

COURSE USER GUIDE

This document will guide learners through the steps to:

[Register and Access a Course](#)

[Access the Certificate of Completion](#)

How to Register and Access a Course

1. Using the username and password provided to you via email, login to [The Connecticut Education Academy system website](#) (direct URL: <http://academy.ct.gov>).



The CT Education Academy - The State of Connecticut's Home for Online Training



FAQ: What is the (CEA) Connecticut Education Academy?

The Connecticut Education Academy (CEA) is an anywhere, anytime online learning platform capable of delivering academic, professional development and training, and testing/assessment to the State of Connecticut employee workforce.

2. Upon logging in, you will be presented with the following message. Once you've read the terms, choose **Yes, I agree** to continue setting up your account.

Terms and Conditions

In order to use the CT Education Academy (CEA) system, you must agree to the following terms and conditions:

- A. This is your CEA account and it is to be used for your course work alone. You cannot submit another person's assignments to CEA within this account.
- B. Your CEA account is considered part of your State of Connecticut work experience. It may not violate any of the rules and regulations of your agency or the State of Connecticut, including plagiarism policies, copyright laws, or any illegal activity.
- C. Please keep in mind that you are expected to bring the same academic comportment to this CEA environment you would bring to any classroom. Your agency and the Connecticut Distance Learning Consortium reserve the right to remove any material that violates the above rules, including the removal of your entire CEA account if warranted.
- D. The following student information is required to have an account in CEA:
 - Full Name
 - Work Email Address
 - State Employee Number
 - Password (encrypted)
- E. You are responsible for the information you submit to CEA outside of that which is required, as noted on this page.

The security of the information you provide to CEA is important and requires your participation. Any information you provide in the course of your work within the CEA system, including but not limited to the content of threaded discussion, assessments, and writing samples, that is beyond the scope of the information identified in Section F., above, is done so voluntarily and without the knowledge or consent of CEA. CEA does not monitor and/or guarantee the confidentiality or security of such information. Additionally, any information you provide through the CEA system shall not contain any "Confidential Information" as defined below or any content that violates any applicable law, regulation or right of a third party. CEA and its governing agencies shall have no liability or responsibility for the protection of the additional information you voluntarily provide. As such, you agree to make no claim against CEA relating to the protection of the additional information you voluntarily enter into the CEA platform.

"Confidential Information" is herein defined as an individual's first name or first initial and last name in combination with any one, or more, of the following data:

- Social Security Number,
- Driver's license number,
- Financial account, credit card, or debit card number, in combination with any security code, access code or password,
- Passport number,
- State identification card number,
- Alien registration identification number,
- Health insurance identification number,
- Military identification number,
- Prisoner number,
- Tax ID or FEIN number.

Do you agree to all terms and conditions as stated above?

3. You will now have access to your “My Main Menu” page.

On the right side of the page there is a module labeled “My Profile”. Select **View Profile** to update your information.

My Main Menu

My Course Enrollments

No Current Enrollments

[View Course & Certificate History](#)

My Announcements

Welcome to the CT Education Academy!

CT Education Academy is the central location for online training for employees of the State of Connecticut and its constituents.

To get started, use the **Course Catalog** button to view a list of available courses. When you locate a course you'd like to take, you will have to register for the course in order to access it. The **My Course Enrollments** area will list all the courses for which you are currently enrolled.

For additional information, there is a [step-by-step guide to the CT Education Academy system](#).

My Profile

Your profile contains all of your personal information. You can view and/or update your information by clicking the 'View Profile' button below.

[View Profile](#)

Required fields include first and last name and employee ID. Select **Save** when you are done.



The Connecticut Education Academy

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You are logged in as Learner.

