Account Creation Instruction Set

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

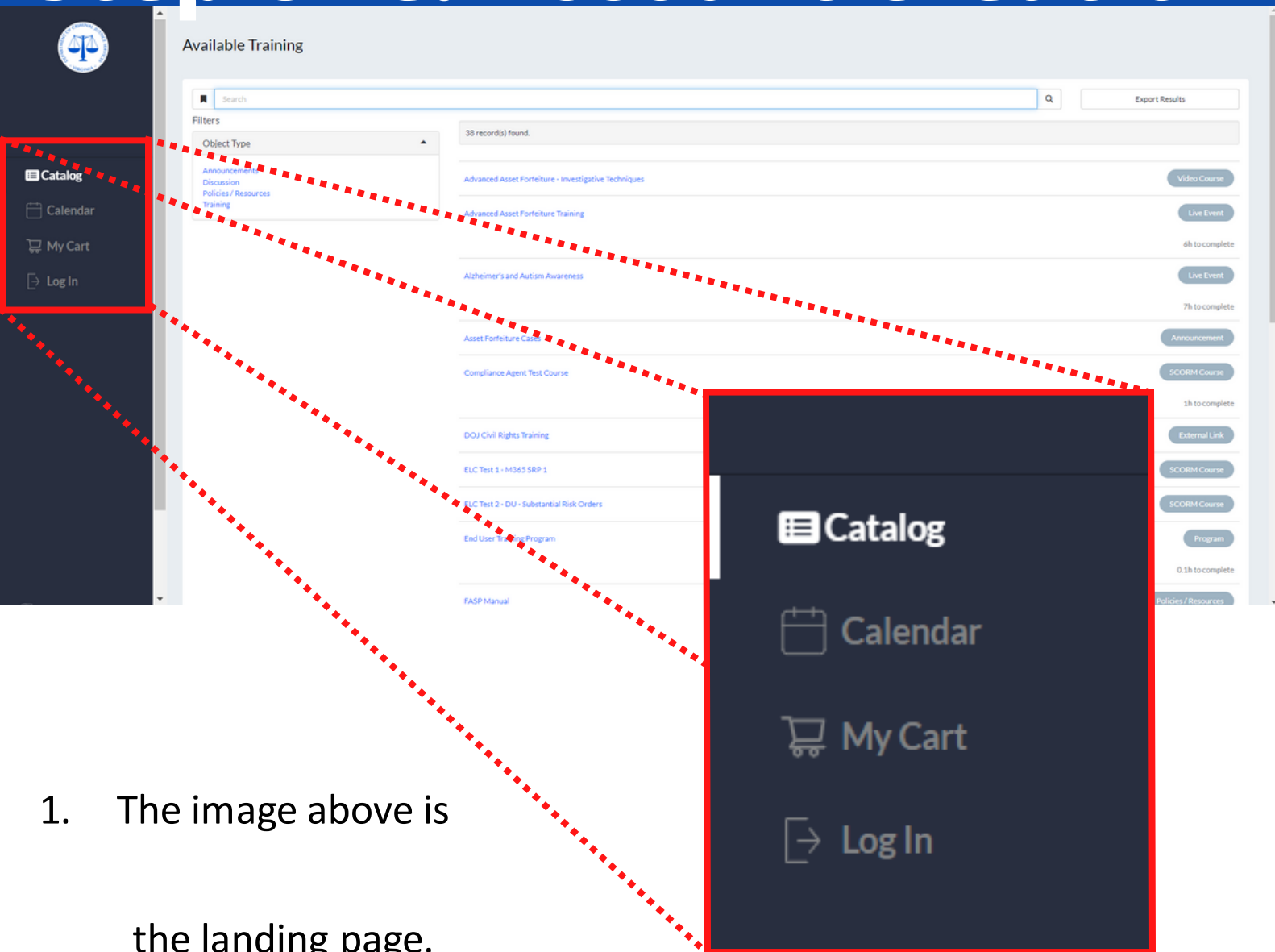- User's Time Zone

- User's Hotel

Information

Step One: Account Creation

1. The image above is the landing page. The user will see this upon clicking the access link.

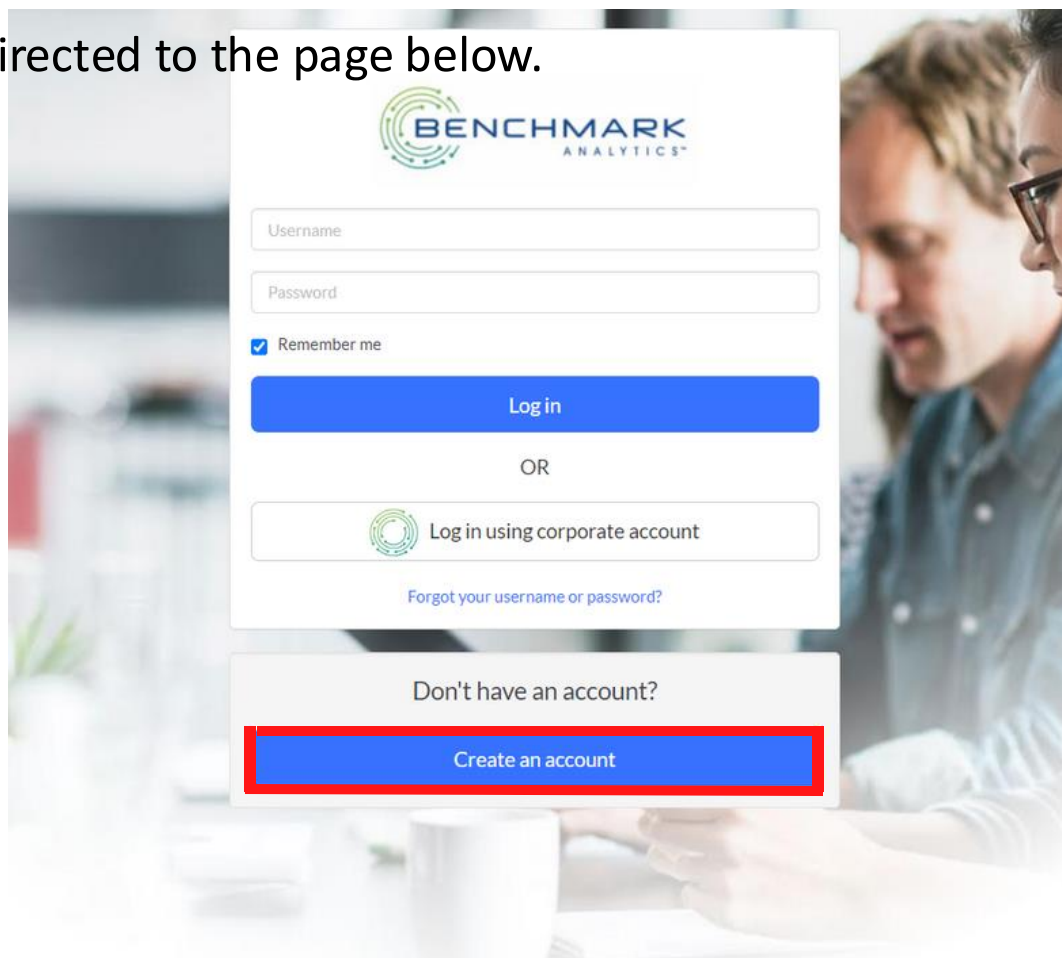2. The user needs to select the option to continue.

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. option, the site will take the user to the page displayed on the right.

2. The user will enter the information referenced on page 3, "Information Required", into the appropriate fields.

3. To continue account creation, the user will scroll down on the webpage to view

4. In the Company information section, the user must select at least one option that best suits their professional or DCJS affiliation.

5. If the user is unable to find the appropriate hotel selection, the user will select the "Hotel - Independent & Other" option. This option is outlined in **RED** in the image to the right.

6. When all the appropriate information has been entered and selected, click **Create Account** 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

🔧 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 the page above.

8. The user must input information specific to their hotel. The "Hotel Name", the "Hotel City", and the "Hotel Zip Code" are all required fields.

