

How to Enroll Online in Northern California Training Academy Courses - APS

July 1, 2017

Online Enrollment System

To continue to improve and simplify the enrollment process participants will only need to provide demographic information once a year. Beginning June 5, 2017 you will now only need to complete an online questionnaire annually instead of each time you check out of the enrollment process.

How to Enroll

The first step is to find the course you want to enroll in.

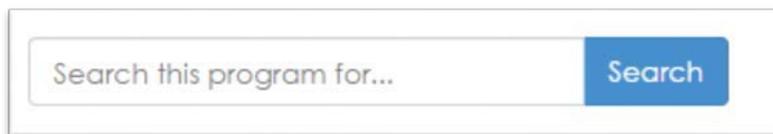
Start on this page:

<https://humanservices.ucdavis.edu/academy/APS>

On this page you'll find a list of all of the subject areas we offer. You can find a course by browsing the appropriate subject area. There is also a search box on this page so you can find a course by searching for it.

Find courses by search

Use the search feature (top right) to search for a course by section number. (The section number is printed on the flier sent out by the Academy. If you don't have a flier you can ask your supervisor for the section number.) Searching by section number is the most accurate way to find the course you want. If you don't have the section number it is best to find the course you want by subject area. Once you search for the course you are interested in, click on the link in the search results to go to the detailed description of that course. From this page you can click on the blue "Enroll Now" button to start the enrollment process. Simply follow the prompts to complete your enrollment online.



A search box with a light gray border. Inside the box, on the left, is the placeholder text "Search this program for...". On the right side of the box is a blue button with the word "Search" written in white text.

Find courses by subject area

Alternately, you can find the course you are looking for by clicking on the appropriate subject area for that course. (The subject area is printed on the flier sent out by the Academy. If you don't have a flier you can ask your supervisor for the subject area.) When you click on a subject area you'll go to a page with a list of all of the available courses in that subject. Click on the course title to see detailed information on that course. From this page you can click on the blue "Enroll Now" button to start the enrollment process. Simply follow the prompts to complete your enrollment online.

Northern California Training Academy - Adult Protective Services Courses

Below are currently scheduled Adult Protective Services courses available in Northern California. These courses are appropriate for APS workers. Click on the title of the training you are interested in below to learn more or to enroll.

Check back often, as new listings will be added as soon as they become available.

SUBJECT AREAS

- [APS - Classroom](#)
- [APS - Online](#)

How to Enroll

Having trouble enrolling online? Download our helpful enrollment guide for a step-by-step look at the enrollment process.

[Download an Enrollment Guide](#)



Enrolling in multiple courses

If you want to enroll in more than one course simply add all of the courses you want to your shopping cart. Once you have all of the courses you want in your shopping cart, follow the prompts to enroll.

The enrollment process and creating an account

When you are ready to checkout simply click on the blue "Checkout" button in your shopping cart. You'll be taken to the Log In screen. If you have an account you'll log in using your user name and password. If you do not have an account follow the new user path to create your account. This will make enrolling in the future much faster.

Account creation process

Please note: participants must create their own account using their name and contact information. Accounts should not be created by county training coordinators or co-workers.

To begin the account creation process you'll enter your email address in the new user section of the log in screen.

Log In or Create an Account

Please select one of the following options

I have an account already

I am a new user

If you know your User Name and Password you may log in now. **Note:** if you are trying to log in to access your online course please visit our [Online Learning Campus](#).

If you do not know your User Name and Password but you have taken a class with UC Davis Extension, you are already in our system. If you know the email address in our system you can activate your account now using the "Forgot User Name" and "Forgot Password" links below.

If you have never taken a class at UC Davis Extension, simply follow the prompts to create your student account.

Email:

Already in our System

If you receive the error message below it means that you are already in our business system with the email address you are using to create your account.

Log In or Create an Account

Validation error

You must correct the following errors to continue:

- We have found an existing student record in our database with an email address that matches the one you provided: `naconner@ucdavis.edu`

If this is your email address, you may already have a student record with UC Davis Extension. Log in as a current student using your user name and password. If you can't recall your user name and password, use the links on the log in page to retrieve them, or call Student Services at (416) 000-0000 during business hours.

You can use the "Forgot User Name" and "Forgot Password" links to retrieve your login credentials. Alternately, you can reach our student services team for assistance M-F, 8:30 a.m.-4:30 p.m. at (530) 757-8777.

