

OHIO AGO Training Portal User Guide

Table of Contents

AGO Training Portal (LMS)	3
Register / Login	3
Course Catalog	4
Course Enrollment	5
My Account	6
Account Profile	7
Training Transcripts	8
Enrolled Courses	8
Launch a Course	8-9
Certificates	9
Printing Certificates and transcripts	10
Troubleshooting & Support	11
Login Issues	11
Certificate Issues	11
All other Ohio AGO Training Portal Issues	11

To get to the AGO Training Portal, go to https://ohioagotraining.ohioattorneygeneral.gov

To login to the Ohio AGO Training, first time users must create an account. See below how to create an account.

Register - Create an account by clicking on login in the top right corner and then clicking register here as shown below. The forgot password link can also be found here to reset your password.

To create an account, register here. I forgot my password.

Already registered Log In - click the login button in the top right corner to log into your account

From here you can view both the home screen shown above, or the Course Catalog.

	YOU ARE NOT LOCCED IN 👤 📃 Log I
OME COURSE CATALOG	
hio Attorney General Training Portal	
Joome to the Ohio Attorney General Training Portal.	
gister: Please note first time users must create an account by clicking the Log In button in the top right corner of the screen then click register.	
ITS Support	
Course Not Loading Issues	
For an optimal site experience, we recommend using the most current version of Chrome .	
When using Chrome, please check your Google Chrome settings to ensure you have enabled the Pop-Up blocking feature. Contact Client Services at 614-387 email ITSSupport@ohioattorneygeneral.gov for assistance.	7-7644 or
Log-in Issues	
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Certificate Issues	
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Please include the following in your email so we can assistance you in a timely manner:	
1. Your username	
2. The name of the course(s) you're missing	
3. The browser and version you took the course(s) in (ie. Internet Explorer, Coogle Chrome, Firefox etc.)	

Course Catalog

The course catalog allows students to view and enroll in all available courses with ease.

DAVE YOST COURSE CATALOG YOU ARE NOT LOGGED IN 1 Log In
HOME COURSE CATALOG
COURSE CATALOC
Course Catalog
Catalogs (3) Courses (0)
Catalog: 1075 Compliance Training
Courses 1
This training is provided by the OAC to fulfil the IRS requirement for disclosure awareness as directed in the IRS Publication 1075, safeguarding Taxpayers information.
🛄 Catalog: EEO & Sexual Harassment Training
Courses 1
The Attorney Ceneral's Office (ACO) fully complies with all applicable federal, state, and local laws, rules, and regulations in the area of non-discrimination in employment, and strictly prohibits discrimination and harassment against employees and applicants on the basis of race, color, religion, sex (including sexual harassment), national origin, disability, age, military status, or veteran status.
Catalog: OHLEG Security Training
Courses 1
The Ohio Law Enforcement Cateway is a state-of-the-art electronic information network that allows Ohio law enforcement agencies to share criminal justice data efficiently and securely. OHLEC provides law enforcement with dozens of investigative tools and training applications to help solve and prevent crime, including data from a wide range of topics. Ohio is a national leader in providing multiple web-based resources to law enforcement statewide.

Students can click on a course catalog ie OHLEG Secuirty Training and view the course content, as shown below.



User can also search the course Catalog by using the search feature on the left side of the home screen as shown below:



Course Enrollment

Students can click on the course to enroll as shown above. Once you have selected a course you can click the enroll button.



After enrollment, as shown below your screen will show that you are now enrolled in the course and to proceed to My Account to launch the course.

DAVE YOST COURSE CATALOG	LOCGED IN AS TANCY PHILUPS 1 Upg Out
HOME COURSE CATALOC MY ACCOUNT REPORTS ADMINISTRATOR MENU	
COURSE CATALOC & OHLEG SECURITY TRAINING (ACO-001)	
OHLEG Security Training (AGO-001)	
9 Enroll Now	
Enrolled	
You are currently enrolled in this course. Go to My Account to launch the course.	
Standing contain the following but policy operations the (1) Use Manual most for the minimum and the output of the activity of the policy operation of the BCI OHLEG Acceptable Use Program.	In o use of FLEC regarding applicable and the offer of the value of the offer of the offect second (A) (A) agency Responsibilities, and (A) Enforcement, Auditing, Reporting and Monitoring.
Lessons	Certificates
Name View Schedule	und dimensional press.
1. OHLEG Security Training	
Objectives	OHLEC SECURITY TRAINING
The Ohio Law Enforcement Cateway (OHLEO) Security Training provides Law Enforcement Agencies and Criminal Lustice Agencies with a minimum set of security requirements for access to the Ohio Atomey Concentral Survey of Criminal Investigation information system to protect and safeguard criminal justice information and provides minimum security requirements reactand with the viewing, transmission, dissemication, storage, or destruction of criminal justice information. This minimum standard of security requirements ensures continuity of information protection. The essential premise of the Security Training is to provide the appropriate controls to protect criminal justice information, from accessing through dissemination, viehteriar at rest or in transit.	

