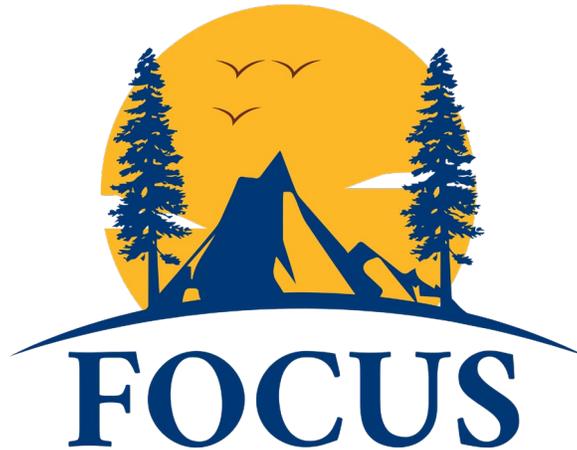


# FOCUS Help File

## Non-Parks Employee Registration



California State Parks is proud of its reputation for training excellence and is looked upon as a leader in park management, interpretation, maintenance, and public safety training. Employees are the key ingredient for FOCUS to be successful.

FOCUS system allows all Learners to perform the following actions from the Learner Dashboard:

- View Course Catalog - Explore available training courses and register for training classes.
- View status of Training Requests
- View/Download Training Record

# Table of Contents

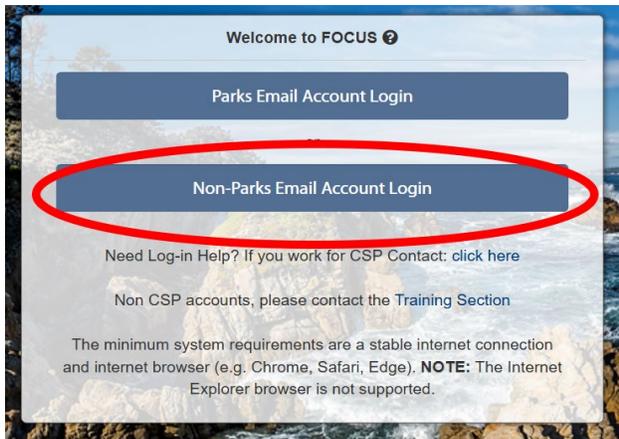
FOCUS Help File.....	1
Non-Parks Employee Registration .....	1
Table of Contents.....	2
Accessing FOCUS.....	3
Learner Dashboard.....	6
Active Courses.....	7
Pending Courses.....	7
View Course Catalog .....	7
Training Requests.....	13
View/Download Training Record .....	14

## Accessing FOCUS

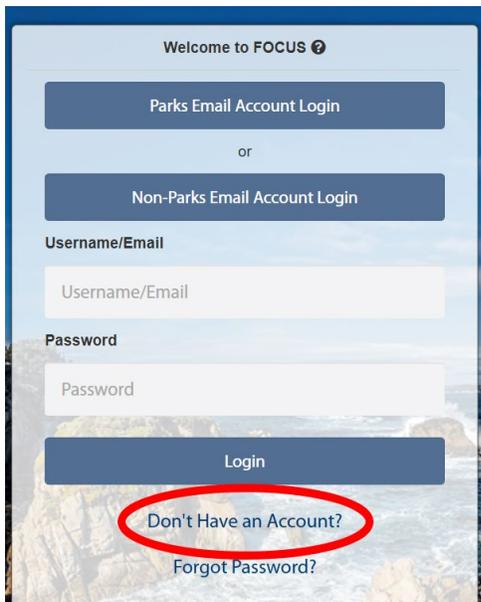
From your device, go to [training.parks.ca.gov](http://training.parks.ca.gov) using a supported browser **Chrome, Edge, and Safari**. Click on the FOCUS link at the right side under Related Pages navigation panel. Click on the system icon/logo to proceed to the **FOCUS Welcome page**.



- Partners select **Non Parks Email Account Login**



### 1. Select **Don't Have an Account?**



## FOCUS Help File –Non-Parks Employee Registration

Fill out your information and select **Register** for a FOCUS account. Your password and confirm password must match.

Please choose the following:

- Are you a California State Parks Volunteer or Partner? (e.g. volunteer, cooperating association member, outside agency (city, county, regional, state) employee, or docent)
  - Yes
  - Training Group – Non-Parks
  - Role – Choose the category that best defines your agency/organization.

