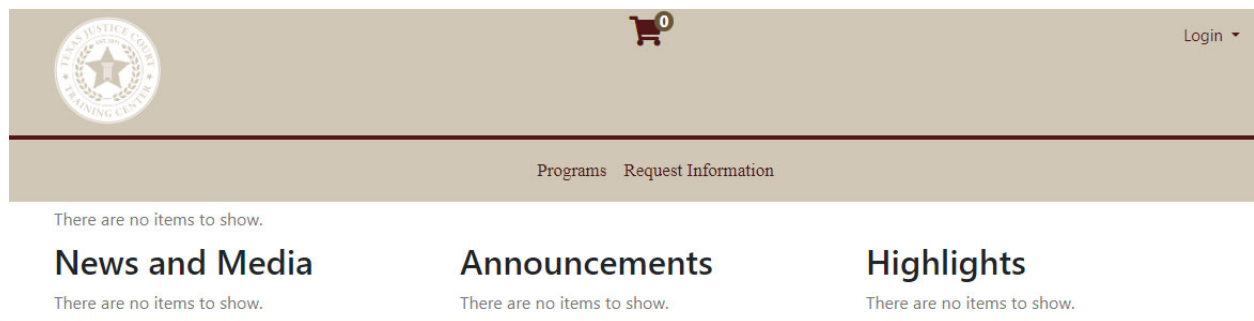


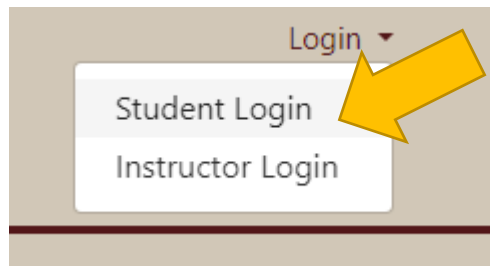
Let's Explore the New TJCTC Database!

We're so excited to roll out a new database for our users and we hope that this makes enrollment and payment easier for you and your office.

The website for our new database is <https://enroll.tjctc.org>. You should see a page like this –



Go to Login on the upper right-hand corner and choose Student Login.



After logging in, you should see a page like this. This is your Student Home Page. Let's explore the different sections.



Student Home

[My Profile](#)

[My Enrollment History](#)

[My Conference History](#)

[Request New Employee](#)

[My Account History](#)

[My Saved Items](#)

[My Files](#)

[Registration Policies](#)

[Legal Board](#)

Student Home

Sonya Rahrovi

sr41@txstate.edu — X000004

Account: \$0.00 [?](#)

Welcome to your Student View.

My Current Courses

You are not enrolled in any currently scheduled courses.

