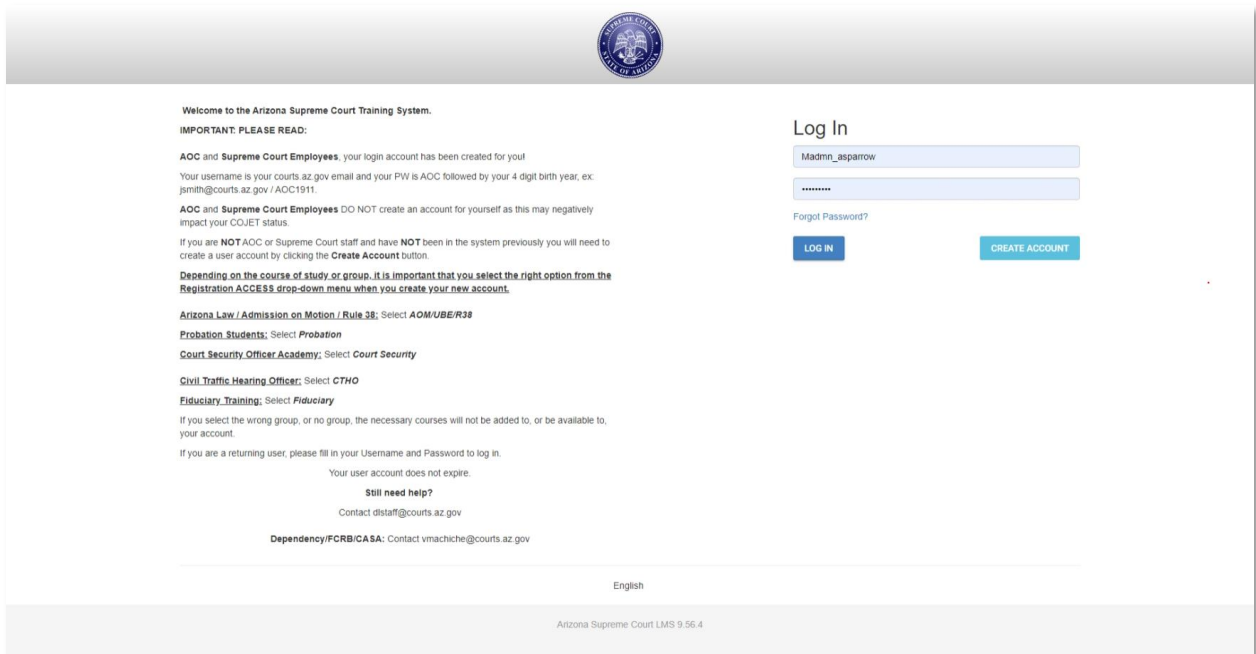


CREATING/USING A TRACORP ACCOUNT

- 1) To access the **Fiduciary Computer-Based Training Program**, you will need to set up a **Court TraCorp Account** found here:

<https://azsc.server.tracorp.com>



The screenshot shows the login page for the Arizona Supreme Court Training System. At the top center is the Arizona Supreme Court seal. Below it, the page is divided into two main sections: a welcome message and a login form.

Welcome to the Arizona Supreme Court Training System.
IMPORTANT: PLEASE READ:

AOC and Supreme Court Employees: your login account has been created for you! Your username is your courts.az.gov email and your PW is AOC followed by your 4 digit birth year, ex: jsmith@courts.az.gov / AOC1911.

AOC and Supreme Court Employees DO NOT create an account for yourself as this may negatively impact your COJET status.

If you are **NOT** AOC or Supreme Court staff and have **NOT** been in the system previously you will need to create a user account by clicking the **Create Account** button.

Depending on the course of study or group, it is important that you select the right option from the Registration ACCESS drop-down menu when you create your new account.

