

New Registration Procedure

Please read below as the process for registering for IBR Virtual Training classes has changed.

The first step will be to go to the Cornerstone link provided below and create a user profile for yourself.

Once you have created a user profile, you will use the User ID for all DPS-hosted trainings. **This is a one-time process to create an account in Cornerstone.**

When creating a user profile, please select Outside Agency or Other.

DPS will update your agency name once your account is approved by the DPS Training Operations Division.

A valid Cornerstone account is required for all external users registering for OR attending DPS-hosted training sessions. Please retain your Cornerstone User ID for future class registrations.

Link below:

<https://txdpslcms.csod.com/login/render.aspx?id=defaultclp>

Should you run into any technical issues, please don't hesitate to reach out to TOD Support:

Issues with accessing the LMS: TODTrainingSupport@dps.texas.gov

ARCS Training Hotline: 512-424-7214

DO NOT REGISTER FOR THE CLASS IN CORNERSTONE.

Once you have obtained your Cornerstone User ID, you **MUST** register for each class separately using the Microsoft Form link listed by each class on the announcement.

Please share the Virtual Class information with all the staff at your agency.

NO registrations are accepted less than 48 hours prior to class start time.

You will receive an invite for each class separately within 48 hours of the class start time.

Each attendee **MUST** login using their own individual meeting invite. Only one attendee per login (cannot share).

If you do not receive your meeting invite, please check your spam/junk mail folder.

You **MUST** attend the entire class to receive the certificate of completion or TCOLE credit. **TCOLE also requires that you have your camera on the entire class.**

Cornerstone maintains your transcript of DPS attended trainings.

You will receive an email from Cornerstone once the certificate is available.

For additional information, please contact IBR.Training@dps.texas.gov.

Sincerely,

Training and Development Specialist Team
Crime Records Division
Compliance and Training Bureau
Texas Department of Public Safety
Office: (512) 424-2091 Main
IBR.Training@dps.texas.gov