My Account Profile

Required Fields *

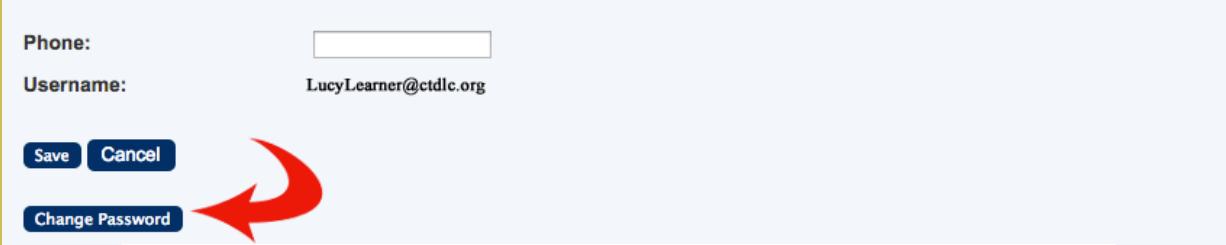
Edit User

First Name:*	<input type="text" value="Lucy"/>
Middle Initial:	<input type="text"/>
Last Name:*	<input type="text" value="Learner"/>
Job Title:	<input type="text"/>
Employee ID:*	<input type="text" value="000000"/>
Organization:	Connecticut Distance Learning Consortium
Phone:	<input type="text"/>
Username:	LucyLearner@ctdlc.org

[Save](#) [Cancel](#)

[Change Password](#)

4. Once you've updated and saved your profile, change your password by clicking the "Change Password" button on the bottom of this page.
Passwords must be at least 8 characters in length, contain at least 1 uppercase alphanumeric character, 1 lower case alphanumeric character and 1 numeric character.



Phone:

Username: LucyLearner@ctdlc.org

Save **Cancel** **Change Password** 

Password Reset

IMPORTANT: The Connecticut Education Academy requires that all passwords meet the following minimum requirements.

Passwords must be at least 8 characters in length, they must contain at least 1 upper case alphanumeric character, 1 lower case alphanumeric character and 1 numeric character.

*Please Note that the following special characters are restricted and cannot be used when creating passwords.
| # ' " * , ~ . ;

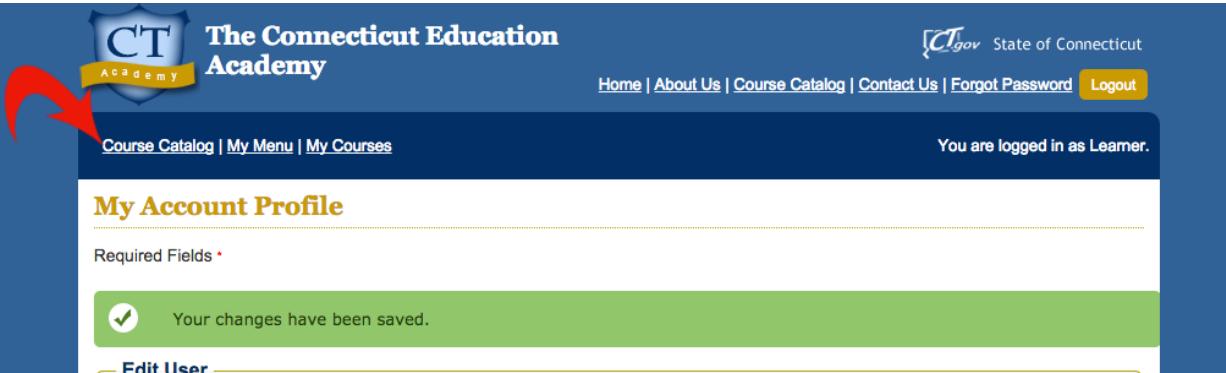
Enter your new password below:

New Password: 

Confirm Password: 

Reset Password 

5. Now that you've updated your profile and changed your password, locate and register for a course by selecting the "Course Catalog" button.



The Connecticut Education Academy  

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Course Catalog | My Menu | My Courses You are logged in as Learner.

My Account Profile

Required Fields *

 Your changes have been saved.

Edit User 

6. Locate the course you'd like to take and click the "Schedule" button.

The Connecticut Education Academy

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Course Catalog | My Menu | My Courses

You are logged in as Learner.

Course Catalog

Search Courses

Enter search term: **Search**

Showing 10 **First** **Last**

Search Courses (1)

Organization	Title	Description	
Department of Administrative Services	Workplace Violence Prevention	Training Connecticut State Employees to prepare for and respond to a workplace violence event.	Schedule

Home | About Us | Course Catalog | Contact Us | Forgot Password



7. On the next page, review the start and end dates for the course. Then, click the "Register" button.

Course Catalog | My Menu | My Courses

You are logged in as Learner.