Arizona Law / Admission on Motion / Rule 38: Select **ADM/UBE/R38**
Probation Students: Select **Probation**
Court Security Officer Academy: Select **Court Security**
Civil Traffic Hearing Officer: Select **CTHO**
Fiduciary Training: Select **Fiduciary**

If you select the wrong group, or no group, the necessary courses will not be added to, or be available to, your account.

If you are a returning user, please fill in your Username and Password to log in.

Your user account does not expire.

Still need help?
Contact distaff@courts.az.gov

Dependency/FCRB/CASA: Contact vmachiche@courts.az.gov

Log In

Username:

Password:

[Forgot Password?](#)

English

Arizona Supreme Court LMS 9.56.4

- 2) Click the **CREATE ACCOUNT** button and follow the steps.

CREATING A USER ACCOUNT

Required Information

Username	Email
<input type="text"/>	<input type="text"/>
First Name	Last Name
<input type="text"/>	<input type="text"/>
Password	Confirm Password
<input type="text"/>	<input type="text"/>

Additional Registration Information

Registration ACCESS	County - All Courts Staff
<input type="text"/>	<input type="text"/>
Phone#	SUPERIOR Court Location
<input type="text"/>	<input type="text"/>
MUNICIPAL Court Location	JUSTICE Court Locations
<input type="text"/>	<input type="text"/>
All OTHER Courts	Court Interpreter
<input type="text"/>	<input type="text"/>

Current Settings

Timezone	View content by
<input type="text" value="(GMT-07:00) Phoenix"/>	<input type="text" value="Category"/>

