Twinsis- Registering/Enrolling for Trainings
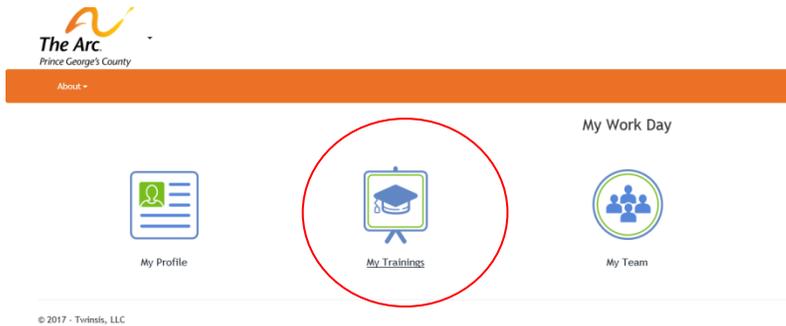
1) Log into your account by visiting this link (you must have your Office 365 email and password)
   https://thearcofpgc.oncims.net
2) Your Twinsis Dashboard will look similar (NOT identical) to the picture below.

3) To check your trainings, you will click on the My Trainings as circled in red in the picture above.
4) Upon opening up My Trainings, you will see all of the trainings that you are due for (please note that you will not see a complete history of all of your trainings, just the ones that require updates).
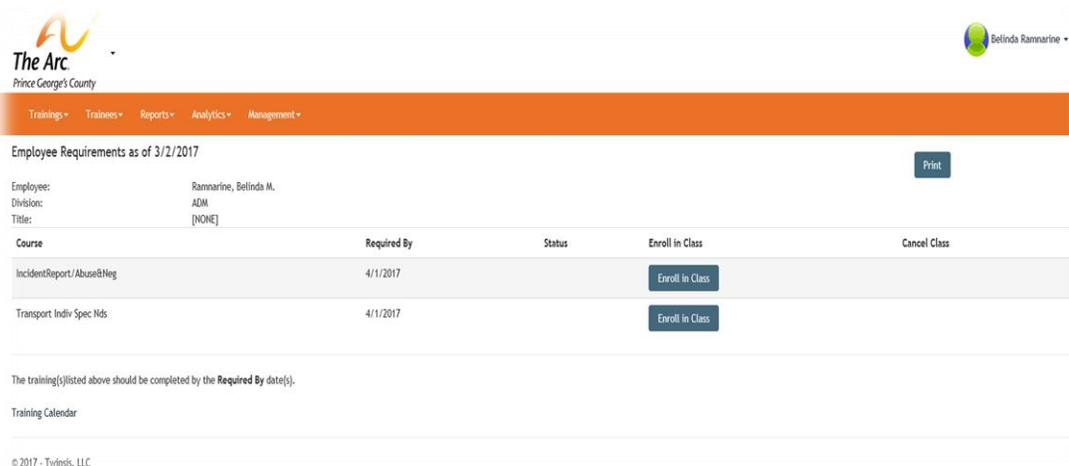
5) If you are due for upcoming trainings you will be presented with an option to enroll in classes. If you need to enroll in classes, select the tab ENROLL in CLASS. You will be taken to a page that will allow you to register for the upcoming training and it will show the availabilities for that training as shown in the picture below.
   **Make sure to pay attention to the Required By Date when registering

**When you register for trainings make sure to not the location, Date, and Time. If the Status states Closed then that means the class is booked to capacity.

6) If you trainings are aviable online instead of ENROLL IN CLASS TAB you will see an ONLINE COURSE tab. Once you select that tab you will be taken automatically to the link to complete that course (see user information on password guide if those are eTraining and Tracking Solution courses).

***When you complete those trainings it can take up to 3 weeks to update in the system.

The Arc.
Prince George's County

Employee Requirements as of 1/22/2017

Employee: Davis , Angel
Division: RES
Title: Residential Counselor

Print

Course	Required By	Status	Enroll in Class	Cancel Class
Sfty/OSHA/BlBnPath/CommDZ	1/23/2017		Enroll in Class	
Aging & Needs Elderly	4/23/2017		Online Course	
Arc Values & Comm Integr.	4/23/2017		Enroll in Class	
Choices	4/23/2017		Online Course	
Choking Prev & Dysphagia	4/23/2017		Enroll in Class	
Communication Skills	4/23/2017		Online Course	
CPR/AED/First Aid	4/23/2017		Enroll in Class	
Fundamental Rights	4/23/2017		Online Course	
General Characteristics	4/23/2017		Online Course	
IncidentReport/Abuse&Neg	4/23/2017		Enroll in Class	
Individual Directed Plan	4/23/2017		Online Course	
Medication Technician Trn	4/23/2017		Enroll in Class	
Transport Indiv Spec Nds	4/23/2017		Enroll in Class	

Attention:
When you are finished reviewing your trainings or enrolling in classes, please click on the Exit button below

Exit

7) If you register for a class but are unable to make it, you will have 24 (48 hours for CMT or MTTP) hours before your class to cancel and reschedule. **Please note that No Shows for trainings will be reported to your supervisor and are treated the same as No Call/No Show to your work site.**

Employee Requirements as of 3/2/2017

Employee: Ramnarine, Belinda M.
Division: ADM
Title: [NONE]

Print

Course	Required By	Status	Enroll in Class	Cancel Class
IncidentReport/Abuse&Neg	4/1/2017		Mar 09 2017 / 9:30 AM Training Office	Cancel Enrollment
Transport Indiv Spec Nds	4/1/2017		Enroll in Class	

The training(s)listed above should be completed by the **Required By** date(s).

Training Calendar

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8) When you are done it is important that you sign out of your account. You can do that by clicking on your name on the top right of the computer screen. A dropdown menu will come up and you will click on the "Sign Out" button. (see picture below)