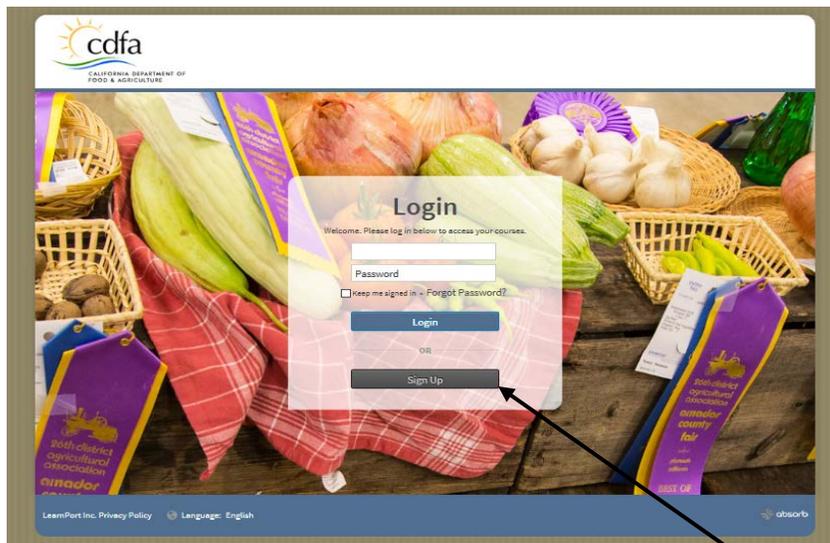


DAA Online University

Non-Enrolled Employee Instruction Guide

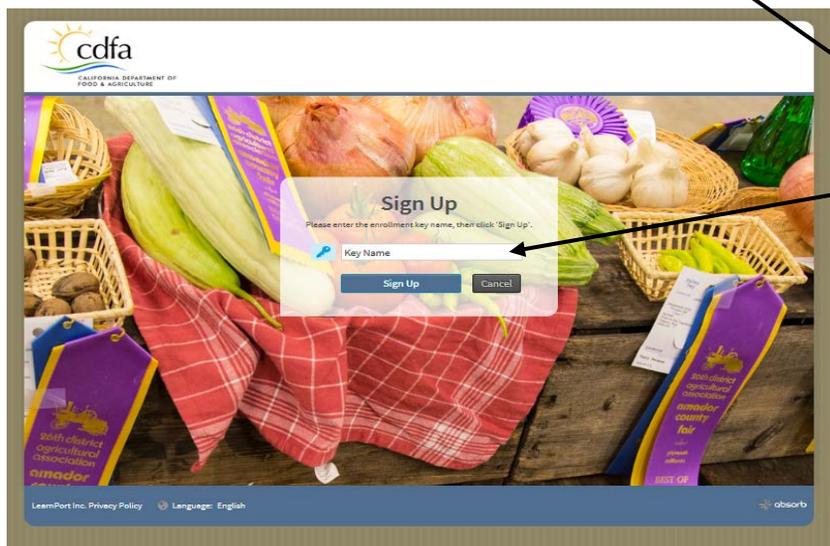
Utilize these instructions for all permanent employees who were hired after March 1, 2016 or for those permanent employees who were not automatically enrolled in the DAA Online University.



Login Page

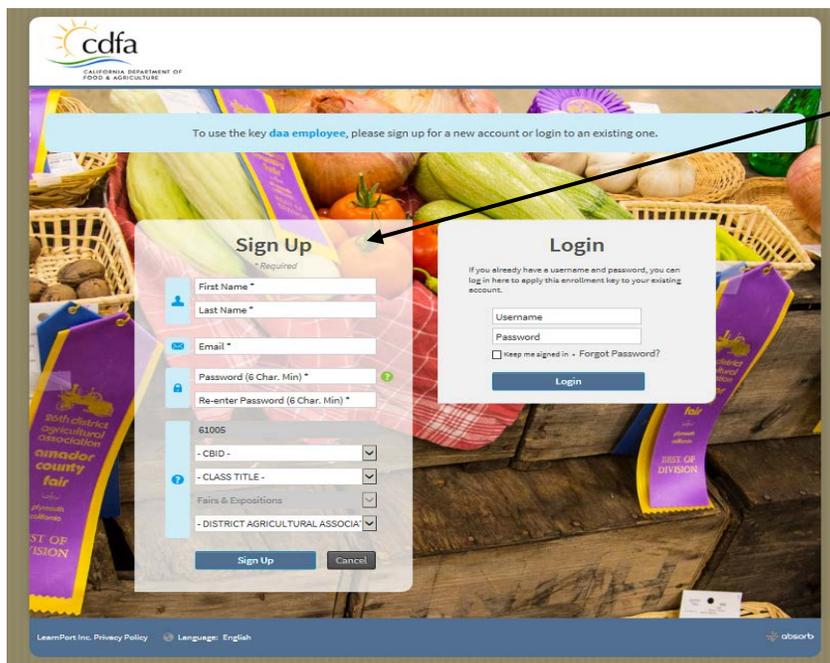
To get started, select the web address listed below, right-click on the mouse and select "open weblink" or enter the web address into the internet address bar, press enter and you will be directed to the DAA Online University. Upon arrival, follow the steps below.

<https://daa.cdfaonlineuniversity.com>



Login Instructions

1. Click on the "Sign Up" Icon.
2. The next window will ask for a Key Name.
3. Enter "DAA Employee"



Login Instructions

1. Complete the required information on the Sign Up Window.
2. First Name
3. Last Name
4. Email Address
5. Create a Password
6. PCA Code is 61005.
7. CBID: "Collective Bargaining ID" (Example: E99, R01, R12, etc.)
8. Class Title: Select your job title from the drop down menu. Most of the DAA positions start with "DAA." Some positions that are common with other CDFA jobs may not be in the DAA List. (For Example, Office Assistant.)
9. DAA: Select from the drop down menu, the District Agricultural Association that you are employed at.
10. After completion of information, select "Sign-Up."