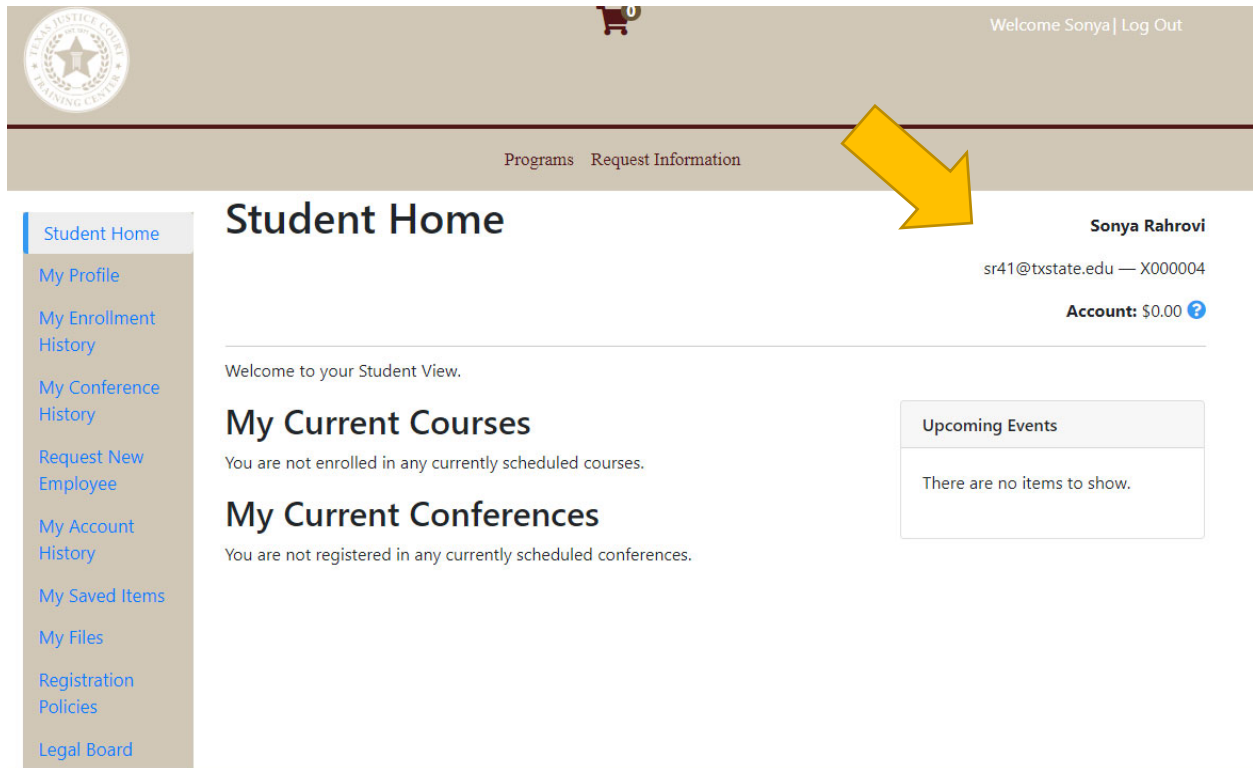
My Current Conferences

You are not registered in any currently scheduled conferences.

Upcoming Events

There are no items to show.

Student Information Quick-Reference



The screenshot shows the 'Student Home' page. At the top left is the Texas Justice Legal Training Center logo. At the top right, it says 'Welcome Sonya | Log Out'. Below this is a navigation bar with 'Programs' and 'Request Information'. A yellow arrow points from the 'Request Information' link down to the student information area. The student information area includes the name 'Sonya Rahrovi', email 'sr41@txstate.edu', student number 'X000004', and account balance 'Account: \$0.00'. Below this are sections for 'My Current Courses' and 'My Current Conferences', both indicating no current items. An 'Upcoming Events' box also shows no items.

Student Home

My Profile

My Enrollment History

My Conference History

Request New Employee

My Account History

My Saved Items

My Files

Registration Policies

Legal Board

Programs Request Information

Welcome Sonya | Log Out

Student Home

Sonya Rahrovi

sr41@txstate.edu — X000004

Account: \$0.00

Welcome to your Student View.

My Current Courses

You are not enrolled in any currently scheduled courses.

My Current Conferences



You are not registered in any currently scheduled conferences.

Upcoming Events

There are no items to show.

The upper right-hand side shows your basic student information. It will show your name, your email address, your student number, and the dollar amount for your account. This dollar amount will be red if you owe money.

My Current Courses and My Current Conferences

Welcome Sonya | Log Out

[Programs](#) [Request Information](#)

[Student Home](#)

[My Profile](#)

[My Enrollment History](#)

[My Conference History](#)

[Request New Employee](#)

[My Account History](#)

[My Saved Items](#)

[My Files](#)

[Registration Policies](#)

[Legal Board](#)

Student Home

Sonya Rahrovi
sr41@txstate.edu — X000004
Account: \$0.00

Welcome to your Student View.

My Current Courses


You are not enrolled in any currently scheduled courses.

My Current Conferences

You are not registered in any currently scheduled conferences.