Please keep track of your password for future login.

The screenshot shows a registration form titled "Registration" with the subtitle "New to the FOCUS Learning Management System? Create your account below." The form is divided into two main sections: "Individual Details" and "Location and Role".

**Individual Details:**

- \*First Name: [Text Input Field]
- \*Last Name: [Text Input Field]
- \*Email: [Text Input Field]
- \*Password: [Text Input Field]
- \*Confirm Password: [Text Input Field]

Below the password fields, there is a note: "Passwords must contain at least 8 characters, one uppercase letter, one lowercase, one number, and one special character."

\*Are you a California State Parks Volunteer or Partner? [Dropdown Menu with "Yes" selected]

**Location and Role:**

- \*Training Group: (Please select the District/HQ location you work in; if you don't know, please choose Non-Parks Employee) [Dropdown Menu with "Colorado River Board" selected]
- \*Role: [Dropdown Menu with "State Agency / Dept. / Org Staff" selected]

At the bottom of the form, there is a blue "Register" button and a link "Already Have an Account?". A disclaimer states: "By clicking on register, you agree with our Usage Terms."

Your new account registration request will be reviewed, and you will receive an email notification for further instructions.

## FOCUS Help File –Non-Parks Employee Registration

Once your account request has been approved, you will receive an Account Approved notification below. Follow the link provided in your notification or you may also login via the FOCUS Welcome page.

**FOCUS Account Approved**

Welcome to FOCUS! Your account has been approved.

This email confirms the creation of your account. FOCUS is the learning management system you will use to access training information, register for most training, and track your training. Please keep this email as it contains important information about how to access this system.

To access your account, go to

<https://caparks-test.geniussis.com/PublicWelcome.aspx/>

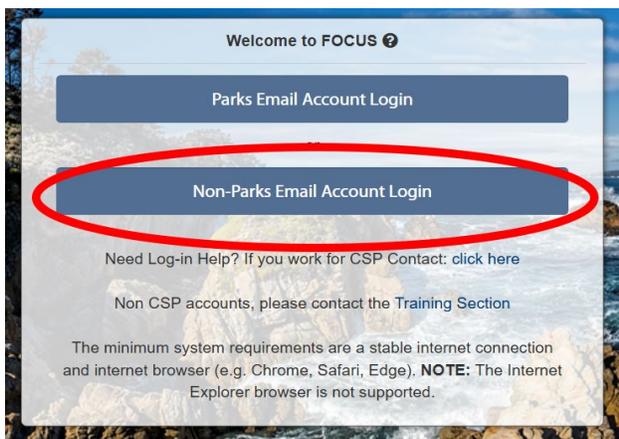
If you have any questions, please contact us

Thank you,

FOCUS Support Team

FOCUS@parks.ca.gov

Select **Non Parks Email Account Login** and enter your email address and password you provided on your registration form.



If your account request has been denied, you will receive an Account Request Denied notification below.

**FOCUS Account Request Denied**

ORIGINAL TO EMAILS: duck@test.com  
ORIGINAL CC EMAILS:  
ORIGINAL BCC EMAILS:

Hello,

We are sorry your account registration has not been accepted. If you have any questions, please contact us.

FOCUS Support Team  
FOCUS@parks.ca.gov

## Learner Dashboard

The Learner Dashboard will look like this once you are logged in successfully.

**Important:** Be sure you review your **Training Group and Supervisor** information!

If you do not have a Training Group or Supervisor information displayed under your name or the information is incorrect, please contact FOCUS

Park Partners: should be in the Partnership Office with Emily Walsh as your Supervisor; please email her if you are not showing her.

