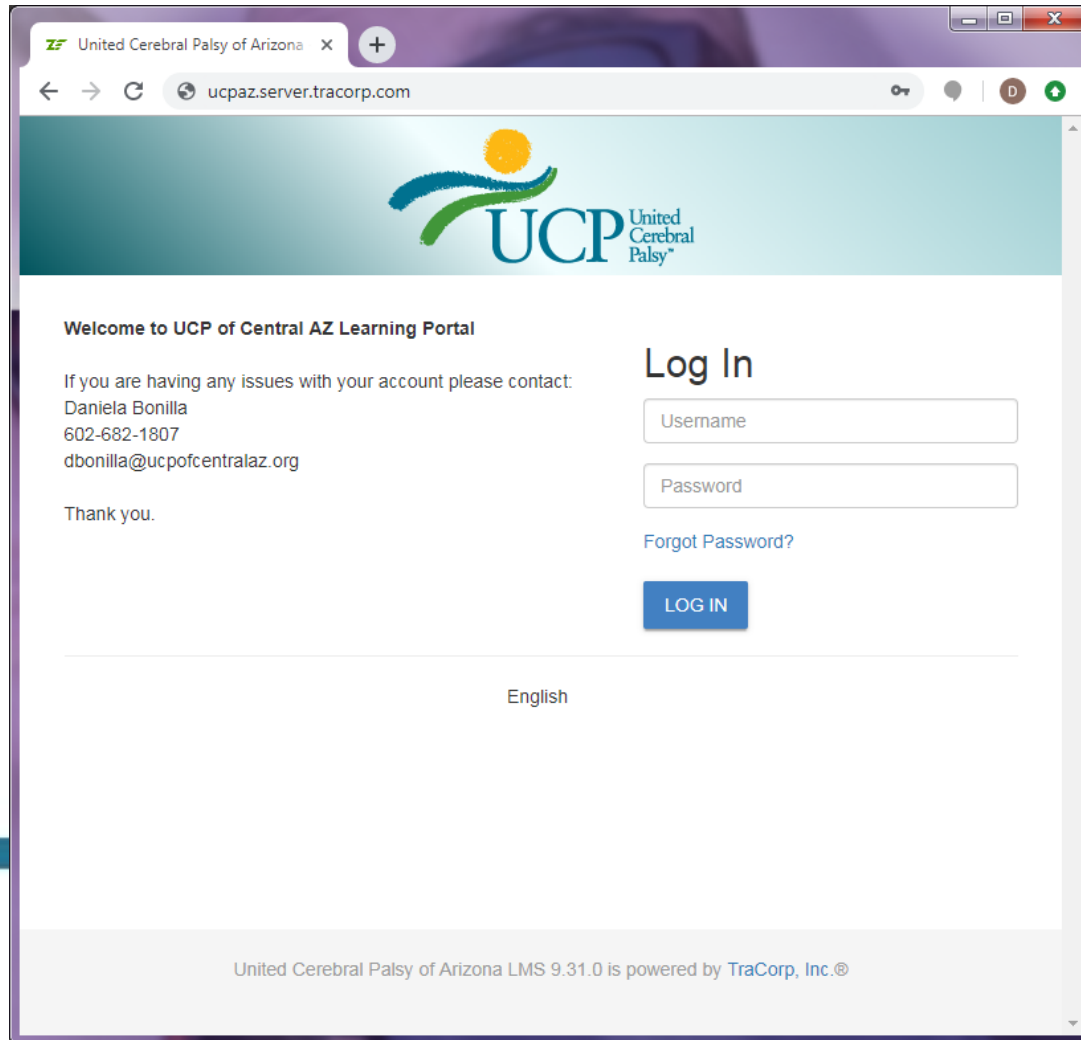




# Online Training Portal

User Guide

# Logging In



The screenshot shows a web browser window with the URL [ucpaz.server.tracorp.com](http://ucpaz.server.tracorp.com). The page features the UCP logo at the top. Below the logo, there is a "Log In" section with two input fields for "Username" and "Password", a "Forgot Password?" link, and a blue "LOG IN" button. To the left of the login fields, there is a "Welcome to UCP of Central AZ Learning Portal" message and contact information for Daniela Bonilla. At the bottom of the page, it says "United Cerebral Palsy of Arizona LMS 9.31.0 is powered by TraCorp, Inc.®".

Please visit the UCP Training Portal URL at:  
[ucpaz.server.tracorp.com](http://ucpaz.server.tracorp.com)

You'll be prompted to enter your user name and password.