Workplace Violence Prevention

1: Workplace Violence Prevention

Subject:
State Employee Training

Description:
Training Connecticut State Employees to prepare for and respond to a workplace violence event.

Prerequisites:
None

Materials:
None

Offerings

Enter search term: **Search**

Showing 10 **First** **Last**

Offerings (1)

Course Delivery	Location	Site	Meeting Time	Start Date	End Date	
Online				1/30/2015	2/03/2015	Info Register



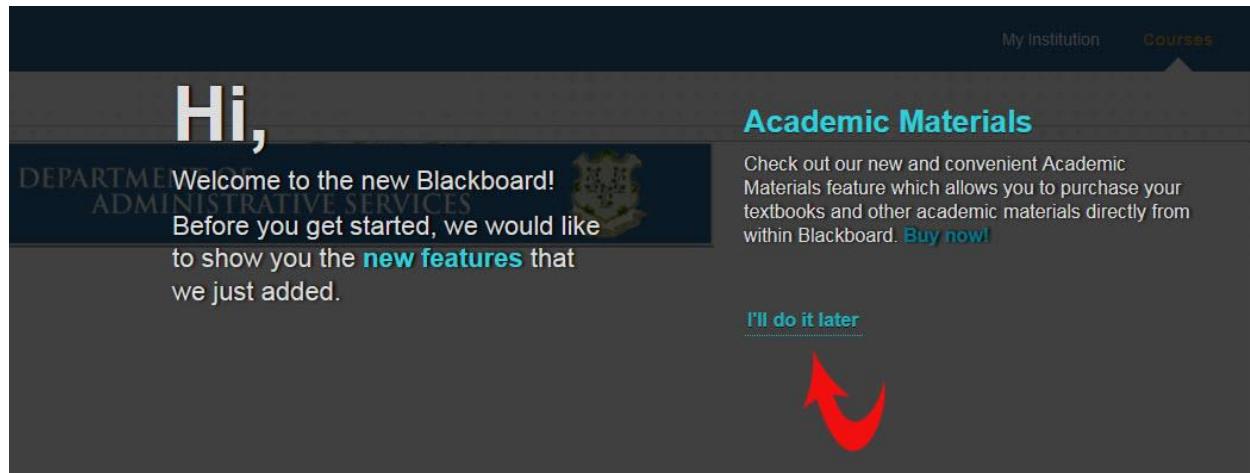
8. You are now registered for the course! On the registration confirmation page, select the “Launch Course” button to begin the course.

My Courses

Current Courses (1)			
Title	Description	End Date	Grade
Workplace Violence Prevention <i>Department of Administrative Services</i>	Workplace Violence Prevention is a mandatory training for all state employees by statute. The goal is to create safe respectful workplaces, identify prohibited behaviors, and recognize early warning signs for potential workplace violence incidents.	05/12/2016	Launch Course

* It may take up to 15 minutes from the point of course completion for grades and certificates to appear within the system. *

9. Once you select the “Launch Course” button, you will be taken to the training area. The first time you login, you will see a welcome page. Click the “I’ll do it later” button to advance.



Hi,

DEPARTMENT OF ADMINISTRATIVE SERVICES

Welcome to the new Blackboard!

Before you get started, we would like to show you the **new features** that we just added.