Non-Park Partners: should be in the Non-Parks Employees Training Group

**Boudreaux Aloysius (Test Account)**  
Supervisor: tam@test.com  
Training Group: FOCUS (for TESTING ONLY)

**ACTIVE COURSES**

Progress	Course Name	Start Date	End Date	Views
0%	FOCUS Test Sample Course sec. 1	Jun 05, 2021	Jun 04, 2022	0 Page Views, last 0 days ago
0%	FOCUS TESTING Only 1st Level Approval June 2021 sec. 1	Jun 08, 2021	Jun 07, 2022	0 Page Views, last 0 days ago

**CPT STATUS**

CPT Name	Expiration	Credits Earned	Needed	Compliant

**PENDING COURSES**

**LEARNING PATH**

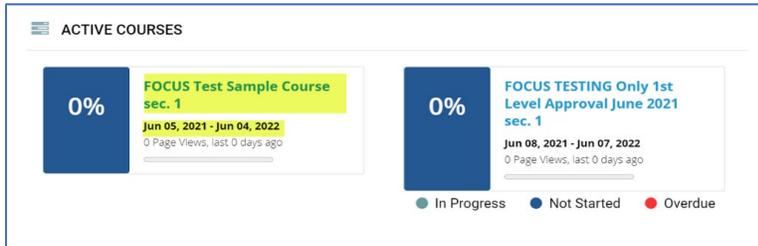
**REQUESTED MORE INFO**

## Active Courses

This area displays all courses that a learner is actively enrolled in where:

- no approval is required
- all required approvals have been met

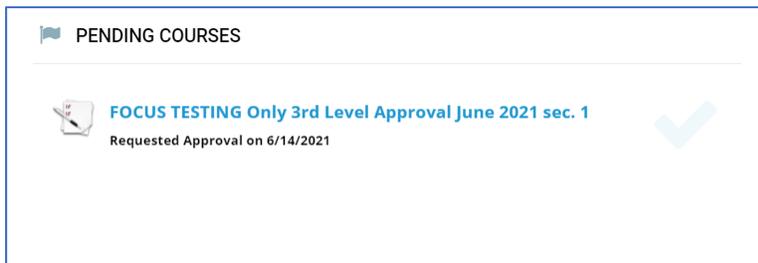
You can view the section name, start date/end date of the section as well as your progress status.



## Pending Courses

Course requests are displayed in this section when one of these four conditions occur:

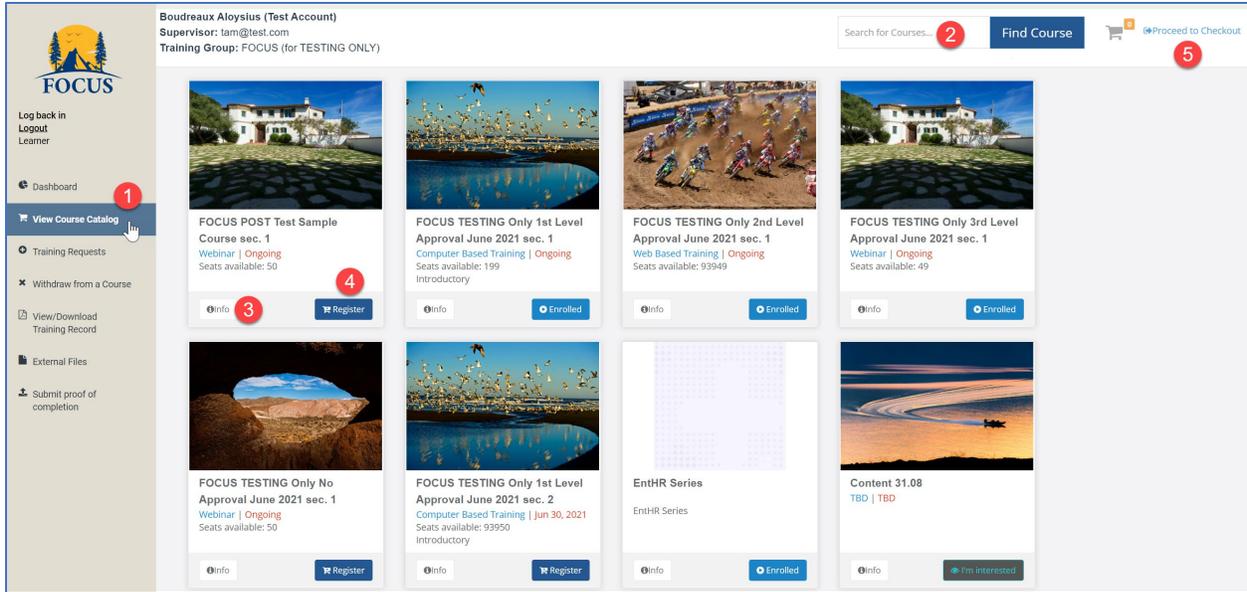
- Learner is missing required document(s) for a course.
- Course pre-requisite(s) have not been met.
- Course enrollment is pending Supervisor/Training Group Manager or Training Specialist approval.
- Course-Section has an enrollment cap, and Learner has been added to the waitlist.



