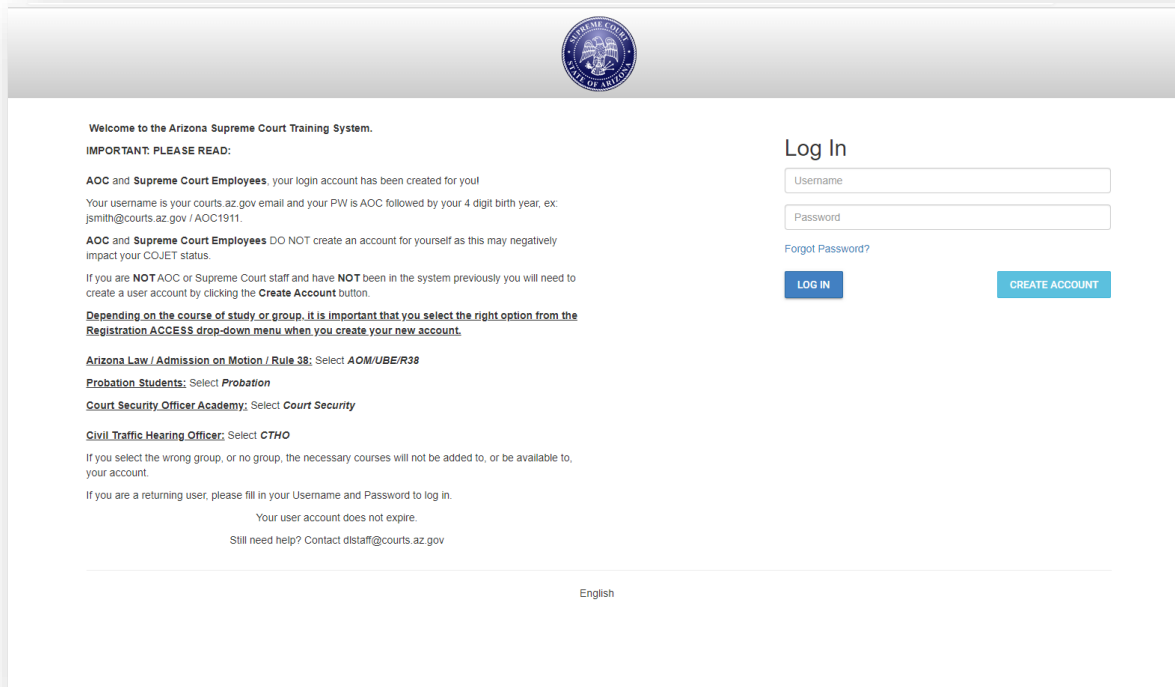


ICREATING/USING A TRACORP ACCOUNT

- 1) First and foremost, the Court TraCorp LMS (Learning Management System, is found here:

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



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**

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 dstaff@courts.az.gov

English

- 2) If you've received login information already – ie. an account has been created for you – simply fill in the user name and password you've been provided and click the **Log In** button.
- 3) If you haven't received any login information, you'll need to create your own account. Click the **Create Account** button and follow the steps below under **Creating an Account**.
- 4) **IMPORTANT:** If you believe you have an account already or should have one, please contact your trainer or email dstaff@courts.az.gov to find out before creating one. **Duplicate accounts created in the system will prevent completions being recorded and will not allow them to appear on your transcript.**