Username: Your UCP email address (using all lower case letters)

Password: PayCom123 (password is case sensitive, please make sure you use a capital P and capital C)

*\*For example. Jane Smith's UCP email address is [jsmith@ucpofcentralaz.org](mailto:jsmith@ucpofcentralaz.org)*

*[jsmith@ucpofcentralaz.org](mailto:jsmith@ucpofcentralaz.org) is her username.*

# Logging In

Once logged in, you'll be asked to change your password and update your Time zone.

United Cerebral Palsy of Arizona

Home Library Profile Log Out

UCP United Cerebral Palsy

Required Information

**Username**  
acrary@ucpofcentralaz.org

**Email**  
acrary@ucpofcentralaz.org

**First Name**  
ANA

**Last Name**  
CRARY

**Change Password**  
Value is required and can't be empty

**Confirm Password**  
Value is required and can't be empty

Current Settings

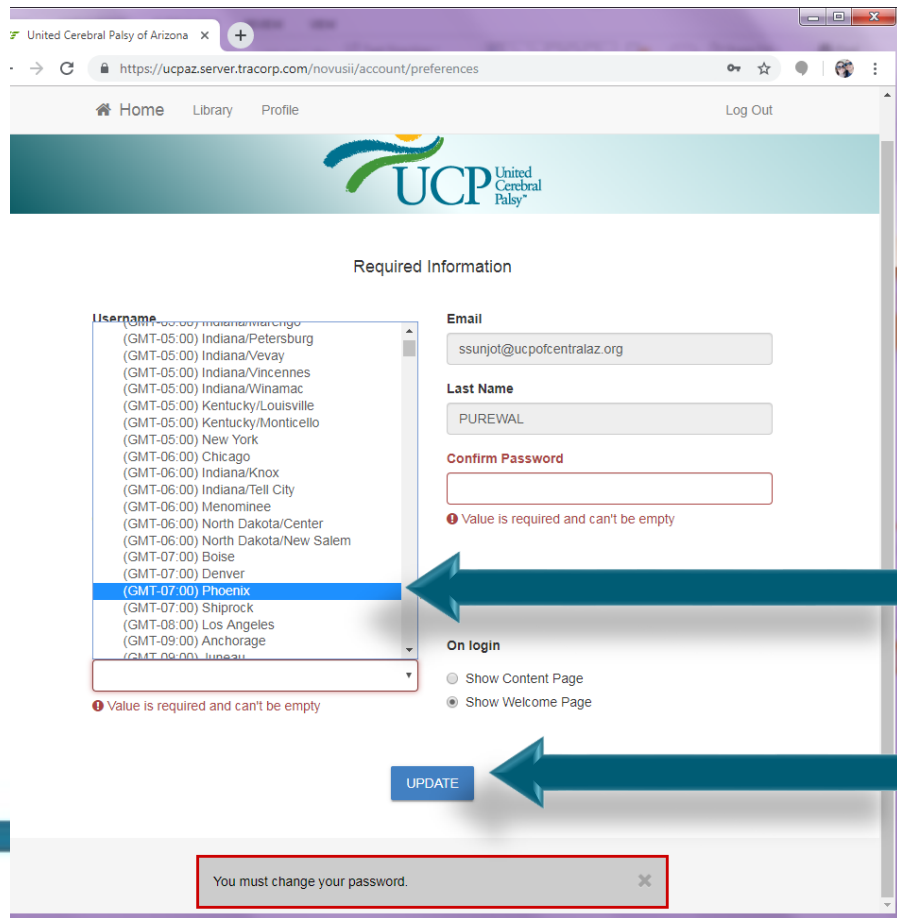
**Timezone**  
Value is required and can't be empty

Show Welcome Page

UPDATE

You must change your password.

# Logging In



United Cerebral Palsy of Arizona

Home Library Profile Log Out

UCP United Cerebral Palsy

Required Information

**Username**  
(GMT-05:00) Indiana/Petersburg  
(GMT-05:00) Indiana/Vevay  
(GMT-05:00) Indiana/Vincennes  
(GMT-05:00) Indiana/Winamac  
(GMT-05:00) Kentucky/Louisville  
(GMT-05:00) Kentucky/Monticello  
(GMT-05:00) New York  
(GMT-06:00) Chicago  
(GMT-06:00) Indiana/Knox  
(GMT-06:00) Indiana/Tell City  
(GMT-06:00) Menominee  
(GMT-06:00) North Dakota/Center  
(GMT-06:00) North Dakota/New Salem  
(GMT-07:00) Boise  
(GMT-07:00) Denver  
**(GMT-07:00) Phoenix**  
(GMT-07:00) Shiprock  
(GMT-08:00) Los Angeles  
(GMT-09:00) Anchorage  
(GMT-09:00) Juneau

