

TRAINING BULLETIN

Number 158

COMMONWEALTH OF PENNSYLVANIA

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ACCESSING ONLINE TRAINING PLATFORM (TEMPLE CANVAS)

The SDSETB is moving parts of its certification and recertification programs to an online training format starting January 22, 2020. This bulletin and the attached user guide will address how to access that training.

You CANNOT access online training without first creating a Keystone Login access to SDSIS!

An abbreviated process is outlined below. For a more detailed process, consult the attached user guide.

 ✓ Step 1: If you have not done so already, you must register with the SDSIS training management system. You <u>must use a valid email address</u> as part of the registration process. The Keystone SDSIS Login Site is located at: <u>https://portal.pccd.pa.gov/PortalLogin/Login/SDSIS</u>. The SDSIS Login User Guide was disseminated to all sheriffs' offices and is also located at: <u>https://www.pccd.pa.gov/training/Pages/Deputy-Sheriffs%27-Education-and-Training-Program.aspx</u>. Creating a login to the SDSIS system will start your registration process for Canvas and also allow you to view your training registrations and records.

NOTE: Once you have an SDSIS login, and if you already have a Temple Canvas username and password, skip to Step 7.

✓ Step 2: You will receive an email from <u>cesystems@temple.edu</u>. This email will contain your TUid # which you will need to proceed with your Temple University Canvas account activation. It will also contain a link to activate your AccessNet account. If you create a Keystone Login after 1/22/2020 it may be approximately a week before you receive this email.

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Temple University System Access Instructions D		Z	
Look for an e- cesystems@temple.edu mail from Temple to margradel6 - University.	☆ ♠	:	
Dear Jane Smith,			
You are a participant in a Temple University non-credit and continuing education activity that allows the university systems, Canvas, TUPortal, TUsecurewireless, and onsite desktop computer access.	including T	Jmail,	
To access these systems, you will need to activate your AccessNet acc un the lectow.			
For reference, your TUId is may need to to the form the activate your account.			
https://accounts.temple.edu/cgi-bin/accounts.cgi/action=createLogin&TUID=915911755			* Note: If you
If you have any questions regarding your Temple University systems access, or have difficulty activating your AccessNet account, please cont Services Help Desk at help@temple.edu or (215) 204-8000. If you have questions about your non-credit or continuing education course, pleast destiny1@temple.edu or (215) 204-4855.	act the se contact	c m	cannot find this e-mail, ake sure you check your
Sincerely, Continuing Education Systems Temple University		it	may have been directed to that location.
noncreait temple.edu			
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ND DEPUTE			
State State			





✓ Step 3: Enter your last name, nine-digit TUid #, and date of birth.

1. Identification \gg 2. Welcome \gg 3. Agree to policies \gg	4. Security questions 📗 5. Ci	eate password 🝃 6. Confirmation
AccessNet Account Activation		
Identification		Enter your last
To activate your account, you must identify yourself:		name exactly as it appears in the
Last Name		Temple e-mail you
Smith	1	received.
Your nine-digit University TUid		Enter your nine- digit TUID exactly
987654321		as it appears in the
Date of Birth (mm/dd/yyyy)		Temple e-mail you received.
00 / 00 / 0000		Enter your date of
SUBMIT	When you	format.
	click SUBMIT.	

- ✓ Step 4: This will generate your AccessNet username.
- ✓ Step 5: Continuing, you will need to agree to Temple's Technology Resource Polices.
- ✓ Step 6: At this point you will create your security questions and password.

1. Agree to policies 🝃 2. Change password 🝃 3. Confirmation	Tech Tips
Change password for aluongo	Use four or more unrelated words, such as <i>correct horse battery staple</i> .
You cannot reuse your last three passwords.	Passwords are screened for easily
Certain dictionary words (e.g. Temple) and your username are prohibited.	guessed combinations of characters
Your password length is up to you, as long as it is at least 8 characters. Requirements vary depending on length:	(123123, abcdet, querty, etc.) and published lists of compromised passwords. If you enter a password
Length Requirements	that is disallowed, you will need to try a different password
8 to 11: upper-case, lower-case, numbers, symbols ? 9 A a	unrerent password.
12 to 15: upper-case letters, lower-case letters, numbers 9 A a	
16 to 19: upper-case letters, lower-case letters A a	
20 or more: any combination of US keyboard characters	
New Password	Your 0 character password must contain:
	lowercase
Confirm New Password	uppercase
	digits
	symbols
SUBMIT	Hint: combine four or more unrelated words

✓ Step 7: Proceed to the Temple Canvas site by typing <u>canvas.temple.edu</u> in your internet browsers window. Proceed to login with your username and password.



Keep track of your TUid#, as well as your AccessNet username and password. You will be reminded by email to change your password every six months for security.

For help desk contacts refer to the attached user guide.

In order to maximize your experience with Temple Canvas, utilize these minimum operating systems and browsers.



PENNSYLVANIA COMMISSION ON CRIME AND DELINQUENCY SHERIFF AND DEPUTY SHERIFF EDUCATION AND TRAINING BOARD

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