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

Current Settings

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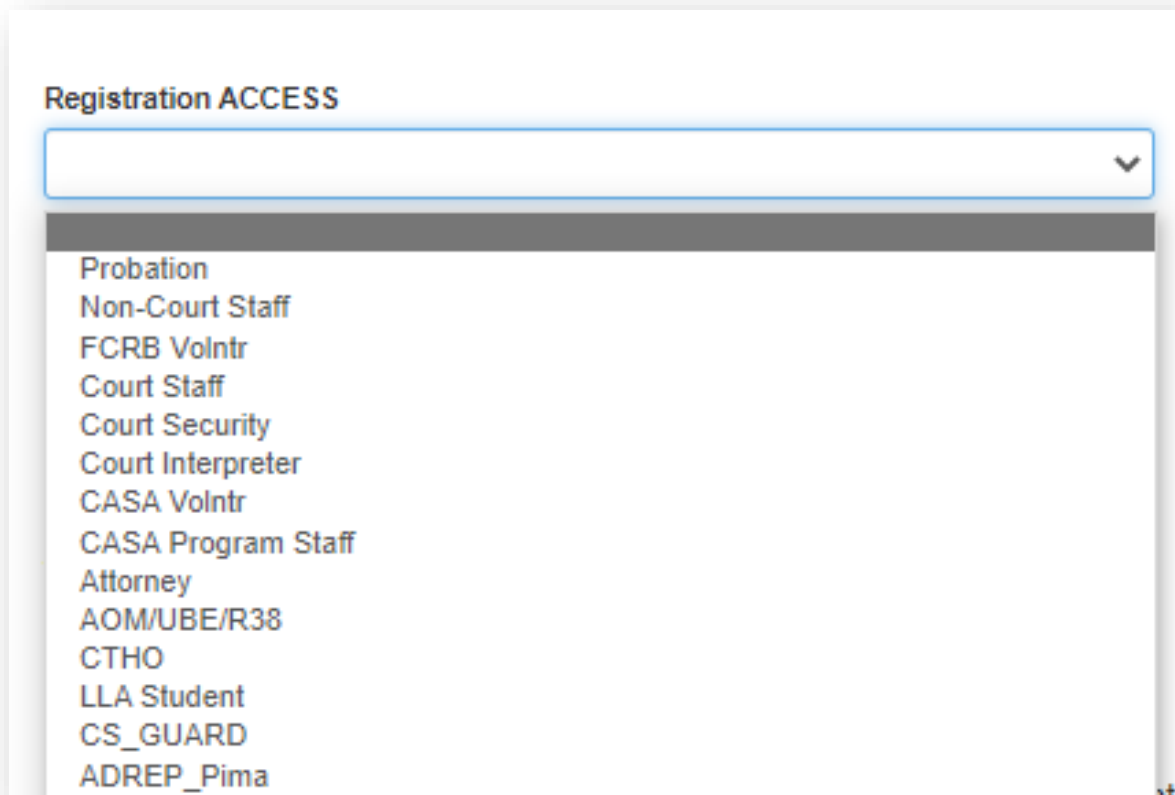
On login

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 put in 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 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.



The image shows a screenshot of a web form with a dropdown menu. The dropdown is titled "Registration ACCESS" and is currently open, displaying a list of options. The options are: Probation, Non-Court Staff, FCRB Volntr, Court Staff, Court Security, Court Interpreter, CASA Volntr, CASA Program Staff, Attorney, AOM/UBE/R38, CTHO, LLA Student, CS_GUARD, and ADREP_Pima. A small downward arrow is visible in the top right corner of the dropdown box.

- 1) Select the group you need to sign up to join:
 - a. **Probation** – for students and Probation Officers enrolled in Probation training
 - b. **Non-Court Staff** – for outside vendors, gov't employees not employed by the Court
 - c. **FCRB Volntr** – Foster Care Review Board Volunteer
 - d. **Court Staff** – for Court Staff. This includes county courts.
 - e. Court Security – Security Guard students
 - f. Court Interpreter – Requires a member of the court to enroll them
 - g. **CASA Volntr** – Court Appointed Special Advocate Volunteer
 - h. **CASA Program Staff**
 - i. **Attorney** – for attorneys (NOT attorneys applying for Admission on Motion)
 - j. **AOM/UBE/R38** – for lawyers/students applying to take Admission on Motion courses
 - k. CTHO
 - l. LLA Student
 - m. CS_GUARD – for Court Security Guard
 - n. ADREP_Pima
- 2) Groups in **BOLD RED** are the most common or unrestricted options users often self-assign for.

