

Online Training Courses, Training Space and Directory Services (LDAP) Accounts

Taking an online training course that has been posted on TrainingSpace.org is a three step process. First the prospective trainee must be registered for the course through STARS. Once registered, the trainee needs to have an LDAP account. Once the trainee has been registered in STARS and has an LDAP account, he/she can sign on to the site and begin the course. The rest of this Tip Sheet provides more information on each step in this process.

Online Training Courses/ TrainingSpace.org—The Office of Children and Family Services (OCFS) makes available self instructional training courses to local district and agency staff by posting the courses on a website, TrainingSpace.org. The courses are publicized in the same way as all other State funded training courses. When a new course has been created, a training announcement is sent to Staff Development Coordinators (SDC's) and to training coordinators in voluntary agencies. Available courses can be seen by clicking on the link to 'Browse Available Trainings' on the Home Page of TrainingSpace.org under the 'My Trainings' heading. Staff can complete a course at a time that is convenient for him. To take a course, the trainee must be registered in STARS for this course by the agency or district's STARS coordinator. Once the staff person has been registered, he/she can access TrainingSpace.org and complete the course as described below.

Local district and agency staff who have access to the worldwide web or who can access the OCFS Intranet through the HSEN network should be able to get to the Training Space site. Once at the Training Space home page, staff must sign in using a Directory Services (LDAP) account.

Directory Services (LDAP) Account—An LDAP account is separate from one's HSEN account. It is used to grant staff secure access to legacy systems such as WMS and CCRS, as well as to Training Space. Many CONNECTIONS users in local districts are granted an LDAP user account to enable them to access WMS and/or CCRS. Staff in voluntary agencies who need to access CCRS also would already have an LDAP account.

A trainee accessing TrainingSpace for the first time should check with the local LAN administrator to determine if he/she has an LDAP account. If he/she does have an account, the username is typically the same as his/her current HSEN username. If a trainee is unable to sign on to Training Space, but believes that he/she has an LDAP account, it is possible that the password is no longer current or that he/she is entering the password incorrectly. A trainee can reset his/her LDAP password by clicking on the link (*'I forgot my password'*) which is located directly below the sign in box on the Training Space homepage. The trainee should enter his/her current username, the additional information requested, and follow the instructions for creating a new LDAP password. Updating the LDAP password will not change the trainee's HSEN password.

If the user does not already have an LDAP account, he/she should be able to set up his/her own LDAP account by clicking on this link and following the instructions:

<https://ws04.nyenet.state.ny.us/sreg/SelfReg?APP=nyappotdatv>

If the trainee is having difficulties creating a new LDAP account, he/she should contact his/her LAN or Security Administrator for assistance. If the prospective trainee receives a message indicating that

his/her username is already known to the system, then he/she may already have an LDAP account. In that instance, he/she may want to try going directly to the site and resetting his/her password if necessary.

For voluntary agencies serving New York City, LAN administrators may contact Alyce Barksdale in the NYC Regional Office for assistance. Outside of New York City, if the trainee or local LAN Administrator is unable to create an LDAP account, he/she should contact the local district LAN Administrator with which his/her agency contracts.

It should be noted that creating an LDAP account in this way only enables the individual to access TrainingSpace, but does not provide access to other applications containing confidential client information such as CCRS or WMS. To access these applications, individuals would still need an additional permission that can only be provided by authorized personnel, such as LAN or Security Administrators.