



CALSAGA MEMBER PORTAL & SECURITY OFFICER TRAINING DATABASE TUTORIAL

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Database Questions or Comments?

[Submit a Database Assistance Request Form](#)

Member Portal Views & Authorizations

Authorized Users

Each company can designate two individuals as Authorized Users. In the CALSAGA Member Portal Authorized Users have access to all four tabs: Membership Profile, Instructors & Courses, Officers & Certificate, Training



Authorized Users can:

- Edit the Membership Profile
- Pay Membership Dues
- Create and Merge Instructor Profiles
- Create a Custom Course Name
- Create Officer Profiles
- Create Certificates
- Purchase Training

Authorized Users cannot:

- Delete an Officer Profile
- Delete Officer Training Records

Authorized Users Who Are Also Instructors

Authorized Users have the ability to create officer profiles and training certificates; creating a second set of access credentials under the Instructors & Courses tab is not necessary. Should an Authorized User's name need to appear on a training certificate in the training field, an Instructor Profile may be created with first and last name only; the username and password fields should be left blank.

*Please note that if Instructor access is created with the same email addressed listed for an Authorized User, log in will fail. In that case you can [submit a Database Assistance Request Form](#).

Instructors

Companies can set up Instructor access for trainers or those who create training certificates. Instructors have access to only the Instructors & Courses, Officers & Certificates tabs



*Please note that some names may appear in your list of Instructors that do not work for your company. This means that that trainer is listed on a certificate for training that one of your officers received prior to that officer working for your company. You can [submit a Database Assistance Request Form](#) with a list of instructors to be deleted from your list.

List Instructors



[View](#)

Instructors can:

- Create and Merge Instructor Profiles
- Create a Custom Course Name
- Create Officer Profiles
- Create Certificates

Instructors cannot:

- Edit the Membership Profile
- Pay Membership Dues
- Purchase Training
- Delete an Officer Profile
- Delete Officer Training Records

Merging Duplicate Instructor Profiles

Instructor records may have duplicates; profiles can be merged.

- Click the Officers & Certificates tab.
- Enter a full or partial name in the Search Officers box. Click Search
- Check the profiles that you would like to merge.
- Click Merge Checked. Click Save

*Please note there is no undo option for merged profiles.

Need assistance with merging profiles? [Submit a Database Assistance Request Form](#)

INSTRUCTOR ID	INSTRUCTOR NAME	EMAIL/LOGIN	PASSWORD
<input checked="" type="checkbox"/> 11217	Kate Wallace	abc123@gmail.com	abc123
<input checked="" type="checkbox"/> 11736	Katherine Wallace		
<input checked="" type="checkbox"/> 11737	Kat Wallace		
<input checked="" type="checkbox"/> 11738	K Wallace		
<input checked="" type="checkbox"/> 11739	K. Wallace		

Locating an Instructor ID

- Click the Instructors & Courses tab.
- Enter the instructor's name in the Search Instructor field and click Search.
- The Instructor ID appears to the far left.

INSTRUCTOR ID	INSTRUCTOR NAME	EMAIL/LOGIN	PASSWORD
<input checked="" type="checkbox"/> 11737	Kate Wallace		

Creating Officer Profiles

- Click the Officers & Certificates tab.
- In the New Officer Box enter the officer's first and last name. Click Create.
- Enter the officer's date of birth and guard card (optional). Click Save. A green Success message will appear in the bottom left corner.

Locating an Officer ID

- Click the Officers & Certificates tab.
- Enter the officer's name in the Search Officer field and click Search.
- The Officer ID appears to the far left.

OFFICER ID	GUARD CARD	PREFIX	FIRST NAME	MIDDLE NAME	LAST NAME	SUFFIX	BIRTH DATE	EMAIL/LOGIN
158870			Amy		Morris		1989-12-31	

Entering Training & Creating Certificates

Create a Single Certificate for one Officer

- Click the Officers & Certificates tab.
- Select the officer from the list of officers on the left side and click Create Certificate.
*Please note that if your company has more than 1,000 officer profiles, it is more efficient to enter the officer's name in the Search Officer field and click Search. To create a certificate, click the blue Create Certificate icon on the far right.
- Fill in all fields and click Save. A green Success message will appear in the bottom left corner. Either close the window or click the Officers & Certificates tab to return to that screen; do not click the back button.

Create Multiple Certificates for One Officer or Multiple Officers

*Please note that prior to starting this process, you will need both the Officer's ID and Instructor's ID. See below for information on obtaining those ID numbers.

- Click the Officers & Certificates tab.
- Under New Certificate click Create Multiple.
- Holding down the Control key on your keyboard, select all courses that you are entering. Click Next.



- Fill in all fields and click Save.
- Enter the officer's ID and guard card (optional). Click Add.
- If you are creating certificates for multiple officers, continue adding each officer's ID and clicking add.
- Review the certificate information under Preview Certificates. Click Create Certificates.

