

How Trainers and Producers Launch CAPS Zoom Sessions

Trainers and producers launch their Zoom sessions for OCWTP and APS directly within CAPS.

LOG INTO CAPS

Enter your username and password in the CAPS Production Environment:

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

Username: Enter the same email associated with your CAPS Zoom license.

Password: Enter the password you selected.

If this is your first CAPS login, select **Forgot Password** to reset/select your password.

If you have a SACWIS record, you can also access CAPS by following the instructions here:

https://jfs.ohio.gov/ocf/training-pdf/JobAid_CAPS-LMS-Login-JFS_FINAL.pdf

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:

LAUNCH YOUR ZOOM SESSION

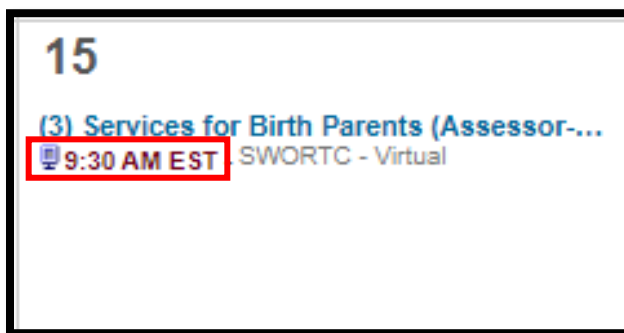
TRAINERS

NOTE: CAPS virtual sessions cannot be launched until you are within a half hour of the session start time.

Trainers can launch Zoom sessions one of two ways.

OPTION 1: They can launch the session from their View Your Sessions calendar in CAPS:

1. Select **View Your Sessions** under the **ILT** menu tab.
2. Click on the hyperlinked **TIME** (not the title) of the session in their calendar view



3. If prompted to enter Zoom login credentials, they would enter the email and password associated with their individual Zoom license provisioned by CAPS.

OPTION 2: They can log directly into Zoom and start the meeting from there:

1. Go to Zoom.us
2. Select Sign In
3. Enter their CAPS email address and whatever password they selected for their CAPS Zoom license
4. Start the meeting from their list of upcoming meetings

PRODUCERS

NOTE: CAPS virtual sessions cannot be launched until you are within a half hour of the session start time.

Producers can launch Zoom sessions one of two ways.

OPTION 1: They can launch the session from their View Your Sessions calendar in CAPS:

1. Select **View Your Sessions** under the **ILT** menu tab.
4. Click on the hyperlinked **TIME** (not the title) of the session in their calendar view



2. If prompted to enter Zoom login credentials, they would enter the email and password associated with their individual Zoom license provisioned by CAPS. *Note: Even though the Zoom session was created in the trainer's Zoom license, the producer still enters their own Zoom credentials, if prompted, to connect to the session.*

OPTION 2: They can launch the session from the alternate-host confirmation email they received from Zoom.

1. Open the automated email they received from Zoom when the session was scheduled, altering them they have been added "by the trainer" as the alternate host for the meeting.
2. Click on the blue **START** button in that email.