

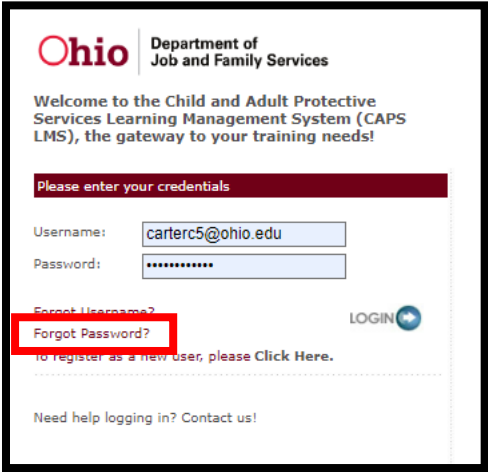
How Participants Launch CAPS Zoom Sessions

Participants launch their OCWTP and APS virtual training sessions from within the CAPS LMS.

LOG INTO CAPS

Enter your username and password in the CAPS Production Environment:

<https://ifs-ohio.csod.com/Login/render.aspx?id=defaultclp>



Username: Enter your email. [If you have a SACWIS record, enter your work email]

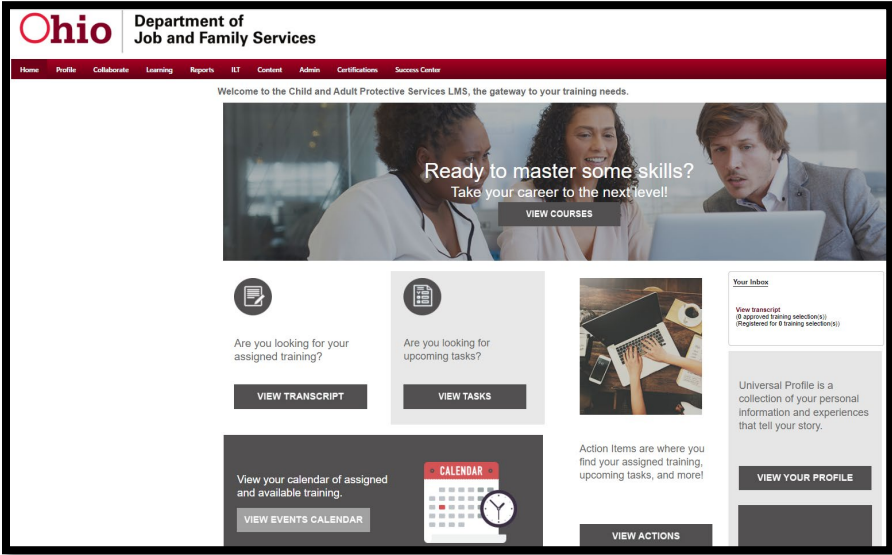
Password: Enter the password you selected.

If this is your first CAPS login, select **Forgot Password** to reset/select your password.

If you have a SACWIS record, you can also access CAPS by following the instructions here:

https://ifs.ohio.gov/ocf/training-pdf/JobAid_CAPS-LMS-Login-JFS_FINAL.pdf

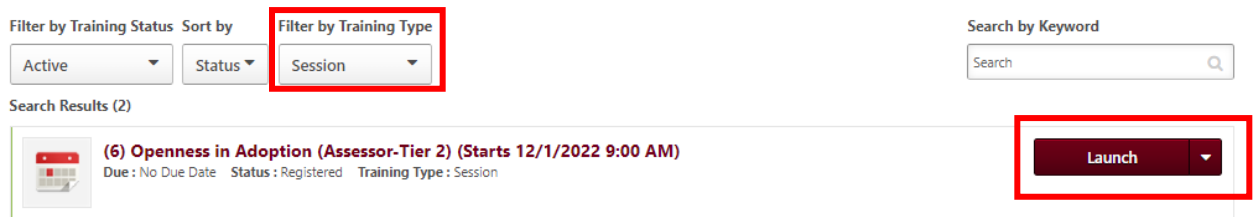
Click **ACKNOWLEDGE** button for the CAPS LMS Privacy Notice (you will see this each time you log in—but don't have to click it after the first time). You will be taken to the Welcome Page:



LAUNCH YOUR ZOOM SESSION

NOTE: CAPS virtual sessions cannot be launched until you are within a half hour of the session start time.

1. Select **Transcript** under the **Learning** tab on the top.
2. Change the **Filter by Training Type** to **Session**.



3. Select the **Launch** button to the right of the session.

REMEMBER: You cannot launch CAPS Zoom sessions earlier than a half hour before the start time.