

View Employee Training History using STS on the Web

1. From the NCDPS Intranet Page, click on the **DPS WEB APPLICATIONS** hyperlink at the top of the page.

North Carolina Department of Public Safety - Intranet

Follow NCDPS news through our [daily news clips](#) and social media sites:

- **DPS Web Applications** - Provides a portal of all Correction web applications.
- [Division of Adult Correction Resources Portal](#) - You'll find access to Correction related web applications and forms including Adult Correction Statistics, [Public Access Information System](#) and much more.
- [Alcoholism and Chemical Dependency Programs](#) - Provides substance abuse program information, contact information, [DART-Cherry](#), [Black Mountain](#), and more.
- [BEACON](#) - Source for agency specific information relating to the BEACON HR/Payroll system. **Note:** If you are having a problem logging into Beacon or email, try logging into [NCID](#). If you have a problem logging into NCID, contact your [NCID Administrator](#).
- [Combined Records](#) - Maintains the centralized repository of inmate records for the Prisons.
- [Communications Office](#) - Provides news and information about the Department of Public Safety. Read the [Daily News Clips](#) for stories of interest to DPS staff. Read the latest issue of [On The Scene](#), the department's employee newsletter. Read agency [news releases](#). Download the [Interview Consent Form](#) and the [Media Contact Form](#).
- [Community Supervision](#) - Provides online [Policies and Procedures Manual](#), [Director's Memos](#), [Evidence Based Practices](#), [OPUS Manual](#), [OPUS Data Resources](#), [Forms](#) and more

2. From the **NCDPS MIS WEB APPLICATIONS** Page, please select **OFFENDER INFORMATION** column and then **OPUS INFORMATION** hyperlink.

North Carolina Department of Public Safety

MIS Web Applications

Offender Information	Community Corrections	Prison Management	Employee Related	Administrative	Links
Alcoholism & Chemical Dependency (ACD)					
Automated System Query (ASQ)					
Law Enforcement (LEO)					
OPUS Information					
OPUS Inmate Information <small>Link to DOC Offender Information System allowing web access to restricted OPUS inmate information</small>					
OPUS Management Reports					
Pre-OPUS					
Public Access Information					

the New MIS Application Portal!

3. At this point, you will be directed to the **OPUS ONLINE** Page, Please enter your OPUS Login Information (Example: CR00361 – User Id and Password) in the boxes below.

OPUS ONLINE

OPUS Information

Login

User Id CRXXXXXX

Password ●●●●●●●●●●

Login

User Id and password is your OPUS login (your CR number and password)

4. Once you successfully log into **OPUS ONLINE** you will arrive at the OPUS Information Main Menu screen. Please select the **STAFF, FACILITY, AND HISTORICAL STS SEARCHES** hyperlink.

OPUS ONLINE

OPUS Information Main Menu

Welcome! Using the OPUS Information application, you may search for OPUS information that matches your specific needs.

Please select an option from the menu below.

- [Offender Search](#)
- [Inmate Security/Custody Searches](#)
- [Inmate Work Skills Search](#)
- [Inmate Release Search](#)
- [Case Manager/Programs Searches](#)
- [DCC Searches](#)
- [SBM Searches](#)
- [Disapproved Publication Searches](#)
- [Staff, Facility, and Historical STS Searches](#)**
- [Set User Preferences](#)
- [Suggestions, Feedback, and Problem Reports](#)
- [Change Password](#)

5. At that point, you will be directed to the **OPUS ONLINE – OPUS INFORMATION STAFF, FACILITY, AND HISTORICAL STS** screen. Please select the **HISTORICAL STS TRAINING SEARCH** hyperlink.



6. At that point, you will be taken to the **HISTORICAL STS TRAINING SEARCH** screen where you will enter your OPUS Staff ID into the Staff/Agent ID Field and then press the **SEARCH** button located at the bottom right of the page.

Instructions: Enter your search criteria and then click the 'Search' button.
If you need search help, see [Historical STS Training Search Tips](#).