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

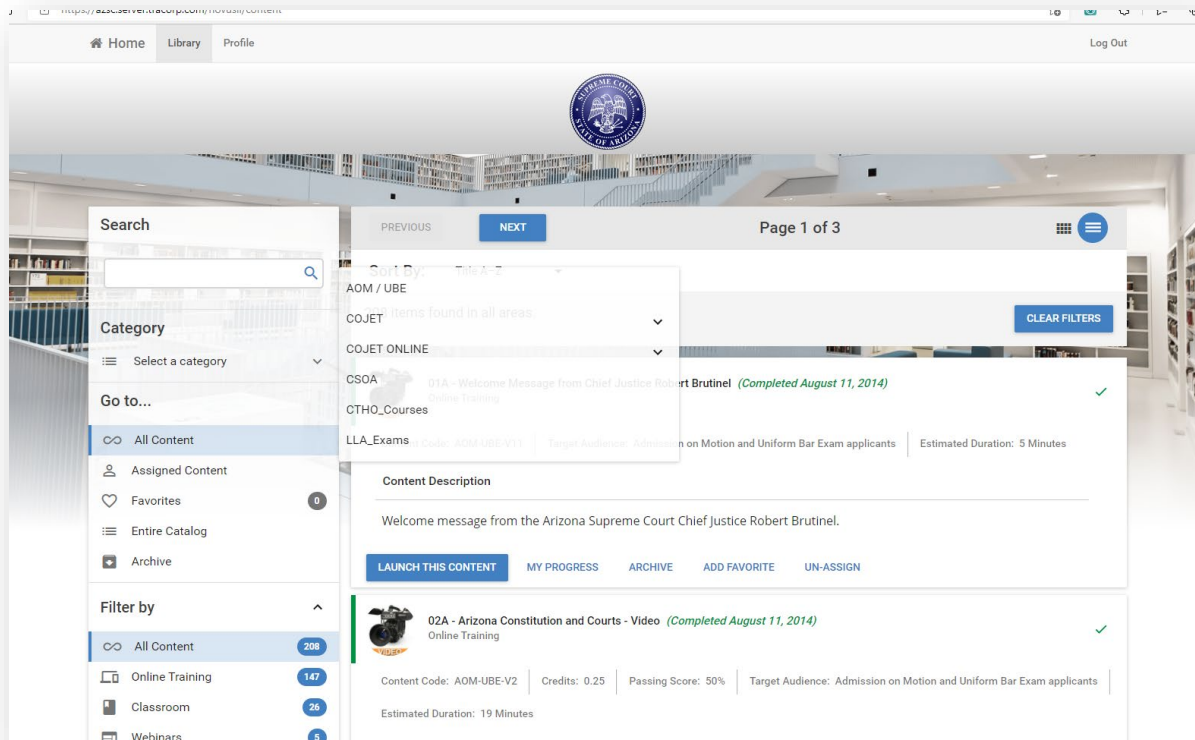
Timezone	View content by
<input type="text" value="(GMT-07:00) Phoenix"/>	<input type="text" value="Category"/>

On login

Show Content Page
 Show Welcome Page

- 1) Aside from **Registration Access**, and **County – All Courts Staff** 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) Take time to look over and get used to the user interface.
- 2) Use the **Search** feature if you know the name of the course you're looking for.
- 3) Click the **Select a Category** option to find a particular area of study or course.
- 4) You can also filter your search using the options presented on the left-hand menu.
- 5) Click the **Launch This Content** button for courses you wish to view.
- 6) Courses viewed to completion will have that noted on the end of the title, along with the date they are completed.
- 7) To see a record of your completed courses, 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.
 - a. **NOTE:** It's not advised to put a date range in, as that has produced varied results in the past. 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 the LMS 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 aren't assigned to the right user group to view that course. Contact dlstaff@courts.az.gov.

If you just created an account, log out then click on the "Register" button on the flyer announcement you received then log back in with the username and password you just created.

I'm a Dependency/CASA/FCRB member and have an issue with the LMS. Who should I contact?

While it's fine to contact dlstaff@courts.az.gov, you'll get quicker service by contacting Victor Machiche directly at vmachiche@courts.az.gov