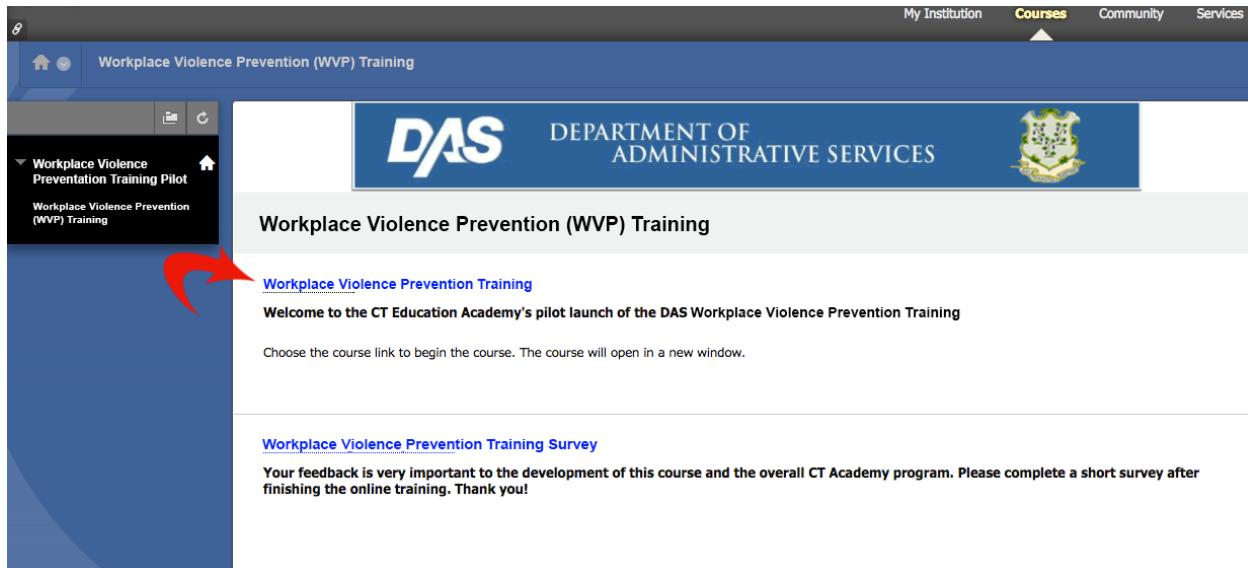
Academic Materials

Check out our new and convenient Academic Materials feature which allows you to purchase your textbooks and other academic materials directly from within Blackboard. [Buy now!](#)

[I'll do it later](#)

10. Once inside the course, begin by clicking on the course content link. In the screenshot below the course content link is titled, "WVP Training."

Note: your browser must be set to enable/allow pop ups in order to launch the course content.



Workplace Violence Prevention (WVP) Training

My Institution Courses Community Services

Workplace Violence Prevention Training Pilot

Workplace Violence Prevention (WVP) Training

DAS DEPARTMENT OF ADMINISTRATIVE SERVICES

Workplace Violence Prevention (WVP) Training

[Workplace Violence Prevention Training](#)

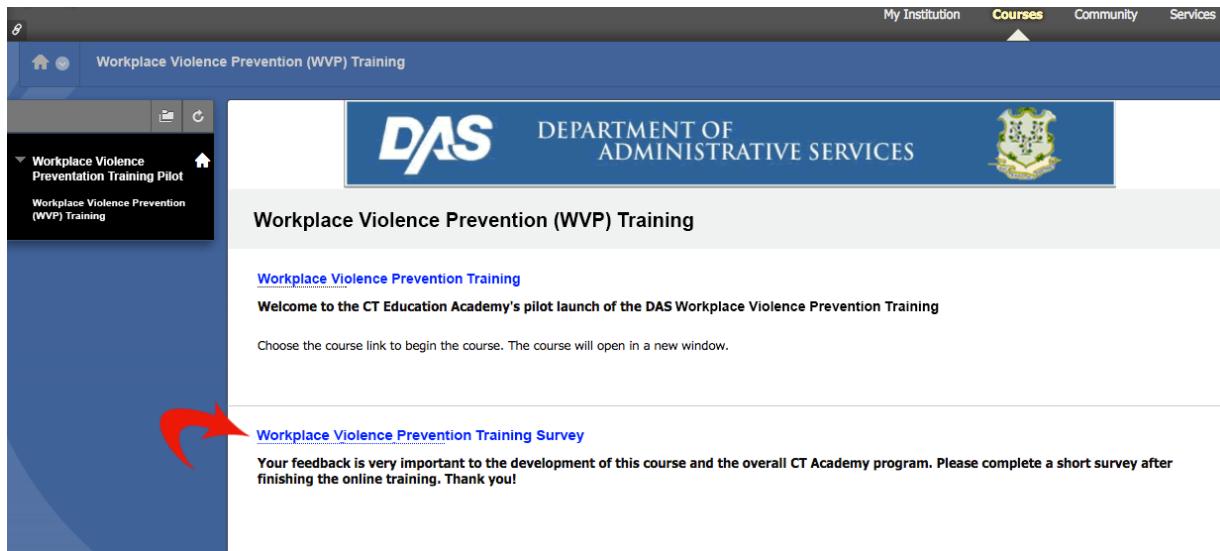
Welcome to the CT Education Academy's pilot launch of the DAS Workplace Violence Prevention Training

Choose the course link to begin the course. The course will open in a new window.

