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 we welcome any suggestions.

VSRA OTraining **COMPANY** Users Guide



TIPS:

1. Find the site by going to:

http://OTraining.VirginiaShipRepair.org

- 2. Companies may authorize Administrators, for example the Safety Manager and the Training Manager. However, a Company can only register ONCE PER GEOGRAPHIC LOCATION. Therefore, make sure the right people (i.e. safety or training director) are registering. He/She can then assign AUTHORIZED ADMINS for back-up access to the Company section of the portal.
- 3. DO NOT MANUALLY ENTER names for On-Line students! This option is only for employees who are given classroom, Windows Media or DVD sessions.

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



Submit a HELP Ticket HERE!









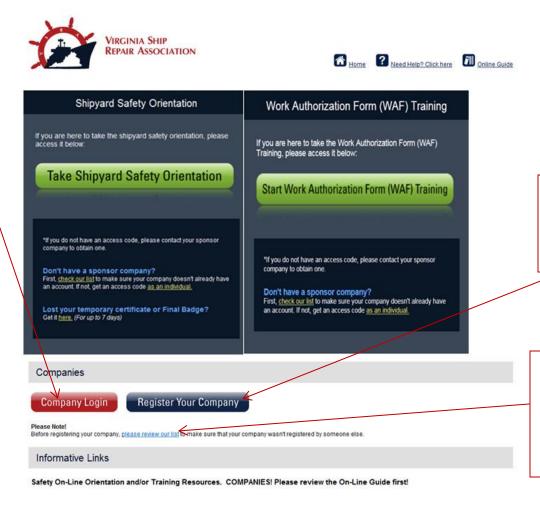






Find this page at http://OTraining.VirginiaShipRepair.org

If your Company is already registered and you are an AUTHORIZED ADMINISTRATOR (check the list below), login here.



IF not, Click Here to Register your company.

Check if your company is already registered HERE!

Companies register ONE-TIME in order to purchase codes, record and track completions and access materials.

Before creating an account, please review our Disclaimers. Safety Orientation. Training Courses Choose if your company Company: belongs to VSRA or one of the Association:* Choose One.. other Associations listed. Address: 1 This is a FOUR-DIGIT PIN that will be City / State / Zip: used by employees to access Phone: SAFETY ORIENTATION and WAF. Enter Four-Digit PIN to used by students for training access: Training Access Point of Contact This will be your Company POC. ONLY POC Name: * the Company POC should register the POC Email: * Company and provide Authorized POC Phone: Administrative Access to the system! Training Access Backup Point of Contact Backup POC Name: 1 This will be your Company's back Backup POC Email: 1 up POC. They can serve in place of the POC listed above. Backup POC Phone: 1 Login Information Name of User: 1 This is the User Name and Password Email of User: * for COMPANY Authorized Admins and Username: 1 should NOT be given to Students or Enter a password: * Trainees! Verify password: ☐ I have read and accept the Terms and Conditions.

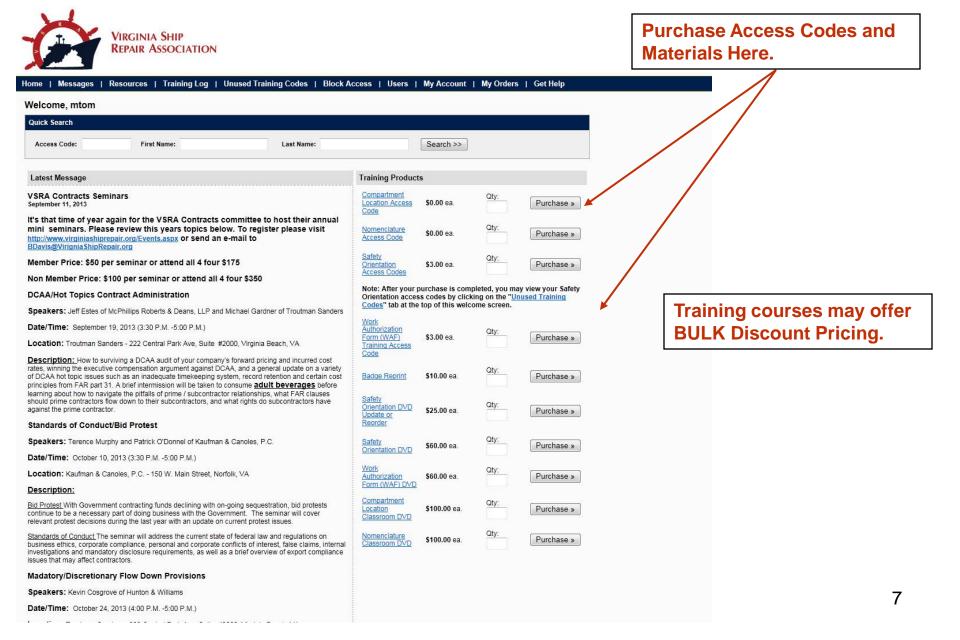
Next »