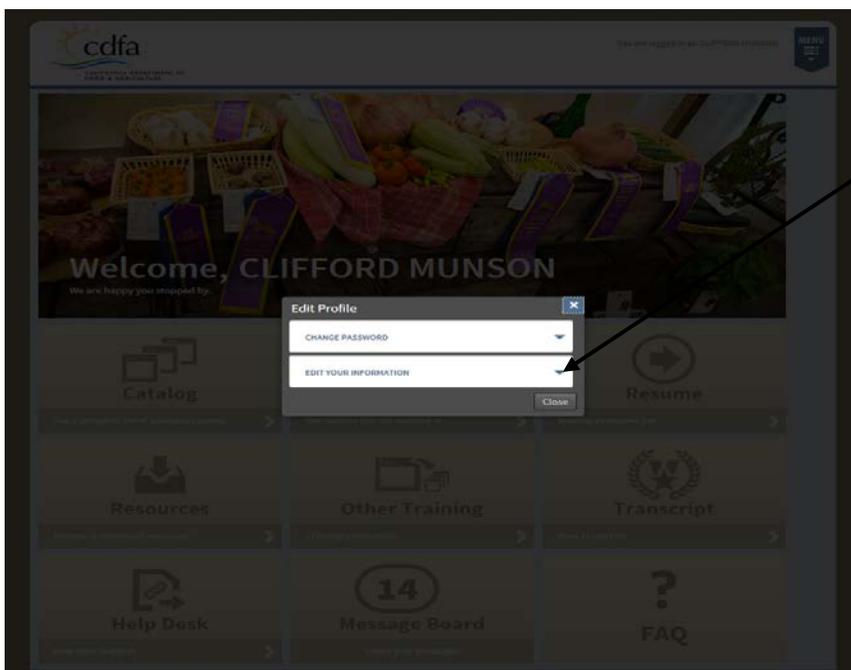
If you experience a successful login, you will see the following screen. Please continue to the following steps.

1. After clicking the “Login” icon your Training Dashboard page will appear on a welcome screen.
2. Click on the “Menu” icon.

If you have questions/problems regarding the DAA Online University, please select the “FAQ” button on the home page to troubleshoot the issue. If you need additional assistance, please contact David Dillabo at F&E, david.dillabo@cdfa.ca.gov or phone 916-900-5365 (Office) or 916-204-6063 (Cell).