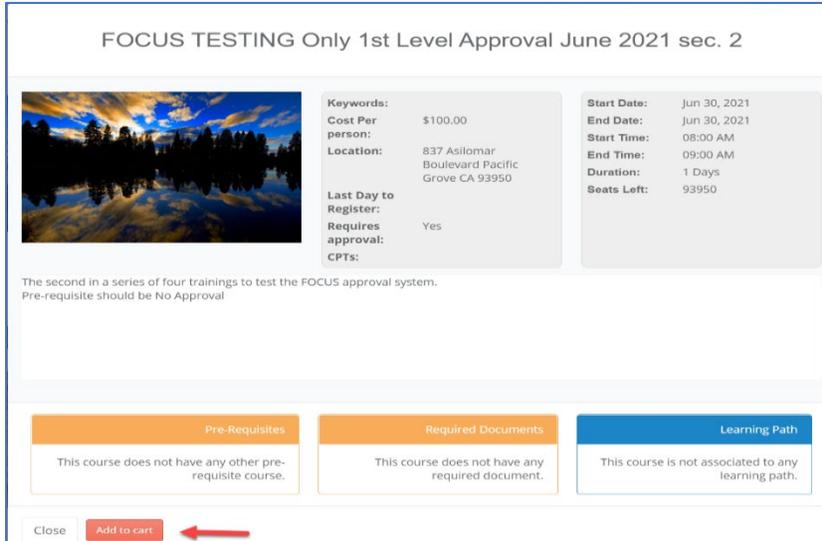
## View Course Catalog

1. To view current all internal and external training offerings, select **View Course Catalog** on the left side of the Learner Dashboard.

## FOCUS Help File –Non-Parks Employee Registration

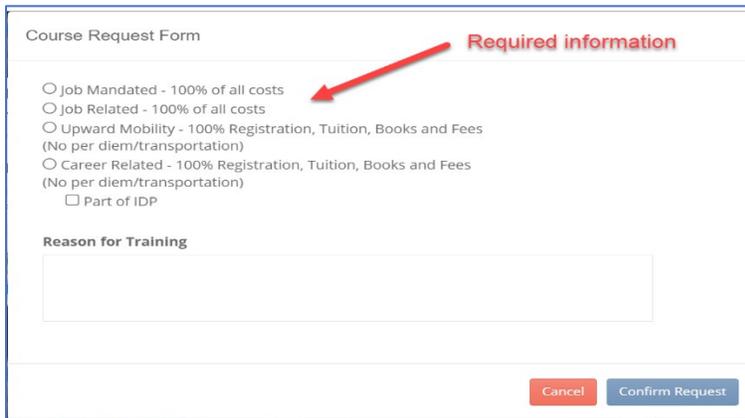


2. Type in a keyword to search for your specific training interest in the search at the top right corner and click on **Find Course**.
3. Once you find the course you wish to register, you can click on the **info** button to review details of the training offering such as cost, location, start/end dates, start/end time, approval required, pre-requisites and more. Click **Add to cart** button to add course to your cart.



4. If you see the course(s) you want to register from the Course Catalog, you can click the **Register** button to add course to your cart. You will need to fill out a Course Request Form box.

## FOCUS Help File –Non-Parks Employee Registration



Course Request Form

**Required information**

Job Mandated - 100% of all costs  
 Job Related - 100% of all costs  
 Upward Mobility - 100% Registration, Tuition, Books and Fees  
(No per diem/transportation)  
 Career Related - 100% Registration, Tuition, Books and Fees  
(No per diem/transportation)  
 Part of IDP