My Account

When you click on my accounts you will be taken to your training account as shown below.

HOME COURSE CATALOG	CCOUNT REPORTS ADMINISTR	ATOR MENU					
AV ACCOUNT							
👤 Tancy Phillips ((TMason@ag.stat	e.oh.us)					
PROGRESS	PERFORMANCE	OVERDUE		Learning Activities			
75.04	100%			Course	Due Date 💊	Progress	View
0	100%			AGO-001 OHLEC Security Training	÷		60
1 courses to complete	average score	courses overdue		Review and Expired			
📅 Calendar			_	Course	Expires 🗸	Progress	Review
This Week				AGO-001 OHLEG Security Training			60
No events this week.				📀 AGO-002 1075 Compliance Training	2		60
👷 My Certificates				🔮 AGO-003 EEO Training	2	(cara)	60
Certificate	Award Date		*				
1075 Compliance Training	Dec 12, 2020	Print					
EEO Training	Dec 12, 2020	Print					
	Dec 13, 2020	Drint					

Powered by Inquisiq LMS R5 Build 5.0.17.3 (0.2002-2021) ICS Learning Group System Test Under My Accounts you will find the following information:

- Your account profile
- Training Transcripts
- Enrolled Courses
- Ability to launch enrolled courses
- Certificates
- Ability to print Transcripts and Certificates

Account Profile

When you click on the my profile icon shown right under your name you will be taken to your profile screen. The profile screen is auto-populated with information such as your name, agency, email address and user name.



Here you can update your profile information or change you account password.

Security Questions



Under security questions you can add or change your security questions, that will be used when utilizing the forgot password self-service feature.

Training Transcripts

All your completed training courses in the Ohio AGO Training portal can be found on your transcript by clicking on the transcript folder under your name as shown below.



Here is an example of the transcript screen along with the print button in the top right corner which allows you to print your transcript on demand.

							Print 🦂
Code	Course	Credits	Course Status	Date Completed 😽	Lesson	Status	Score
AGO- 001	OHLEG Security Training (#920975)	-	Completed	Dec 11, 2020 10:14 PM	OHLEG Security Training	Completed, Passed	100%
AGO- 002	1075 Compliance Training (#920976)	-	Completed	Dec 11, 2020 10:29 PM	1075 Compliance Training	Completed, Passed	0%
AGO-	EEO Training	-	Completed	Dec 11, 2020	EEO & Sexual Harassment	Completed,	0%

Enrolled Courses

Under learning activities as shown below you will find all the courses you have enrolled in whether they are completed, in-progress or not yet started.

PROGRESS	PERFORMANCE	OVERDUE	Learning Activities			
	0	0	Course	Due Date 🗸	Progress	View
75%	100%	0	AGO-001 OHLEG Security Training			60
1 courses to complete	average score	courses overdue	Review and Expired			
📅 Calendar			Course	Expires 🗸	Progress	Review
This Week			ACO-001 OHLEC Security Training			60
No events this week.			ACO-002 1075 Compliance Training	÷		60
👷 My Certificates			ACO-003 EEO Training			60
Certificate	Award Date		*			
1075 Compliance Training	Dec 12, 2020	D Print				
EEO Training	Dec 12, 2020	D Print				
	Dec 12, 2020	D Print				

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Launch a course

To launch a course that you have enrolled in select the 'GO" icon under view as shown below.

