

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.**

Submit a HELP Ticket HERE!



VIRGINIA SHIP
REPAIR ASSOCIATION



Home



Need Help? Click here



Online Guide



Safety
Orientation

Click Here!



All
Other Training

Click Here!

Click which User Guide you wish to view!



VIRGINIA SHIP
REPAIR ASSOCIATION

Submit a Help Ticket Here!

Home Need Help? Click here Online Guide

Shipyards Safety Orientation

If you are here to take the shipyard safety orientation, please access it below:

Take Shipyards Safety Orientation

*If you do not have an access code, please contact your sponsor company to obtain one.

Don't have a sponsor company?
First, [check our list](#) to make sure your company doesn't already have an account. If not, get an access code [as an individual](#).

Lost your temporary certificate or Final Badge?
Get it [here](#). (For up to 7 days)

If you already have an Access Code and PIN number from your Company, Click Here!

If you wish to purchase an Access Code as an individual, Click Here!

If you need an access code from your Company, Click here to find your Company POC.

Companies

Company Login

Register Your Company

Please Note!
Before registering your company, [please review our list](#) to make sure that your company wasn't registered by someone else.

Informative Links

Safety On-Line Orientation and/or Training Resources. COMPANIES! Please review the On-Line Guide first!

Login for the On-Line **SAFETY ORIENTATION** Session. You **MUST** complete the whole session and **ENTER YOUR ACCESS CODE AGAIN** when you finish **OR THE SYSTEM** will not **RECORD YOU AS INCOMPLETE!**



ASK FOR HELP HERE!

[Home](#) | [Need Help? Click here.](#)

Training Login

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

Student Last Name:*

Spell your name carefully! There is a fee for corrections once badges have been printed!

Student First Name:*

Access Code:*

This is the Access Code with Three Letters and Four or Five digits your Company gives you.

Access Password/PIN:*

This is a FOUR-DIGIT TRAINING PIN/PASSWORD your Company gives you when you get your Access Code



You must have flash player installed to see the
[Click here to get the flash player.](#)

I Agree

I Disagree

Click to check if your computer has the latest version of ADOBE FLASH.

To continue, Click Here!



Home



[Need Help? Click here](#)



[Online Guide](#)

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

Name: *

Email: *

Company:

Item: *

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@VirginiaShipRepair.org

**For comments and improvement suggestions please contact
Michelle Tomaszewski, Ph.D. at MTomaszewski@VirginiaShipRepair.org**