

# CRIME RECORDS DIVISION

## CORNERSTONE ACCOUNT SETUP &

## IBR TRAINING REGISTRATION

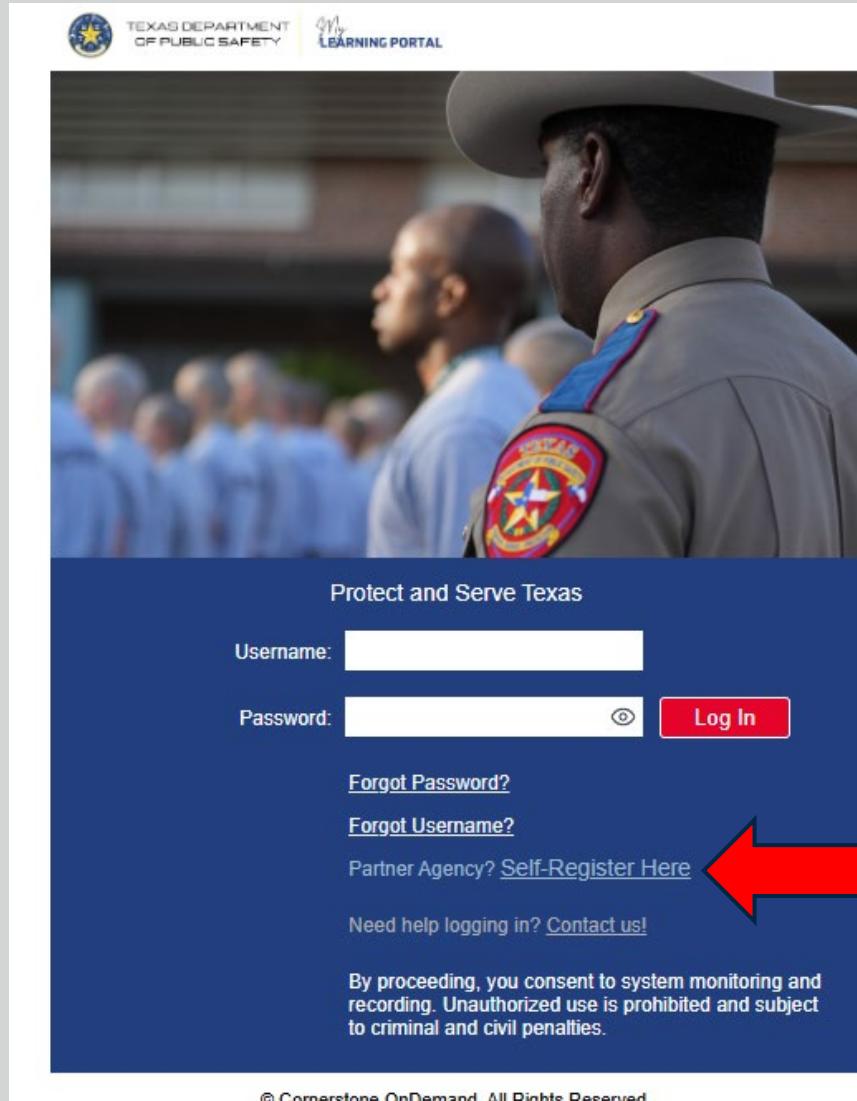


# Cornerstone

- A valid account with Cornerstone is required. This is a one-time process to create your User Profile.
- It is required for all external users registering for, or attending, ANY IBR-hosted training sessions. This includes virtual, in-person, and any individual agency trainings.
- Your Cornerstone USERNAME will be required to log into Cornerstone.
- Your Cornerstone USER ID will be required for all future class registrations.
- Class registration will ONLY be in Microsoft Forms, NOT Cornerstone.

# Follow this link to Cornerstone

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



Click “Self-Register”

Please enter your Birth Date

\* Required Field

\* First Name:

\* Last Name:

\* Email Address:

PID

\* Birth Date  

\* Username: 

\* Department: 

Agency Type

\* Passwords must contain both upper and lower case letters.

\* Passwords must contain alpha and numeric characters.

\* Passwords must be 10 - 20 characters.

\* Passwords cannot have leading or trailing spaces.

\* Passwords cannot be the same as the Username, User ID, or email address.

\* Passwords must contain at least one special character.