PROGRESS	PERFORMANCE	OVERDUE	Learning Activities			_
75%	100%		Course	Due Date 🗸	Progress	view
		U	AGO-001 OHLEC Security Training			60
1 courses to complete	average score	courses overdue	Review and Expired			
🖬 Calendar			Course	Expires 🗸	Progress Rev	view
This Week			AGO 001 OF ILEG Security Training		@	0
No events this week.			AGO-002 1075 Compliance Training			2
My Certificates			AGO 003 EEO Training	-		0
Sertificate	Award Date					
075 Compliance Training	Dec 12, 2020	Print				
EO Training	Dec 12, 2020	Print				
	Dec 12, 2020	Print	-			

Certificates

All certificates for your completed training courses will be found under the certificates section of your My Account page as shown below.

	\cap		Course	Due Date	Progress	View
75%	100%	0	AGO-001 OHLEG Security Training	• -		60
T courses to complete	average score cou	urses overdue				•
🛱 Calendar			Review and Expired	Expires	Drograss	Doview
-			ACO-001 OHLEC Security Training		Togress	6
No events this week.			ACO 0021075 Compliance Training			0
			Acc-co2 io/s compliance training	~		0
My Certificates			S AGO-003 EEO Training	-	6	60
ertificate	Award Date					
75 Compliance Training	Dec 12, 2020	Print				
EO Training	Dec 12, 2020	Print				
HLEG Security Training	Dec 12, 2020	Print	*			
vered by Inquisiq LMS Po Build 50.173 © 2	1002-0021 ICS Learning Circup					
Avered by Inquising LMS Ro Build 50.17.3 © 2 Team Treat	22RFORMANCE OV	VERDUE	Learning Activities			
wered by Inquisiq LMS Ro Build 50.17.3 © 2 Bern Test PROCRESS 75%	PERFORMANCE OV	VERDUE	Learning Activities	Due Date 👽	Progress	View
wered by Inquisiq LMS Po Build 53/73 © 2 Amm Test PROGRESS F 75%	2022-0221 ICS Learning Croup	verdue	Learning Activities Course ACO-001 OHLEO Security Training	Due Date 🗸	Progress	View
reverd by Inquising LMS R0 Build 3.0.17.3 © 2 term Text	2ERFORMANCE OV average score cours	VERDUE 0 ses overdue	Learning Activities Course ACO-001 OHLEO Security Training Review and Expired	Due Date 👽	Progress	View
vered by Inquiling LMS PO Build 30.173 © 2 PROGRESS Tournes to complete Calendar	2002-2021 ICS Laarning Croup PERFORMANCE	VERDUE 0 ses overdue	Learning Activities Course ACO-001 OHLEG Security Training Review and Expired Course	Due Date 👽 Expires 👽	Progress Progress	View © Review
wered by Inquisiq LMS Po Build 5.0.17.3 © 2 Hern Test PROGRESS PROGRESS Calendar This Week	VERFORMANCE OV Sverage score court	verdue	Learning Activities Course ACO-001 OHLEC Security Training Review and Expired Course Course ACO-001 OHLEC Security Training	Due Date ¥ Expires 🐦	Progress Progress	View © Review ©
Avered by Inquiriq LMS PS Build 50173 6 2 term Test PROCRESS PROCRESS Calendar This Week No events this week.	PERFORMANCE	verbue o ses overdue	Learning Activities Course ACO-001 OHLEO Security Training Review and Expired Course ACO-001 OHLEC Security Training ACO-001 OHLEC Security Training ACO-002 1075 Compliance Training	Due Date 👽 Expires 👽	Progress Progress	View © Review © ©
vered by Inquisiq LMS R0 Build 50.17.3 © 2 term Text PROCRESS Columnes to complete Calendar This Week No events this week. My Certificates	2ERFORMANCE OV average score cours	VERDUE 0 ses overdue	Learning Activities Course ACO-001 OHLEG Security Training Review and Expired Course ACO-001 OHLEG Security Training ACO-002 1075 Compliance Training ACO-003 EEO Training ACO-003 EEO Training	Due Date 👽	Progress Progress	View ତିତି Review ତିତି ତିତି
vered by Inquisiq LMS R0 Build 30.073 © 2 PROGRESS PROGRESS Calendar This Week No events this week. My Certificates tificate	PERFORMANCE Course Cour	VERDUE 0 ses overdue	Learning Activities Course ACO-001 OHLEG Security Training Review and Expired Course ACO-001 OHLEG Security Training ACO-002 1075 Compliance Training ACO-003 EEO Training ACO-003 EEO Training	Due Date 👽	Progress Progress	View ତିତ ନେଧ୍ୟ ତିତ ତିତ
vered by Inquiriq LMS R0 Build 30.173 © 2 term Text PROCRESS Courses to complete Calendar This Week No events this week. My Certificates trificate S Compliance Training	PERFORMANCE Course Cour	VERDUE 0 ses overdae Print	Learning Activities Course ACO-001 OHLEG Security Training Review and Expired Course ACO-001 OHLEG Security Training ACO-002 1075 Compliance Training ACO-003 EEO Training ACO-003 EEO Training	Due Date 👽	Progress Progress	View ତିତ ନିର୍ଦ୍ଦ ତିତ ତିତ
Avered by Inquisic LNS PO Build 50.173 © 2 term Text	PERFORMANCE werage score Award Date Dec 12, 2020 Dec 12, 2020	VERDUE o ses overdue Print Print	Learning Activities Course ACO-001 OHLEG Security Training Review and Expired Course ACO-001 OHLEG Security Training ACO-002 1075 Compliance Training ACO-003 EEO Training ACO-003 EEO Training	Due Date 👽	Progress Progress	View ତିତି Review ତିତି