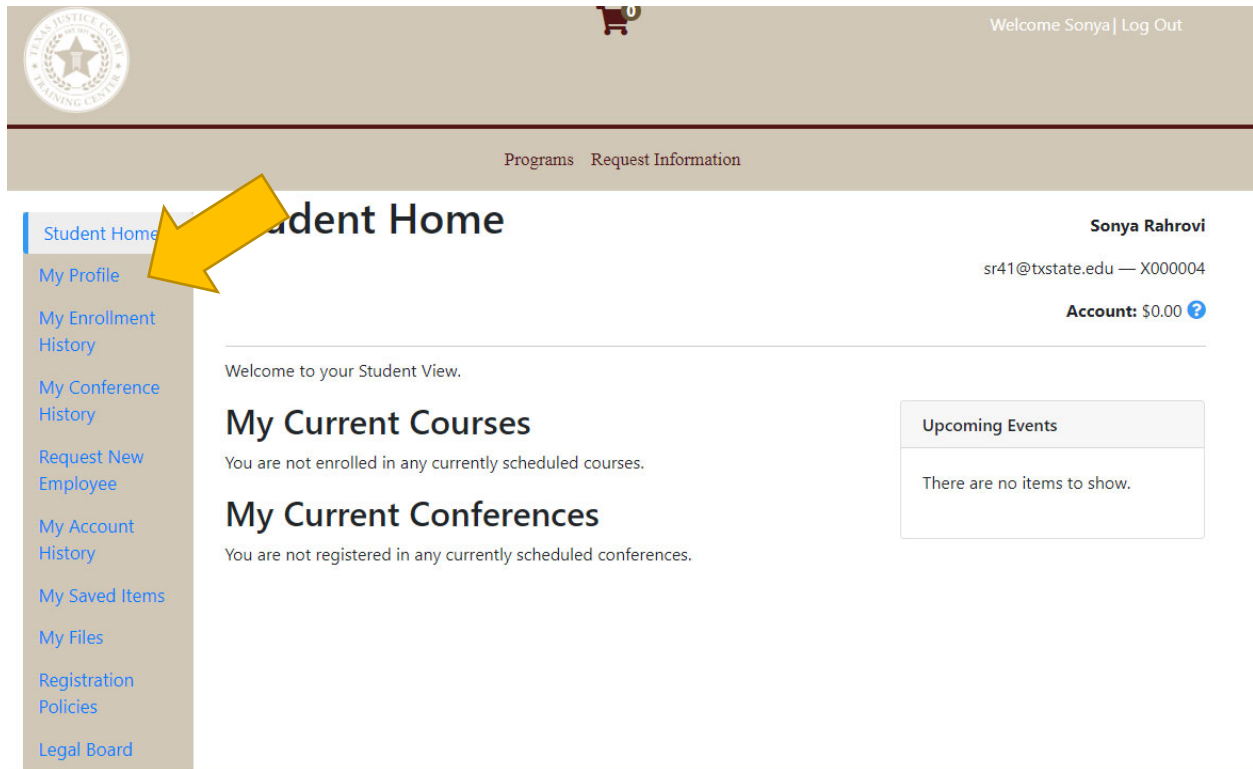
Upcoming Events

There are no items to show.



The middle of the page will show you what you are currently enrolled in. The TJCTC seminars and workshops will be listed under My Current Conferences.

My Profile



Student Home

My Profile

My Enrollment History

My Conference History

Request New Employee

My Account History

My Saved Items

My Files

Registration Policies

Legal Board

Student Home

My Profile

My Current Courses

You are not enrolled in any currently scheduled courses.

My Current Conferences

You are not registered in any currently scheduled conferences.

Upcoming Events

There are no items to show.

