



# NORTH DAKOTA'S PLAN FOR TRAINING NEW FIELD USERS FOR ICJ/UNITY

- Make contact with the new staff member and explain your role with the Interstate Compact
- Outline the approach to ICJ training with their supervisor
- Set up training dates

## ICJ RULES TRAINING

- Set up a meeting to train on ICJ (About 2 hours)
- Email a copy of the current ICJ Rules to review prior to meeting
- Provide an explanation of ICJ
- Go over each ICJ Rule
- Explain the UNITY modules
- Email the National Office to create ICJ.TalentLMS account for the new user
- Have the user self-enroll in courses from the course catalog



## UNITY TRAINING AND LIVE DEMOS

- Set up a meeting to train on UNITY (About 1.5 hours)
- Enter them as a user in the training and UNITY sites
- Do a live demo in the training site (Juvenile profile, travel permit, and transfer case)
- Have the field user go through the login process on the live UNITY site (Including email verification and challenge questions)
- Have the user complete a profile, travel case, and transfer case on training site
- Review the case and check for errors
- Give them feedback
- Offer further training, if needed