

Just In Time | Learning Management System “Signing Up & Signing In”

jitkentucky.org



Just in Time
Training



“Just In Time” A Quick Tutorial

June is National
Reunification Month

Resource Page

Monthly Topic

Hello &
Welcome

In this quick
tutorial you will
learn the steps for...

“Signing Up”
(for the 1st time)

-and-

“Signing In”
(to take the courses)

Let's get
started now

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Step One: 1

Open the web-browser
on your computer (this
is the program you use
to view websites, etc.)

When it is open, in the
address window, type
the following (exactly):

jitkentucky.org

**Then Click
Enter**



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NEW! Learning Management System (LMS)

LMS Training Videos Step-by-Step Tutorial

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Step Two:
2

After opening
the Just in Time
Homepage, hover
your mouse over the
“Training Videos” tab
(see image to left)

(click “Training Videos”)

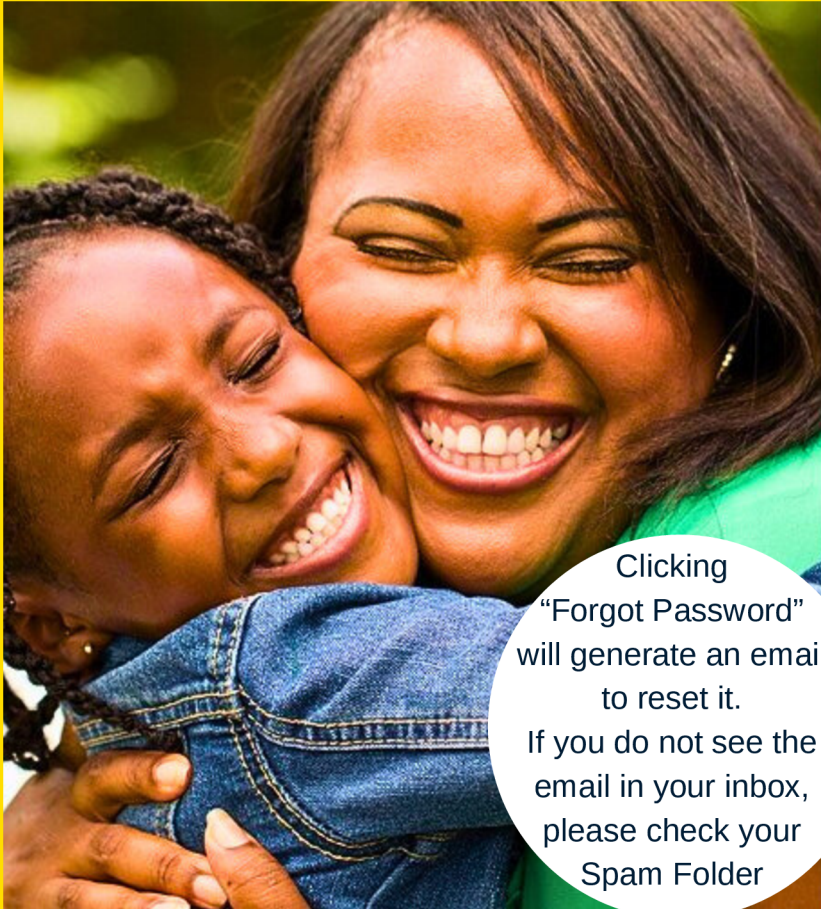
Options will dropdown

Click on the 1st one
“New! ... LMS”

Step Three: If you can see the page below on your computer,
3 Awesome! You are right on track. Now, click “Create Account or Sign In” at the top right (see image below).



Step Four: 4 * This is how to sign in if you [already have] an account with Just In Time * If you do not have an account, and are creating one now, skip to Step Five.



Clicking
"Forgot Password"
will generate an email
to reset it.
If you do not see the
email in your inbox,
please check your
Spam Folder

If you "*already have an account*," then login
with your email and password.

