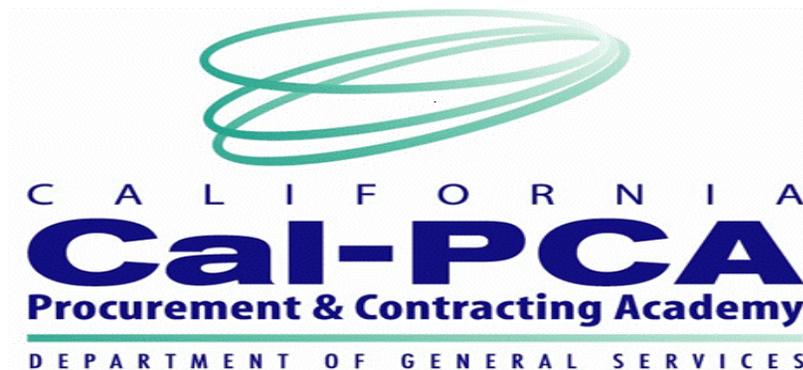


How to Subscribe to Cal-PCA Training Classes



Click Online Class Registration on Cal-PCA homepage

<http://www.dgs.ca.gov/pd/Programs/CalPCA.aspx>

California Procurement & Contracting Academy (Cal-PCA) - Windows Internet Explorer

http://www.dgs.ca.gov/pd/Programs/CalPCA.aspx

File Edit View Favorites Tools Help

California Procurement & Contracting Academy (Cal-P...

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Search

CA.GOV DGS CALIFORNIA DEPARTMENT OF GENERAL SERVICES

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Programs & Services » California Procurement & Contracting Academy (Cal-PCA)

California Procurement & Contracting Academy (Cal-PCA)

The California Procurement & Contracting Academy (Cal-PCA) provides free professional development courses and seminars to the State procurement and contracting community, so they can acquire essential knowledge that will improve the State's contracting processes.

Graduates from this program receive a certificate that may be required for their department's delegated purchasing authority.

When completing your registration, be sure to fill in only the last four digits of your social security number.

[Online Class Registration](#)

What's New

- » Prompt Payment Legislation SB 856 ...
- » US Bank Sends Letter to DGS Regarding Credit Card ...
- » Contract List for Emergency Assistance ...

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BUYING GREEN Guide

http://www.dgs.ca.gov/dgs/

start | 2 Microsoft ... | Inbox - Micros... | Microsoft Exc... | California Proc... | 10:23 AM

Click on *Log In* ...



The screenshot shows a web browser window titled "Training Registration System - Course List - Windows Internet Explorer". The address bar displays the URL: <https://www.training.dgs.ca.gov/courselist.asp?group=11>. The page header features the "CA.GOV" logo and the text "Department of General Services" with the tagline "BUILDING GREEN · BUYING GREEN · WORKING GREEN".

In the left-hand navigation menu, a red arrow points to the "Log In" link. Other links in the menu include "DGS Home", "Training Home", "General Questions", "Courses", "Web Site Feedback", and "Contact Us".

The main content area is titled "TRS" and "Current Courses". A "Please Note" message states: "If a course is designated as a 'State Only' course, then you must log in to see it in the list." Below this, under the heading "Cal-PCA", there is a list of course links:

- [BACP 8-day Discontinued - Please see new 5-day BACP](#)
- [Basic Acquisition Certification Program 5-Day](#)
- [Commerically Useful Function](#)
- [Documentation](#)
- [Environmentally Preferable Purchasing](#)
- [Evaluation Criteria](#)
- [Intermediate Acquisition Certificate Program](#)
- [Leveraged Procurement Agreements](#)
- [Non-Competitive Bids](#)
- [Non-IT Goods under \\$5,000](#)
- [Services Contracting](#)
- [Statement of Work](#)

The Windows taskbar at the bottom shows the "start" button, several open applications (including two Microsoft Word documents and two Internet Explorer windows), and the system clock displaying "12:52 PM".

and create a Profile...