Welcome Sonya | Log Out

Programs Request Information

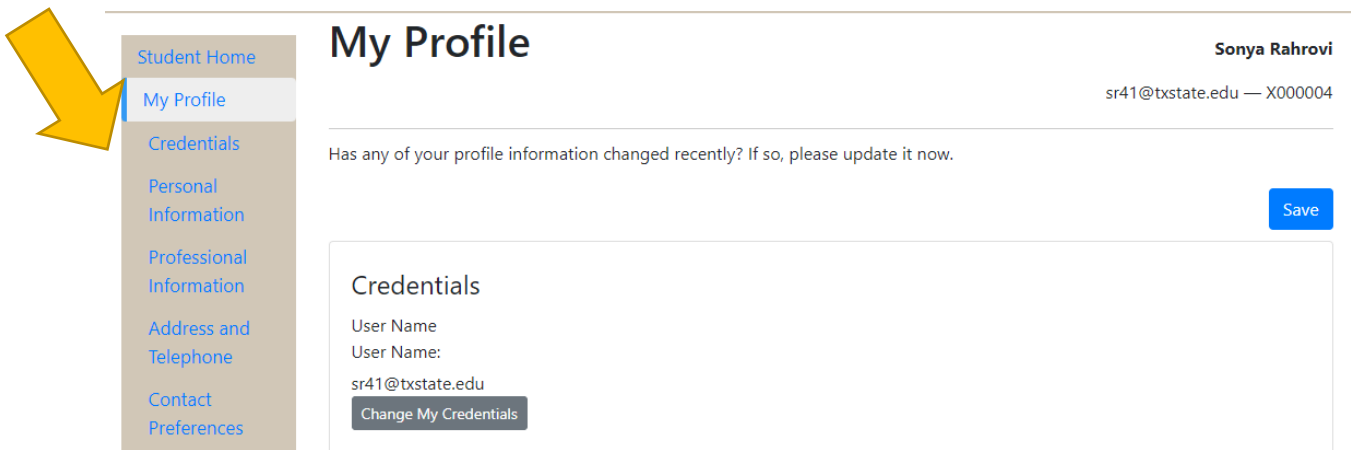
Sonya Rahrovi

sr41@txstate.edu — X000004

Account: \$0.00

Welcome to your Student View.

Click on My Profile on the left-hand side. The page will now look like this.



Student Home

My Profile

Credentials

Personal Information

Professional Information

Address and Telephone

Contact Preferences

My Profile

Sonya Rahrovi

sr41@txstate.edu — X000004

Has any of your profile information changed recently? If so, please update it now.

Save

Credentials

User Name

User Name:

sr41@txstate.edu

Change My Credentials

The left-hand menu has expanded into Credentials, Personal Information, Professional Information, Address and Telephone, and Contact Preferences.

Credentials

Your Credentials refers to your login information.

Credentials

User Name

User Name:

sr41@txstate.edu

[Change My Credentials](#)

You can click on Change My Credentials to change your username or password.

Personal Information

Personal Information

Salutation ▼

First Name Sonya Middle Name

Last Name Rahrovi

Email Address

[Add Another Email](#)

Preferred email for contact:*


██████████ [Edit](#) [Delete](#)

sr41@txstate.edu [Edit](#) [Delete](#)

Date of Birth Sep/26/2023 [...](#) [📅](#)

This lists your name, email address, and date of birth. You can add another email address besides your username here and mark it as preferred. This will send all administrative emails from TJCTC, like invoices, reminders, etc. to that new email. This does not change your username.

Professional Information


Professional Information		
Employer	Job Title	
Employer Location (Country) ▼	Employer Industry ▼	
Number of Years of Work Experience		
Department		
Manager's Contact Information		
Street 1	Street 2	
City	State / Province ▼	Foreign State 
Country ▼	Zip / Postal	
Telephone number	Email Address	
Student Number		
Student No. (if any)		

Want to share information about your employer and your manager? Here's where you would add that information.

Address and Telephone

Address and Telephone

You can provide multiple addresses. Fill out the information and click the "Add Another Address" button.

Type Office		
Address 1 or Business Name	Address (line two)	
City	State/Province	Other State 
Country USA	Zip/Postal	

[Add Another Address](#)

Preferred address for contact:*

Home: 1701 Directors Blvd, Suite 530, Austin, TX, 78744, USA [Edit](#) [Delete](#)

You can provide multiple numbers. Fill out the information and click the "Add Another Telephone" button for each number.

Type Office	Telephone / Fax
----------------	-----------------

[Add Another Telephone](#)

Preferred telephone for contact:*

Office: (512) 3479927 [Edit](#) [Delete](#)

This portion includes your preferred address and telephone number. You can provide multiple addresses and telephone numbers. You must mark which one is preferred.