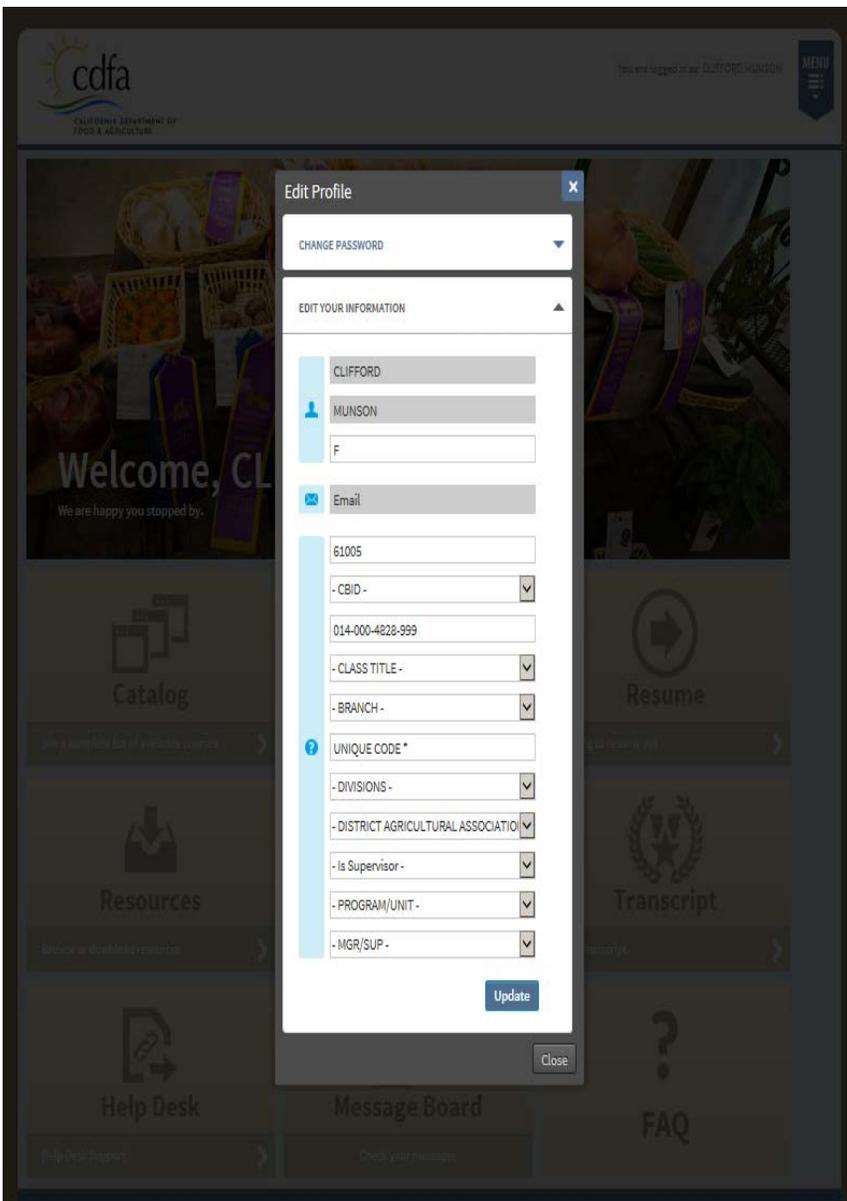


1. Scroll Down and select “Edit Profile.”



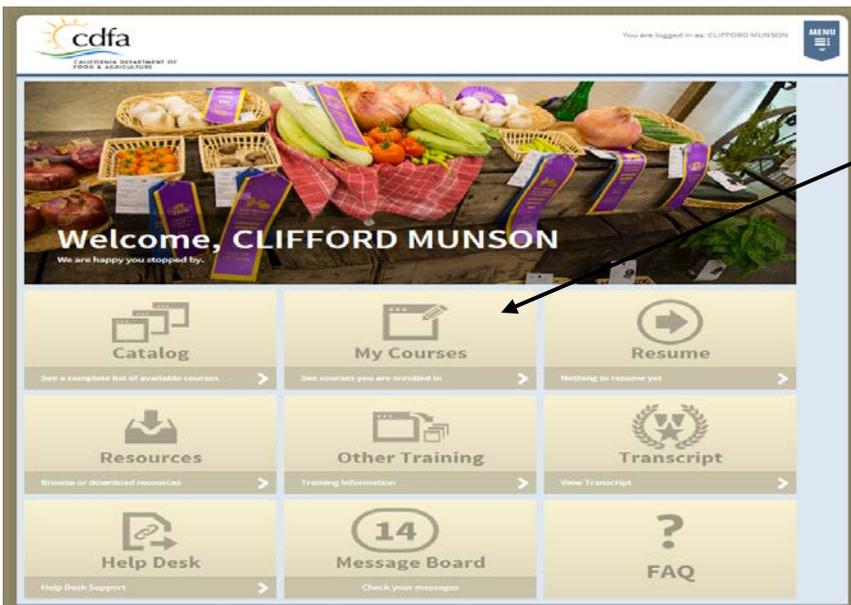
Edit your Information

1. Select “Edit Your Information.”
2. Complete any additional profile information in the pop-out window.



Edit Profile

1. Your Name will automatically load in the desired area.
2. Email: Provide your email address.
3. PCA Code: 61005. This number should automatically load. If it does not automatically load, please input 61005.
4. CBID #: Please select your Collective Bargaining Unit ID # from the drop down menu.
5. Position #: Will automatically load. If it asks your employer for your position number and type it in.
6. Class Title: Select your job title from the drop down menu. Most of the DAA positions start with "DAA." Some positions that are common with other CDFA jobs may not be in the DAA List. (For Example, Office Assistant.)
7. Branch: Will automatically load. If not, select "Fairs & Expositions."
8. Unique Code: Enter the First initial of your last name followed by the last 4 of your social security number.
9. Divisions: Please select "Marketing Services" from the drop down menu.
10. District Agricultural Association: Please select the District Agricultural Association that you work for.
11. Is Supervisor: Select Yes or No if you are a Supervisor.
12. Program/Unit: Select "Fairs & Expositions."
13. MGR/SUP: Select "DAA Supervisor."
14. After completing, select "UPDATE."



Review the Training Courses that you have been pre-enrolled in.

1. Select "My Courses."
2. For new enrollment registrations, upon registering you will be enrolled in the required training courses.
3. As additional required training courses become available, you will be automatically enrolled in the course and receive an email notifying you of the new course added to your training requirement.
4. Proceed to next slide for further instructions and information.

cdfa CALIFORNIA DEPARTMENT OF FOOD & AGRICULTURE

You are logged in as: CLIFFORD MUNSON

My Courses 12

Search 'My Courses'

Show Complete ON

- OITS Staff eLearning Courses / Curriculum 6
- Online Required Training 4
- Recommended Training 2

LearnPort Inc. Privacy Policy Language: English absorb

Review List of Training Courses

- The courses are "Sub-Titled" under the following titles;
 - Staff eLearning Courses
 - Online Required Training
 - Recommended Training
- Click on each sub-title to view the courses in that section. Each section has a number listed on the right side. That is the number of courses listed in that section.
- You are required to complete all the listed "Online Required Training" Courses. The other courses listed are optional and available to you as a resource.
- Select the "Online Required Training" icon to see the list of the required Online Training Courses.

cdfa CALIFORNIA DEPARTMENT OF FOOD & AGRICULTURE

You are logged in as: CLIFFORD MUNSON

My Courses 12

Search 'My Courses'

Show Complete ON

Online Required Training 4

- Bullying and Violence in the Workplace Online Course Launch
- Defensive Driver Training Online Course Launch
- Ethics Orientation for State Officials Online Course Launch
- Supervisor and Manager Sexual Harassment Prevention Online Course Launch

LearnPort Inc. Privacy Policy Language: English absorb

Completing the Training Course

- Review the list of the Online Required Training. To start the training course, select "Launch." A summary of the course information and time required will appear.
- Follow the instructions to proceed to the training course. Select "Play this Course."
- Note: Depending upon the course, some of the courses will require you to approve the terms and conditions. After reviewing and acceptance of the terms and conditions, select "I Agree" to proceed to the course. Select "Launch" and follow the instructions.

cdfa CALIFORNIA DEPARTMENT OF FOOD & AGRICULTURE

You are logged in as: DAVID DILLABO

Bullying and Violence in the Workplace

To file a report or to ask a question, please contact the CDFA Equal Employment Opportunity/Health and Safety (E... More ▾

New Chapter

- Bullying and Violence in the Workplace Launch

LESSON PROGRESS 1/1

STATUS: COMPLETED ✓

Certificate

Resources

Terms & Conditions

LearnPort Inc. Privacy Policy Language: English absorb

Completion of Training Course

- Upon the completion of each course the status bar will be updated to "Completed." You may print out the certificate of completion and file in the employee's personnel file.
- You will be required to print out and upload the certificate of completion for both the Ethics Orientation and Defensive Driver's Training Courses. The course progress will remain "In Progress" until the steps outlined below are completed for those two courses only. ** Please see below for instructions.**
- Depending upon the frequency/interval of the training requirement, the course will automatically become invalid upon the expiration date and the status bar will change to "Not Started." You will then be required to complete the course at that time.
- Please see the list of required courses provided by F&E to review the frequency interval requirement of each training course.

Upload Certificate of Completion for Classes within the University

Launching/Completing the Course

Enroll in the class.

1. See the image below. (Multiple courses may be listed.)
2. Click Launch for the desired course. (In this example, we are choosing Ethics.)



