information	
<b>Contact Information</b> 	<b>Contact Information</b>
Company	
VA DCJS Hotel Details	

Country	--Select--
State	--Select--
<b>Time Zone</b>	<b>--Select Time Zone--</b>
City	City
Street Address	Address
<b>Phone</b>	( ) _-__
Extension	
Zip Code	Zip Code



11. Selecting the  icon

will change the webpage

to the one pictured above.

12. The user must select

their time zone and enter



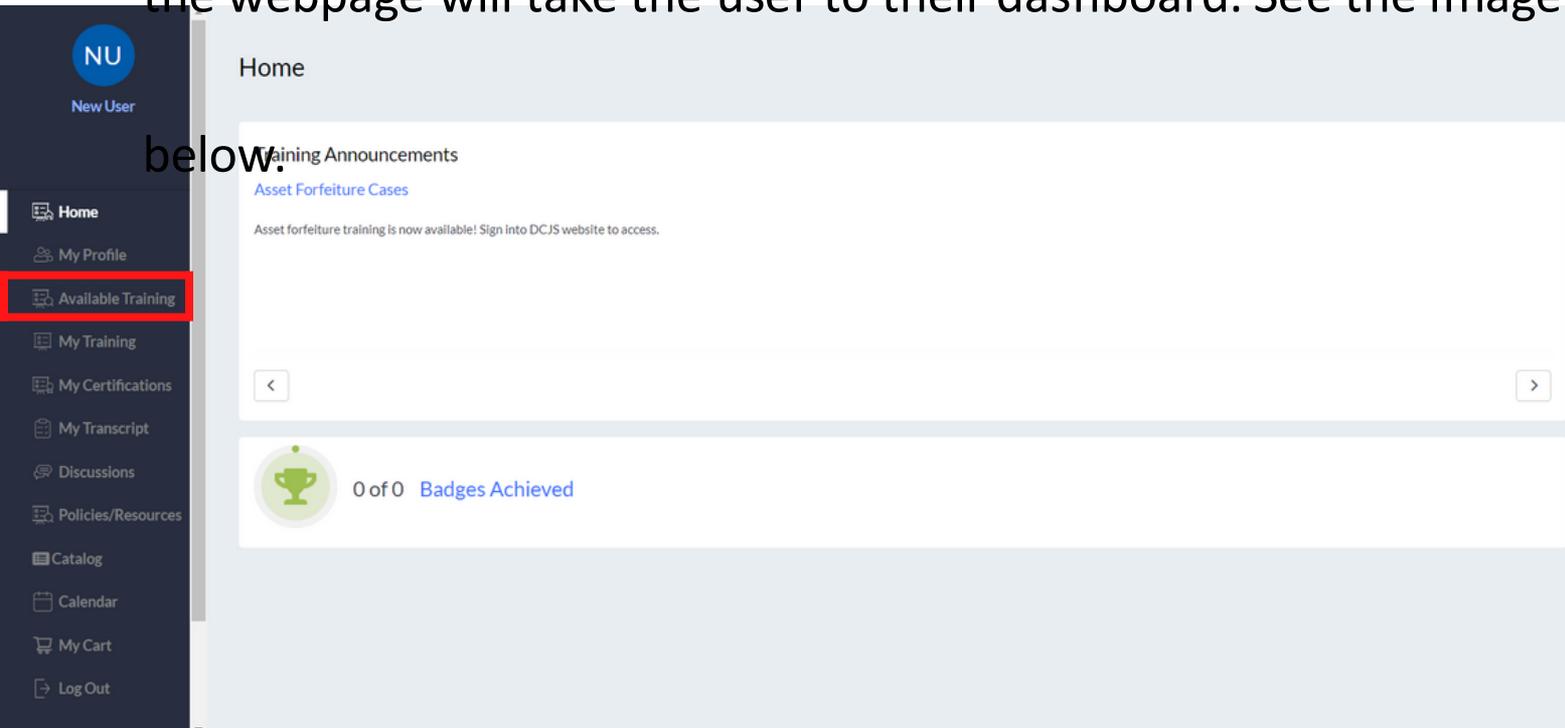
a correct phone number.

# 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 will search for the *“Human Trafficking Awareness for Hotels”* training under the "Available Training" tab outlined in **RED**.