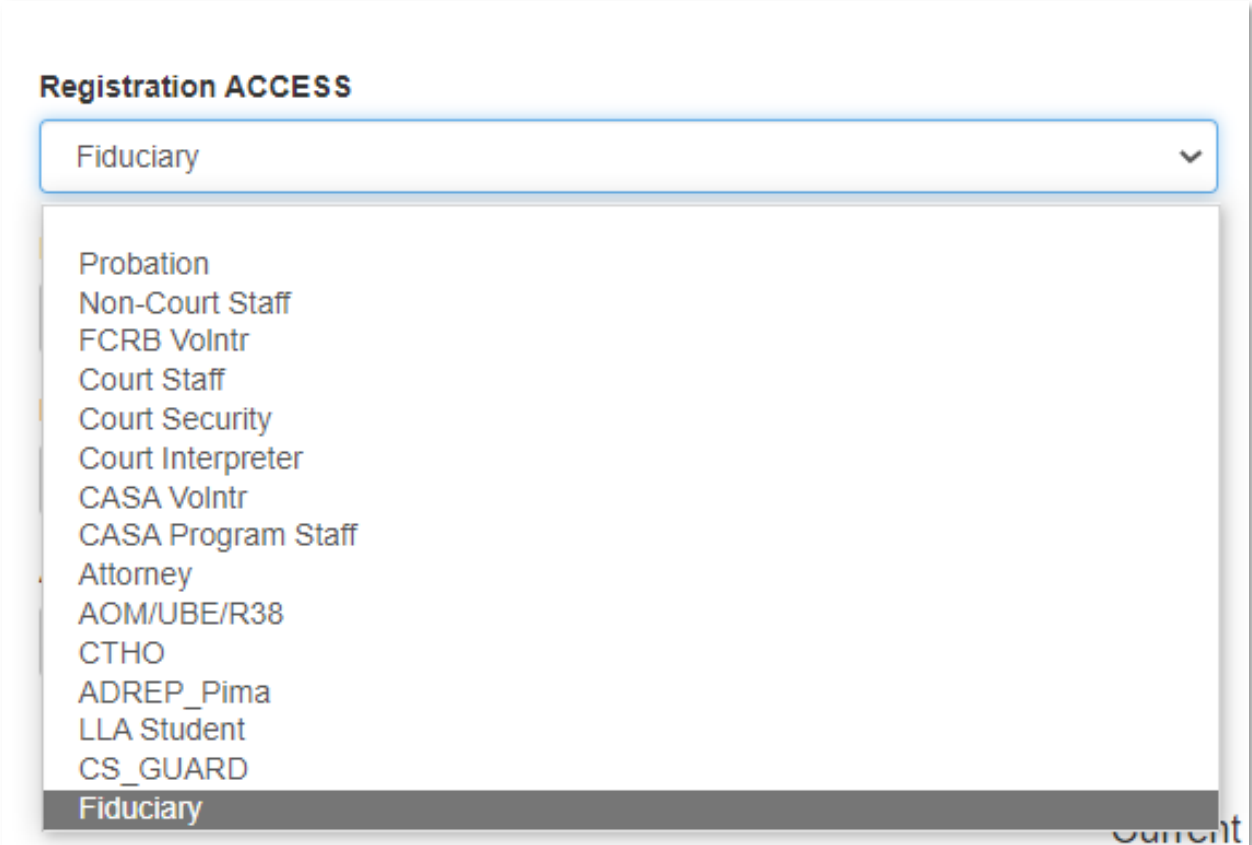
On login

Show Content Page
 Show Welcome Page

- 1) When you click the **CREATE ACCOUNT** button, you'll be taken to this screen. Fill in all six fields in **Required Information**.
 - a. Double-check your email to ensure it's been added correctly. Communication from the courts via the TraCorp system will be sent to the email on file.
 - b. Use a secure password and keep it somewhere you won't forget it.
- 2) **IMPORTANT: DO NOT CLICK Create Account** yet. You will need to pick a group to join in the **Registration ACCESS** drop-down menu highlighted above.

REGISTRATION ACCESS

The most important field you will need to fill out is the **Registration ACCESS** field. This will ensure you are signed up to join the right group and have access to the courses you need to take.



- 1) Because you're applying to take the Fiduciary course, make sure you have **Fiduciary** selected in the drop-down menu.

FINISHING UP YOUR ACCOUNT

Additional Registration Information

Registration ACCESS	County - All Courts Staff
<input type="text"/>	<input type="text"/>
Phone#	SUPERIOR Court Location
<input type="text"/>	<input type="text"/>
MUNICIPAL Court Location	JUSTICE Court Locations
<input type="text"/>	<input type="text"/>
All OTHER Courts	Court Interpreter
<input type="text"/>	<input type="text"/>

Current Settings

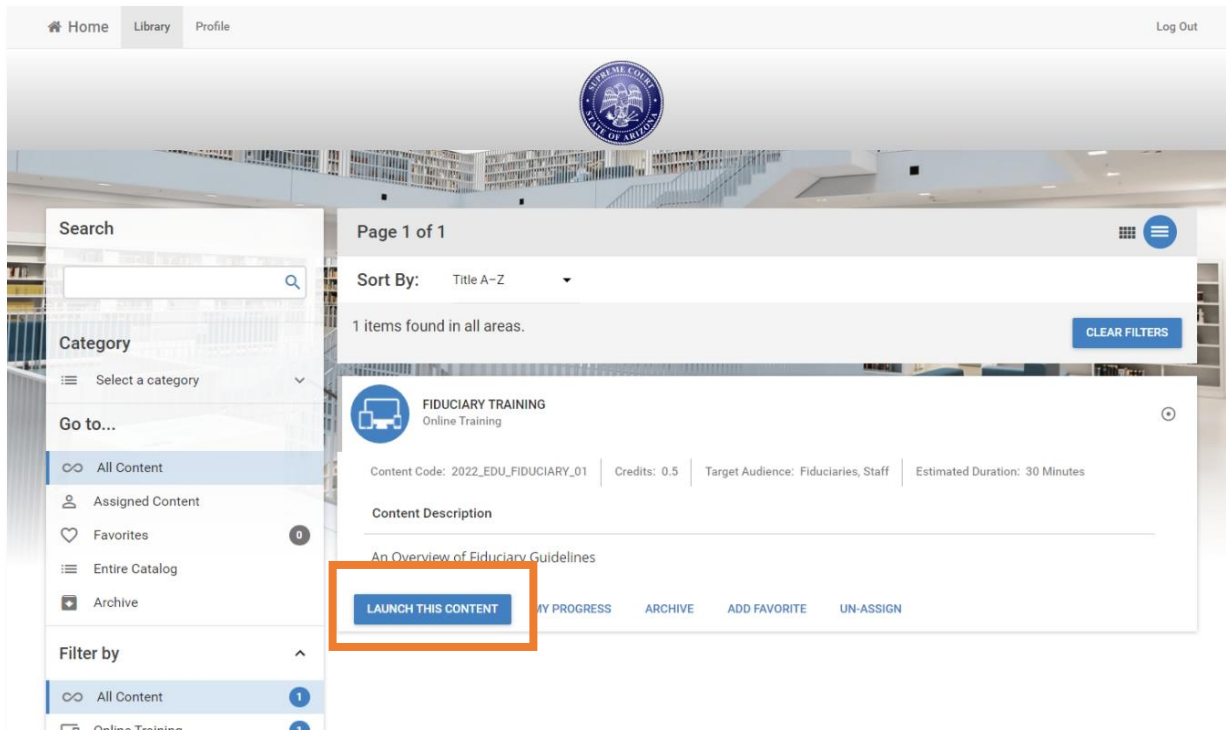
Timezone	View content by
<input type="text" value="(GMT-07:00) Phoenix"/>	<input type="text" value="Category"/>