3. The Terms and Conditions page will appear.
4. Read and agree to the terms and conditions, click "I Agree".



5. The Chapter 1 portion will appear.
 - a. Launch the "Ethics Orientation for State Officials" course.

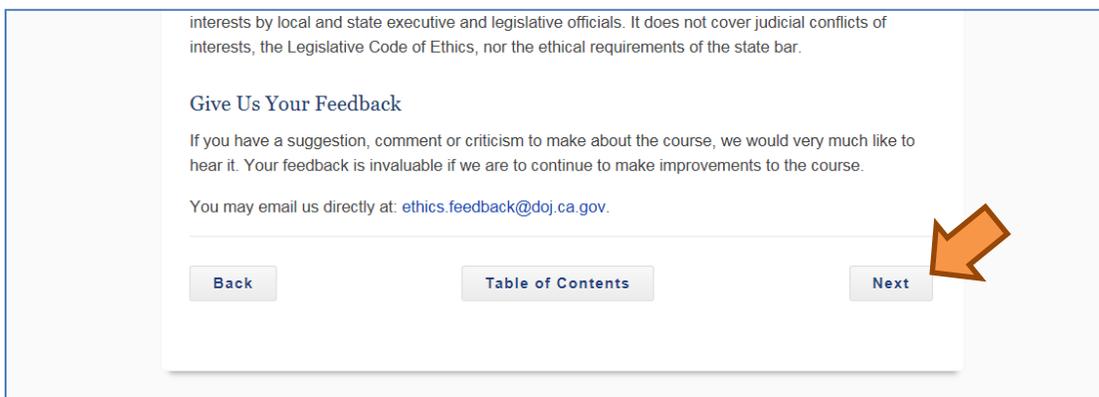


Printing/Uploading the Certificate

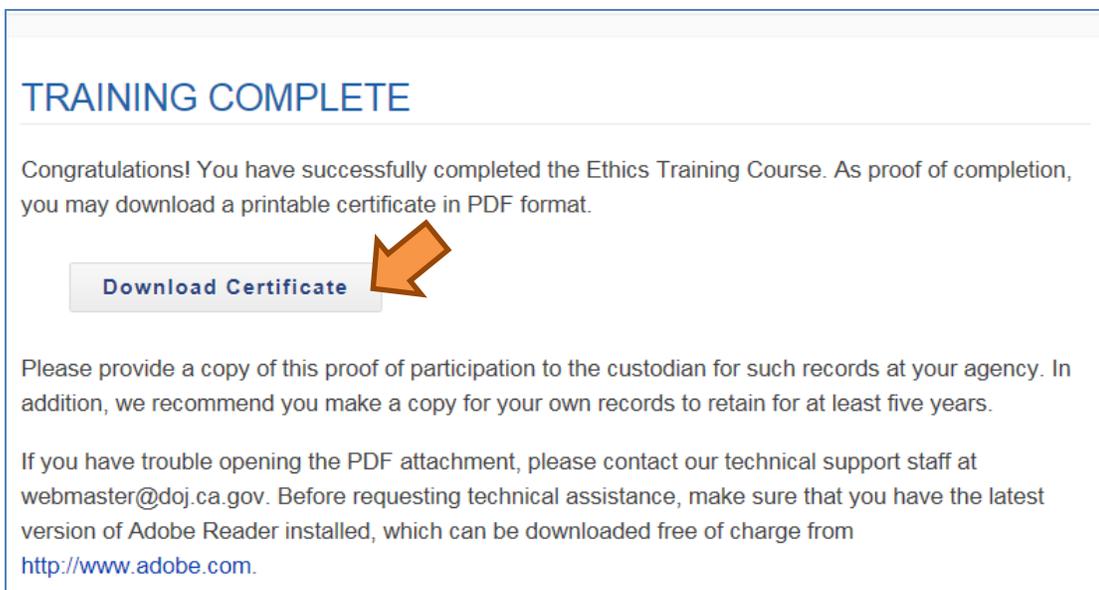
Once the course has been completed, print the certificate.



1. For the “Ethics Orientation for State Officials” class you will be on the “Additional Resources and Ethics Feedback” page. Click on Next.



2. This will take you to the “Training Complete” page. Click on Download Certificate.



3. Sign the certificate. (For other courses you may have additional fields you will be required to fill in such as: date and supervisor signature.)
4. Save the certificate to your computer as a PDF.
5. Proceed to Certificate Upload.

Certificate Upload

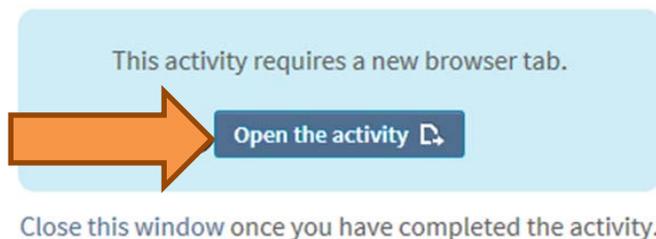
1. If you were timed out of the University, log back in.
2. Click on “My Courses”. (Notice that the blue bar shows the class is partially completed.)
3. Launch the course.



4. Launch Certificate upload (Notice the LESSON PROGRESS is now 1/2.)



5. Click on “Open the activity”



-
6. Click on "Browse" to locate and upload the certificate.
 7. Fill in all of the fields. (Date Expired is based on the frequency the course is required to be taken. If there is not an expiration date, leave this field blank.)
 8. Click "Submit".

Ethics Orientation for State Officials:
Certificate upload * Required

Please upload your certificate of completion

Select a file to upload * (Max. 1 GB)

Browse...

Date Issued: *

Date Expired:

Leave blank for no expiry

Certificate Title

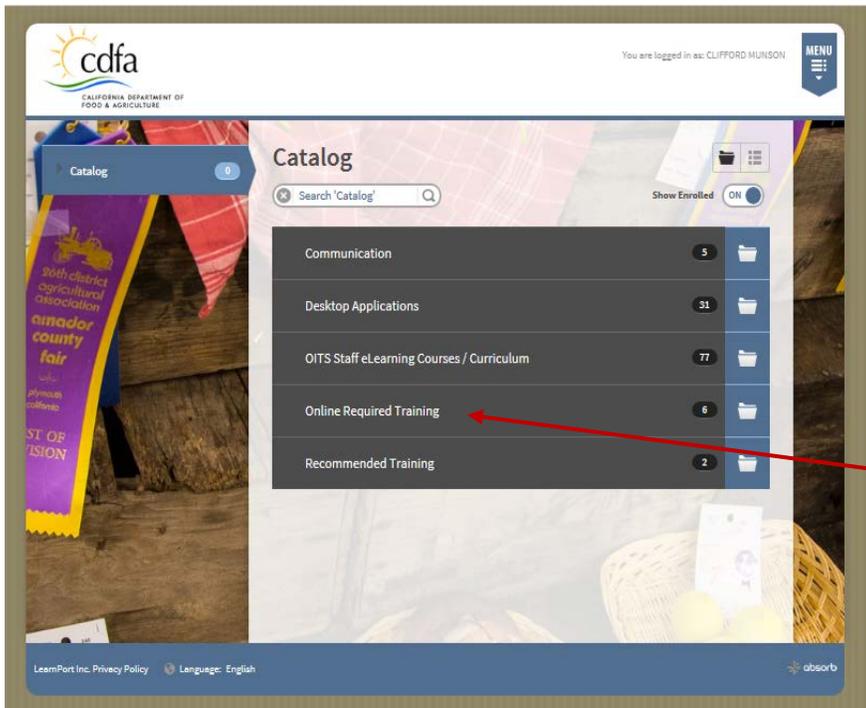
Certificate Issuer

Cancel Submit

9. You will see Complete in a green bar at the bottom of the page and Return to lesson in a blue box. Click on Return to lesson.