\* New password

\* Confirm password

Already a user? [Login here](#)

Return to Browsing? [Click here](#)



I'm not a robot

reCAPTCHA is changing its terms of service.  
[Take action](#)



reCAPTCHA  
Privacy - Terms

Cancel

Submit

▪ First Name

▪ Last Name

▪ Agency E-mail (not personal)

▪ PID Number (if applicable)

▪ Date of Birth

▪ Create a Username

*Retain this information for future login*

▪ Department – Select your Agency or Outside Agency

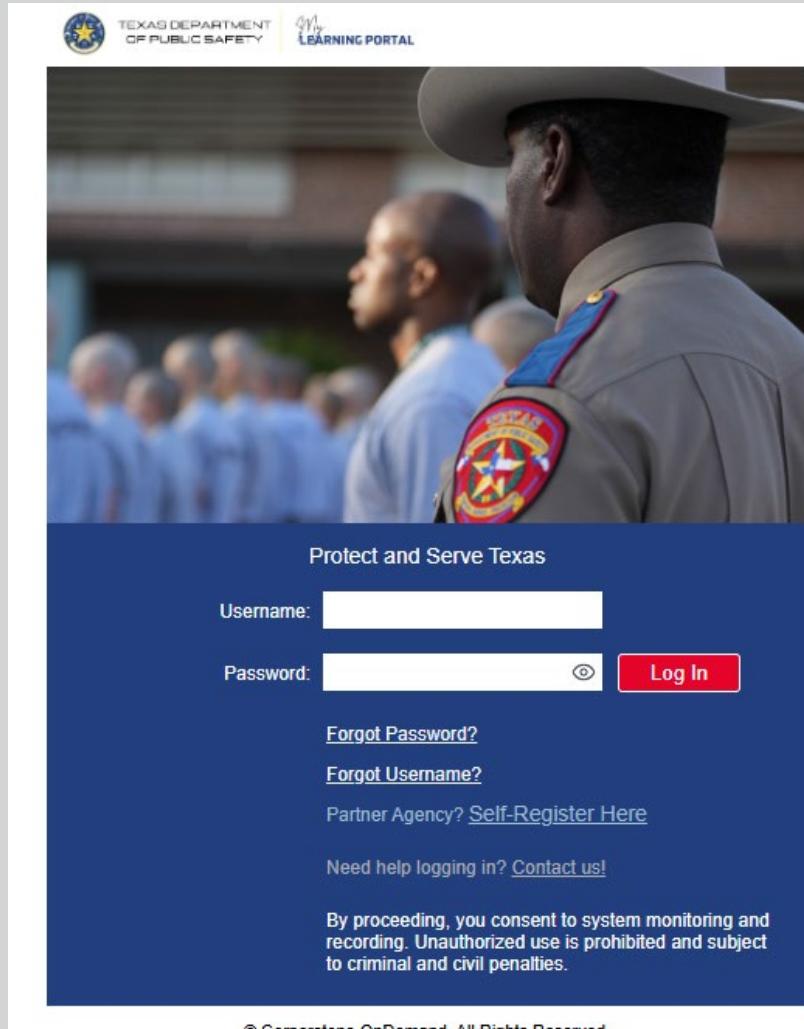
**Agency**

▪ If you are unable to locate your agency in the list, please select Outside Agency and email [TODTrainingSupport@dps.texas.gov](mailto:TODTrainingSupport@dps.texas.gov) your agency information.

