Learner Login

Welcome Page

Course Menu

Course Menu – Curriculum Groups

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Learner Guide for Your Online Training Academy

Learner Login
Welcome to online training! To enter the Training Academy, open the Learner Login page at the URL provided by your training administrator.

Log in to your account using your user ID and password. Passwords are case sensitive.

Welcome Page
To begin your training and access your courses, click the "Course Menu" link, located to the left of the screen on the blue bar.

Course Menu
Your Course Menu is organized by:
- Overdue Training
- Required Courses
- Optional Courses

Select a course by clicking the "Run Course" arrow.

Note: You may also view courses assigned to you by your training administrator as part of a Curriculum Group, by clicking "Curriculum Groups" underneath the Course Menu heading, located to the left of the screen on the blue bar.

Upon successful completion of a course, it will be removed from the heading of "Current Training" and placed under the "Completed Training/Review Material" menu accessible on the left side of the screen. Courses that require retraining will move back to "Current Training" according to the settings determined by your training administrator.

Note: It may be necessary to click the "Refresh" button located in either of the two menu title bars to update your menu for recently completed courses.

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Training Reports

Comments

Course Design
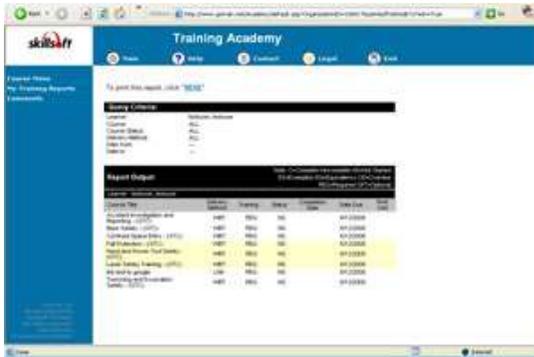
My Training Reports
Click the "My Training Reports" link, on the left side of the screen, to view your training history, including courses completed, courses in progress, and overdue courses.

You may also view your training report for Curriculum Groups by clicking the "Curriculum Group Report" link, on the left side of the screen. This displays training history summarized for Curriculum Group courses only.
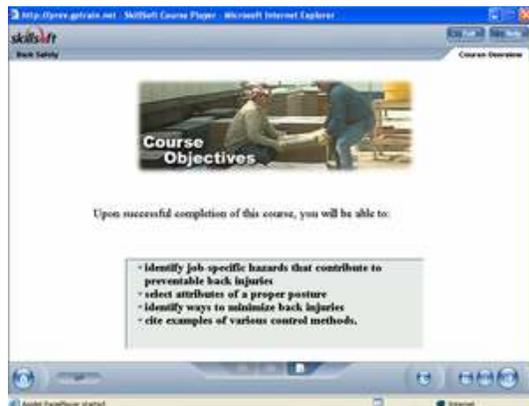
Course Completion Certificates
For any course you have completed, you will have the option to print a completion certificate from the "My Training Reports" link.

A "Print Certificate" icon will appear in the far right column next to the completed title.

Comments
To provide your comments, click the "Comments" link and enter the requested information.

Course Design
Online training gives you control over how much time you spend in any course or topic. You can control how you navigate through each course. To move forward page by page, click on the "next page" arrow at the bottom right corner of the course window. You can also click the "previous screen" arrow to move backwards. In each course, the learning material is categorized by topics. To go directly to a topic, click on the "course menu" button at the bottom left corner of the course window. You will then see the topics outline. Click on a topic to advance to that section of the course. However, please be aware that there are tests after each topic which must be completed to receive completion status.

You can exit a course at any time by clicking "Exit" at the top right of the course window. Your placement in the course will be bookmarked so that you can return later to the last screen previously visited.

Enjoy your online training!

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