10. Your transcript will be update to show complete.
-



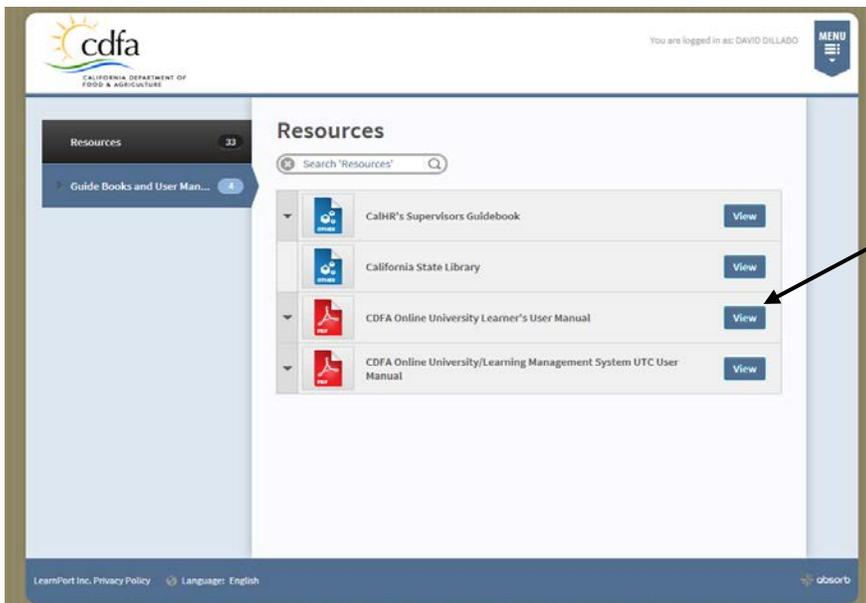
Additional Resources/Supplemental Courses

1. The Online University offers numerous supplemental online training seminars that will be greatly beneficial to board of directors. To view the supplemental courses, from the home page, click on "Catalog."
2. The next window will allow you to review the available subject areas of all the available online training. Click on each subject area to view the specific classes.
3. Check back periodically as additional supplemental classes will continue to be added to the online university.



General Info & Navigating on the DAA Online University

1. Use the "Menu" icon located on the top right corner of the home page to navigate throughout the online university.
2. Prior to closing, to ensure your online training progress is saved, select "Logout" to close your session.
3. To view messages informing you of new enrolled classes, completion of classes, select the "Message Board" icon to view your messages.
4. If you are experiencing an issue or have a question, select the "FAQ" icon to help resolve the issue. If that is not successful in resolving the issue, select help desk or call F&E for additional questions.



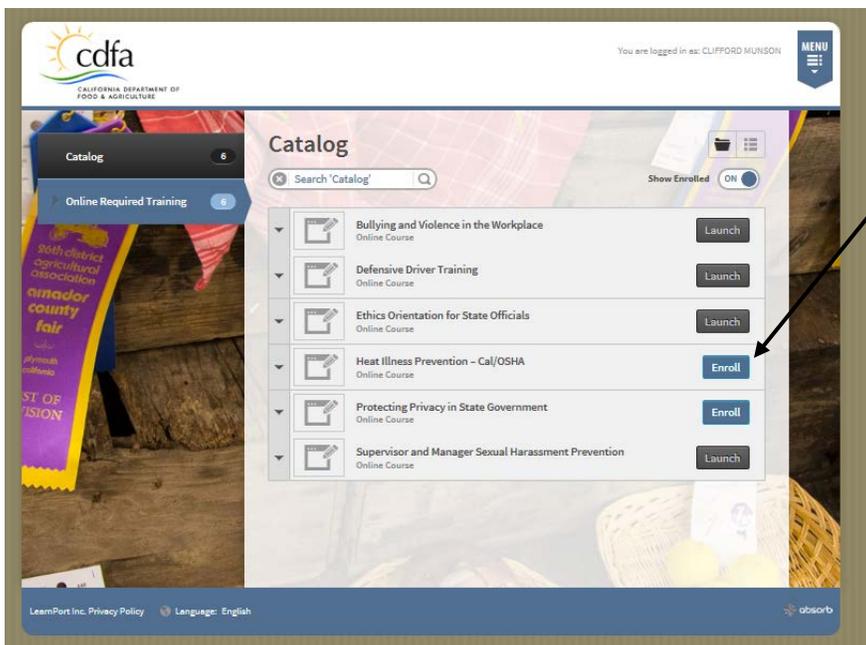
For Additional Questions refer to the CDFA Online University Learner's User Manual