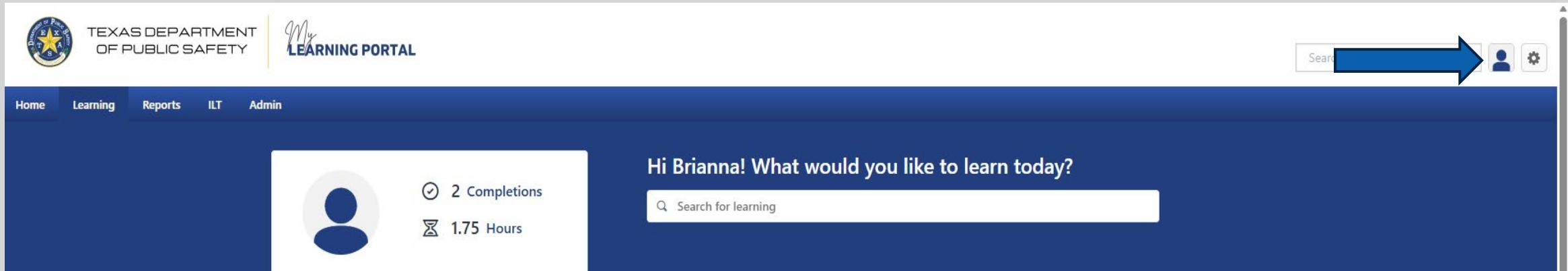
▪ Agency type - Other

▪ Create Password

**After registration is complete, you will be returned to the Login page. You can now use your Username & Password to login.**

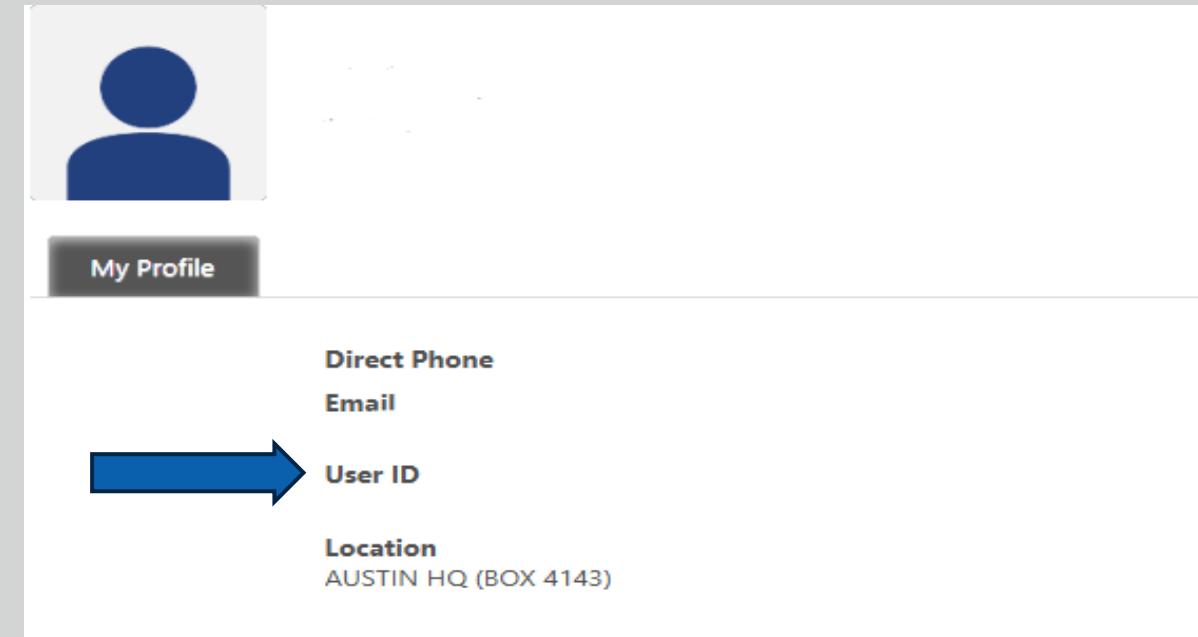


Click on the Universal Profile icon in the top right corner to go to your personal profile.



The screenshot shows the homepage of the My Learning Portal. At the top, there is a logo for the Texas Department of Public Safety and a "My LEARNING PORTAL" title. A blue navigation bar below the title contains links for "Home", "Learning", "Reports", "ILT", and "Admin". On the left side, there is a white box with a user profile icon, "2 Completions", and "1.75 Hours". The main content area features a greeting "Hi Brianna! What would you like to learn today?" and a search bar with the placeholder "Search for learning". In the top right corner of the main content area, there is a universal profile icon (a person icon inside a circle) and a gear icon. A blue arrow points to the universal profile icon.

