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.
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

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

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

**Personal Information**

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

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**
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.
Let’s check out My Enrollment History next.

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 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:

Here are your conference registrations (and cancellations).

<table>
<thead>
<tr>
<th>Conference</th>
<th>Registration Package</th>
<th>Conference Dates</th>
<th>Academic Units</th>
<th>CEUs</th>
<th>Final Grade</th>
<th>Actions and Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>20 Hour Justice of the Peace Seminar</td>
<td>Conference Registration</td>
<td>Nov 26 - Nov 29, 2023</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Conference</th>
<th>Registration Package</th>
<th>Conference Dates</th>
<th>Academic Units</th>
<th>CEUs</th>
<th>Final Grade</th>
<th>Actions and Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>20 Hour Justice of the Peace Seminar</td>
<td>Conference Registration</td>
<td>Nov 26 - Nov 29, 2023</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Required fields are indicated by **.
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.

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

<table>
<thead>
<tr>
<th>Date</th>
<th>Transaction No.</th>
<th>Amount</th>
<th>New Payments</th>
<th>On Account Payments</th>
<th>Balance Due</th>
<th>Print Receipt</th>
</tr>
</thead>
<tbody>
<tr>
<td>26 Sep 2023 02:13 PM</td>
<td>10</td>
<td>($315.00)</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>Print Receipt</td>
</tr>
<tr>
<td>26 Sep 2023 12:58 PM</td>
<td>9</td>
<td>$315.00</td>
<td>$0.00</td>
<td>$315.00</td>
<td>$315.00</td>
<td>Print Receipt</td>
</tr>
</tbody>
</table>
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.

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

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

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. TJCTC 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

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