Contact Preferences

Contact Preferences

May we contact you about courses that we think may interest you?*

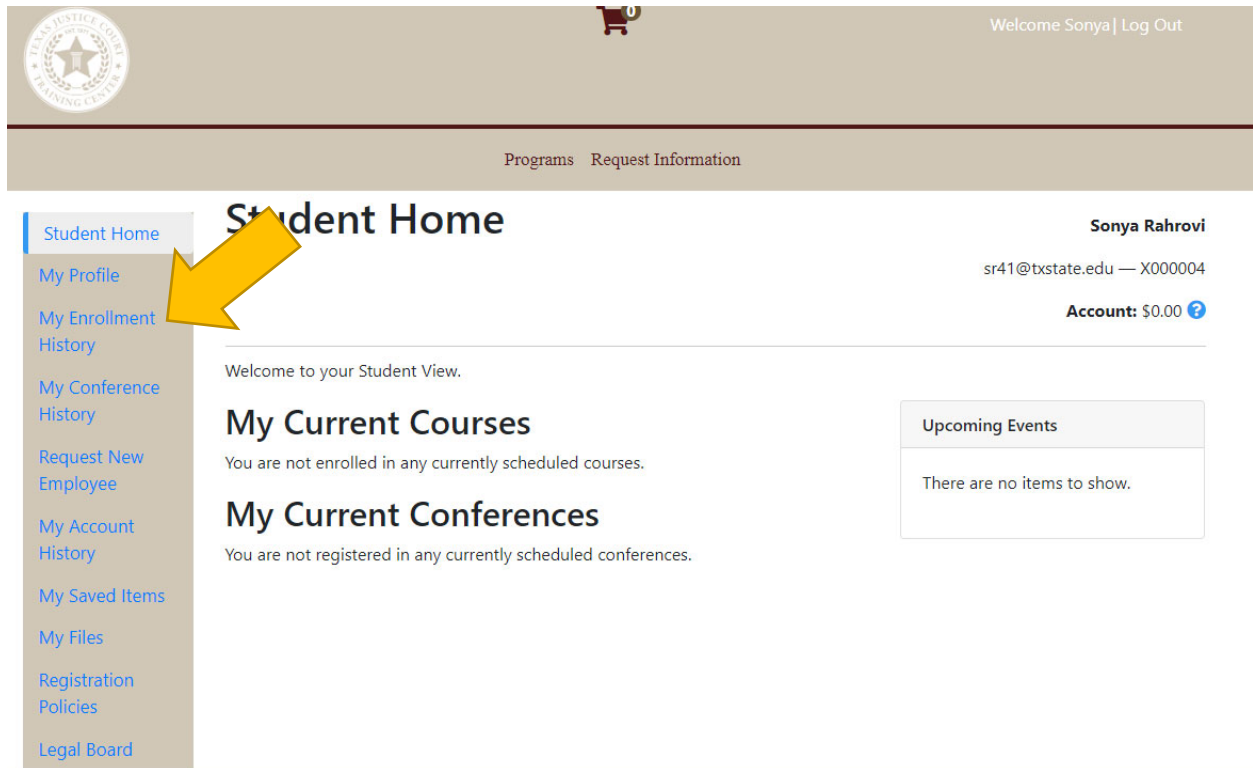
Choosing "Yes" will provide you the latest information on course and program offerings. Your information will not be shared.

