



CORE

Colorado Operations Resource Engine

TRAINING FAQs

Your Questions

About CORE Training

Volume 1

*Click below to find all
the FAQs:*

<https://www.CoreFAQs>

Contact us at

core.training@state.co.us

1. I didn't get the emails about signing up for online training. How do I sign up?

The online (computer-based) general training series is open to all State employees, and we have just made it simpler for everyone to access. **Registration is no longer required.** Just click on the links below to complete this series. Please keep track of your own course completion.

Computer-Based CORE Training (self-paced):

[GEN100-1 - CORE Overview and Navigation](#)

[GEN100-2 - CORE Document Functionality](#)

[GEN100-3 - CORE Chart of Accounts Overview](#)

[GEN100-4 - CORE Budget Structure Concepts](#)

[GEN101- CORE Approval Workflow](#)

2. What about the classroom training courses? How do I sign up for those?

Instructor-led classroom courses are **by assignment only through your department Controller**. This is due to limitations on available computer training facilities and the need to manage capacity. The department Controllers submitted CORE enrollment lists for all individuals in their departments, which were then uploaded to the course registration system.

Please see your department Controller to verify your classroom training assignments. Then use the system to register for a specific date and location in any classroom series you have been assigned. Your Controller can also work with us to correct any mistakes or omissions. All requests for added classes or changes to enrollment need to be submitted by your Controller to core.training@state.co.us. There will be additional training opportunities later for those who are not part of initial classroom training.

3. I created a new student account in the LMS, but there are no courses listed under CORE Training in the catalog.

Please do NOT create your own student account for CORE Training! Classroom series do not show up under the general catalog because they are by assignment only. Creating your own new account will not give you access to CORE classes. If you have been assigned to take any classroom courses, you will either have an existing user account in the system from prior use of the HR Statewide Training and

Development Center system or the system will have generated a new user account for you and notified you via email from dpa_prsnltraining@state.co.us. In either case, CORE classes will only show up if you have been assigned to take them by your department Controller. If you have a prior user ID and password, but don't remember them, instructions for retrieving them are available on the login screen. You can log into the course registration system at:

<https://ids-online.colorado.gov/dpa/dhr/training/Students/StudentLogin.asp>

4. I do not see any courses under my “Registered Series” when I go into the registration system. Why not?

There are two possible reasons: 1) You may not have been assigned by your department Controller to any classroom training at this time. 2) There may have been an enrollment error. In both cases, please verify your intended classroom assignments with your department Controller. If there has been an error, your department Controller can submit a request to fix the error via core.training@state.co.us.

5. Are there any special entrance requirements for CORE training classes at Department of Corrections (DOC) facilities?

Yes, there are. Students are not allowed to bring cell phones, laptops, USB drives or other similar equipment inside DOC training facilities being used for CORE classes. Additionally, unique security clearance procedures for each facility are outlined below:

DOC facility at 3600 Havana: At this DOC facility, **you must obtain advance security clearance unless you are a DOC employee.** Please send your full name, birth date, driver's license number and state of issue to Michelle Meinberg at michelle.meinberg@state.co.us at least 3 days in advance of your class. You will not be permitted entrance to the class without security clearance, so be sure to do it promptly when you register for the course, and have your State ID with you when you come to class.

DOC Training Academy in Canon City: You do not need advance clearance if you are a State employee, but you do need your State ID for entrance to the facility.

Entrance requirements are also included in student course reminders for classes located at each DOC facility.

6. Can I take courses out of sequence?

Some related courses should be taken in numerical order. This is especially important for a few classes:

- AM100 should be taken before any other AM courses
- BUD100 should precede BUD101. Also, please take both on the same day
- CA 100 should be taken before CA103

Don't delay signing up for these sequential series, so that you can get into sessions in the right order.