1. On the Main Menu Click on the Resources Tab
2. Select CDFA Online University Learner's User Manual



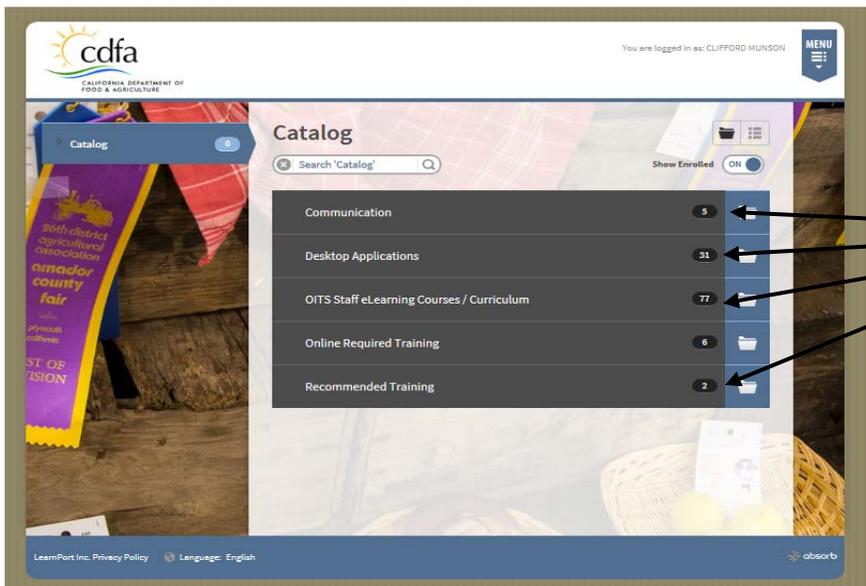
Self-enrolling in courses

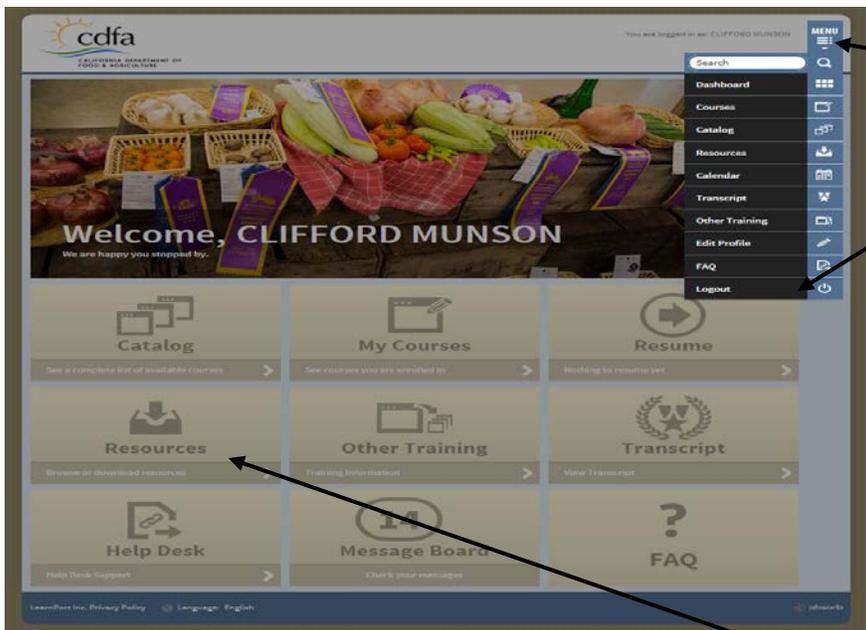
1. If you there are required courses that are not listed in your “My Courses” list, you may enroll yourself in the course by selecting “Catalog,” click on the “Online Required Training” icon and view the courses listed and click the enroll icon.



Additional Resources/Supplemental Courses

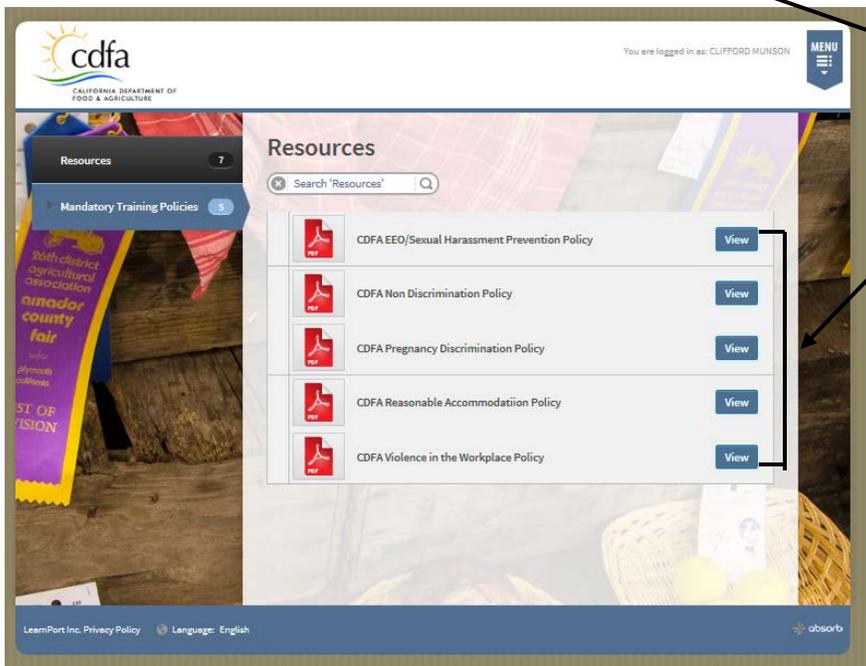
1. The Online University offers numerous supplemental online training seminars that will be greatly beneficial to staff members. To view the supplemental courses, from the home page, click on “Catalog.”
2. The next window will allow you to review the available subject areas of all the available online training. Click on each subject area to view the specific classes.
3. Check back periodically as additional supplemental classes will continue to be added to the online university.





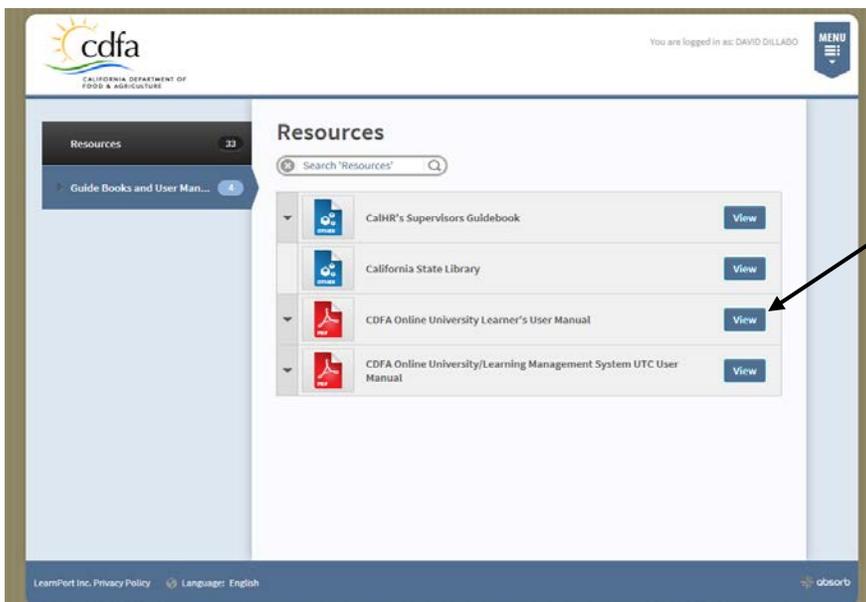
General Info & Navigating on the DAA Online University

1. Use the "Menu" icon located on the top right corner of the home page to navigate throughout the online university.
2. Prior to closing, to ensure your online training progress is saved, select "Logout" to close your session.
3. To view messages informing you of new enrolled classes, completion of classes, select the "Message Board" icon to view your messages.
4. If you are experiencing an issue or have a question, select the "FAQ" icon to help resolve the issue. If that is not successful in resolving the issue, select help desk or call F&E for additional questions.