**Email**  
ssunjot@ucpofcentralaz.org

**Last Name**  
PUREWAL

**Confirm Password**  
Value is required and can't be empty

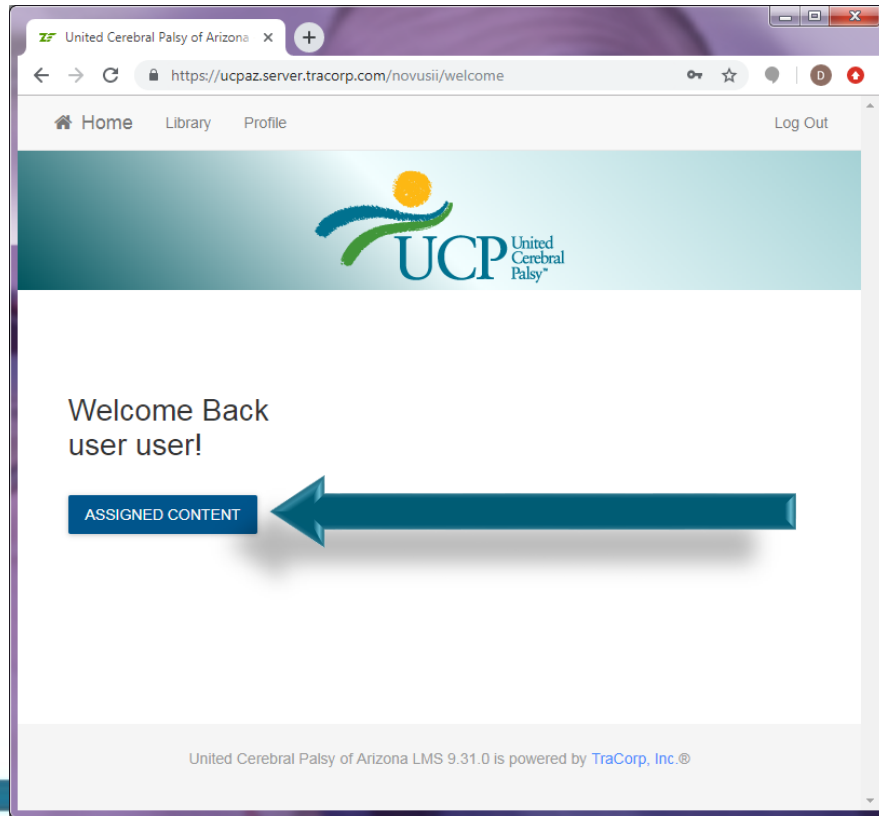
**On login**  
 Show Content Page  
 Show Welcome Page

UPDATE

You must change your password.

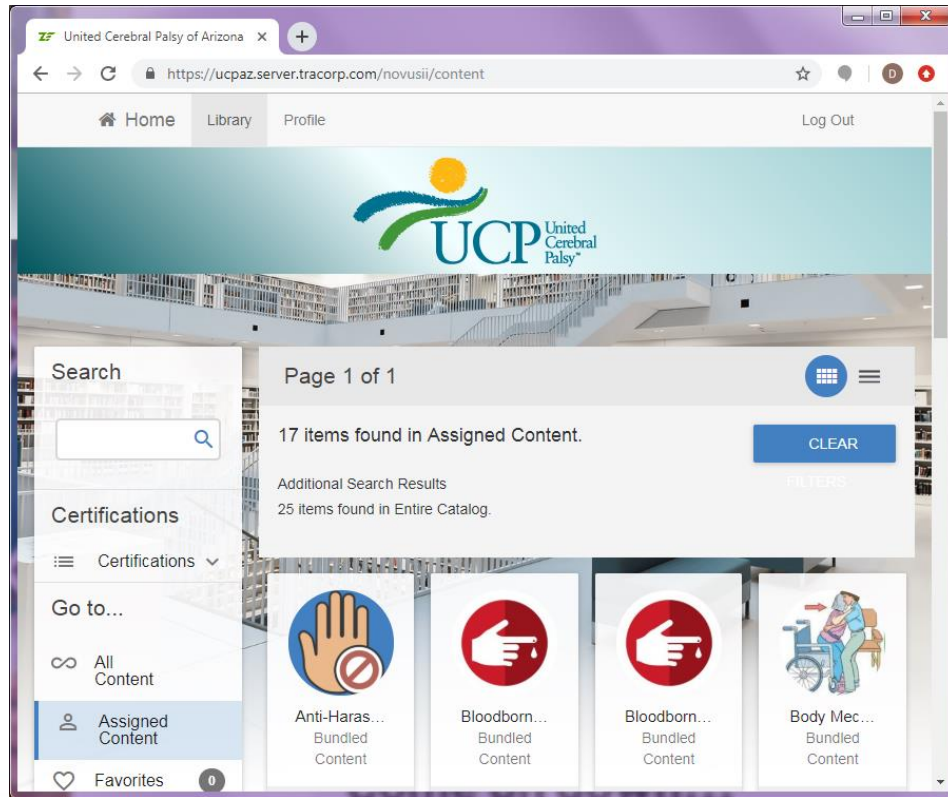
To select your time zone, scroll down the list of options and select (GMT-07:00) Phoenix. Once your time zone is selected click on update.