ONLY Company POC's and people who are AUTHORIZED ADMINS with Company Assigned Administrative Rights should login to the Company Access Site!

> -	A
VIRGINIA SHIP REPAIR ASSO	CIATION
Please Login Be	elow
Username:	•
Password:	
	Login Remember my login
	Forgot Password?

Entering this login will take you to your COMPANY records where you can purchase codes, record classroom orientations or training and check for completed student records.

This is the COMPANY HOME Page when you login as a Company POC/Authorized Admin



MESSAGES are emailed to Company POC's when they are generated. However, you can view them here for updates and critical solutions to common problems.



Messages T Resources Training Log | Unused Training Codes | Block Access | My Account |

Messages

No messages have been entered.

OTraining is Expanding!

June 15, 2012

Coming in July 2012!

VSRA member companies have combined their efforts to create more training content that will save costs and deliver high quality training to the shipyard workforce. Companies, students, and potential workers will have both on-line and DVD options for classroom use, just like the Safety Orientation delivers.

The initial courses will be Nomenclature and Compartment Location. Plans for the upcoming months include WAF, Hazard Recognition, and Orientation to Standard Items. Completion of these courses will require a minimum final exam passing score and provide trainees with a VSRA Certificate of Completion

For information on volume pricing, or to recommend other topics please contact us at OTraining@VirginiaShipRepair.org

Thank you!

2012 V 3.0 is LIVE

January 17, 2012

Thank you all for your feedback, we have made just a few changes based on input from the shipyard safety teams and always welcome your comments. A few notes for 2012:

- 1. The free Adobe Flash download is available on the sign-in page. This is Version 11, so if quizzes don't work your system probably has a version lower than 9.
- 2. The CD Tab when you login as a Company administrator has updates of the Power Point and pdf versions for live classroom instruction. Don't forget to use the guizzes for your internal records.
- 3. The latest version is also available on DVD. If you have previously pruchased a DVD contact our office through a Help Ticket or by emailing BDavis@VirginiaShipRepair.org. If you are ordering your first copy please place your order on-line in the Company log-in section.

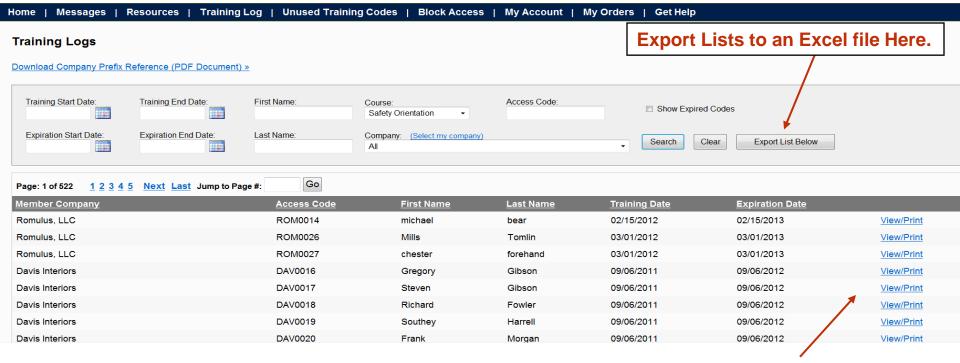
More than 40,000 and 700 companies use this system and less than 1% report technical difficulties. We strive to keep the quality high and your cost low. Finally, we are looking for more ways to enhance this product as well as add some more in-depth targeted segments. Suggestions are

Check Safety Orientation, WAF, and Other Training Records Here.



