VSRA OTraining Users Guide



WELCOME!

The On-Line Users Guide is the easiest and fastest way for you to get started with the Virginia Ship Repair Association OTraining portal. This system is very user friendly, however it also has a lot of features and security protections that require users to be knowledgeable about their choices. Snapshots of every web page are included to aid learning. Below are a few items that are most often questioned, or cause difficulty for new users. We hope this guide will help you and welcome any suggestions.

VSRA OTraining STUDENTS/EMPLOYEES Users Guide



TIPS:

1. Find the site by going to:

http://OTraining.VirginiaShipRepair.org

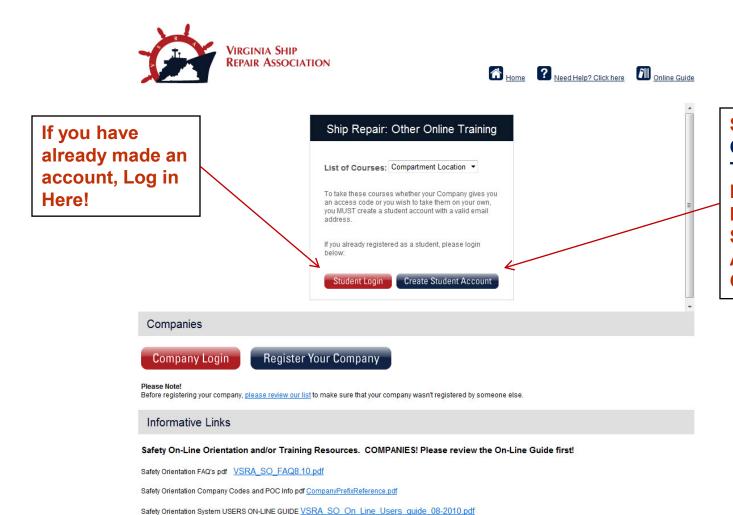
- 2. Safety Orientation DOES NOT have Student Accounts. ALL records are managed by your COMPANY.
- 3. OTHER TRAINING does have Student Accounts which will show all training access codes, completions and certificates for the student. Your Company may provide you with Training codes, or you may choose to get them on your own.

Find this page at http://OTraining@VirginiaShipRepair.org

Submit a HELP Ticket HERE!



Login for the On-Line OTHER TRAINING.



Students taking OTHER TRAINING, like Nomenclature: MUST have a STUDENT ACCOUNT. Create one here.



Next »







Student Registration

Please Note! After you complete this form, you will be sent an email with a link to activate your account. You will not be able to login until click on this link! Please be sure to check your Spam folder as well as your Inbox.

Before creating an account, please review our Disclaimer.

State:* Zip:* Phone: Birth Date: Enter date format like: 6/19/1979 or 10/5/1982 (MM/DD/YYYY) Login Information Your Email: * Enter a password: *	Personal Information		
Last Name:* Address:* Address 2: City:* State:* Zip:* Phone: Birth Date: Enter date format like: 6/19/1979 or 10/5/1982 (MM/DD/YYYY) Login Information Your Email: * Enter a password: * Verify password: * I have read and accept the Terms and Conditions.	First Name:*		
Address:* Address 2: City:* State:* Zip:* Phone: Birth Date: Enter date format like: 6/19/1979 or 10/5/1982 (MM/DD/YYYY) Login Information Your Email: * Enter a password: * Verify password: * I have read and accept the Terms and Conditions.	Middle Name:		
Address 2: City:* State:* Zip:* Phone: Birth Date: Enter date format like: 6/19/1979 or 10/5/1982 (MM/DD/YYYY) Login Information Your Email: * Enter a password: * Verify password: * T I have read and accept the Terms and Conditions.	Last Name:*		
Address 2: City:* State:* Zip:* Phone: Birth Date: Enter date format like: 6/19/1979 or 10/5/1982 (MM/DD/YYYY) Login Information Your Email: * Enter a password: * Verify password: * I have read and accept the Terms and Conditions.	Address:*		Fill out the Blank areas
State:* Zip:* Phone: Birth Date: Enter date format like: 6/19/1979 or 10/5/1982 (MM/DD/YYYY) Login Information Your Email: * Enter a password: * Verify password: * I have read and accept the Terms and Conditions.	Address 2:		
Zip:* Phone: Birth Date: Enter date format like: 6/19/1979 or 10/5/1982 (MM/DD/YYYY) Login Information Your Email: * Enter a password: * Verify password: * I have read and accept the Terms and Conditions.	City:*		
Phone: Birth Date: Enter date format like: 6/19/1979 or 10/5/1982 (MM/DD/YYYY) Login Information Your Email: * Enter a password: * Verify password: * I have read and accept the Terms and Conditions.	State:*		
Birth Date: Enter date format like: 6/19/1979 or 10/5/1982 (MM/DD/YYYY) Login Information Your Email: * Enter a password: * Verify password: * I have read and accept the Terms and Conditions.	Zip:*		
Login Information Your Email: * Enter a password: * Verify password: * I have read and accept the Terms and Conditions.	Phone:		
Your Email: * Enter a password: * Verify password: * I have read and accept the Terms and Conditions.	Birth Date:	Enter date format like: 6/19/1979 or 10/5/1982 (MM/DD/YYYY)	
Enter a password: * Verify password: * I have read and accept the Terms and Conditions.	Login Information		
Verify password: * □ I have read and accept the Terms and Conditions.	Your Email: *		
☐ I have read and accept the <u>Terms and Conditions</u> .	Enter a password: *		
	Verify password: *		
		☐ I have read and accept the <u>Terms and Conditions</u> .	5

Login for STUDENTS to take OTHER TRAINING

Please Login Below

Username:

Password:

Login Remember my login

Forgot Password?