# Logging In



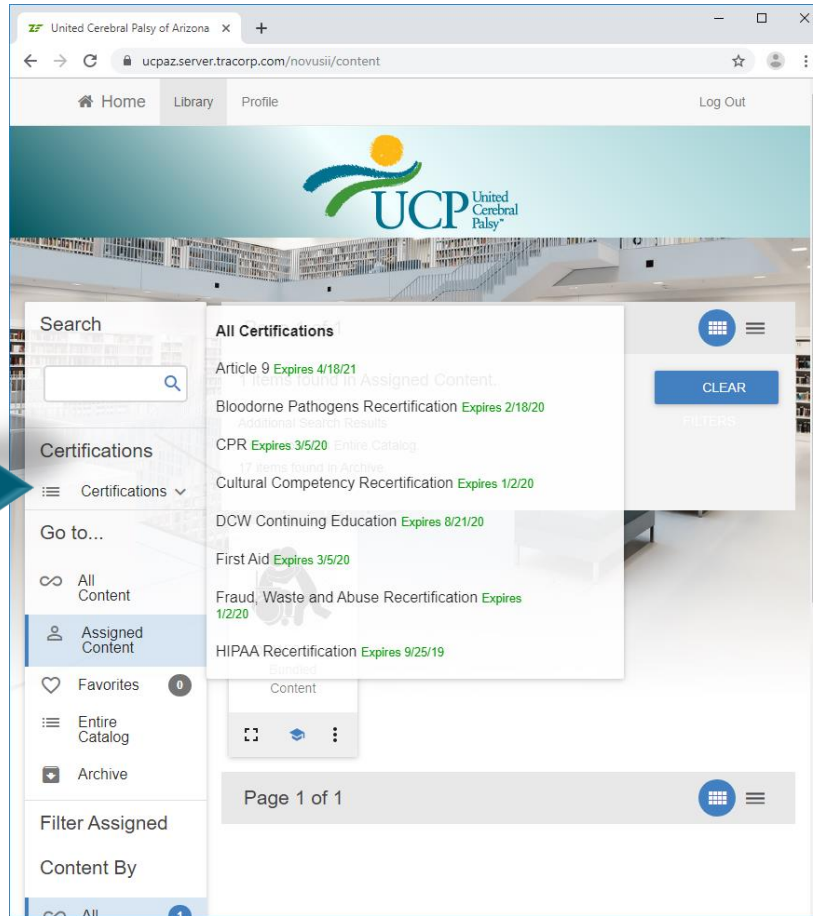
This will take you to the Welcome Screen. Click on Assigned Content.

# Assigned Content



Your Assigned Content screen will show you trainings that are pending/due.

# How to View Certifications



You can also view certifications that are not showing up on your Assigned Content Screen and check due dates for all your other certifications.