Mandatory Training Policies

1. To view the CDFA Mandatory Training Policies, select the "Resources" icon.
2. Select the current policies to view or print. Update you DAA Policy Manual to include the current CDFA Mandatory Training Policies.



For Additional Questions refer to the CDFA Online University Learner's User Manual

1. On the Main Menu Click on the Resources Tab
2. Select CDFA Online University Learner's User Manual

A common issue with the “Ethics for State Officials” course is that the Internet Explorer settings will block the pop up window which displays the Ethics Training course. Please see the instructions below for allowing the pop-up window to display in order to complete the course.



You are logged in as: DAVID DILLABO



< FAQ

The answers to your questions

I’m having problems with Internet Explorer – my University related popup windows are being blocked (or other related issue). How do I fix this?

Friday, May 13, 2016

As with other online training offered through various vendors, it is highly recommended to disable Internet Explorer’s popup blocker in order to allow the University interface to perform automated background functions. To do this: In IE’s main toolbar, select Tools > Internet options > Privacy > Uncheck “Turn on Pop-up Blocker” > Click OK. Optionally, also close and re-open Internet Explorer.

District Agricultural Association Training Requirements

Managers/Supervisors & Permanent Employees Training

Title	Permanent Employees	Managers & Supervisors	Duration	Frequency	Status
Protecting Privacy In State Government	X	X	20 minutes	Every Year	Available on the Online University
Bullying and Violence in the Workplace	X	X	30 minutes	Every 2 Years	Available on the Online University
Employee Sexual Harassment Prevention	X		2 hours	Every 4 Years	Available on the Online University
Civil Rights Training	X	X	1 hour	Every 4 Years	Available on the Online University
Defensive Driver Training		Those who drive on state business	2 hours	Every 4 Years	Available on the Online University
Ethics Orientation for State Officials		Those who are required to file the Form 700	2 hours	Every 2 Years	Available on the Online University
Heat Illness Prevention	X (Those who are exposed to hot environments)	X (Supervisor(s) of those who are exposed to hot environments)	1 hour	Every Year	Available on the Online University
Supervisor and Manager Sexual Harassment Prevention		X	2 hours	Every 2 Years	Available on the Online University

Board of Directors Training

Title	Mandatory	Recommended	Duration	Frequency	Status
Ethics Orientation for State Officials	X		2 hours	Every 2 Years	Available on the Online University
Manager & Supervisor Sexual Harassment Prevention		X	2 hours	Every 2 Years	Available on the Online University
Bullying and Violence in the Workplace		X	30 minutes	Every 2 Years	Available on the Online University
Protecting Privacy In State Government		X	20 Minutes	Every Year	Available on the Online University



DAA Online Training University

Additional Available Training Courses

As of 9/01/2016

<u>Course Name</u>	<u>Category</u>
Achieve Your Objectives through Effective Delegation	Effective Delegation
Acting Decisively	Management Essentials
Adding Lists and Objects in Word 2013	Word 2013
Addressing and Redistributing E-mail	Communication
Adjusting Document Views and Customizing the Appearance of Word 2013	Word 2013
Adobe Acrobat Pro XI Fundamentals	Adobe Online Courses
Adobe Captivate 8: Getting Started	Adobe Online Courses
Adobe Captivate 8: Media and Interactivity	Adobe Online Courses
Adobe Photoshop CC 2015 Basics	Adobe Online Courses
Adobe Photoshop CC 2015 Cloning and Editing	Adobe Online Courses
Adobe Photoshop CC 2015 Enhancement Tools and Techniques	Adobe Online Courses
Adobe Photoshop CC 2015 Paths and Techniques	Adobe Online Courses
Adobe Photoshop CC 2015: File Types and Color Editing	Adobe Online Courses
Adobe Photoshop CC 2015: Layers and Type	Adobe Online Courses
Adobe Photoshop CC 2015: Selection Tools and Techniques	Adobe Online Courses
Advanced Formats and Layouts in Excel 2013	Excel 2013
Advanced Formatting in Word 2013	Word 2013
Advanced Formulas and Functions in Excel 2013	Excel 2013
Advanced Table Customization in Word 2013	Word 2013
Asserting Yourself in the Workplace	Communication
Attracting and Retaining Talent	Talent Management Essentials
Beginning Your Coaching Engagement	Coaching for Results
Being a Receptive Communication Partner	Communication
Building Upward Relationships	Advanced Management Skills
Bullying and Violence in the Workplace	Online Required Training
Business Grammar: Common Usage Errors	Communication
Business Grammar: Parts of Speech	Communication
Business Grammar: Punctuation	Communication
Business Grammar: Sentence Construction	Communication
Business Grammar: The Mechanics of Writing	Communication
Business Grammar: Working with Words	Communication
Business Writing: Editing and Proofreading	Communication
Business Writing: How to Write Clearly and Concisely	Communication
Business Writing: Know Your Readers and Your Purpose	Communication
Challenges of Facilitating	Essentials of Facilitating
Coaching	Coaching for Results
Coaching Techniques that Drive Change	Coaching for Results
Coaching to Drive Performance	Coaching for Results
Coaching to Shift Perceptions	Coaching for Results
Collaboration and Customization with the Calendar, Contacts and Tasks in Outlook 2013	Outlook 2013
Communicating during Difficult Times	Managing during Difficult Times
Communication Challenges: Navigating Choppy Waters	Communication
Communication Methods that Make Sense – and Make Your Point	Communication
Communication Skills	Customer Service Representative, Skills
Conflict, Stress, and Time Management	OITS Staff eLearning Courses / Curriculum
Creating and Customizing Visual Elements in Excel 2013	Excel 2013
Creating Workbooks, Worksheets, and Data in Excel 2013	Excel 2013
Cross-functional Strategic Management	Advanced Management Skills
Customer Interactions	OITS Staff eLearning Courses / Curriculum
Customer Service Processes and Procedures	OITS Staff eLearning Courses / Curriculum