Printing Certificates and Transcripts

You have the ability to print certificates and transcripts on demand within the OHIO AGO Training Portal right from your my account page as shown above and on the next page.

- Certificates

PROGRESS	PERFORMANCE	OVERDUE		Learning Activities			
75%	100%	0		Course	Due Date 😽	Progress	Viev
		U		AGO-001 OHLEG Security Training	-		60
1 courses to complete	average score	courses overdue		Review and Expired			
🖞 Calendar			_	Course	Expires 🗸	Progress	Review
This Week				ACO-001 OHLEG Security Training	5		60
No events this week.				AGO-002 1075 Compliance Training	5	C	60
My Certificates		1		ACO-003 EEO Training	ž.		60
lertificate	Award Date		*				
975 Compliance Training	Dec 12, 2020	Print					
EO Training	Dec 12, 2020	Print					
HLEG Security Training	Dec 12, 2020	Print					

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Continued - Printing Certificates and Transcripts

- Transcripts

MANCE		OVERDUE		Learning	Activities				×
%	HILLIPS, T	ANCY // TRANSCRIPT						Print A	🄺 ate 🗸
	Code	Course	Credits	Course Status	Date Completed 🗸	Lesson	Status	Score	
	AGO- 001	OHLEG Security Training (#920975)	-	Completed	Dec 11, 2020 10:14 PM	OHLEG Security Training	Completed, Passed	100%	
	AGO- 002	1075 Compliance Training (#920976)	•	Completed	Dec 11, 2020 10:29 PM	1075 Compliance Training	Completed, Passed	0%	res v
	AGO- 003	EEO Training (#920977)	-	Completed	Dec 11, 2020 11:14 PM	EEO & Sexual Harassment Training	Completed, Passed	0%	-
Aus	ard Dat	ŝ				_			

Trouble Shooting

The Ohio AGO Training Portal works with both Microsoft Edge, Internet Explorer and Chrome Internet browsers. However the recommended browser is Chrome.

Navigation Buttons:

Please note the pause button below will turn to a forward button at the end of the slide session. You will need to click the forward button to advance to the next slide. Hitting the back button will take you to the beginning of your training.

Click the Forward Button to Advance.	. 🕂
(⊨ ≪ ×

Course not loading

For an optimal site experience, we recommend using the most current version of Chrome

However, if using Chrome, please check your Google Chrome settings to ensure you have enabled Pop-Up blocking feature.

Log-In Issues

If you are experiencing log-in issues Contact Client Services at 614-387-7644 or email <u>ITSSupport@ohioattorneygeneral.gov</u>

Certificate Issues

If you are experiencing trouble with your certificates not showing up on your transcript, email <u>ITSSupport@ohioattorneygeneral.gov</u>

Please include the following in your email so we can assistance you in a timely manner:

- 1. Your username
- 2. The name of the course(s) you're missing
- 3. The time spent on the course(s)
- 4. The score you received if a quiz was included in the course.
- 5. The browser and version you took the course(s) in (ie. Microsoft Edge (Internet Explorer), Google Chrome, Firefox etc.)

All other issues

Contact Client Services at 614-387-7644 or email <a>ITSSupport@ohioattorneygeneral.gov