

Workplace Violence Prevention Training Program

In accordance with Public Act 11-33, all DDS employees are required to complete training in workplace violence prevention.

This training has been made available in a web-based format. Employees can log in and out at their convenience, and can complete the training during normal working hours.

Please see the instructions below on how to log into the system and begin your training.

Note: there is no sound in this course, so headphones are not required.

How to log in

Go to the site <https://ctlms.ct.gov/Saba/Web/Main> to get to the LMS login page. (Note: you can just type **ctlms.ct.gov** in the Internet Explorer address bar, and you will be redirected to the login page.)

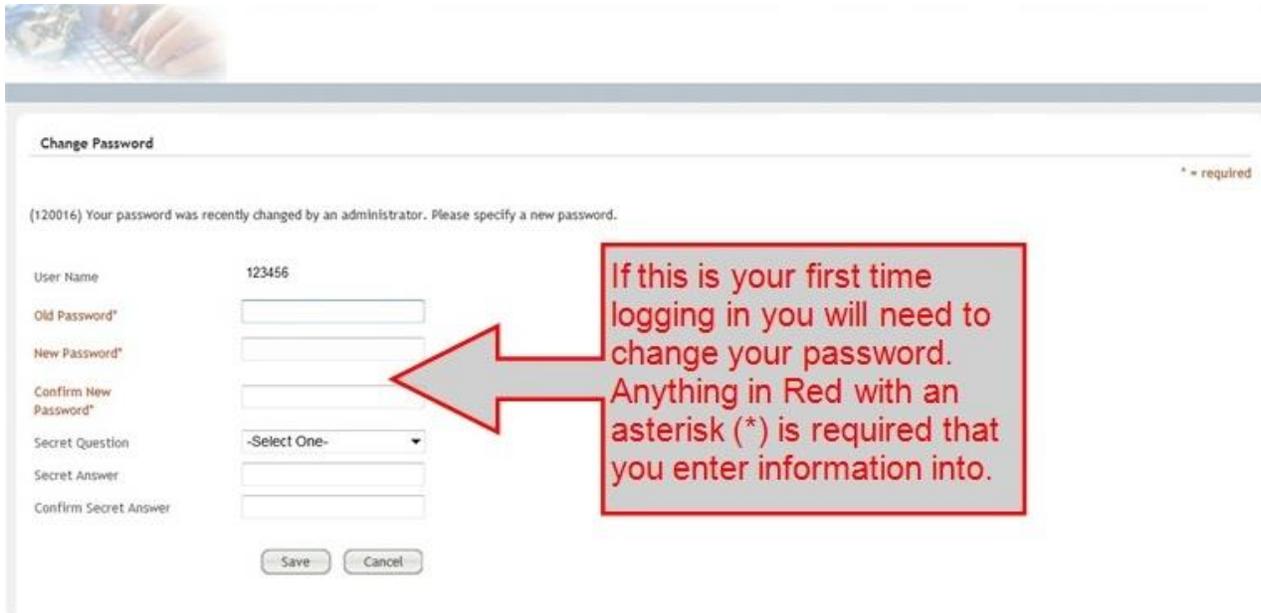
Enter your user name (**your six-digit Employee ID number**) into the Username area and your password (the default first time login password is **welcome**) into the Password area, and click [**Sign On**]. (**IMPORTANT: do not sign up under the Fire Academy CPAT section.**)



The image shows a screenshot of the 'Sign on to Saba People Systems' login page. The page includes a 'Username' field with the value '123456', a 'Password' field with masked characters, a 'Forgot your password?' link, and a 'Sign On' button. Two red callout boxes with arrows point to the password field and the 'Sign On' button. The first callout box contains the text 'Enter Username and Password' and the second callout box contains the text 'Click *Sign On* to continue'.

The first time you log in, you will be required to change your password.

Enter the original password (**welcome**) in the **Old Password*** area, and your new password in both the **New Password*** and **Confirm New Password*** areas.



The screenshot shows a web form titled "Change Password". At the top right, it says "* = required". Below the title, a message reads: "(120016) Your password was recently changed by an administrator. Please specify a new password." The form fields are: "User Name" (123456), "Old Password*" (empty), "New Password*" (empty), "Confirm New Password*" (empty), "Secret Question" (-Select One-), "Secret Answer" (empty), and "Confirm Secret Answer" (empty). There are "Save" and "Cancel" buttons at the bottom. A red callout box with a red border and a red arrow pointing to the "Old Password*" field contains the text: "If this is your first time logging in you will need to change your password. Anything in Red with an asterisk (*) is required that you enter information into."