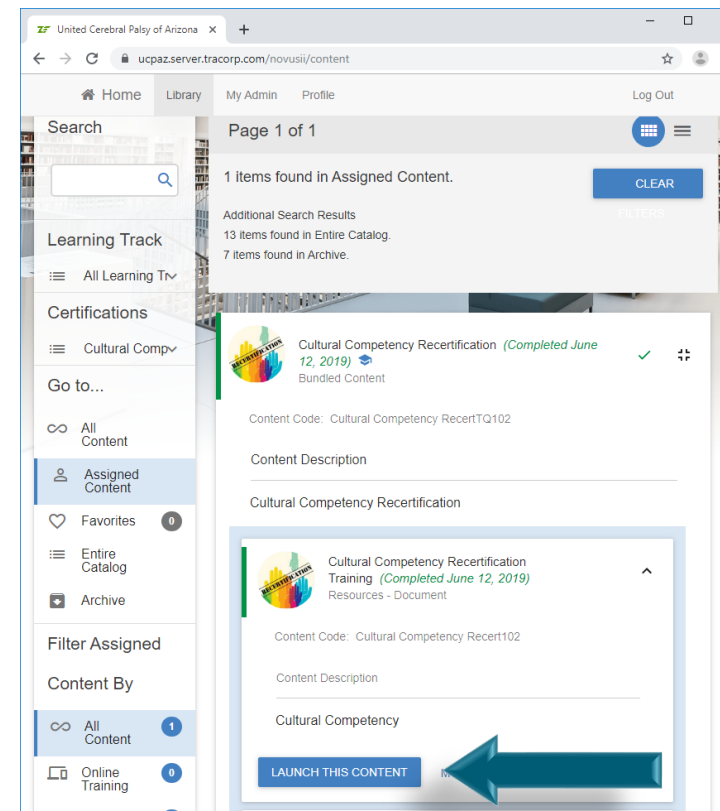
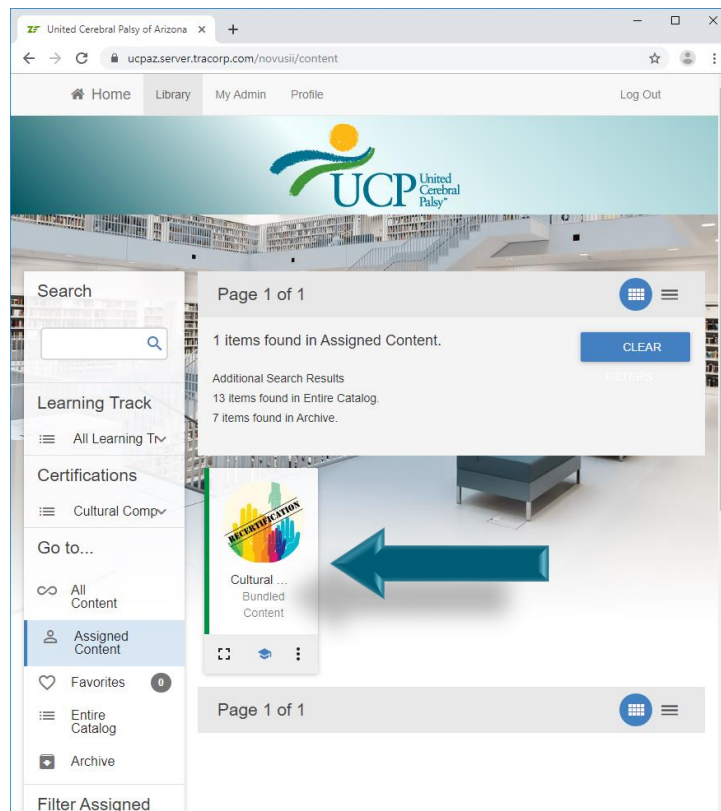
On the left side of the screen you'll see a section titled Certifications. Click on the downwards arrow and a list of all your certifications with due dates will show up.

If you wish to complete one of the certifications showing up, simply click on it. This will open the training bundle.

# Launching a Training

To complete a training click on the training bundle, this will expand the bundle allowing you to see the training and quiz. Click on the training and launch the content. This will open a PDF document on a different screen.

*\*Note: In order for your training to launch successfully, you will need to have pop-ups enabled on your browser.*