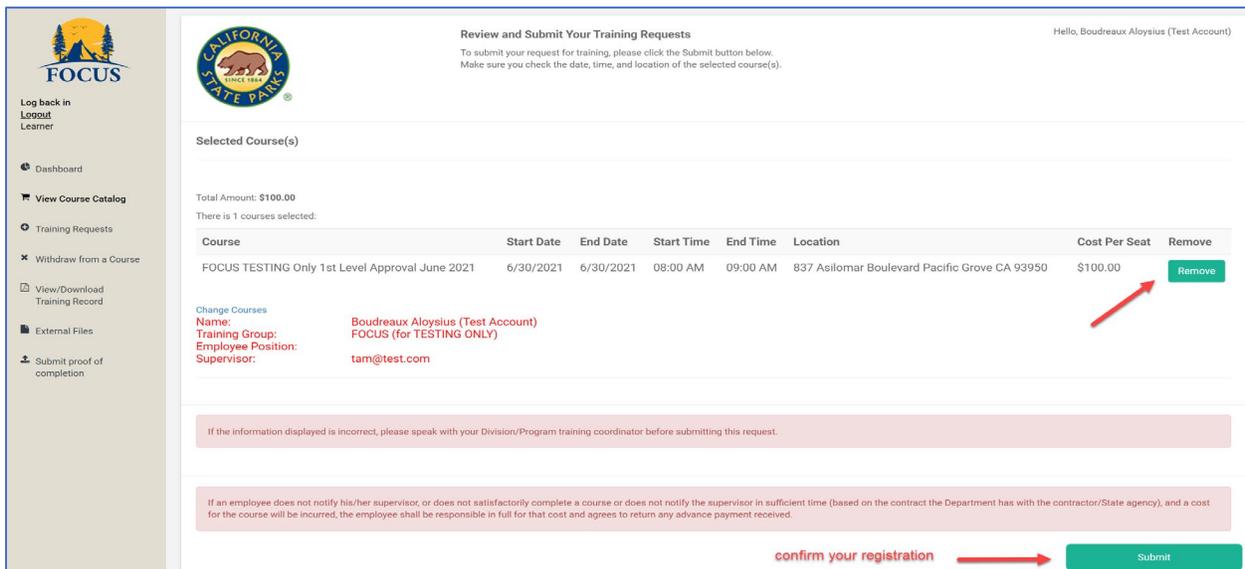
**Reason for Training**

Select Job Related as your response and include a Reason for your Training request then select **Confirm Request** button to confirm your registration.

- Once you have selected all the courses you wish to register and added them to your cart, select **Proceed to Checkout** link to proceed.



Review your selected courses information and click **Submit** to complete your registration. If you change your mind about registering for any of the selected course(s), click **Remove** button to remove course from your cart.



Review and Submit Your Training Requests

Hello, Boudreaux Aloysius (Test Account)

To submit your request for training, please click the Submit button below. Make sure you check the date, time, and location of the selected course(s).

**Selected Course(s)**

Total Amount: \$100.00  
There is 1 courses selected:

Course	Start Date	End Date	Start Time	End Time	Location	Cost Per Seat	Remove
FOCUS TESTING Only 1st Level Approval June 2021	6/30/2021	6/30/2021	08:00 AM	09:00 AM	837 Asilomar Boulevard Pacific Grove CA 93950	\$100.00	<input type="button" value="Remove"/>

**Change Courses**

**Name:** Boudreaux Aloysius (Test Account)  
**Training Group:** FOCUS (for TESTING ONLY)  
**Employee Position:**  
**Supervisor:** tam@test.com

If the information displayed is incorrect, please speak with your Division/Program training coordinator before submitting this request.

If an employee does not notify his/her supervisor, or does not satisfactorily complete a course or does not notify the supervisor in sufficient time (based on the contract the Department has with the contractor/State agency), and a cost for the course will be incurred, the employee shall be responsible in full for that cost and agrees to return any advance payment received.

[confirm your registration](#)

Once your registration has been submitted successfully, you will see a confirmation displayed.

## FOCUS Help File –Non-Parks Employee Registration



Registration Submitted

Thank you, your registration was submitted!  
You will receive an email with instructions.

[Go to Dashboard](#)

You will also receive an email confirmation from FOCUS if your course does not require an approval, or if your course requires approval and they have been met.

**Approved Training Request**

**Confirmation of Enrollment / Approved Training Request**

Dear Boudreaux,

This email confirms your enrollment for FOCUS TESTING Only 1st Level Approval June 2021 .

Course name: FOCUS TESTING Only 1st Level Approval June 2021  
Instructor/Training Specialist: TBD TBD  
Start Date: 6/14/2021  
End Date: 6/13/2022

If you have any questions, contact your Supervisor or the listed Instructor/Training Specialist.