9. Once the appropriate information is entered, the required icon will be removed.

10. To continue, select the Save icon at the top right corner of the screen.

Account

Account Information	**Contact Information**
Contact Information ❗	
Company	Country --Select-- ⌄
VA DCJS Hotel Details	State --Select-- ⌄

Contact Information

Country	--Select-- ⌄
State	--Select-- ⌄
Time Zone	--Select Time Zone-- ⌄
City	City
Street Address	Address
Phone	(__) __-___
Extension	
Zip Code	Zip Code

Save

11. Selecting the   icon

will change the webpage

to the one pictured above.
12. The user must select
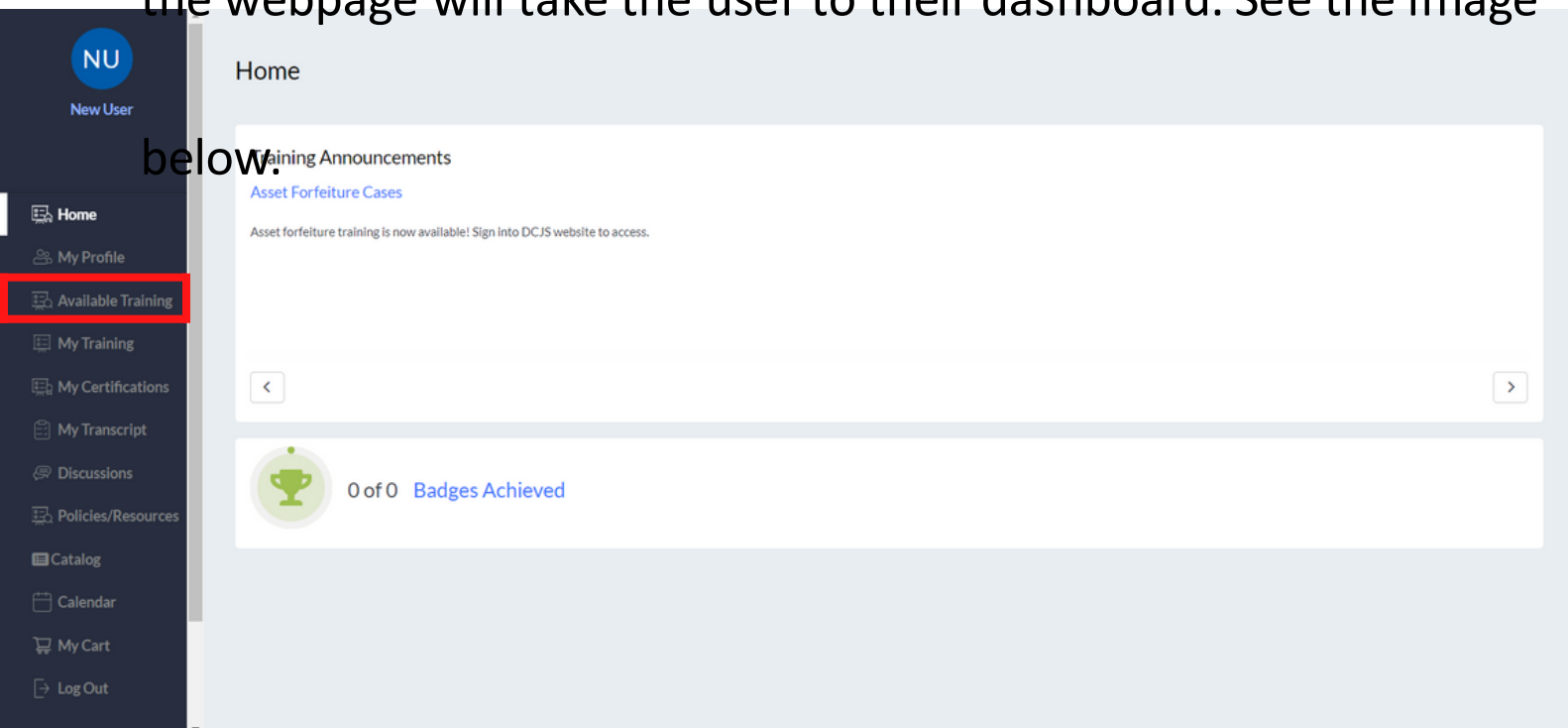
their time zone and enter

Save

a correct phone number.

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**.