

As a supervisor, you're provided with your own user group administrator account. Your "user group" is a grouping of your direct reports in a single location in the LMS.

To Log In, use the following information:

**Username:** Your EIN followed by an 'S' (without the apostrophes)

**Password:** Your temporary password is: NewUser1 (case sensitive)

Click the Log In box.



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:

Username is your EIN with an

Use the [Student Account Instructions](#) to log in to your account.

Temporary Password is: NewUser1

Log In

Username 123456S

Password NewUser1

[Forgot Password?](#)

Log In

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](mailto:azlearningcenter@azdoa.gov).

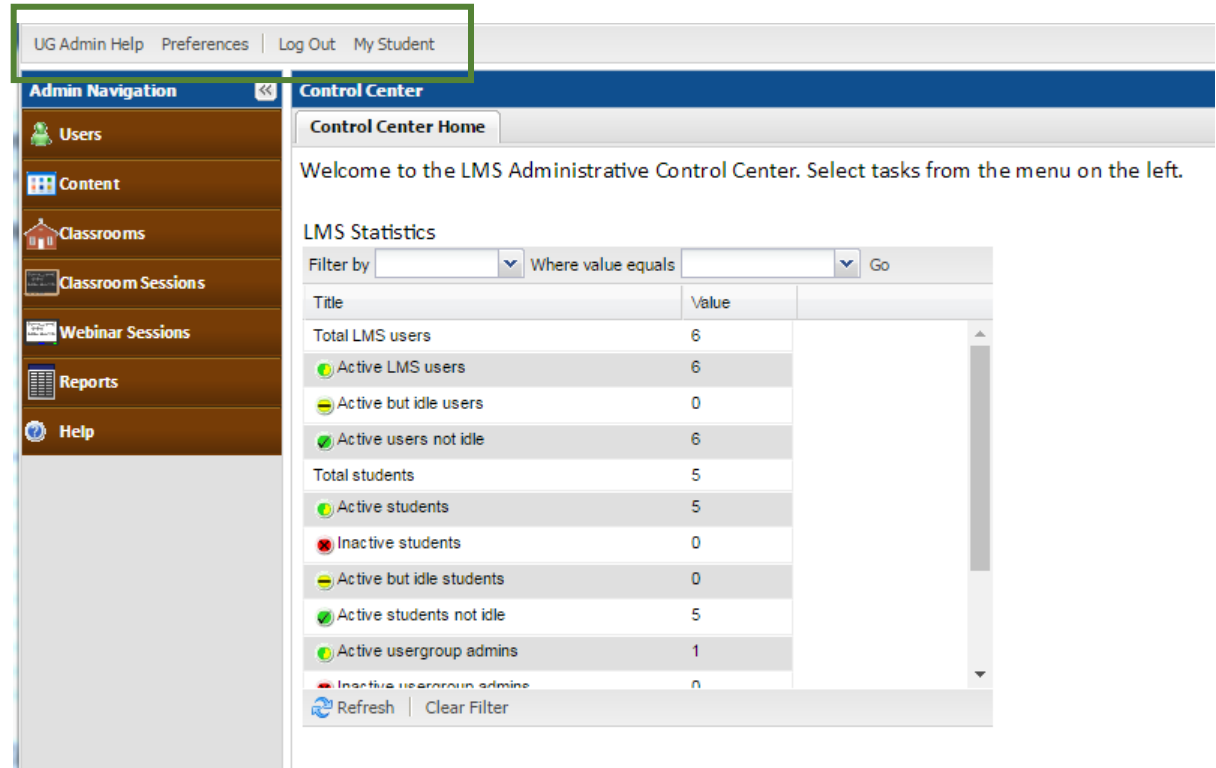
We are available to assist with development of your web and instructor led training courses. Please send your requests to [azlearningcenter@azdoa.gov](mailto:azlearningcenter@azdoa.gov).

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

On the right is the Admin Navigation and Control Center location.

Across the top of the screen are:

- **UG Admin Help:**  
Select this option to go to the TraCorp Help location.
- **Preferences:**  
Select this option to view information about yourself. Some data is editable; grayed out data is frozen and cannot be edited.
- **Log Out:**  
Select this option to leave the LMS.
- **My Student:**  
Select this option to go to your student account. This will allow you to launch on-line courses and register for classroom courses as a student rather than as a supervisor.



## Users Tab



When you select the Users tab from the Admin Navigation bar, a list of your direct reports will appear on the right side of the screen in the Control Center.

- Active employees are shown with a green dot with a check mark (see the graphic on the right). Inactive employees will be red.
- The Username is the employee EIN. The EINs for this list of employees is covered. Yours will not be covered.
- To View an employee, place your mouse pointer on the employee and double click your mouse.

**Control Center**

Control Center Home **Users** ✕

Filter users where Username  starts with  Go Clear Filter Show Inactive User Type: Student

Active	Username	First Name	Last Name	Email	Divis...	Agen...	Proc... Level	Depa...	Func... (Job Class)	Hire Date	Supe... Code	Supe... Link	Empl... Desi...	Badge Num...	Badge Code
✔		Grisel	Salas	GRISEL.SALAS...	ADH...	AD	ADH...	HR140	N/A	2/5/2...	ADH...		EMP...		
✔		JAMES	BECKMAN	JAMES.BECKM...		AD	ADH...	HR140	N/A	04/1/...	ADH...		EMP...		
✔		DEBORAH	TAYLOR	DEBBIE.TAYLO...		AD	ADH...	HR140		11/1/...	ADH...		EMP...		
✔		JAMES	HARRIS	JAMES.HARRIS...	ADH...	AD	ADH...	HR140	N/A	3/15/...	ADH...		EMP...		
✔		CONNIE	MAGALLANES	CONNIE.MAGA...		AD	ADH...	HR140		10/2/...	ADH...		EMP...		