STEP 1: Enter general search criteria:

Staff/Agent ID: Supervisor ID:

Staff/Agent Name: Status: ACTIVE

Location:

DOP Region: DOP Facility:

DCC Division: DCC Office:

DCC District: Facility ID:

Staff Type: Only DPS Staff OR Limit Results To: DOP Certified Staff DCC Certified Staff Non-certified Staff

STEP 2: Enter your Training/Specialty Skills search criteria:

Course Number: Has had Has not had

Min Completion Date: Max Completion Date:

Specialty: Skill:

Instructor Certification: (Note: expired certifications are ignored.)

Certification Expires: Min Expiration: Max Expiration:

STEP 3: Select up to 20 job classes if desired:

Select an option below to fill the list to the right.

Job Class Description:
(Note: Search words must contain at least 3 characters)

OR

Job Class Code:

OR

Use your mouse to select the job classes to search for.
To select multiple job classes, hold down the Ctrl button as you click with your mouse.
Please limit search to 20 job classes or less.

STEP 4: Sort the Search Results by: Staff Name Staff/Agent ID Facility ID

STEP 5: Search for Matching Staff:

7. You will then be taken to the OPUS STAFF /AGENT INFORMATION screen. You will need to click on the **STS HISTORY** button located in the upper left of the screen.

Staff/Agent Information

Go to:

[General]

Security Info

STS Instr Assi

STS History ←

staff/agent ID: LML05 RACFUser ID: CR00361
 Name: LAMONDS, MICHAEL L Status: ACTIVE

General Information	
Staff ID:	LML05 assigned on: 11/10/1994
Physical Facility:	1008 - STAFF TRAINING
Position #:	60056142
Other Facility:	
Staff Type:	DC - DPS EMPLOYEE
V/Work Assignment:	E - DPS STAFF
V/Work Email:	MICHAEL.LAMONDS@NCDPS.GOV

General Information	
Status:	ACTIVE as of: 02/01/2008
Type:	STAFF TRAINING
ID Card #:	10 (VERIFIED)
Budget Code:	1110 - STAFF DEVELOPMENT & TRAINING
Supervisor:	SMW02 - SHABO, MONICA W.
Job Class:	30001119 - CORR TRAIN INSTR II
MMS Area:	

Contact Information	
V/Work Address:	2211 SCHEFFELIN RD, APEX, NC 27502-6387
V/Work Phone:	(919)367-7100 Ext: 7113
Fax:	(919)367-7180
Courier:	53-71-00
Default Printer:	HZAQ-H/WIG

Security Information	
Site Security Coordinator:	1008 - STAFF TRAINING
Authority Level:	B1 - DOP DIVISION

Specialty Information	Skills Information
06 - ANGER MANAGEMNT 10 - VIOLENCE PREVENTN	02 - CERT INSTRUCTOR 19 - GEN INSTRUCTOR 20 - FIREARMS INSTR 24 - CRDT INSTRUCTOR

Instructor Certification/ Specialty (ST07) (Expired certifications are not shown)		
Certification/Specialty	Certification Date	Expiration Date
A1 - STS I/T	04/01/2008	
A2 - STS INSTRUCTOR	04/01/2008	
B4 - MULTI-GEN INST	07/02/2007	
01 - GENERAL	05/15/2012	05/15/2015
03 - FIREARMS	05/15/2012	05/15/2015
06 - BASIC	01/01/2009	
10 - STRAIGHT BATON	05/09/2008	
12 - CPR-2	02/26/2013	02/26/2015
19 - CRDT	05/15/2012	05/15/2015
20 - CRDT/I/T	05/15/2012	05/15/2015
21 - EEOI	05/15/2006	
25 - PREA INSTRUCTOR	01/01/2007	
27 - PREA INVES INST	01/01/2007	
28 - PREA TRAINER	01/01/2007	
33 - EXP BATON I/T	04/01/2008	
34 - EXP BATON INSTR	04/01/2008	
35 - REACT INSTRUCTR	05/19/2012	05/19/2014
34 - ICE SHIELD INST	05/19/2012	05/19/2014
66 - GI INSTR TRNR	11/01/2007	
71 - REMINGTON ARMOR	05/13/2013	05/13/2015
73 - S & W ARMOR	12/15/2010	12/15/2014
76 - S/O RELATIONS	05/20/2010	
81 - CELL EXT I/T	05/21/2010	
82 - CELL EXT INSTR	05/22/2010	
85 - GLOCK ARMORER	05/11/2011	05/11/2014

8. At this time, you will be taken to the **STAFF /AGENT INFORMATION** screen where you will be able to view the staff training history contained within the OPUS – Staff Training Subsystem. Please remember that all training taken after November 1, 2013 is documented in the Cornerstone On Demand Learning Management System.