FOCUS Support Team  
FOCUS@parks.ca.gov

If your course request is denied, you will receive an email confirmation below.

**Training Request Denied**

### Employee Training Request Denied

Dear Boudreaux Aloysius (Test Account),

The request for the course *FOCUS TESTING Only 1st Level Approval June 2021 sec. 2* was denied.

**Course Information:**

- Course Name: FOCUS TESTING Only 1st Level Approval June 2021 sec. 2
- Start Date: 06/30/2021
- End Date: 06/30/2021
- Start Time: 08:00 AM
- End Time: 09:00 AM

FOCUS Support Team  
FOCUS@parks.ca.gov

If your Supervisor or Manager request for more information on your request, you will receive an email notification below.

**Training Request Needs More Information**

### Training Request Needs More Information

Dear Boudreaux,

Your Supervisor or the assigned Training Specialist has requested more information regarding your request for the following training:

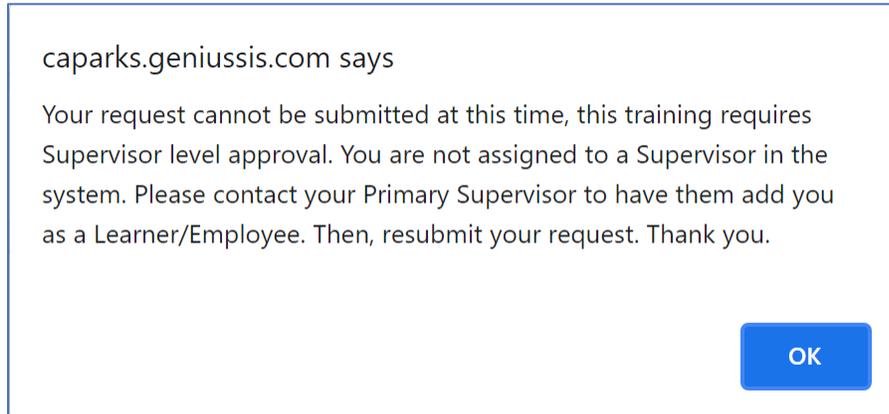
- Course Name: FOCUS TESTING Only 3rd Level Approval June 2021 sec. 1
- Organization Providing Training: Dogfaced Butterfly
- Start Date:
- End Date:
- Location:
  - 
  - CA

Please locate the **Requested More Info** panel on your FOCUS dashboard and respond to the following:

- **Please provide more information.**

FOCUS Support Team  
FOCUS@parks.ca.gov

If you do not have a Supervisor assigned/displayed at the top of your Learner’s Dashboard, you will see this message below upon submitting your registration. Please contact your supervisor to add you to their Managed Learners list, verify that your Learner information displays your supervisor’s email or user name and re-submit your registration from the **Proceed to Checkout** link.



Training Courses may have the following approval levels requirements:

- No approval
- Supervisor approval
- Supervisor and Training Group Manager approval
- Supervisor, Training Group Manager, and Training Specialist approval

Once you submit a training request, you can review the approval status details under the **Training Requests** link.

## Training Requests

Once a training request has been submitted you can view the request tracking in this section. If there are approvals required from your Supervisor, Training Group Manager, or Training Specialist you will see where the request is currently routed to by the “PENDING” status. Once your training request has been reviewed and approved/denied, you will be able to see tracking information displayed with the name of the approver and date/time stamp. As soon as the first approval occurs, you will see a **Details** link on the left side of your request. Click on the link to view the details of your request.