User Name (case sensitive): [Forgot User Name](#)

Password (case sensitive): [Forgot Password](#)

New Account

If you are new to our business system you'll be prompted to create your user name and password and complete your profile information. Be sure to write down your user name and password and keep it in a secure location for future reference. You will use this to log in when accessing your enrollment information or enrolling in another training. We recommend that you use your work email when creating your account.

Password tip:

- Must be at least eight characters long
- Must have at least one upper case character
- Must contain at least one of these special characters: @[\]^_`!"#\$%&'()*+,-./:;|<=>~>?

Write down your log in information and keep it in a secure location as you will need this to access your student account and to enroll in the future.

The screenshot shows a web form titled "My Profile". At the top, it says "Please complete the following profile information to proceed. Required fields are marked with a red asterisk." Below this are two main sections: "Contact Information" and "User Name and Password". The "User Name and Password" section contains three input fields: "User Name.*", "New Password.*", and "Retype New Password.*". A note at the bottom of this section states: "Your password must be a minimum of eight(8) characters and contain both alpha and numeric characters."

After you create, or log in to, your profile you'll move on to the "Payment" page. (Don't worry - you will not be asked to pay). If you have not already completed a profile application you will be prompted to start the application process. These questions will only be required to be submitted once a year.

Applications

Pages: To Do

- 1. Participant Information - Incomplete

Please complete the following application. When you've completed all required fields, click on **Submit Application** to continue with the Checkout Process.

Participant Information

Supervisor's name *

Supervisor's email address *

What county/association are you affiliated with? If your county/association is not on the list please select "other" and enter it in the question that appears below. *

What is your discipline? If your discipline is not on the list please select "other" and enter it in the question that appears below. *

Save This Page

Save and Finish Later

Submit Application

If you'd prefer to complete this application later, click **Save and Finish Later**. The responses you've provided will be saved and you can complete it from your My Account. You may not be able to enroll in your selected course sections until the application is submitted.

Once you complete the questions and verify that you read the enrollment policies you'll submit your enrollment.

You will see a "Receipt" page when your enrollment is complete.

Receipt and Confirmation Emails

You will also receive two emails: a receipt and an enrollment confirmation. Please review the information on your enrollment confirmation to be sure you are enrolled in the correct courses. Pay particular attention to date and location as we do have multiple offerings of the same course.

What if I enrolled in the wrong course?

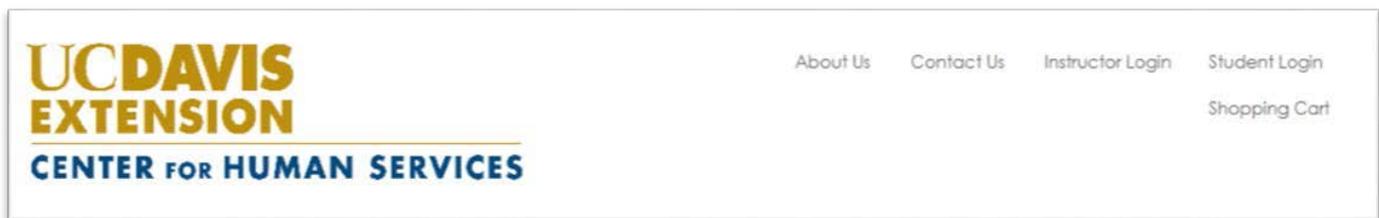
If you find that you enrolled in the course or the wrong day you can request to drop by logging into your account. Once you are logged in click on "My Enrollment History" in the left sidebar. You'll see a "Request Drop" button next to each course you are enrolled in. If you need to drop a course just click on "Request Drop" and follow the prompts. Once you have dropped you can enroll in the correct course.

Please forward the enrollment confirmation email to your supervisor so they know that you have enrolled.

Accessing your Account

If you would like to view your enrollment history, see a list of current courses or request a drop you'll need to log into your account.

You'll log in to your account from the link on the top right corner of the website using the "Student Login" link.



Once logged in you'll see a list of your current courses. Click on the link in the right sidebar for "My Enrollment History" to see more detail.