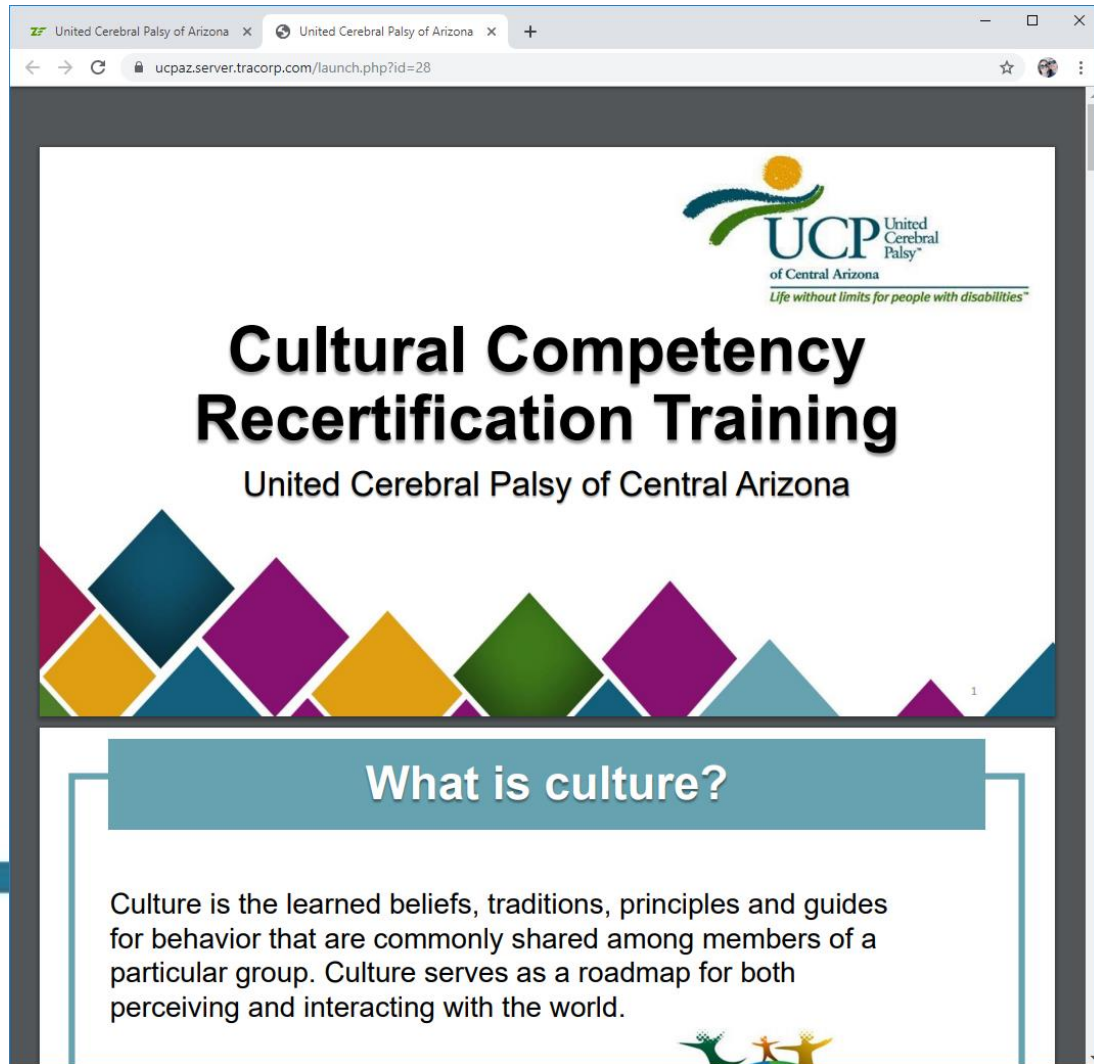


# Launching a Training

The screenshot shows a web browser window with the URL `ucpaz.server.tracorp.com/novusii/content`. The page displays search results for 'Assigned Content' with one item found. A pop-up dialog box titled 'Remove Existing Record?' is overlaid on the page. The dialog contains the following text: 'This content is part of the certification "Cultural Competency Recertification" which expires on 6/11/20. If you proceed to launch this course, your existing record will be removed and you will need to complete the course successfully in order to be in compliance of your Certification.' Below the text, there is a 'Launch anyway?' section with a 'Note: You may need to allow popup windows for this site.' and two buttons: 'YES' and 'NO'. The background page shows a navigation menu with 'Home', 'Library', 'My Admin', and 'Profile', and a search bar. The bottom left corner of the slide features the UCP of Central Arizona logo.

When you launch the training PDF, you might see an information box pop-up asking you if you would like to remove your existing record. If this happens, select “YES”. This will reset your due date to reflect your new completion date.

# Launching a Training



The Training Presentation will open as a PDF document, on a separate browser window.

*\*Note: Pop-ups must be enabled for presentation to open successfully.*

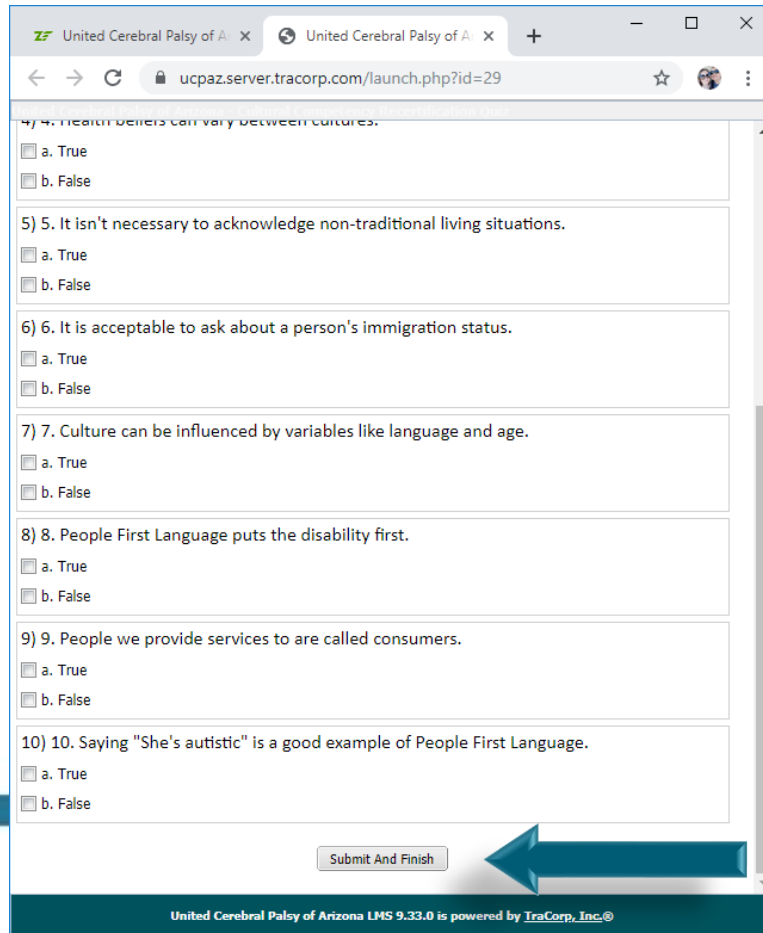
Once you read through the presentation and are ready to complete your quiz, close that window to go back to your training portal page.