TRAINING REQUEST												
	Submit Date	Program Name	Program Date	Supervisor			Manager			Final Approval		
				Supervisor	Approval	Date	Manager	Approval	Date	TS	Approval	Date
<a href="#">Details</a>	06/01/2021	FOCUS Test Sample Course sec. 1	-	Tam MacCollie (Test Account)	APPROVED	6/1/2021 7:46:39 PM					N/A	
	06/01/2021	FOCUS TESTING Only 1st Level Approval June 2021 sec. 1	-								N/A	
<a href="#">Details</a>	06/01/2021	FOCUS TESTING Only 2nd Level Approval June 2021 sec. 1	-	Tam MacCollie (Test Account)	APPROVED	6/1/2021 7:59:33 PM		PENDING			N/A	
<a href="#">Details</a>	06/01/2021	FOCUS TESTING Only 3rd Level Approval June 2021 sec. 1	-	Tam MacCollie (Test Account)	APPROVED	6/1/2021 9:24:17 PM	Jelly Bean (Test Account)	APPROVED	Jun 1 2021 9:24PM	Elton Bear (Test Account)	APPROVED	Jun 1 2021 9:27PM
	06/02/2021	FOCUS TESTING Only No Approval June 2021 sec. 1	-								N/A	
<a href="#">Details</a>	06/03/2021	FOCUS TESTING Only 1st Level Approval June 2021 sec. 1	-	Tam MacCollie (Test Account)	APPROVED	6/3/2021 12:10:31 PM					N/A	
<a href="#">Details</a>	06/03/2021	FOCUS TESTING Only 2nd Level Approval June 2021 sec. 1	-	Tam MacCollie (Test Account)	APPROVED	6/3/2021 12:15:49 PM	Jelly Bean (Test Account)	APPROVED	Jun 3 2021 12:16PM		N/A	
<a href="#">Details</a>	06/03/2021	FOCUS TESTING Only 3rd Level Approval June 2021 sec. 1	-	Tam MacCollie (Test Account)	APPROVED	6/3/2021 12:17:00 PM	Jelly Bean (Test Account)	APPROVED	Jun 3 2021 12:17PM	Elton Bear (Test Account)	APPROVED	Jun 3 2021 12:19PM
	06/03/2021	FOCUS TESTING Only No Approval June 2021 sec. 1	-								N/A	
<a href="#">Details</a>	06/03/2021	FOCUS TESTING Only 1st Level Approval June 2021 sec. 1	-	Tam MacCollie (Test Account)	DENIED	6/3/2021 12:22:12 PM					N/A	
	06/03/2021	FOCUS TESTING Only 2nd Level Approval June 2021 sec. 1	-					PENDING			N/A	
<a href="#">Details</a>	06/03/2021	FOCUS TESTING Only 3rd Level Approval June 2021 sec. 1	-	Tam MacCollie (Test Account)	APPROVED	6/3/2021 12:21:35 PM		PENDING			PENDING	

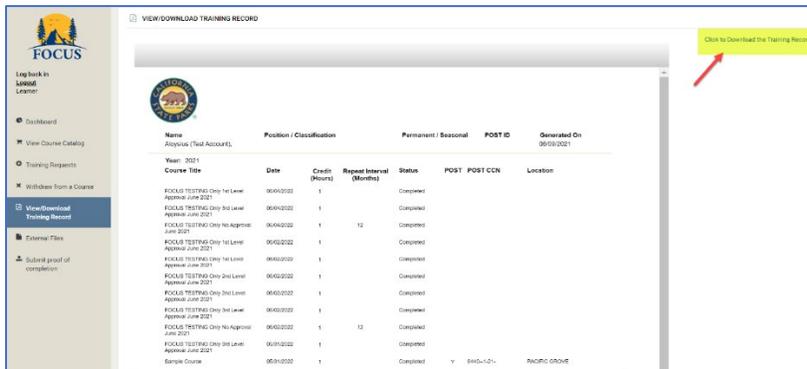
### Training Request Detail (Approved/Denied Report)

Name:	Boudreaux Aloysius
Classification:	
Training Group:	MOTT District (FOR LMS Training ONLY)
Training/Course Provider:	Dogfaced Butterfly
Location:	
Course Name:	2021 May 3rd Level Testing sec. 1
Training Request Is:	Job Mandated - 100% of all costs
Justification:	
Date Submitted:	05/27/2021
<b>Supervisor (Level I approval if required):</b>	PAMELA YAEGER
Date Approved/Denied:	APPROVED - 5/27/2021 2:12:18 PM
<b>Manager (Level II approval if required):</b>	LISA ANTHONY
Date Approved/Denied:	APPROVED - May 27 2021 2:17PM
<b>Training Specialist (Level III approval if required):</b>	JEFFREY BEACH
Date Approved/Denied:	APPROVED - May 27 2021 2:18PM



## View/Download Training Record

A Learner may view their training history records in this area, including training records imported from Parks previous Employee Training Management System (ETMS) prior to 4/1/2021.



1. Select **View/Download Training Record** on the left side of the Learner Dashboard.
2. To download your Training Record, select the **Download The Training Record** link on the upper right side of the window.