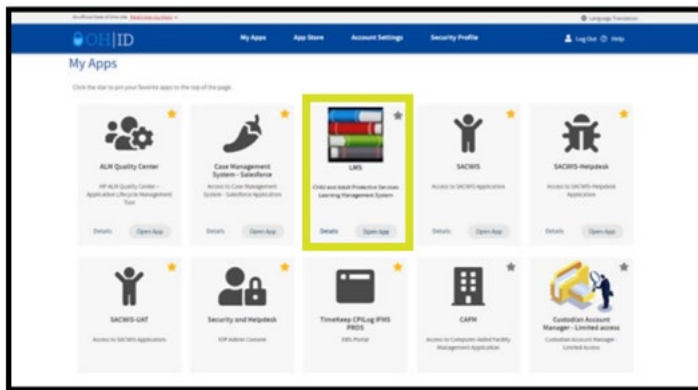


CAPS Learning Search

LOGGING INTO CAPS

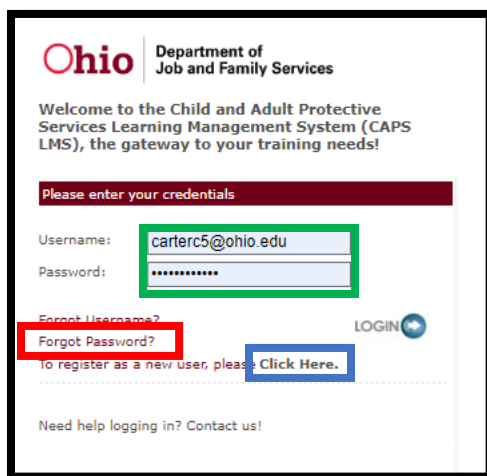
PCSA Staff and others with SOUIDs (State of Ohio IDs):

State of Ohio SSO (single-sign-on) users will see and select a Tile for **Access to CAPS LMS**, once they have successfully logged in to <https://ohid.ohio.gov/wps/portal/gov/ohid/login>, similar to the example below:



All other CAPS Users (Caregivers, Adoptive Parents, Preservice, Community Partners):

Go to <https://jfs-ohio.csod.com/Login/render.aspx?id=defaultclp>

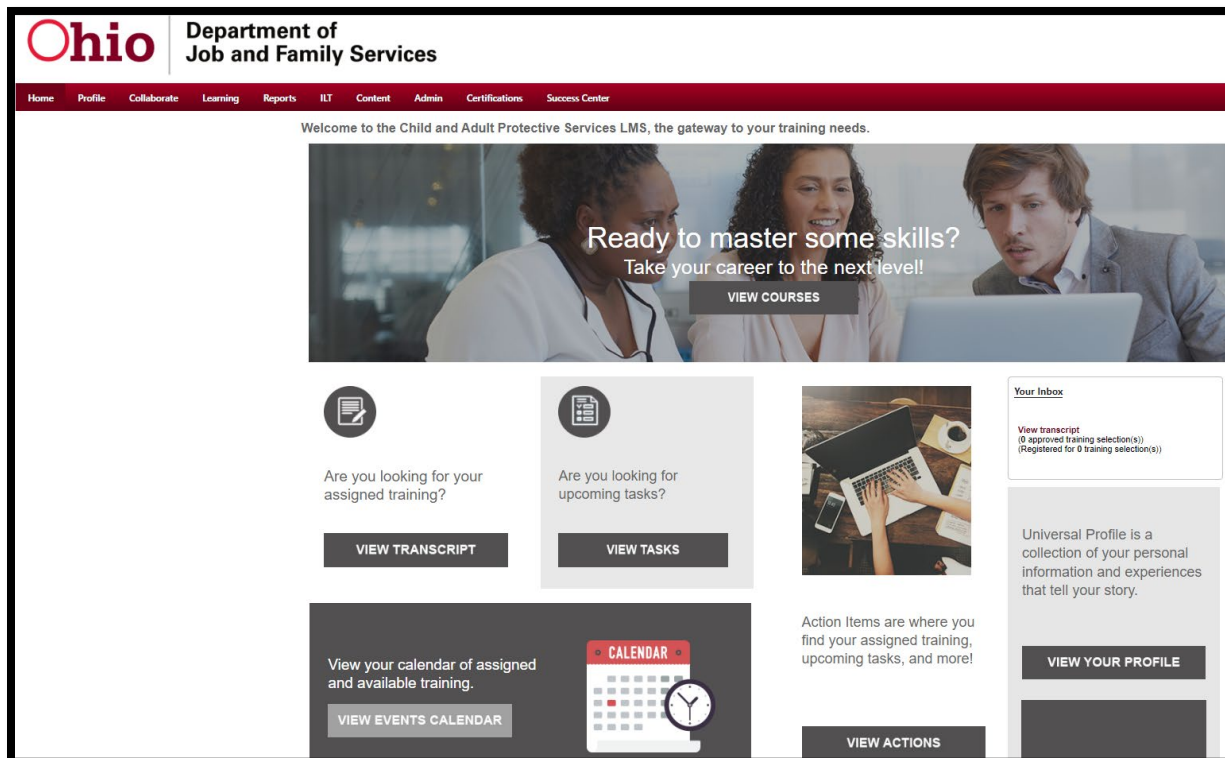
A screenshot of the Ohio Department of Job and Family Services login page. The page features a header with the Ohio logo and the text 'Department of Job and Family Services'. Below the header, it says 'Welcome to the Child and Adult Protective Services Learning Management System (CAPS LMS), the gateway to your training needs!'. A red box highlights the 'Forgot Username?' link. A green box highlights the 'Username:' and 'Password:' input fields, with the username 'carterc5@ohio.edu' entered in the first field. A blue box highlights the 'Click Here.' link. A 'LOGIN' button is also visible.