To print a copy of your training history, please click on the **CREATE ADOBE REPORT** hyperlink.

Staff/Agent Information

Hide Side Menu Buttons Back Print

Go to:

- [General](#)
- [Security Info](#)
- [STS Instr Assign](#)

[STS History]

Staff/Agent ID: LML05 RACF/User ID: CR00361
 Name: LAMONDS, MICHAEL L. Status: ACTIVE

STS History (ST03) Reset to Defaults

Filter: Display last records Course Number:

Course Begin Date: Min Date: Max Date:

Redisplay With Above Filter Criteria

[Create Adobe Report](#) Found 189 records matching filter criteria Displaying matches 1-25

Begin Date	Completion Date	Course Number	Course Name	Contact Hours
07/23/2013	07/23/2013	0011686	PREA: SEXUAL ABUSE AND HARASSMENT 101 (1HR)	1
06/12/2013	06/13/2013	0009700	REMINGTON 870 ARMORER'S SCHOOL (16 HOURS)	16
04/30/2013	04/30/2013	0011697	WORKPLACE VIOLENCE AWARENESS & PREVENTION	1
12/18/2012	12/18/2012	0010944	UNDERSTANDING WORKPLACE DIFFERENCES (4 HRS)	4
09/06/2012	09/06/2012	0010125	DOC FIRE SAFETY CLASS FOR ONLINE LEARNING (LMS)	1
09/06/2012	09/06/2012	0010120	OCCUPATIONAL EXPOSURE TO INFECTIOUS DISEASES (LMS)	2
09/04/2012	09/04/2012	0011574	OSDT INSTRUCTOR UPDATE FOR SEPTEMBER 2012	7
03/06/2012	03/06/2012	0011353	MICROSOFT WORD FOR THE GENERAL INSTRUCTOR PROGRAM	6
03/06/2012	03/06/2012	0010962	NC STATE EMPLOYEE GIFT BAN TRAINING (LMS)	1
07/22/2011	07/22/2011	0010803	(PREA) PRISON RAPE ELIMINATION ACT (LMS)	1
07/22/2011	07/22/2011	0010120	OCCUPATIONAL EXPOSURE TO INFECTIOUS DISEASES (LMS)	2
07/12/2011	07/12/2011	0010125	DOC FIRE SAFETY CLASS FOR ONLINE LEARNING (LMS)	1
06/29/2011	06/29/2011	0009034	GLOCK ARMORER SCHOOL (8 HOURS)	8
05/04/2011	05/04/2011	0011306	DO/OSDT TRNG COORDINATOR & SPECIALIST MTG (4 HRS)	4
04/19/2011	04/19/2011	0011302	DCC COURSE OF FIRE VALIDATION (FIREARMS)	5
03/28/2011	03/28/2011	0009673	HEALTHCARE PROVIDER CPR TRAINING	5
12/15/2010	12/15/2010	0009663	SMITH & WESSON M&P.40 ARMORER COURSE (8 HRS.)	8
11/23/2010	11/23/2010	0011152	SECURITY AWARENESS TRAINING (LMS)	1
09/01/2010	09/02/2010	0009700	REMINGTON 870 ARMORER'S SCHOOL (16 HOURS)	16
06/29/2010	06/29/2010	0010125	DOC FIRE SAFETY CLASS FOR ONLINE LEARNING (LMS)	1
06/29/2010	06/29/2010	0010803	(PREA) PRISON RAPE ELIMINATION ACT (LMS)	1
06/09/2010	06/09/2010	0000333	HAZARDOUS CHEMICALS (HAZCOM)	1
05/20/2010	05/20/2010	0011068	STAFF & OFFENDER RELATIONSHIPS INSTRUCTOR UPDATE	6
03/12/2010	03/12/2010	0011029	MANAGING YOUR INBOX: E-MAIL AS A PUBLIC RECORD	1
03/01/2010	03/01/2010	0006854	OC AEROSOL INSTRUCTOR COURSE FOR DOC STAFF (8 HRS)	8