This Login takes Students to their Training Account which will show a record of all access codes and completions for Training, except Safety Orientations. Those records are only kept in the Company Accounts.

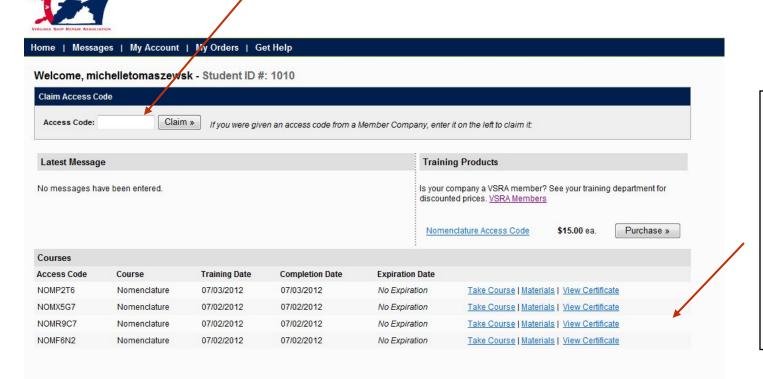
Claim Access Co	ode						
Access Code:	Clain	n » If you were give	en an access code from a	Member Company, ente	r it on the left to claim it:		
Latest Message				Training Products			
No messages ha	ive been entered.	¥		discour	company a VSRA member? sted prices. <u>VSRA Members</u> enclature Access Code	See your training department for the second	
Courses							
Access Code	Course	Training Date	Completion Date	Expiration Date			
NOMP2T6	Nomenclature	07/03/2012	07/03/2012	No Expiration	Take Course Materia	als View Certificate	
NOMX5G7	Nomenclature	07/02/2012	07/02/2012	No Expiration	Take Course Materia	als View Certificate	
NOMR9C7	Nomenclature	07/02/2012	07/02/2012	No Expiration	Take Course Materia	als View Certificate	
NOMF6N2	Nomenclature	07/02/2012	07/02/2012	No Expiration	Take Course Materia	als I View Certificate	

Here
Students
can access
additional
materials,
view or
print
certificates
and start
online
training.

Login for STUDENTS to take OTHER TRAINING



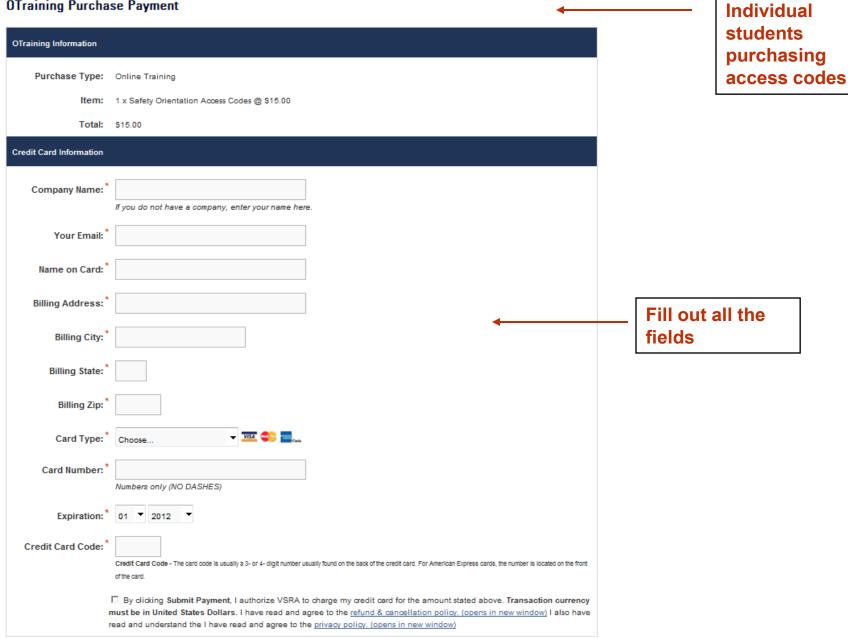
IF your COMPANY gave you an access code, enter it here to place that training in your Student Library.



Here
Students
can access
additional
materials,
view or
print
certificates
and start
online
training.

Workforce / Training Committees Home About Us Membership Events Leadership Sponsorship

OTraining Purchase Payment











Help Ticket

We are committed to customer service and offering the best products possible. Before submitting a Help Ticket, you may want to look at the Frequently Asked Questions Document. If this is not helpful please complete the information below and we will respond within one-business day, usually sooner!

You can submit a help ticket and the **VSRA** staff will answer your question

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If you have any questions click on "Need Help?"

Comments:*

Submit Ticket



THANK YOU!

For further assistance, please contact our dedicated phone line at 757.233.6471 or email us at OTraining@VirginiaShipRepir.org

For comments and improvement suggestions please contact

Michelle Tomaszewski, Ph.D. at MTomaszewski@VirginiaShipRepair.org