Editing & Printing Certificates

- Click the Officers & Certificates tab.
- Select the officer from the list of officers on the left side and click View.
*Please note that if your company has more than 1,000 officer profiles, it is more efficient to enter the officer's name in the Search Certificate field and click Search.
- To edit a certificate, click the serial number under the Certificate column. To save or print a certificate click the double square to the left of the serial number.

CERTIFICATE	OFFICER ID	OFFICER NAME	COURSE NAME
158870	158870	Amy Morris	
158870	158870	Amy Morris	1B Weapons of Mass Destruction (WMD) & Terrorism Awareness
158870	158870	Amy Morris	1C Communication and Its Significance
158870	158870	Amy Morris	1D Training
158870	158870	Amy Morris	1E Training
158870	158870	Amy Morris	1F Training
158870	158870	Amy Morris	1G Training
158870	158870	Amy Morris	1H Training
158870	158870	Amy Morris	1I Training
158870	158870	Amy Morris	1J Training
158870	158870	Amy Morris	1K Training
158870	158870	Amy Morris	1L Training
158870	158870	Amy Morris	1M Training
158870	158870	Amy Morris	1N Training
158870	158870	Amy Morris	1O Training
158870	158870	Amy Morris	1P Training
158870	158870	Amy Morris	1Q Training
158870	158870	Amy Morris	1R Training
158870	158870	Amy Morris	1S Training
158870	158870	Amy Morris	1T Training
158870	158870	Amy Morris	1U Training
158870	158870	Amy Morris	1V Training
158870	158870	Amy Morris	1W Training
158870	158870	Amy Morris	1X Training
158870	158870	Amy Morris	1Y Training
158870	158870	Amy Morris	1Z Training

Deleting Certificates

To protect training records, Instructors nor members have the ability to delete records. If a certificate has been created in error, [Submit a Database Assistance Request Form](#) to have it deleted.

Creating Certificates for Firearms, Baton and/or Chemical Agents

In order to create certificates your company must have a valid TFF and/or TFB certificate number.

- [Submit a Database Assistance Request Form](#) to request the ability to create certificates for firearms, baton and/or chemical agents.
- You will receive a confirmation email letting you know once the process has been completed. Once completed, you will be able to follow the steps listed above under the Create Certificates heading.

Giving an Officer Access to his Certificates

The CALSAGA Security Officer Training Database provides an optional feature that will allow officers to log in to save or print certificates. Officers do not have the ability to edit certificates or profile information. Upon log in, officers will see only a list of training records.

- Click the Officers & Certificates tab.
- Select the officer from the list of officers on the left side and click Edit.
- Complete the Email/Login and Password fields. Click Save. A green Success message will appear in the bottom left corner.

Officer Permissions

Officers can:

- View, Download and Print his or her Certificates

Officers cannot:

- View the Membership Profile or Instructors & Courses tab
- Delete or Edit Certificates
- Create Certificates
- View Other Officer Profiles or Certificates
- Create Certificates

Transferring Officer Profiles

The CALSAGA Security Officer Training Database allows members to transfer officer profiles so that no officer training records are lost. In order to transfer an officer's profile, trainers must have the officer's full name and date of birth.

- Click the Officers & Certificates tab.
- Under Search Officers: ALL CALSAGA enter the officer's last name and date of birth. Click Search.
- Check the box to the left of the officer's ID number and click Move to [Company Name].

1 Result for "jones" 1989-08-06

OFFICER ID	GUARD CARD	PREFIX	FIRST NAME	MIDDLE NAME	LAST NAME	SUFFIX	BIRTH DATE	EMAIL/LOGIN	PASSWORD
<input checked="" type="checkbox"/> 259509			Elizabeth		Jones		1989-08-06		

Merge Checked Delete Checked **Move Checked to Test Company** Save

Purchase AB 2880 Training Materials

CALSAGA AB 2880 Training Materials are only available for purchase by current CALSAGA members.

Each module contains four files in PDF format: Electronic Textbook, Instructor's Presentation, Test, Answer Key

- Click the Training tab.
- Under the CALSAGA Training Modules header select Purchase Training courses.
- Review the Terms of Use, End User License Agreement, Disclaimer, and Release of Liability for CALSAGA Training Materials.

*Please note that acceptance of the terms and agreement is required in order to purchase.

- Enter payment information and select Pay.
- You may elect to download the modules all at once or individually.

Purchase Sexual Harassment Training

Sexual Harassment Training is compatible with computers, tablets and mobile devices on all browsers except Internet Explorer.

- Click the Training tab.
- Under the Sexual Harassment Training header select Purchase Interactive Online Training.

*Please note that Employee and Supervisor Training purchases need to be made in two separate transactions.

- Enter the number of training sessions you would like to purchase and click Next.
- Complete the Name and Company fields and Click Pay with Card.
- Enter payment information and select Pay.
- The purchaser will receive an email with the session keys to disseminate to employees.

*Please note that each key is unique to the employee and may not be shared amongst employees.

- Upon completion of the training the purchaser will receive a certificate of completion which satisfies the requirements of SB 1363.

Database Questions or Comments?

[Submit a Database Assistance Request Form](#)