

Training Computer System

For those of you not familiar with our computer system ~ the computer you will be taking your training on is a touch screen inter-active module system. This means you will be watching specially customized video training programs with multiple-choice test questions inter mingled to elevate your understanding of the materials being presented. We have found that this particular type of training works well for the subject matter presented and is a more enjoyable mode of presentation for the individual being trained. The concepts desired are covered in a timely appropriate manner, hopefully encouraging your ability to learn, process and retain information.

The log in process requires you to use an alphabetical electronic keyboard as displayed below. This keyboard is in alphabetical order.

Type your **FIRST** name and touch **ENTER**
FIRST:

A	B	C	D	E	F	G
H	I	J	K	L	M	N
O	P	Q	R	S	T	U
V	W	X	Y	Z		
-	SPACE	BACKSPACE (ERASE)	ENTER			

You will be required to type in your first, middle (entire) and last name, your social security number and your employer's name. Please press the enter key after each entry. Note: Use your legal name (as shown on your driver license) spell out your middle name and use the space bar for multiple names. Add the Jr. or III at the end of your last name.

After most entries you will be asked to verify your information by pressing a YES or NO button to verify you have entered the correct information.



The correct order of input data is as follows:

- Name: First/middle/Last (V.)
- Social Security Number (V.)
- Employers Name (V.)
- Instructors Name: (V.)
- Course Selection (V.)

The course selection panel is shown below:



Each button is a different color and represents a way to enter different course areas. Selecting a button starts you on your way. Relax, follow the instructions given and enjoy the interactive training.