Sort by Name, Code, Course, Company, Incomplete or Complete

Welcome, vsra1



View or Print Completion Certificates Here.

SAFETY ORIENTATION and WAF

COMPLETIONS are recorded and stored in your COMPANY Account. Just enter the Student Name and completion date next to the Access Code you completed in the CLASSROOM setting.

Add Details for Access Code: VSR0022 Note: DO NOT add a student name if they have taken the ONLINE training! This is for classro Have multiple people to enter for the same date? Click here to enter in several people at or Details Student Last Name:* Training Date:	Home Messages Re	esource	es 1	raining L	og	Unused Training Codes
Note: DO NOT add a student name in they have taken the ONLINE training! This is for classroom. Have multiple people to enter for the same date? Click here to enter in several people at or Details Student Last Name:* Student First Name:*	« Back to Unused Codes					
Have multiple people to enter for the same date? Click here to enter in several people at or Details Student Last Name:* Student First Name:*	Add Details for Acce	ss Co	de: V	SR0022		
Details Student Last Name:* Student First Name:*	Note: DO NOT add a student	name i	they ha	ave taken th	e ONL	LINE training! This is for classro
Details Student Last Name:* Student First Name:*	Have multiple people to ente	er for the	same	date? Clic	k here	to enter in several people at or
Student Last Name:* Student First Name:*		0.2000.000		- TOUR BOX		
Student First Name:*	Details					
Student First Name:*						
	Student Last Name:*					
Training Date:	Student First Name:*					
	Training Date:					
Save Changes Cancel	Save Changes		Cancel			

OTHER TRAINING:

If you completed a classroom session of OTHER Training, such as Nomenclature, you must also add the students email address they used to set-up their student training account if you want their record to show all non-safety orientation training.

Home Messages Re	sources	Trai	ning Log	ı	Unused Training Codes
« Back to Unused Codes					
Add Details for Acces	s Cod	e: NON	IZ8G5		
Note: DO NOT add a student	name if t	hey have t	aken the ON	VLI	INE training! This is for classr
Have multiple people to ente	r for the	came dat	o2 Click har	ra t	to enter in several people at o
nave multiple people to ente	i ioi tile	Same uat	e: Click Hei	e	to enter in several people at o
Details					
Student Last Name:*					
Student First Name:*					
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Training Date:					
Student Email:*					
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Notes on Student TRAINING Accounts:

- 1. They are not required in order to log training completions
- 2. If you enter a student completion with their email and they do not have a student account, they can set one up later using the same email and the system will merge the record(s)

Resources

The following materials may be used for on-line or classroom courses. Please refer to the appropriate Instruc

Company Registration Three-letter Prefix and POC Listing: Found on the Home Page

Safety Orientation Frequently Asked Questions pdf

OTraining COMPANY Guides: Safety Orientation/WAF Other Training

OTraining STUDENT Guides: Safety Oreintation/WAF Other Training

Safety Orientation Classroom pdf of Course: VSRA-V4.4SO USERS PPT.pdf

Safety Orientation Classroom ppt of Course: VSRA-V4.4SO USERS PPT.ppt

Safety Orientation Quiz for Classroom Orientation: SHIPYARD ORIENTATION QUIZV4.3.pdf

Safety Orientation Disclaimer for Users: Safety Orientation System Disclaimer

Nomenclature Classroom Materials: NOM Class Materialsv1.7

Nomenclature Instructor's Guide: NOM InstructorGuidev1.7

Annual WAF Student Workbook

This page, located under the RESOURCES tab houses all of the back-up materials and FREE materials for LIVE Classroom/DVD/CD delivery. You may also find Company Prefix listings here, as well as promotional materials for use with other companies and employees.

STUDENTS with
TRAINING ACCOUNTS
also have a Materials
Section for extra learning
resources that may be
posted.