The screenshot shows a web browser window titled "Training Registration System - Log In - Windows Internet Explorer". The address bar shows the URL "https://www.training.dgs.ca.gov/login.asp". The page content includes the "CA.GOV" logo and "Department of General Services" with the tagline "BUILDING GREEN · BUYING GREEN · WORKING GREEN". A navigation menu on the left lists links: "DGS Home", "Training Home", "Log In", "General Questions", "Courses", "Web Site Feedback", and "Contact Us". The main content area is titled "TRS" and "Welcome to the DGS Training Registration System". It prompts the user to "Please enter your user name and password." and provides input fields for "User Name" and "Password", along with a "Submit" button. A red arrow points to the "Submit" button. Below the input fields are links for "New User? [Click Here](#)" and "Forgot Password? [Click Here](#)". The Windows taskbar at the bottom shows the start button, several application icons, and the system clock displaying "12:53 PM".

Once you've created a Profile and User Name click on the *Edit User Profile* link...



The screenshot shows a Windows Internet Explorer browser window displaying the Training Registration System login confirmation page. The address bar shows the URL: https://www.training.dgs.ca.gov/login_confirm.asp. The page header includes the CA.GOV logo and the Department of General Services logo with the tagline "BUILDING GREEN · BUYING GREEN · WORKING GREEN".

The main content area is divided into two columns. The left column contains a navigation menu with the following links:

- [Change Your Password](#)
- [View Your Class History](#)
- [Edit User Profile](#)
- [DGS Home](#)
- [Training Home](#)
- [Log Off](#)
- [View/Edit Profile](#)
- [General Questions](#)
- [Courses](#)
- [Web Site Feedback](#)
- [Contact Us](#)

The right column displays the following content:

TRS

Welcome to the DGS Training and Registration System

CalPCA Instructor

You have successfully logged into the Training Registration system. You may now navigate to the section of the site you wish by using the navigation on the left side of this window.

You may also use any of the tools that appear above the navigation in the toolbox.

The Windows taskbar at the bottom shows the Start button, several application icons, and the system tray with the time 12:57 PM.

Then Click Here to View/Edit Subscriptions...

The screenshot shows a web browser window titled "Training Registration System - Edit User - Windows Internet Explorer". The address bar shows the URL: <https://www.training.dgs.ca.gov/editprofile.asp?uid=193831>. The page header includes the CA.GOV logo and the text "Department of General Services BUILDING GREEN · BUYING GREEN · WORKING GREEN".

On the left side, there is a navigation menu with the following links: [Change Your Password](#), [View Your Class History](#), [Edit User Profile](#), [DGS Home](#), [Training Home](#), [Log Off](#), [View/Edit Profile](#), [General Questions](#), [Courses](#), [Web Site Feedback](#), and [Contact Us](#).

The main content area is titled "Edit User Profile" and contains a form with the following sections:

- Student Information**
- Click Here to View/Edit Subscriptions** (indicated by a red arrow)

The form fields are as follows:

User Name	cinstruc1		Password	Change Password			
*First Name	CaIPCA	MI	*Last Name	Instructor			
*Email	calpca@dgs.ca.gov		*Entity Type	State			
You are a member of GENERAL SERVICES Z-01 . Click Here to change it.							
*Phone	916	- 375	- 4500	Cell Phone	0	- 0	-
Title			Fax	0	- 0	-	
*Address	707	3rd Street		Address 2			
*City	WEST SACRAMENTO		*State	CA			
*Zip	95605		<input type="checkbox"/> I am a training coordinator.				
Special Needs	<input type="checkbox"/> Open Caption Videos		<input type="checkbox"/> Other	<input type="checkbox"/> Sign Language Interpreter			
		<input type="button" value="Submit Form"/>		<input type="button" value="Cancel Changes"/>			

* Required

Choose as many classes as you wish to receive future email alerts for...

Training Registration System - New Class Subscriptions - Windows Internet Explorer

https://www.training.dgs.ca.gov/coursesubscribe.asp

File Edit View Favorites Tools Help

Training Registration System - New Class Subscriptions

CA.GOV Department of General Services
BUILDING GREEN · BUYING GREEN · WORKING GREEN

[Change Your Password](#)
[View Your Class History](#)

[DGS Home](#)
[Training Home](#)
[Log Off](#)
[View/Edit Profile](#)
[General Questions](#)
[Courses](#)
[Web Site Feedback](#)
[Contact Us](#)

TRS

Course Subscriptions

Select the courses from the list below and you will be notified when new classes are scheduled for those courses.