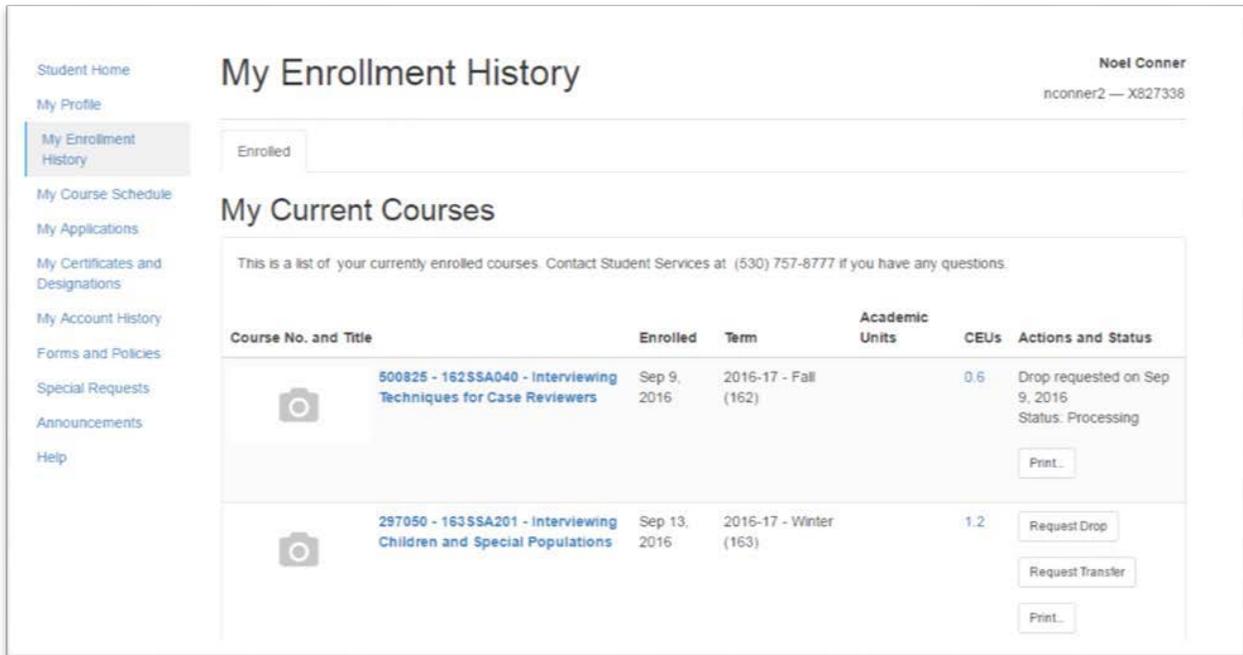
From the "My Enrollment History" screen you'll see all of your currently enrolled courses as well as all completed courses.

What if my plans change?

If your plans change and you are unable to attend a course you are enrolled in you can request a drop. To drop a course simply click on the "Request Drop" button next to the course you want to drop from the "My Enrollment History" page.

Need a copy of your enrollment confirmation?

From the "My Enrollment History" page you can print a copy of your enrollment confirmation. Click on the "Print" button next to the course you want a confirmation for. Then select "Enrollment Confirmation" from the report options and print.



The screenshot shows a web interface for a student's enrollment history. On the left is a navigation menu with items like 'Student Home', 'My Profile', 'My Enrollment History', 'My Course Schedule', 'My Applications', 'My Certificates and Designations', 'My Account History', 'Forms and Policies', 'Special Requests', 'Announcements', and 'Help'. The main content area is titled 'My Enrollment History' and shows the user's name 'Noel Conner' and ID 'nconner2 — X827338'. Below this is a tab labeled 'Enrolled'. The main section is 'My Current Courses', which includes a message: 'This is a list of your currently enrolled courses. Contact Student Services at (530) 757-8777 if you have any questions.' Below the message is a table with columns: 'Course No. and Title', 'Enrolled', 'Term', 'Academic Units', 'CEUs', and 'Actions and Status'. Two courses are listed:

Course No. and Title	Enrolled	Term	Academic Units	CEUs	Actions and Status
 500825 - 162SSA040 - Interviewing Techniques for Case Reviewers	Sep 9, 2016	2016-17 - Fall (162)		0.6	Drop requested on Sep 9, 2016 Status: Processing <input type="button" value="Print.."/>
 297050 - 163SSA201 - Interviewing Children and Special Populations	Sep 13, 2016	2016-17 - Winter (163)		1.2	<input type="button" value="Request Drop"/> <input type="button" value="Request Transfer"/> <input type="button" value="Print.."/>

Questions?

If you are not certain which courses you should be enrolling in please contact your county training coordinator. If you need help enrolling contact the Academy team at (530) 757-8725 or academy@ucdavis.edu.