

# Ohio Department of Job and Family Services

## Job Aid: CAPS LMS Login

### INTRODUCTION

This Job Aid will provide instructions for accessing CAPS LMS, the Child and Adult Protective Services Learning Management System, via Single Sign On (SSO) or through the Login Page.

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#### SINGLE SIGN ON (SSO)

The intended audience for this login type is any individual that has been provisioned with an OH ID which is an 8 digit number starting with a "1" or "5".

SSO users will see a Tile for **Access to CAPS LMS**, once they have successfully logged in to <u>https://ohid.ohio.gov/wps/portal/gov/ohid/login</u>, similar to the example below.

#### • Select the LMS Tile



Review the Privacy Notice. *Note:* users may see multi-factor authentication (MFA) before the below acknowledgement displays.

• Select the Acknowledge button

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The Ohio Department of Job and Fami Child and Adult Protective Services (C	ly Services. Office of Families and Children is committed to protecting the confidentiality of the user data it collects and manages. This is evident in the focus on c APS) Learning Management System's (LMS) safeguards meet state and federal regulations for protecting user privacy and confidentiality.	data governance, centralized data management, and information security. The
What we collect: We collect personally identifying inform records and transcripts, such information	ution such as name, address, agency, position, start and end date, etc. Demographic information is collected through voluntary disclosure of the user. In addition on includes but is not limited to diplomas and dagrees, certificatios, evaluations, tests, quizzes, surveys, wavens, forms and documents, rosters, calendars/sched	n to user profile information, the system will store educational and training related tuling, training hours, and training credits/CEUs.
The collection of training data is require	ed to comply with Sections 5153 122, 5153 123, 5103 031, 5103 032, 3107 014, and 3107 015 of the Ohio Revised Code.	
How we collect: Any user's information not coming over	r from the Ohio Statewide Automated Child System (Ohio SACWIS) interface will be manually entered by the user and/or administrator.	
Why we collect: To measure, analyze, and report data better inform practices, improve workfo	of learners and their contexts, for purposes of interpretation and optimizing learning and learning environments. Using data science, we hope to transform the way concertention for local Public Christen Services Agencies/Job and Family Services Agencies and improve safety and permanency outcomes for Chris 1 Bmiles at	ay the department designs and delivers training. The information collected will nd children.
Public records and when we share y The Ohio Public Records Act requires this learning management system may	iour information: state agencies to disclose documents and records, including electronic records, to the public upon request, unless the records are specifically exempted or made to subject to disclosure pursuant to a public records request. Please be aware that for public records, Ohio law may require us to disclose the records depth in	e confidential under federal or state law. Therefore, information submitted through equests to keep the information confidential.
At times, the department will publish to identified individually.	arring statistics for fiscal and compliance purposes. Any personal information that could identify you will be redacted before files are shared or results are made p	public. The results will be reported in aggregate form only and cannot be
Access and dispute of information: Under sections 1347.08 and 1347.09 o keeping systems not covered by chapt Ohio law.	If the China Revised Code, individuals have access rights to their information mansained in personal information systems. "Access rights" means you have the right er 1547 of the Revised Code, we will work with you to give you the spontunity to inspect. correct, or dispute information, if applicable, about yourself in other reco	It, within limits, to inspect, correct, and dispute such information. For record- cords systems we maintain, subject to restrictions or limitations established in
How we protect your information: The department requires all its employ	ees and contractors to respect privacy and protect personally identifiable information regardless of the form and system in which it's kept.	
Ohio Revised Code 1347.15 requires (	20JFS to adopt rules regulating employee access to the confidential personal information the agency keeps, whether electronically or on paper. ODJFS's regulat	tions may be found in rule 5101.9-22-16 of the Ohio Administrative Code.
Acknowledgment: I have read and understand the priv.	acy notice and acknowledge my information in the CAPS LMS will be used for learning analytics research and evaluation.	
	ACKNOWLEDGE	

Land on the CAPS LMS Welcome Page.



### LOGIN ACCESS

The intended audience for this login type is any individual that is not staff employed by a public or private agency that has been provisioned with an OH ID that begins with a "1" or "5".

Users without Single Sign On access will use the following steps to login to the CAPS LMS: <u>CAPS LMS (csod.com)</u>.

- Enter **Username** (i.e., Email Address)
- Enter **Password**
- Select the Login icon

Ohio Department of Job and Family Services Welcome to the Child and Adult Protective Services Learning Management System (CAPS LMS), the gateway to your training needs!	
Please enter your credentials Username: Password:	
Forgot Username? LOGIN Forgot password? To register as a new user, please Click Here.	
Need help logging in? Contact us!	
© Cornerstone OnDemand. All Rights Reserved.	

Review the Privacy Notice.

• Select the Acknowledge button

Ohio Department of Job and Family Services	Search a 🔲 🔕
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