If you conduct CLASSROOM sessions, you may enter multiple student completions here – DO NOT Enter ONLINE student info!

Find unused purchased codes here to give to employees.

IMPORTANT:

See next page for details on Student records.
SAFETY ORIENTATION and WAF have different requirements than Other Training.



Home | Messages | Resources | Training Log | Unused Training Codes | Block Access | My Account | My Orders | Get Help

Unused Training Codes

CAREFULLY ENTER NAME CORRECTLY! Badges that need to be reprinted due to loss or corrections will incur a \$10.00 fee.

Click here to enter in several people at once!

Sort by COURSE Here.

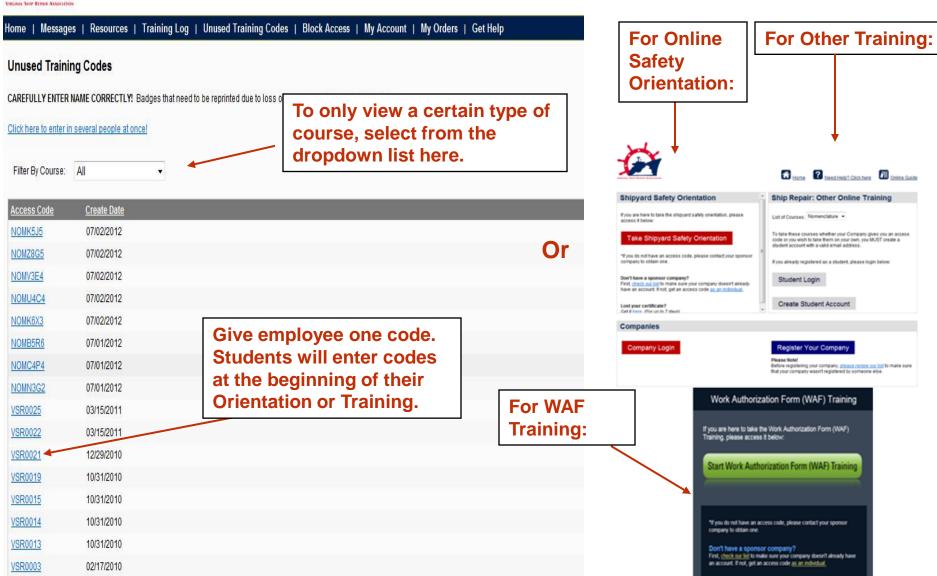
Access Code Create Date NOMK5J5 07/02/2012 NOMZ8G5 07/02/2012 NOMV3E4 07/02/2012 NOMU4C4 07/02/2012 NOMK6X3 07/02/2012 07/01/2012 NOMB5R6 07/01/2012 NOMC4P4 NOMN3G2 07/01/2012 VSR0025 03/15/2011 VSR0022 03/15/2011 VSR0021 12/29/2010 VSR0019 10/31/2010 VSR0015 10/31/2010 10/31/2010 VSR0014 10/31/2010 VSR0013 02/17/2010 VSR0003 VSR0001 02/17/2010

Click on ONE Code to Enter a Student Completion for CLASSROOM delivery ONLY! If you are having an employee take the Safety Orientation, WAF, or a Training Course ONLINE DO NOT enter their name!