- Cal-PCA
 - [BACP 8-day Discontinued - Please see new 5-day BACP](#)
 - [Basic Acquisition Certification Program 5-Day](#)
 - [Commercially Useful Function](#)
 - [Documentation](#)
 - [Environmentally Preferable Purchasing](#)
 - [Evaluation Criteria](#)
 - [Financial Analysis Workshop](#)
 - [Intermediate Acquisition Certificate Program](#)
 - [Leveraged Procurement Agreements](#)
 - [Non-Competitive Bids](#)
 - [Non-IT Goods under \\$5,000](#)
 - [Services Contracting](#)
 - [Statement of Work](#)
- Office of Enterprise Resource Planning
 - [Desktop and Mobile Computing Training](#)
- Office of Human Resources
- Office of Risk and Insurance Management
 - [Basic Safety Training](#)

Done Internet 100%

start 2 Micr... 2 Micr... Microso... Microso... 2 Inte... 12:58 PM

Then hit *Update Subscriptions* at the bottom of the page and ...

The screenshot shows a Windows Internet Explorer browser window titled "Training Registration System - New Class Subscriptions". The address bar displays the URL "https://www.training.dgs.ca.gov/coursesubscribe.asp". The page content is a list of course subscriptions, each with a radio button and a link. The list is organized into sections:

- [The CSCSR and The SOS - Finding Strategically Sourced Contracting Opportunities... and More!](#)
- Office of Technology Resources
 - [CMS Web Author Training](#)
 - [DotNetNuke](#)
 - [Web Accessibility Training](#)
- Real Estate Services Division
 - [Budget Packages](#)
 - [Capital Outlay Process](#)
 - [Capital Outlay Process](#)
 - [CEQA Requirements](#)
 - [Construction Contracts Processing](#)
 - [Contracting Basics](#)
 - [Contracts Processing - Consultants](#)
 - [Economic Analysis/DOF Operating Agreement](#)
 - [General Conditions & Closeout Procedures](#)
 - [Lease-Revenue Bond Financing](#)
 - [Management Plan Development](#)
 - [MASTER](#)
 - [PM/B Loan/Form 220 Process Training \(Updated 8/2008\)](#)
 - [Progress Reporting / Management Plan](#)
 - [Real Estate Due Diligence](#)
 - [RFQs Evaluations & Consultant Interviews/Debriefing](#)
 - [Roles and Responsibilities of the CSS Inspector](#)
 - [Scheduling Basics](#)
 - [Site Acquisitions](#)
 - [Storm Water Pollution Prevention Plan \(SWPPP\)](#)

At the bottom of the list, there is a button labeled "Update Subscriptions". A red arrow points to this button. The browser's taskbar at the bottom shows the Start button, several open applications (Microsoft Office Word, Microsoft Office Excel, Microsoft Office Outlook, Microsoft Office Internet Explorer), and the system clock showing 1:01 PM.

You're done!

The screenshot shows a Windows Internet Explorer browser window displaying the 'Training Registration System - Subscriptions' page. The address bar shows the URL: <https://www.training.dgs.ca.gov/subscriptionconfirm.asp>. The page header features the logo for 'CA.GOV Department of General Services' with the tagline 'BUILDING GREEN · BUYING GREEN · WORKING GREEN'. On the left side, there is a navigation menu with links: [Change Your Password](#), [View Your Class History](#), [DGS Home](#), [Training Home](#), [Log Off](#), [View/Edit Profile](#), [General Questions](#), [Courses](#), [Web Site Feedback](#), and [Contact Us](#). The main content area is titled 'TRS Course Subscriptions' and contains the following text: 'Your subscriptions have been received. You are now subscribed to the following courses. You will be notified when a new class is scheduled with any of these courses:'. Below this text is a bulleted list with one item: 'Environmentally Preferable Purchasing'. At the bottom of the list, there is a link: [Click Here](#) to update your subscriptions. The browser's taskbar at the bottom shows the Windows Start button, several open applications (including two instances of Microsoft Office Word and two instances of Internet Explorer), and the system clock showing 1:04 PM on 10/10/2008.