[Privacy & Policy Information is available here.](#)

- Yes, by any method
- Yes, but only by the following methods (please check the methods that we may use to contact you)
 - Email
 - Mail
- No, please do not contact me

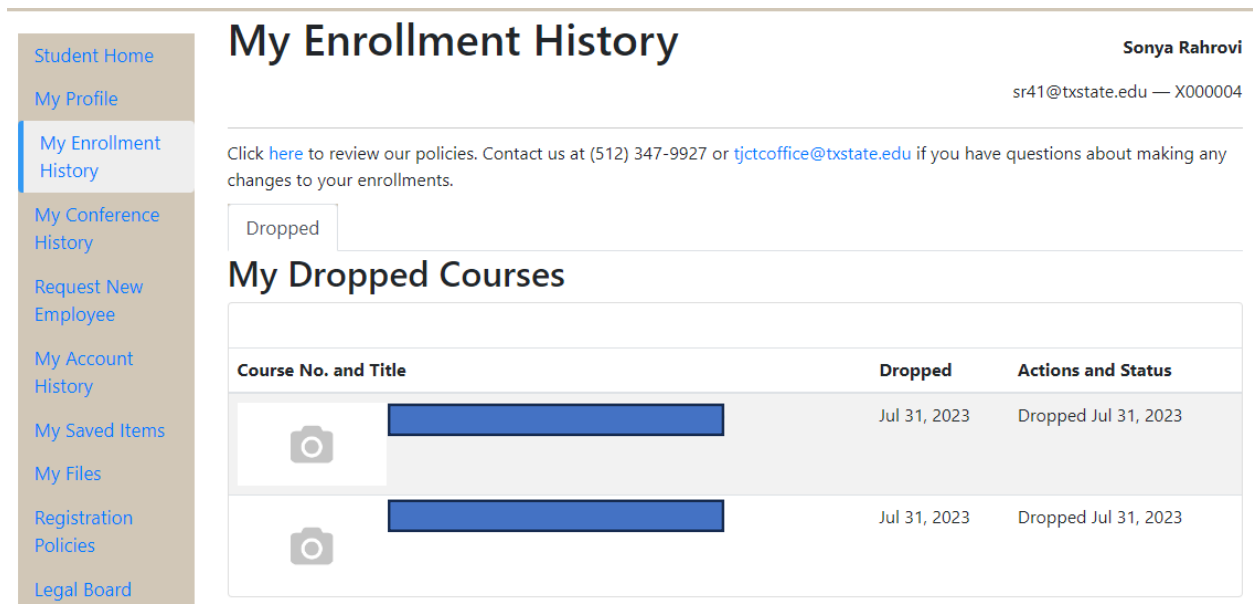
The Contact Preferences tell us if you are interested in receiving any marketing information from TJCTC. Please know that TJCTC will only contact you regarding education programs and legislative changes.

My Enrollment History





The screenshot shows the 'Student Home' page. The left sidebar contains a list of navigation links: Student Home, My Profile, My Enrollment History, My Conference History, Request New Employee, My Account History, My Saved Items, My Files, Registration Policies, and Legal Board. A yellow arrow points to 'My Enrollment History'. The main content area is titled 'Student Home' and includes a welcome message, 'My Current Courses' (not enrolled), 'My Current Conferences' (not registered), and an 'Upcoming Events' box with no items.

Let's check out My Enrollment History next.



The screenshot shows the 'My Enrollment History' page. The left sidebar has 'My Enrollment History' highlighted. The main content area is titled 'My Enrollment History' and includes a 'Dropped' filter. Below is the 'My Dropped Courses' section with a table:

Course No. and Title	Dropped	Actions and Status
 [Redacted]	Jul 31, 2023	Dropped Jul 31, 2023
 [Redacted]	Jul 31, 2023	Dropped Jul 31, 2023

This section shows what the database considers “courses”. TJCTC will only be using this section for certification exams for court personnel and civil process.

My Conference History

Student Home

My Profile

My Enrollment History

My Conference History

Request New Employee

My Account History

My Saved Items

My Files

Registration Policies

Legal Board

Welcome to your Student View.

My Current Courses

You are not enrolled in any currently scheduled courses.

My Current Conferences

You are not registered in any currently scheduled conferences.

Upcoming Events

There are no items to show.

Sonya Rahrovi

sr41@txstate.edu — X000004

Account: \$0.00

My Conference History may not be appearing on your student profile just yet. It will not appear until you have successfully registered for a conference.

Once you have successfully registered for a conference, you will see a page similar to this:

Conference History

Sonya Rahrovi

sr41@txstate.edu — X000004

Here are your conference registrations (and cancellations).