Enter your username (email) and the password you selected (green box). If this is your first CAPS login, select **Forgot Password** (red box) to reset/select your password. When finished, select **LOGIN**.

If you are a new caregiver, adoptive parent, preservice, kinship caregiver, or community partner and need a CAPS record created, select **Click Here** (blue box) on the login page to request a CAPS user record.

Once logged in, click **ACKNOWLEDGE** button for the CAPS LMS Privacy Notice (you will see this each time you log in—but don't have to click it after the first time).

You will be taken to the Welcome Page:



SEARCHING SCHEDULED SESSIONS

To search scheduled instructor-led sessions (both in-person and virtual), select **Events Calendar** under the **Learning** menu tab (in red menu bar at top of screen).

Use one or more left-side filters to narrow the calendar (filters can be used in conjunction with each other for more precise results):

To filter sessions by RTC or to Statewide, Enter the corresponding code below in the Session ID left-side filter options:

OCWTP:

CORTC use **CPS-CORTC**; NCORTC use **CPS-NCORTC**; NWORTC use **CPS-NWORTC**; NEORTC use **CPS-NEORTC**; SWORTC use **CPS-SWORTC**; SEORTC use **CPS-SEORTC**; WORTC use **CPS-WORTC**; ECORTC use **CPS-ECORTC**; OUCCAS use **CPS-OUCCAS**; statewide offerings use **CPS-[RTC]-STATEWIDE**.

OHSTS:

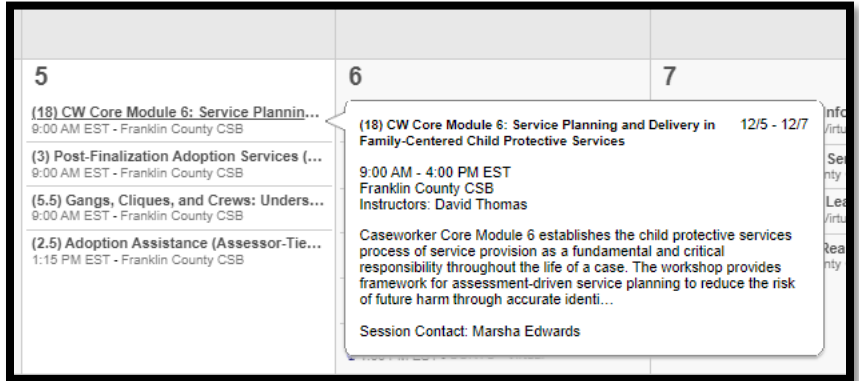
Central use **APS-CORTC**; Northeast use **APS-NEORTC**; Southwest use **APS-SWORTC**; Northwest use **APS-NWORTC**; statewide offerings use **APS-[RTC]-STATEWIDE**.