Login or sign up to start learning



— or —

What's your e-mail?



Your email address typed here

**Remember
Each Parent
has their "own"
account**

Your password?



Your password typed here

After entering
your email
and password,
Click Login

Login

Create Account

Forgot your password?

**Forgot Password?
Click above**

Step Five: If creating a 1st time/new account, on the “login/sign up” page, skip to the bottom and click “Create Account” (see image below).



Creating a New/1st Time Account:
Click “Create Account” encircled below.

Login or **sign up** to start learning

— or —

What's your e-mail?

Skip this window, see “Create Account” below.

Your password?

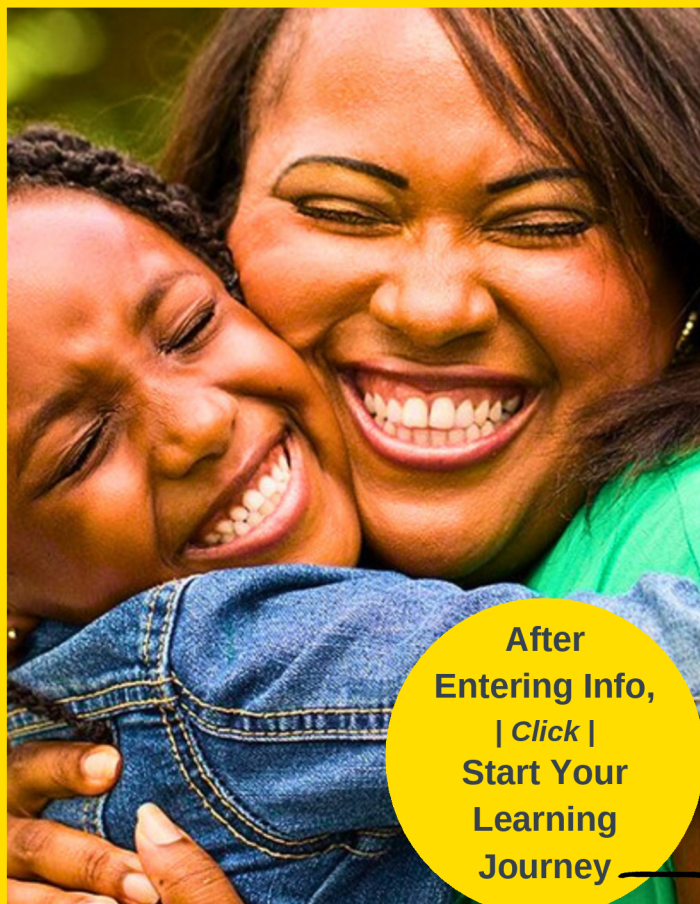
Skip this window, see “Create Account” below.

Login

Create Account [Forgot your password?](#)

Click Above

Step Six: Creating a new account is simple. On the Create an Account page, enter your email address, then create and enter a password...do not lose them (see image below).



After
Entering Info,
| Click |
Start Your
Learning
Journey

Sign up to Just in Time Training Network!

— or —

What's your name?
(1 Parent) Enter your name here

What's your e-mail?
Enter email address of parent above

Your password?
Create, type, remember password 

Enter it once more, please
Re-type the password from above

Optional ☐ I would like to receive news, tips and tricks, and other promotional material

Start your learning journey



ONLY One parent per Just in Time Account (no joint usernames or emails can be used).

ONLY One name may be entered for/on each completion certificate.

ONLY email address you use (please) must match the email address you use on the State of KY (EKU/TRIS) site.

Step Seven: After clicking “Start your learning journey,” you will see the webpage below. It is a required survey for sign-up. **DO NOT WORRY...**it is quick, & easy. (see image below).

7

All about you

Thank you for requesting to join Just in Time Network. We are excited to have you here! To help us provide you with training that is important to you, we need a little information about you.

****This form must be completed before
we can approve your request****

If you have any questions, contact us at jitsupport@usf.edu

Let's get started!