Current Conferences

Current Conferences

Conference	Registration Package	Conference Dates	Academic Units	CEUs	Final Grade	Actions and Status
20 Hour Justice of the Peace Seminar	Conference Registration	Nov 26 - Nov 29, 2023				Print...

Required fields are indicated by *.

This table will grow throughout your time with TJCTC and will eventually have a tab for Current Conferences, Completed Conferences, Cancelled Conferences, and Wait Listed Conferences.

If you need to make changes to your registration, such as cancel it or change your session selection, you can click on the blue title of the conference to access the conference registration site.

Conference History

Sonya Rahrovi

sr41@txstate.edu — X000004

Here are your conference registrations (and cancellations).

Current Conferences

Current Conferences

Conference	Registration Package	Conference Dates	Academic Units	CEUs	Final Grade	Actions and Status
20 Hour Justice of the Peace Seminar	Conference Registration	Nov 26 - Nov 29, 2023				Print...

Required fields are indicated by *.

Request New Employee

Student Home

My Profile

My Enrollment History

My Conference History

Request New Employee

My Account History

My Saved Items

My Files

Registration Policies

Legal Board

Programs Request Information

Welcome Sonya | Log Out

Sonya Rahrovi

sr41@txstate.edu — X000004

Account: \$0.00

My Current Courses

You are not enrolled in any currently scheduled courses.

My Current Conferences

You are not registered in any currently scheduled conferences.

Upcoming Events

There are no items to show.

Do you need a new student account for a recently hired clerk or deputy constable? You will click on Request New Employee to complete the form. This form is only for elected officials to complete, such as Justices of the Peace and Constables.

Request New Employee

Sonya Rahrovi

sr41@txstate.edu — X000004

Here are the applications that you have started or submitted. Click the buttons to finish in progress applications or review your application status.

➔ Need to do ● saved but incomplete ❗ Incomplete ✔ Complete ⌚ status to be updated by Destiny

To submit a new employee request form, click on the “View more available applications” button.

[View more available applications](#)

My Account History

WELCOME TO YOUR STUDENT VIEW

My Current Courses
You are not enrolled in any currently scheduled courses.

My Current Conferences
You are not registered in any currently scheduled conferences.

Upcoming Events
There are no items to show.

Student Home
My Profile
My Enrollment History
My Conference History
Request New Employee
My Account History
My Saved Items
My Files
Registration Policies
Legal Board

Programs Request Information

WELCOME SONYA | LOG OUT

Sonya Rahrovi
sr41@txstate.edu — X000004
Account: \$0.00

My account history will show you all the financial transactions associated with your account. You can click on Print Receipt on the right-hand side of a transaction to access a pdf copy of the receipt or invoice. Note that the database uses the word receipt to mean both receipt and invoice.



My Account History

Sonya Rahrovi

sr41@txstate.edu — X000004

Transaction No.:

Transaction Date Range:

Click to select date  - Click to select date 

[Search](#)

Transactions paid by a third party do not appear in your account history.

Transactions						
Date	Transaction No.	Amount	New Payments	On-Account Payments	Balance Due	Print Receipt
26 Sep 2023 02:13 PM	10	(\$315.00)	\$0.00	\$0.00	\$0.00	Print Receipt
26 Sep 2023 12:58 PM	9	\$315.00	\$0.00	\$315.00	\$315.00	Print Receipt

My Saved Items

WELCOME JUSTICE LIGHT & LEARNING CENTER

Programs Request Information

Welcome Sonya | Log Out

Student Home

Sonya Rahrovi
sr41@txstate.edu — X000004
Account: \$0.00

Welcome to your Student View.

My Current Courses

You are not enrolled in any currently scheduled courses.

My Current Conferences

You are not registered in any currently scheduled conferences.

Upcoming Events

There are no items to show.

Student Home
My Profile
My Enrollment History
My Conference History
Request New Employee
My Account History
My Saved Items
My Files
Registration Policies
Legal Board

My Saved Items will show you any items that you saved in your cart to purchase later. These items are temporary placeholders.