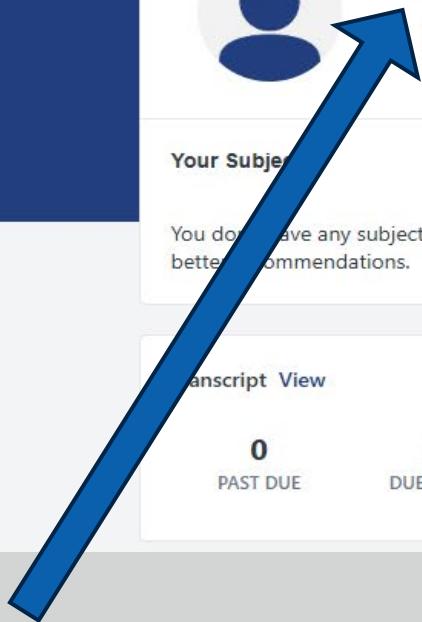
Your User ID will be located here.  
This is the ID to use when  
registering on Microsoft Forms.



The screenshot shows a user profile page. At the top, there is a user profile icon and a "My Profile" button. Below the button, there are several contact details: "Direct Phone", "Email", "User ID", and "Location". A blue arrow points to the "User ID" field, which is highlighted in orange. The "Location" field shows "AUSTIN HQ (BOX 4143)".



The screenshot shows a user profile summary. At the top, there is a blue profile icon with a white user icon inside. To the right of the icon, the text '2 Completions' is displayed with a checked radio button, and '1.75 Hours' is displayed with an unchecked checkbox. Below this, the text 'Your Subjects' is followed by a button labeled 'Add'. A message states: 'You don't have any subjects yet. Add a few to get better recommendations.' At the bottom, there is a 'Transcript View' section with three categories: 'PAST DUE' (0), 'DUE SOON' (0), and 'ASSIGNED / NO DUE DATE' (0).



**Click on Completion to find your Certificate of Completion after a training.**

Hi Brianna! What would you like to learn today?

Search for learning



**Cornerstone maintains your transcript of DPS attended trainings.**

A large, faint watermark of the Texas Department of Public Safety seal is centered in the background. The seal is circular with "TEXAS DEPARTMENT OF PUBLIC SAFETY" around the top and "CRIME RECORDS DIVISION" around the bottom. In the center is a scale of justice with "1856" above it.

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](mailto:TODTrainingSupport@dps.texas.gov)

ARCS Training Hotline: 512-424-7214

# IBR TRAINING REGISTRATION GUIDE



## TEXAS DPS UNIFORM CRIME REPORTING

### IBR DEC 2025 VIRTUAL TRAINING

Please read carefully:

The Texas Department of Public Safety, Compliance & Training – IBR Training Team will conduct virtual training via Microsoft Teams for reporting agencies on:

#### Molly Jane's Law and ViCAP

Thursday, Dec 4th 11 am – 12 pm

Class Registration Link: <https://forms.office.com/g/dkW9KM0JWf>

#### Crimes Against Society

Tuesday, Dec 9th 10 am – 11 am

Class Registration Link: <https://forms.office.com/g/7L28qjS2iq>

#### Hate Crime Data Collection Guidelines

Wednesday, Dec 10th 11 am – 12 pm

Class Registration Link: <https://forms.office.com/g/cGDfu2MZvg>

#### Group B Offenses

Thursday, Dec 11th 10 am – 11 am

Class Registration Link: <https://forms.office.com/g/B9XVAeaEWt>

#### NIBRS Overview for ISD PDs (ISD PDs or SROs only)

Tuesday, Dec 16th 9 am – 1 pm

Class Registration Link: <https://forms.office.com/g/Nu7gZ1wJWH>

*All class times are in Central Standard Time (CST)*

- Every month, the IBR training team will send out a training announcement via e-mail with class topics, dates, & times.
- Click the Class Registration link in the announcement to the class(es) you want to register for. You must register for each class individually.
- When you register, use the Cornerstone User ID that you located in your profile.
- Classes will still be held via Microsoft Teams, and you will receive the training invite via email 48 hours in advance of the meeting.



- Please share the class announcement information with all the staff at your agency. Civilian and Commissioned are welcome.
- NO registrations are accepted less than 48 hours prior to class start time.
- Each attendee **MUST** login using their own individual meeting invite. Only one attendee per login (cannot share).
- You **MUST** attend the entire class to receive the Certificate of Completion and/or TCOLE credit.
- TCOLE also requires that you have your camera on the entire class.

Should you run into any registration issues, please don't hesitate to reach out to the IBR Training Team:

**[IBR.training@dps.texas.gov](mailto:IBR.training@dps.texas.gov)**

**Main 512-424-2091 Option 1**