# Launching a Quiz

Once you're back on your Training Portal page, select the quiz and launch the content. This will open the quiz in a separate page.

The screenshot displays a web browser window with the URL `ucpaz.server.tracorp.com/novusii/content`. The page features a navigation menu on the left with options like Home, Library, My Admin, and Profile. The main content area shows a 'Cultural Competency Recertification' section. Under the 'Content Description' heading, there are two items: 'Cultural Competency Recertification Training (Completed September 16, 2019) Resources - Document' and 'Cultural Competency Recertification Quiz Online tests/assessments'. The quiz item has a 'Content Code' of 'Cultural Competency RecertQ102' and a 'Passing Score' of '70%'. A blue button labeled 'LAUNCH THIS CONTENT' is visible below the quiz description, with a blue arrow pointing to it from the right. At the bottom of the page, there are links for 'MY PROGRESS', 'UN-ARCHIVE', 'ADD FAVORITE', and 'VIEW CERTIFICATE'. The page number 'Page 1 of 1' is shown at the bottom left.

# Completing a Quiz



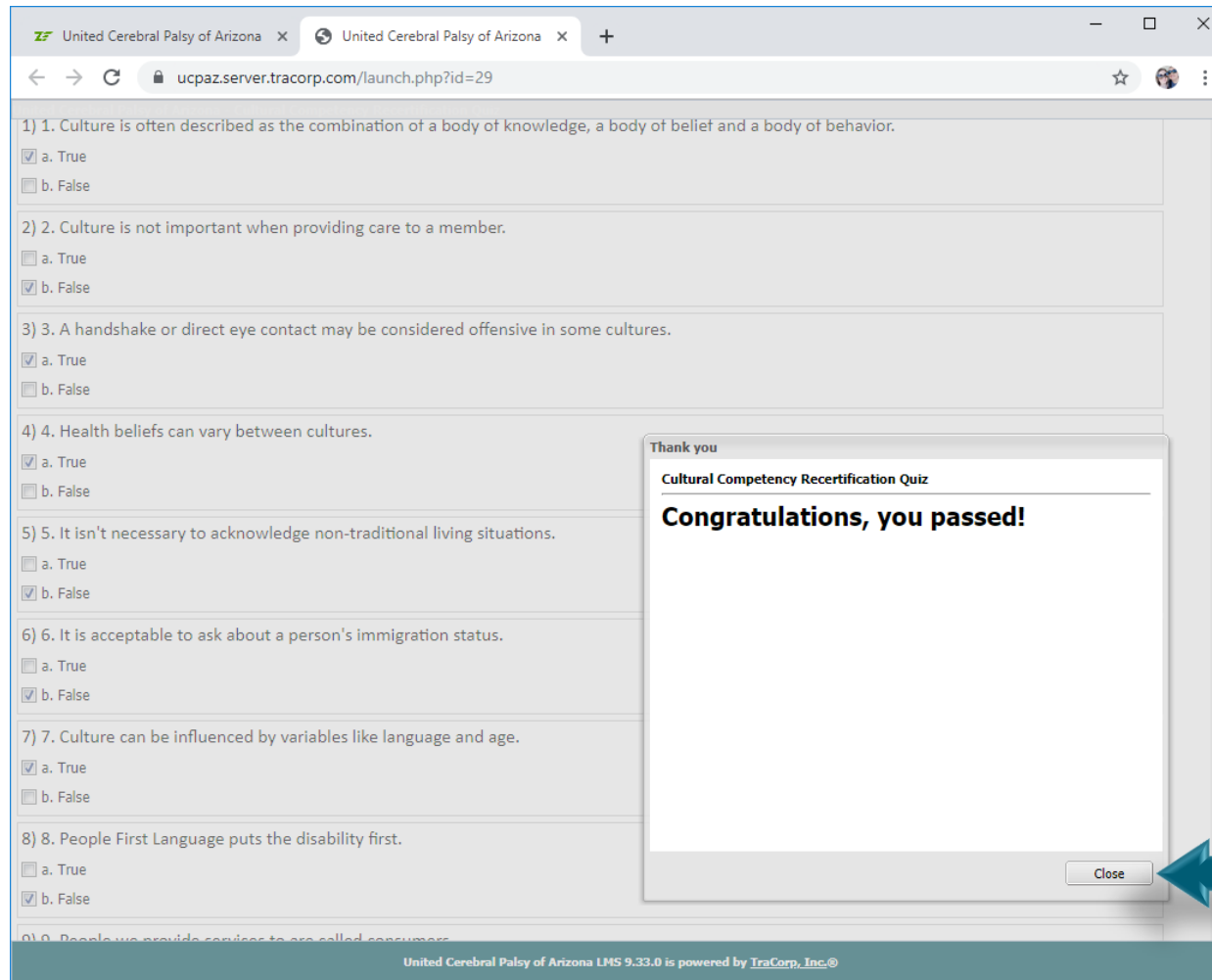
The screenshot shows a web browser window with two tabs. The address bar displays the URL `ucpaz.server.tracorp.com/launch.php?id=29`. The page content consists of a series of questions, each with two radio button options: 'a. True' and 'b. False'. The questions are:

- 4) Health beliefs can vary between cultures.  
 a. True  
 b. False
- 5) It isn't necessary to acknowledge non-traditional living situations.  
 a. True  
 b. False
- 6) It is acceptable to ask about a person's immigration status.  
 a. True  
 b. False
- 7) Culture can be influenced by variables like language and age.  
 a. True  
 b. False
- 8) People First Language puts the disability first.  
 a. True  
 b. False
- 9) People we provide services to are called consumers.  
 a. True  
 b. False
- 10) Saying "She's autistic" is a good example of People First Language.  
 a. True  
 b. False

At the bottom of the page, there is a button labeled "Submit And Finish" with a large blue arrow pointing to it from the right. The footer text reads: "United Cerebral Palsy of Arizona LMS 9.33.0 is powered by TraCorp, Inc.®".

Read through all the questions and select the best answer. Once you have completed the quiz, make sure you click on the “Submit and Finish” button at the bottom of the page.

# Completing a Quiz



The screenshot shows a web browser window with two tabs. The active tab is titled "United Cerebral Palsy of Arizona" and the address bar shows "ucpaz.server.tracorp.com/launch.php?id=29". The main content area displays a quiz with eight questions, each with two multiple-choice options (a. True, b. False). The questions are:

- 1) Culture is often described as the combination of a body of knowledge, a body of belief and a body of behavior.  
 a. True  
 b. False
- 2) Culture is not important when providing care to a member.  
 a. True  
 b. False
- 3) A handshake or direct eye contact may be considered offensive in some cultures.  
 a. True  
 b. False
- 4) Health beliefs can vary between cultures.  
 a. True  
 b. False
- 5) It isn't necessary to acknowledge non-traditional living situations.  
 a. True  
 b. False
- 6) It is acceptable to ask about a person's immigration status.  
 a. True  
 b. False
- 7) Culture can be influenced by variables like language and age.  
 a. True  
 b. False
- 8) People First Language puts the disability first.  
 a. True  
 b. False

A pop-up window titled "Thank you" is overlaid on the quiz. It contains the text "Cultural Competency Recertification Quiz" and "Congratulations, you passed!". At the bottom right of the pop-up is a "Close" button, which is highlighted by a blue arrow pointing from the right side of the slide.

United Cerebral Palsy of Arizona LMS 9.33.0 is powered by TraCorp, Inc.®

When you submit your quiz, you will immediately be notified if you received a passing score or not. Select "Close", this will close the current window and take you back to your Training Portal.

# Viewing Certificates

Once you're back on your Training Portal, you will have access to your training certificate.

The screenshot shows a web browser window with the URL `ucpaz.server.tracorp.com/novusii/content`. The page displays a navigation menu on the left with options like Home, Library, My Admin, Profile, and Log Out. A search bar is also present. The main content area shows a certification titled "Cultural Competency Recertification (Completed September 16, 2019)" with a green checkmark. Below this, there are two items listed: "Cultural Competency Recertification Training (Completed September 16, 2019) Resources - Document" and "Cultural Competency Recertification Quiz (Completed September 16, 2019) Online tests/assessments". At the bottom of the certification details, there are four buttons: "MY PROGRESS", "UN-ARCHIVE", "ADD FAVORITE", and "VIEW CERTIFICATE". A blue arrow points to the "VIEW CERTIFICATE" button. The page footer indicates "Page 1 of 1".

# Questions

If you have any questions or need assistance please email the training department at [Training@ucpofcentralaz.org](mailto:Training@ucpofcentralaz.org) or reach us by phone at 602-943-5472

Thank you!