02/17/2010

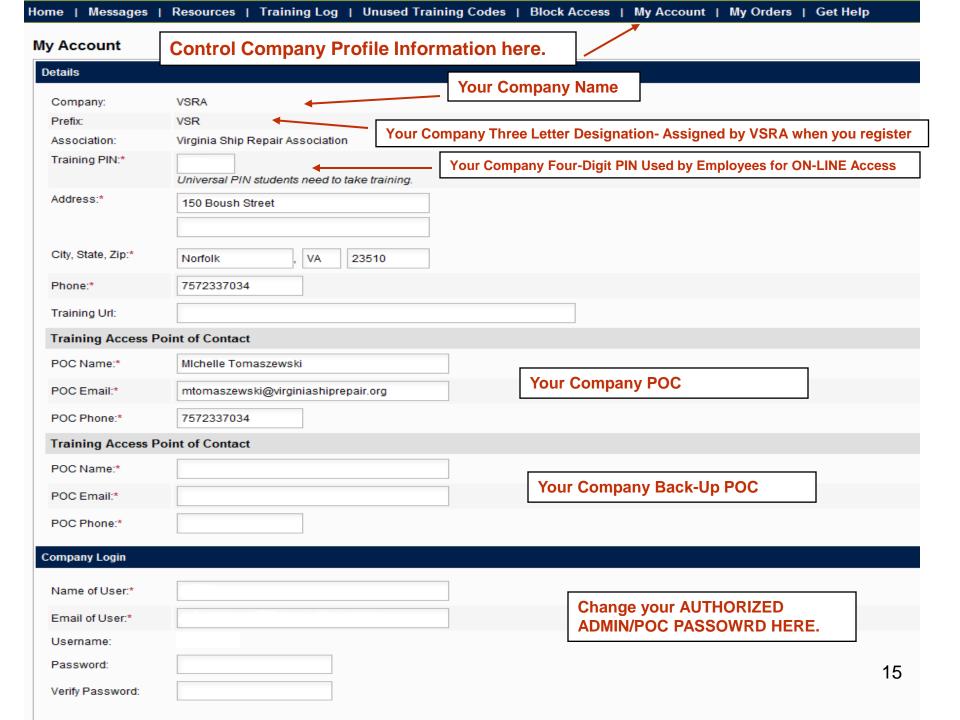
VSR0001



You can choose to only have some companies view your employees who have completed orientation or training.

Click the <u>BLOCK ACCESS</u> TAB and check companies that you DO NOT want to see your information.

Home Messages CD Training Tra	ining Log Unused Training Codes Block Acc	cess My Account My Orders Get Help
Block Access		
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Tou can block competitors from accessing your	company list. Simply check off the appropriate companies :	and mit the Save Changes putton.
Companies <u>Select All</u> <u>Unselect All</u>		
1800SKILLED.COM	Epsilon Systems Solutions, Inc	Perennial Contractors LLC
☐ A2Z Inc	Excet, Inc.	Point Eight Power
ABB Turbocharging	Eyepinch Non-VSR Test	Power Mechanical, Inc.
Accurate Marine Environmental	Eyepinch Test	PPG Industries
ACR Services Inc	Eyepinch, Inc	Prism Maritime LLC
AdapTech Corporation	Fairbanks Morse Engine	Progressive Environmental Services LLC
□ADSINC	Federal Equipment Company	QED Systems
Advex Corp.	Frischkorn, Inc.	Quality Coatings of VA
Aerotek	Furmanite	Quality Marine Inc.
AIM Services	GE Mobile Water	R&R Rigging & Equipment Moving, Inc.
Alfa Laval, Inc.	GEA Westfalia Separator	R.E.W. Corporation
Alion Science and Technology	General Dynamics Information Technology	Radio Holland USA
Allied Research Technology, INC	Generation Refrigeration Co., Inc.	Rain for Rent
Allied Systems Co.	George G. Sharp Inc.	Rapid Deployment Systems Inc.





To submit a help ticket click on the "Get Help" Tab

Home Messages Resources Training	Log Unused Training Codes Block Ad	cess My Account My Orders	s Get Help
Welcome, vsra1			
Quick Search Access Code: First Name:	Last Name:	Search >>	
Access code.	Last name.	Geardings	
Latest Message		Training Products	
OTraining is Expanding! June 15, 2012		Safety Orientation \$3.00 ea. Access Codes	Oty: Purchase »

		VICANA SIN RIPAK ARACUTOR		₩ Home	? Need Help? Click here	7 Online Guide
		Help Ticket				
		We are committed to cus Frequently Asked Question day, usually sooner!	tomer service and offering the best proons <u>Document</u> . If this is not helpful plea	ducts possible. Before subrase complete the information	mitting a Help Ticket, you may wa n below and we will respond with	nt to look at the iin one-business
		Name: *				
Fill out the blank		Email: *				
spaces then		Company:				
submit the ticket		Problem:*	Choose One ▼			
		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