Customizing Document Layout in Word 2013
 Dealing with Irrational Customers and Escalating Complaints
 Defensive Driver Training
 Delegating Appropriate Tasks
 Delivering Bad News Effectively
 Demonstrating Accountability in a Crisis Situation
 Developing a High-performance Organization
 Developing Adaptable Managers
 Developing Employees through Delegation
 Developing the Next Generation
 ECOS - Hiring Unit Guide
 Editing and Formatting in Word 2013
 Employee Dismissal
 Employee Engagement
 Employee Sexual Harassment Prevention
 Engaging Top Performers
 Ethics Orientation for State Officials
 Facilitating Collaborative Processes
 Final Exam: Business Grammar Basics
 Final Exam: Business Writing Basics
 Final Exam: E-mail Essentials for Business
 First Encounters with Windows 10
 First Steps for Turning Around a Performance Problem
 First Time Manager: Challenges
 First Time Manager: Meeting Expectations
 First Time Manager: Understanding a Manager's Role
 Formatting Cells and Worksheets in Excel 2013
 Formatting Data in Excel 2013
 Formatting E-mail and Configuring Message Options in Outlook 2013
 Global Diversity
 Handling Difficult Conversations Effectively
 Having a Difficult Conversation
 Heat Illness Prevention – Cal/OSHA
 Inserting and Formatting Graphics in Word 2013
 Interpersonal Communication that Builds Trust
 Introduction to Windows 10
 Mail Automation, Cleanup, and Storage in Outlook 2013
 Making the Move Into Management
 Making Yourself Approachable
 Management and Customization in Outlook 2013
 Management Essentials: Caring about Your Direct Reports
 Management Essentials: Confronting Difficult Employee Behavior
 Management Essentials: Delegating
 Management Essentials: Developing Your Direct Reports
 Management Essentials: Directing Others
 Management Essentials: Managing a Diverse Team
 Management Essentials: Treating Your Direct Reports Fairly
 Managing an Aging Workforce
 Managing Attitudes during Difficult Times
 Managing E-mail in Outlook 2013
 Managing Experienced Managers
 Managing Fairly
 Managing for Rapid Change and Uncertainty
 Managing High Performers
 Managing New Managers
 Managing Performance
 Managing Resources during Difficult Times

Word 2013
 OITS Staff eLearning Courses / Curriculum
 Online Required Training
 Effective Delegation
 Advanced Management Skills
 The Fundamentals of Business Crises Management
 Advanced Management Skills
 Advanced Management Skills
 Effective Delegation
 Workforce Generations
 Human Resources Training
 Word 2013
 Management Essentials
 Advanced Management Skills
 Online Required Training
 Effectively Managing Top Performers
 Online Required Training
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 Managing Problem Performance
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 First Time Manager Essentials
 First Time Manager Essentials
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 Managing during Difficult Times
 Outlook 2013
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 Management Essentials
 Advanced Management Skills
 Advanced Management Skills
 Advanced Management Skills
 Managing Problem Performance
 Managing during Difficult Times

Managing Technical Professionals
 Managing Top Performers Is Always Easy...Right?
 Managing Workforce Generations: Introduction to Cross-generational Employees
 Managing Workforce Generations: Working with a Multigenerational Team
 Managing Workforce Generations: Working with the 21st-century Generation Mix
 Managing Your E-mail
 Meeting the Needs of Your Experts
 Microsoft Windows 10 First Look: Interface and New Features
 Monitoring and Improving Performance
 Navigating and Reviewing Documents in Word 2013
 Overcoming Challenges of Managing Top Performers
 Overcoming Challenges When Managing Experts
 Performance Appraisal Essentials: 360-degree Appraisals
 Performance Appraisal Essentials: Conducting Traditional Appraisals
 Performance Appraisal Essentials: Planning for Appraisals
 Performing Basic Tasks in Word 2013
 Performing Calculations Using Functions in Excel 2013
 Planning for Performance
 Preparing for a Difficult Conversation
 Preparing for Your Performance Appraisal
 Presenting Data in Tables and Charts in Excel 2013
 Presenting Data using Conditional Formatting and Sparklines in Excel 2013
 Preventing Problem Performance
 Protecting Privacy in State Government
 Recognizing and Diagnosing Problem Performance
 Recognizing Natural Leaders
 Reference Tools and Mail Merge in Word 2013
 Retaining Top Performers
 Reviewing and Rewarding Performance
 Saving and Printing Data in Excel 2013
 Scheduling with Appointments, Events, and Tasks in Outlook 2013
 Sharing and Collaboration in Word 2013
 Strategies for Successful Employee Onboarding: An Introduction
 Strategies for Successful Employee Onboarding: Assessing Program Success
 Strategies for Successful Employee Onboarding: Getting Started
 Strategies for Transitioning to Technical Management
 Structuring a Document in Word 2013
 Successful Delegation: Supervise and Encourage
 Supervisor Preventing Workplace Harassment
 Supervisor and Manager Sexual Harassment Prevention
 Supervisor Sexual Harassment Prevention
 Talent Management: Acquiring Talent
 Talent Management: Basics
 Talent Management: Developing and Engaging Talent
 Talent Management: Planning
 Talent Management: Retaining Talent
 Team and Customer Relationships
 The Art of Effective Coaching
 The Delegation Process
 Transitioning from Technical Professional to Management
 Underperforming Employee – Now What?
 Understanding the Motives of Millennials
 Use Delegation to Develop Your Team
 Using E-mail and Instant Messaging Effectively
 Using Facilitation Skills as a Manager
 Using Financial Functions and What-If Analysis in Excel 2013
 Using PivotTables, PivotCharts, and Advanced Charts in Excel 2013

Essentials of Managing Technical Professionals
 Managing Experts
 Workforce Generations
 Workforce Generations
 Workforce Generations
 Workforce Generations
 Communication
 Managing Experts
 Windows 10
 Performance Management
 Word 2013
 Effectively Managing Top Performers
 Managing Experts
 Performance Appraisal Essentials
 Performance Appraisal Essentials
 Performance Appraisal Essentials
 Word 2013
 Excel 2013
 Performance Management
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 Performance Appraisal Essentials
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 Excel 2013
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 Managing Problem Performance
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 Strategies for Successful Employee On-boarding
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 Coaching for Results
 Effective Delegation
 Essentials of Managing Technical Professionals
 Managing Problem Performance
 Workforce Generations
 Effective Delegation
 Communication
 Essentials of Facilitating
 Excel 2013
 Excel 2013

Using Progressive Discipline to Correct Problem Performance

Using Tables in Word 2013

Working with E-mail in Outlook 2013

Working with Meetings in Outlook 2013

Workplace Harassment Prevention for Managers

Workplace Harassment Prevention for Managers or Employee Sexual Harassment Prevention

Writing for Business

Writing for Technical Professionals: Effective Writing Techniques

Writing for Technical Professionals: Preparation and Planning

Written Communication

Managing Problem Performance

Word 2013

Word 2013

Word 2013

Communication

Communication

Communication

Communication