To begin
| Click |
“Let's get started”



**DON'T
SKIP**



Step Eight: Great job! Now, simply click the “Submit” button at the
8 bottom of the page (see image below).

**Be sure to click the *Submit* button
below**

Thank you for this information.
This will help us to make sure that you
have an excellent experience in our Just in
Time training platform!



Click this button
after completing
the short survey

Step Nine: Good news. Nothing to do on this step, except read, and be
9 aware of the information below.



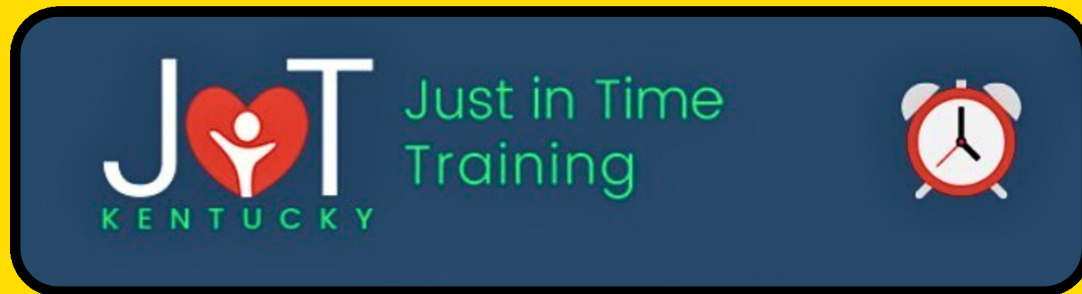
We received your request!

Thank you for your request to join the Just in Time Training Network!

The information you have provided will help us determine if you are already a part of our Network.

We will review your request ASAP, but it can take up to **2 business days** to review and validate your request.

Until then, do not hesitate to reach out to us at jitsupport@usf.edu if you have any questions.



The “3 Only Statements” Matter



As a reminder to you--to avoid frustration later--the three “only” statements are very important. “Why? What’s the big deal?” you may ask.

Example: two parents set aside time specifically to get some training hours in. One spouse logs into Just In Time’s website, finds a training, and both parents watch the training, all the way through, together. HOWEVER (this is the disappointing part), only the parent who logged in *initially* will receive the training credit. The other parent *will not* receive credit, or a certificate to submit to their trainer. Instead, that parent would have to log in under their own/individual email address, watch the “entire” training again, take the quiz (under “their” username), and then receive credit (a 1-hour training credit taking 2 hours to gain).

Options: parent one logs in under their username/email -and- parent two logs in under their username/email *BUT* on a “*different*” device. Both start the training on *both* devices, then watch on one device--together. Afterward, each parent (on the device they logged in on) takes the quiz, uses “their” name on “their” certificate, then prints. This way “**both**” parents get credit.

Match email addresses for Just in Time *with* State of KY’s EKU/TRIS: to *keep records correct*.

ONLY One parent per Just in Time Account (no joint usernames or emails can be used).

ONLY One name may be entered for/on each completion certificate.

ONLY email address you use (please) must match the email address you use on the State of KY (EKU/TRIS) site.



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Tips from Just In Time



- You must watch the *entire* video to be able to access the quiz.
- You can pause a video and return to it later. *However*, if you try to return to it on a different device or browser, you may need to start over to gain access to the quiz.
- If the video contains knowledge checks, you *must answer them to move forward* in the video.
- If you have multiple tabs open, and are not watching the video, you *may not* be able to access the quiz.
- If you stop and start, use the play arrow to start and *not the scroll bar* as you may skip ahead and be unable to access the quiz.
- To stay compliant, always complete **one course at a time** and keep your login credentials secure.

If you have any technical difficulties, please let us know the type of device and browser you are using, the title of the course, and details about your issue so we can troubleshoot the problem.

You can email us at jitsupport@usf.edu for any help you might need.

*Thank you
for joining.*



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