

GTS Refresh Highlights and Enhancements Training: Court Staff

➤ Overview

The Administrative Office of the Pennsylvania Courts (AOPC) is offering a series of online workshops that summarize the upcoming changes to the GTS resulting from the UJS Web Portal Refresh project. This Refresh, which goes into effect on December 12, 2022, is part of a comprehensive upgrade to the website designed to improve the security and experience of all Portal users. At the same time, additional enhancements, more specific to court business practices, are being released.

These online classes are conducted through WebEx. Registration is required. You are welcome to attend any session that fits your schedule.

➤ Workshop Topics

- New system navigation
- Menu changes
- Newly formatted Dashboard
- Case creation changes
- Case Details updates & enhancements
- New case actions & terminology changes
- New ways to perform existing functions
- Other GTS enhancements

➤ Online Training Schedule


December 12	11am	2pm		Both registration and the training are completed through WebEx. Attending a session requires a computer or laptop with an internet connection.
December 13	8am	9am	3pm	
December 14	10am	2pm	4pm	
December 15	8am	10am	2pm	<u>Only sign up for one day/time. Each session covers the same information.</u>
December 16	10am	1pm	3pm	

Registration instructions appear on the next page.

GTS Workshop Registration Instructions

Any person planning on attending a workshop must register for their preferred session through WebEx.

Registration can be completed using the following steps:

1. Go to the registration webpage: <https://pacourts.webex.com>
2. On this webpage, click on the three horizontal lines  appearing to the left and select **WebEx Training** from the menu. Note: The WebEx Training page may try to open in a new browser page or tab. If you have popup blockers enabled, the page may not open. You may need to disable popup blockers, or authorize one-time access if prompted, and then try opening the page again.
3. A full list of training classes offered by the AOPC display – Look for classes with a topic name **GTS Court Offices – Refresh Highlights and Enhancements**. If needed, hover your mouse pointer over any of these topic names to see the full name of the class.
4. Click on the **Register** link for the preferred training class.
5. Complete the registration page. All fields are required. Please provide as much registration information as possible. If there are items that do not apply to the person registering, enter NONE in the field.
6. Click the **Register** button at the bottom of the screen. You will receive an e-mail confirming your registration and a reminder e-mail will be sent a few days prior to training.

You will receive instructions for logging into the online classroom and printable training documents will be e-mailed to you prior to your scheduled session.

Cancellations: If you register for a class and later decide not to attend, instructions for cancelling a registration are included in the confirmation and reminder emails.



Administrative Office of
the Pennsylvania Courts

