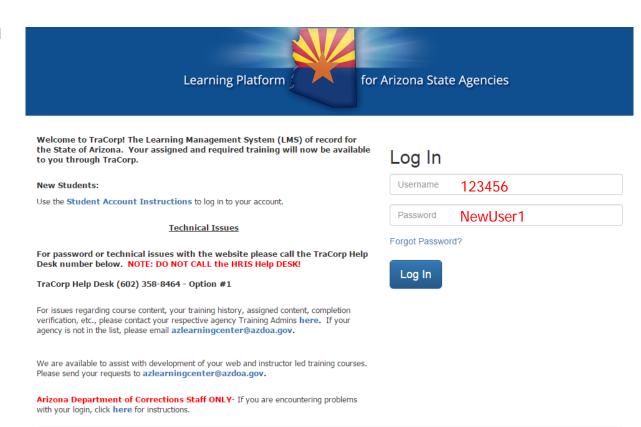As an instructor, your Student account is altered slightly to permit you some classroom options that a normal student does not contain.

To Log In, use the following information:

Username: Your EIN (same as your student)

Password: Your temporary password is: NewUser1 (case sensitive) DO NOT use this temporary password if you've changed your Student password.

Click the Log In box.

Learning Platform for Arizona State Agencies

Welcome to TraCorp! The Learning Management System (LMS) of record for the State of Arizona. Your assigned and required training will now be available to you through TraCorp.

New Students:

Use the **Student Account Instructions** to log in to your account.

Technical Issues

For password or technical issues with the website please call the TraCorp Help Desk number below. NOTE: DO NOT CALL the HRIS Help DESK!

TraCorp Help Desk (602) 358-8464 - Option #1

For issues regarding course content, your training history, assigned content, completion verification, etc., please contact your respective agency Training Admins **here**. If your agency is not in the list, please email **azlearningcenter@azdoa.gov**.

We are available to assist with development of your web and instructor led training courses. Please send your requests to **azlearningcenter@azdoa.gov**.

Arizona Department of Corrections Staff ONLY- If you are encountering problems with your login, click **here** for instructions.

Log In

| Username | 123456 |
| Password | NewUser1 |

Forgot Password?

Log In

ARIZONA
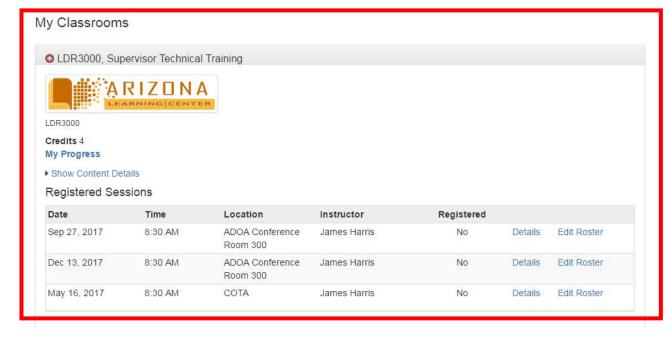DEPARTMENT OF ADMINISTRATION

This is the Student Interface. It's the same one you use as a student with one exception. Notice the Roster option along the top of the screen. See below.

- The Roster Menu along the top of the screen is the only difference. When you select this option, the classes you're assigned as an Instructor will display lower on the page.
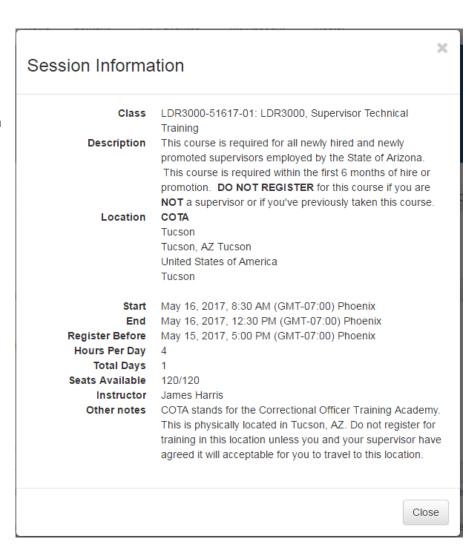
🏠 Home   Help▾   News   Content▾   My Favorites▾   My Account▾   Roster   Log Out

Learning Platform   for Arizona State Agencies

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My Classrooms

⊕ LDR3000, Supervisor Technical Training

ARIZONA LEARNING CENTER

LDR3000

Credits 4
My Progress
▸ Show Content Details

Registered Sessions

Date	Time	Location	Instructor	Registered		
Sep 27, 2017	8:30 AM	ADOA Conference Room 300	James Harris	No	Details	Edit Roster
Dec 13, 2017	8:30 AM	ADOA Conference Room 300	James Harris	No	Details	Edit Roster
May 16, 2017	8:30 AM	COTA	James Harris	No	Details	Edit Roster

Class Details and Session Information

When you click on the Details option for the classroom session, The Session Information box displays. See an example on the right.

The Session Information is taken directly from the class and the classroom session created in TraCorp. No information on this screen can be edited from this location.

When you are complete with the Session Information, click the Close button at the bottom of the screen.

Session Information

Class	LDR3000-51617-01: LDR3000, Supervisor Technical Training
Description	This course is required for all newly hired and newly promoted supervisors employed by the State of Arizona. This course is required within the first 6 months of hire or promotion. **DO NOT REGISTER** for this course if you are **NOT** a supervisor or if you've previously taken this course.
Location	**COTA** Tucson Tucson, AZ Tucson United States of America Tucson
Start	May 16, 2017, 8:30 AM (GMT-07:00) Phoenix
End	May 16, 2017, 12:30 PM (GMT-07:00) Phoenix
Register Before	May 15, 2017, 5:00 PM (GMT-07:00) Phoenix
Hours Per Day	4
Total Days	1
Seats Available	120/120
Instructor	James Harris
Other notes	COTA stands for the Correctional Officer Training Academy. This is physically located in Tucson, AZ. Do not register for training in this location unless you and your supervisor have agreed it will acceptable for you to travel to this location.

Close

Edit Roster

When the Edit Roster option is selected from the Interface screen, it will bring up the Roster screen for the class. See the example on the right side of this screen.

This screen will display the entire roster of students with the options to Update Attendance and to Export to Spreadsheet.

The Export to Spreadsheet button option will create a roster option for printing prior to class.

Note:
Some agencies have a standardized classroom roster rather than using a spreadsheet printout from the LMS. If this is the case, please ignore the use of the Export to Spreadsheet option.

LDR3000-51617-01: LDR3000, Supervisor Technical Training (LDR3000)

Roster

User	Attended	Completed	Retake	Waiting List	Score
James Harris (28397)				No	0%

Update Attendance

Export to Spreadsheet