Select **Add Subject(s) filters** from the left-side filter options to search by one or more intended audiences, series, licensure type, or topics. *For example, to search for all training approved for caregivers, select the subject filter Audience: Foster Caregiver. You could then combine that filter with your RTC's session code (above) to see only caregiver sessions for your RTC.*

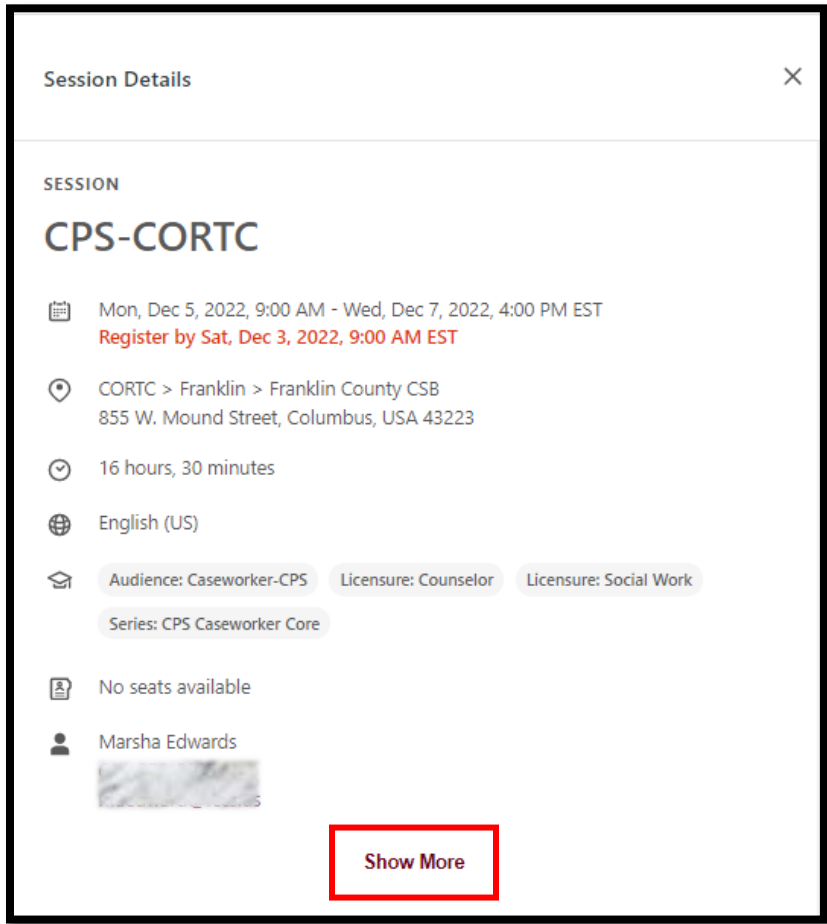
You can also search by all or part of the session **Title** or by the **Session Instructor**.

To see only those sessions in which you are enrolled, toggle to the **My Events** radio button under the month at the top left of the calendar displayed.

In your resulting session calendar, hover over any listing to see summary details for that session:



Click on the hyperlinked title to proceed to view all details for the session. Select **Show More** on the details screen to see licensure hours and any linked handouts (you must be enrolled to see handouts):



SEARCHING THE FULL LEARNING CATALOG

To search the larger learning catalog (including self-directed training, curricula, etc.), select **View Courses** from the **Welcome Page** or select **Learner Home** from the **Learning** menu tab. Type any part of the learning title in the main search window. Results will include any learning object that contains all or part of that title—or those words within its overview, key words, or objectives.

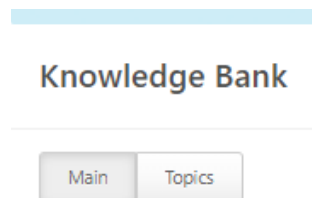
Use the left-side filters to filter by one or more **Subjects** (audience, series, licensure approved, topic) or by **Type** of learning object.

You can also type all or part of a learning title in the global **Search** window at the top right of every screen in CAPS:



ACCESS CAPS USER GUIDES WITHIN CAPS

You can find this and other CAPS user guides directly within CAPS. Select **Knowledge Bank** under the **Collaborate** menu tab. Toggle to the **Topics** tab at the top of the resulting screen:



Various CAPS usage job aids and guides can be found under both the **CAPS LMS User & Manager Job Aids** folder and under the **OUCAS** folder.