[Workplace Violence Prevention Training Survey](#)

Your feedback is very important to the development of this course and the overall CT Academy program. Please complete a short survey after finishing the online training. Thank you!

11. Once you've reviewed the course content and taken the assessment, you will be returned to the main course page. If your course includes a survey, you will see it on this page. Complete the course survey by selecting the course survey title link.



Workplace Violence Prevention (WVP) Training

My Institution Courses Community Services

Workplace Violence Prevention Training Pilot

Workplace Violence Prevention (WVP) Training

DAS DEPARTMENT OF ADMINISTRATIVE SERVICES

Workplace Violence Prevention (WVP) Training

[Workplace Violence Prevention Training](#)

Welcome to the CT Education Academy's pilot launch of the DAS Workplace Violence Prevention Training

Choose the course link to begin the course. The course will open in a new window.

[Workplace Violence Prevention Training Survey](#)

Your feedback is very important to the development of this course and the overall CT Academy program. Please complete a short survey after finishing the online training. Thank you!

How to Access the Certificate of Completion

Once you've completed the course and achieved a passing score on the required assessment/s, you may access your certificate of completion by following these steps:

1. Log into [The Connecticut Education Academy system website](http://academy.ct.gov) (direct URL: <http://academy.ct.gov>).

The CT Education Academy - The State of Connecticut's Home for Online Training



What is the (CEA) Connecticut Education Academy?

The Connecticut Education Academy (CEA) is an anywhere, anytime online learning platform capable of delivering academic, professional development and training, and testing/assessment to the State of Connecticut employee workforce.

2. On the next page, under the area labeled "My Course Enrollments," click the "View All" button.

[Course Catalog](#) | [My Menu](#) | [My Courses](#)

You are logged in as Learner.

My Main Menu

My Course Enrollments

Click the [Launch Course](#) button to enter the Blackboard course system:

Course	Enrollment Date
Workplace Violence Prevention	2/6/15

[View All](#)

My Announcements

Welcome to the CT Education Academy.

To get started with your pilot experience, please click the [Course Catalog](#) link to locate the listing for the **Workplace Violence Prevention** course.

You will need to register yourself into the course offering.

Once registered, the **My Current Courses** area will list your new course.

Click the [Launch Course](#) button to enter the Blackboard course system.

For a step-by-step user guide, [click here](#).

My Profile

Your profile contains all of your personal information. You can view and/or update your information by clicking the 'View Profile' button.

3. This course will be available for 30 days. During that timeframe, the course will appear in the area labeled “Current Courses.” After 30 days, it will appear in the area labeled “Course History.”

If you received a passing score the required assessment for your course, an icon representing your certificate of completion will appear in the right-hand column, next to the course name and grade. Click the certificate icon to print or save your certificate.

Before 30 Days:

[Course Catalog](#) | [My Menu](#) | [My Courses](#) You are logged in as Learner.

My Courses

Current Courses (1)

Click the [Launch Course](#) button to enter the Blackboard course system.

Title	Description	Grade	
Workplace Violence Prevention	Training Connecticut State Employees to prepare for and respond to a workplace violence event	100.0	Launch Course 

Course History (0)

Title	Location	Status	Grade	End Date	
No Records Found.					

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After 30 days:

[Course Catalog](#) | [My Menu](#) | [My Courses](#) You are logged in as Learner.

My Courses

Current Courses (0)

Click the [Launch Course](#) button to enter the Blackboard course system.

Title	Description	
No Records Found.		

Course History (1)

Title	Location	Status	Grade	End Date	
Workplace Violence Prevention		Complete	85.0	01/31/2015	

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