On login

Show Content Page
 Show Welcome Page

- 1) Aside from **Registration ACCESS**, the other fields are optional. You do not need to fill them out unless you want to.
- 2) When you are done, click the **Create Account** button, then log back in with your newly created account.


USING THE TRACORP INTERFACE




- 1) You should only see the **FIDUCIARY TRAINING** course ready for launch on your interface after logging in.
- 2) Click the **LAUNCH THIS CONTENT** button to begin your training.
- 3) Courses viewed to completion will have that noted on the end of the title, along with the date they are completed.
- 4) To see a record of your completed course, click the **Profile** option at the top of the screen to print out a **TRANSCRIPT**.

PRINTING YOUR TRANSCRIPT

Home Library Profile



My Account

Preferences	Statistics	Resources
Username ASparrow	Total Completions 54	Certificates
Email ASparrow@courts.az.gov	Year to Date Completions 1	Continuing Education Units
Full Name Alan Sparrow	My Transcript What's this?	
Password	Start Date	
Registration ACCESS Court Staff	<input type="text" value="mm/dd/yyyy"/>	
County - All Courts Staff user_drop_options_2924	End Date	
Phone#	<input type="text" value="mm/dd/yyyy"/>	
SUPERIOR Court Location	MY TRANSCRIPT 	
MUNICIPAL Court Location		
JUSTICE Court Locations		
All OTHER Courts		
Court Interpreter		
Timezone (GMT-07:00) Phoenix		
EDIT		

- 1) When you click the **Profile** option, you'll be taken to this screen.
- 2) You can edit your profile (including changing your password) by clicking the **EDIT** button.
- 3) Click the **MY TRANSCRIPT** button to create a PDF of your training records.
NOTE: It's not advised to put a date range in, as it can produce various results. Leave the two date fields as they are and simply click the button for a full report.
- 4) You can then print the transcript and submit it to your training coordinator as proof you completed the course of study.

TROUBLESHOOTING/Q&A

I'm taking courses all the way through, but TraCorp is not marking me complete.

Chances are you have a duplicate account or email being used. Contact dlstaff@courts.az.gov to have them check. They can either merge the accounts or eliminate the duplicates.

A course won't play for me.

Downtimes on TraCorp are very rare. Most of the time it's a browser issue. We recommend using Microsoft Edge or Firefox.

I can't find a particular course my coordinator told me I need to take.

You may have entered the wrong field in the Registration ACCESS field and are not assigned to the right user group to view that course. Contact dlstaff@courts.az.gov.