This will bring up the Edit User box for this employee.

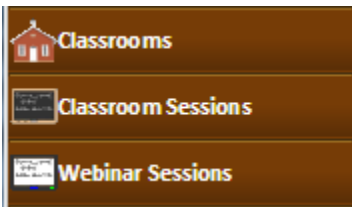
- Notice that all the options on the User Information tab are grayed out. You cannot edit any of this information for your direct reports.
- We blanked out key pieces of data that would reveal our example employee. Yours will not be blanked out.
- The tab at the bottom of the screen called Show User Assignments is used to view what training courses are currently assigned to this employee.
- The Content Tab permits you to assign a classroom course, a webinar, or CBT to this employee using the Content Catalog.
- The Learning Tracks Tab permits you to assign a Learning Track, such as the Supervisor Academy, to your employee.

### The Content Button

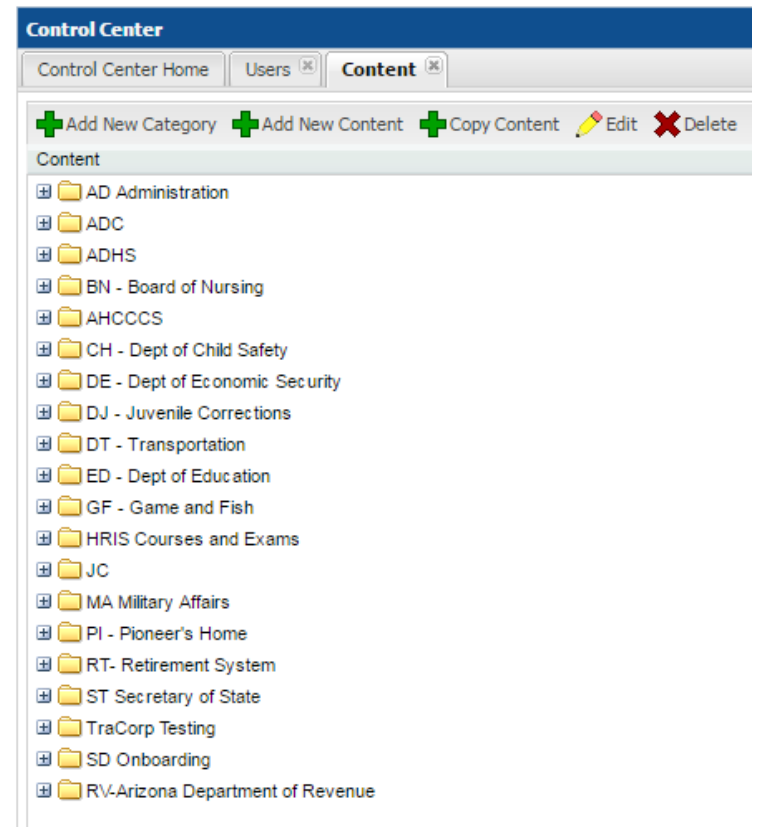


When you select the Content Button, it will bring up the Content screen in the Control Center, (see the graphic on the right).

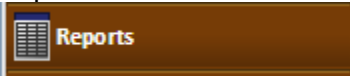
- As a supervisor, you can assign any course that you can physically “see” from the content catalog.
- If you cannot locate a specific classroom course or CBT, please notify your agency User Group Admin. If your agency does not have an agency User Group Admin, notify the Arizona Learning Center at [azlearningcenter@azdoa.gov](mailto:azlearningcenter@azdoa.gov) .
- You cannot assign courses using this screen. You can only view from this screen. However, if you don't see the class or course you need, you'll need to notify someone to have the course or class assigned to your employee(s).



The Content, Classrooms, Classroom Sessions, and Webinar Sessions are for viewing only and cannot be edited or deleted. These are helpful for viewing training prior to assigning it to your direct report(s).



### Reports Button



When you select the Reports Button, it will bring up the Reports listing as shown on the right side of this page. Your reporting is restricted to the following options:

- You can only report on a single direct report or all your direct reports.
- When you create a report and want to save it and possibly share your report set-up, you can do that using the Saved Reports option.
- The only User Group you can report on is made up of your direct reports.
- Use the link below for additional information on creating reports:

[http://www.alc.az.gov/cbt/TraCorpLMS\\_Documents/Reports122016.pdf](http://www.alc.az.gov/cbt/TraCorpLMS_Documents/Reports122016.pdf)

Control Center	
Control Center Home	Reports (38)
Select a report from the list below.	
<b>Note:</b> student records are current up to the previous day only	
Saved Reports	Show reports that you have saved or that others have shared with you.
Summary Report	A compilation of statistics for selected learning tracks and user groups.
Student Activity Report	All training records for a single student
Student Transcript	Transcript for a single student
User Group Records	Training records for students in a single user group.
Content Records	Training records for students for a single piece of content.
Learning Track Records	Training records for students for a single learning track.
Learning Track Monthly Summary	Monthly summary for learning track completion.
Learning Track By User Group	Training records for students in a single user group for a single learning track.
Online Test Responses	Individual student responses for a single online test.
Online Test Summary	Summary of student responses for a single online test.
User Change Log Report	Retrieve change log data by user
User Credit Summary	Summary of credits completed for each user in a User Group.