DO NOT select a secret question and answer. Click [**Save**].

Once you reach your Home Page, locate the Catalog Search section, enter the search term **violence** in the box and click [**Go**].

[Configure This Page](#)

➔ **Catalog Search**

Search:

[Advanced Search](#) [Browse by Category](#)

[Contribute a Resource](#)

➔ **My Communities**

[IMPORTANT: you only need to use Catalog Search the **first time you access the course. Once you have enrolled it will appear on the left side of your Home screen under “In-Progress Learning Activities”. You will be able to launch it from there until you have completed it (see screenshot on page 5)].**

This will bring up the DDS Workplace Violence Prevention Training offering – click **[Launch]** under “Actions”.

The screenshot shows a web application interface with a navigation menu on the left and a main content area. The navigation menu includes 'Home', 'My Learning', 'My Learning Plan', 'My Communities', and 'My Profile'. The main content area has a 'Search the Catalog' section with a search bar containing 'violence' and a 'Search Learning Catalog' button. Below this is a table of 'Learning Offerings' with columns for Offering ID, Title, Course ID, Start Date, End Date, Session, Location, Facility, Max Enroll, Current Enroll, Current Waitlist, Price, and Actions. The table contains one row for '00032121' with the title 'DDS Workplace Violence Prevention' and a price of '0.00 USD'. A red arrow points to the 'Launch' link in the 'Actions' column. A 'Submit Learning Request' button is located at the bottom right.

Offering ID	Title	Course ID	Start Date	End Date	Session	Location	Facility	Max Enroll	Current Enroll	Current Waitlist	Price	Actions
00032121	DDS Workplace Violence Prevention	DDS-WVP-001							0		0.00 USD	Launch

A smaller window will open; click on the [Workplace Violence Prevention Training](#) link to launch the training. (If this window does not open, refer to the last page of these instructions.)

The screenshot shows a Windows Internet Explorer browser window. The address bar displays 'https://ctlms.ct.gov/Saba/Web_wdk/Main/content/players/ContentServerDispatcher'. The main content area shows a 'Table of Contents' for 'Workplace Violence Prevention Training' with a link to 'Workplace Violence Prevention Training'. The browser's status bar at the bottom shows 'Done', 'Internet', and '100%' zoom.

To return to the training after you are already enrolled, go to the “In-Progress Learning Activities” on your Home page:

DDS My Calendar Saba Centra My Account

Home My Learning My Learning Plan My Communities My Profile

Announcements

Welcome to the Department of Developmental Services
Learning Management System (LMS)

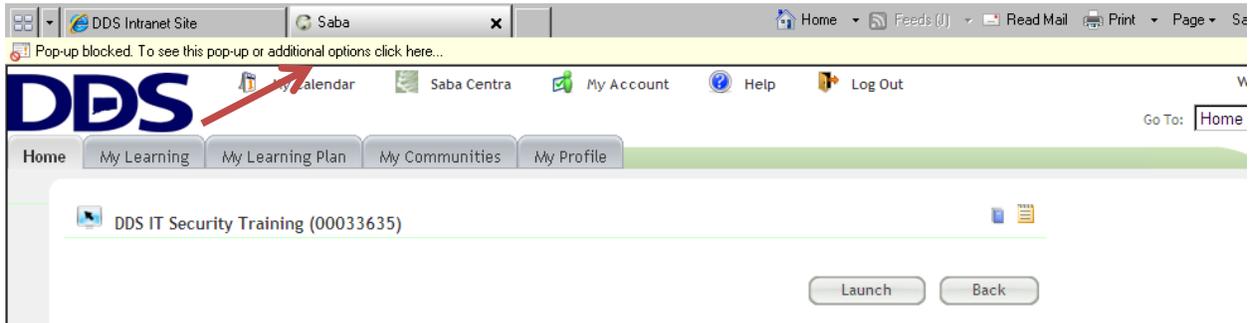
For help with this system, please send an email to DDS Training: <mailto:DDS.Training@ct.gov>

In-Progress Learning Activities

Sort

Name	Start Date	Actions
Abuse Prevention/Detection/Reporting		Launch
DDS IT Security Training		Launch
DDS Workplace Violence Prevention		Launch

If the video window doesn't open, check to see if the "Pop-up blocked" message has appeared at the top of your browser window:



If so, click on the yellow bar and select "Always Allow Pop-ups from This Site":



If you experience any problems while taking the training, please contact the DDS staff development team at DDS.Training@ct.gov.