Cart (0 Items)

There are no items in your shopping cart.


Keep Shopping

Saved for Later (0 Items)

There are no items in your Saved for Later list.

The shopping cart and saved items list are temporary placeholders for your items. Items are subject to availability and pricing changes.

My Files

Welcome Sonya | Log Out

Programs Request Information

- Student Home
- My Profile
- My Enrollment History
- My Conference History
- Request New Employee
- My Account History
- My Saved Items
- My Files
- Registration Policies
- Legal Board

Student Home

Sonya Rahrovi

sr41@txstate.edu — X000004

Account: \$0.00 ?

Welcome to your Student View.

My Current Courses


You are not enrolled in any currently scheduled courses.

My Current Conferences

You are not registered in any currently scheduled conferences.

Upcoming Events

There are no items to show.



My Files is a place for you to upload files for us to save in the database. We encourage you to upload a picture of yourself!

My Files

Sonya Rahrovi

sr41@txstate.edu — X000004

Previously uploaded files are listed below. To upload a new file, select a file and add a label. Then click "Upload". Once uploaded, a file cannot be removed without the assistance of school personnel.

File Upload

 No file chosen

The maximum allowed file size for uploads is 10240 KB.

The file extensions allowed for uploads are: txt,doc,zip,jpg,mpg,pdf,gif,bmp,ppt,xls,csv,docx,xlsx,pptx,png.

Uploaded File History

No items found.

Date	Label	File Name
Nothing found to display.		

Required fields are indicated by *.

Registration Policies

TEKSA JUSTICE LEGAL TRAINING CENTER

Welcome Sonya | Log Out

Programs Request Information

Student Home

Sonya Rahrovi
sr41@txstate.edu — X000004
Account: \$0.00

Welcome to your Student View.

My Current Courses

You are not enrolled in any currently scheduled courses.

My Current Conferences

You are not registered in any currently scheduled conferences.

Upcoming Events

There are no items to show.

- Student Home
- My Profile
- My Enrollment History
- My Conference History
- Request New Employee
- My Account History
- My Saved Items
- My Files
- Registration Policies
- Legal Board

The Registration Policies are the same registration policies that we have accessible on our website, www.tjctc.org.

Registration Policies

Sonya Rahrovi

sr41@txstate.edu — X000004

Waitlist

Every program has a limited number of attendees that can register. If a program is full, you can register to be put on the waitlist. The waitlist is organized by when you register. If and when spots in a program open up, they will be filled from the waitlist in the order students registered. The student at the top of the waitlist will be notified by email that a spot has opened up. They will have 48 hours to enroll in the course. If they do not take the spot in that time, they will be moved to the bottom of the waitlist and the next student on the list will be offered the spot. Registering for the waitlist does not guarantee entry into a program.

Handouts

All presentation handouts will be available through our handouts webpages. Handouts will be uploaded **ONE WEEK PRIOR** to each program. Be sure to either print or download your handouts for any session you plan on attending. TJTC will not have any physical copies of handouts available at the program.

Persons with Disabilities

The Texas Justice Court Training Center makes every effort to ensure that courses and programs are held at facilities that are accessible to persons with disabilities. If you plan on attending an event and will need special facilities or accommodations relating to your disability, please make note of the requirement in the "Special Needs" sections of your registration on the online registration system.

Legal Board

TEKSA JUSTICE CENTER
LEARNING CENTER

Welcome Sonya | Log Out

Programs Request Information

Student Home

Sonya Rahrovi
sr41@txstate.edu — X000004
Account: \$0.00

Welcome to your Student View.

My Current Courses

You are not enrolled in any currently scheduled courses.

My Current Conferences

You are not registered in any currently scheduled conferences.

Upcoming Events

There are no items to show.

- Student Home
- My Profile
- My Enrollment History
- My Conference History
- Request New Employee
- My Account History
- My Saved Items
- My Files
- Registration Policies
- Legal Board**

Do you have a legal question for our attorneys? This is where you can go to both ask a question and search previous answers.