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:

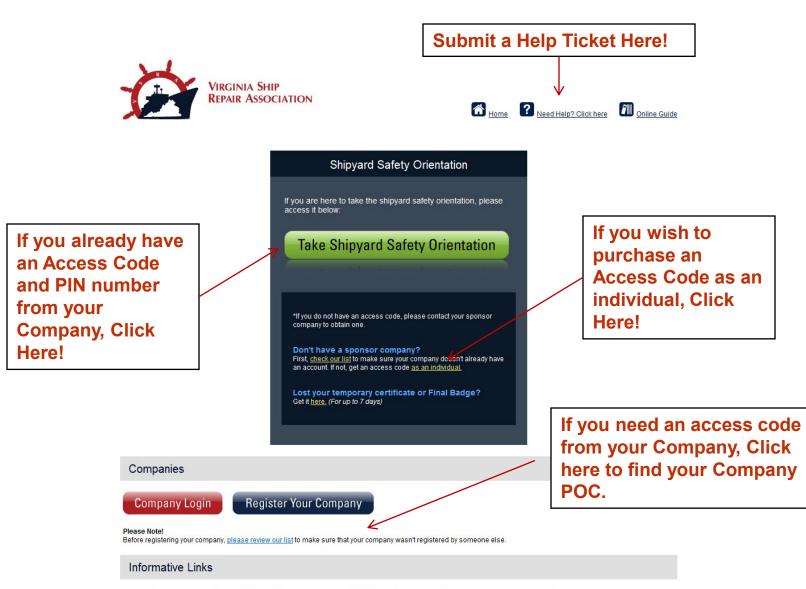
http://OTraining.VirginiaShipRepair.org

- 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

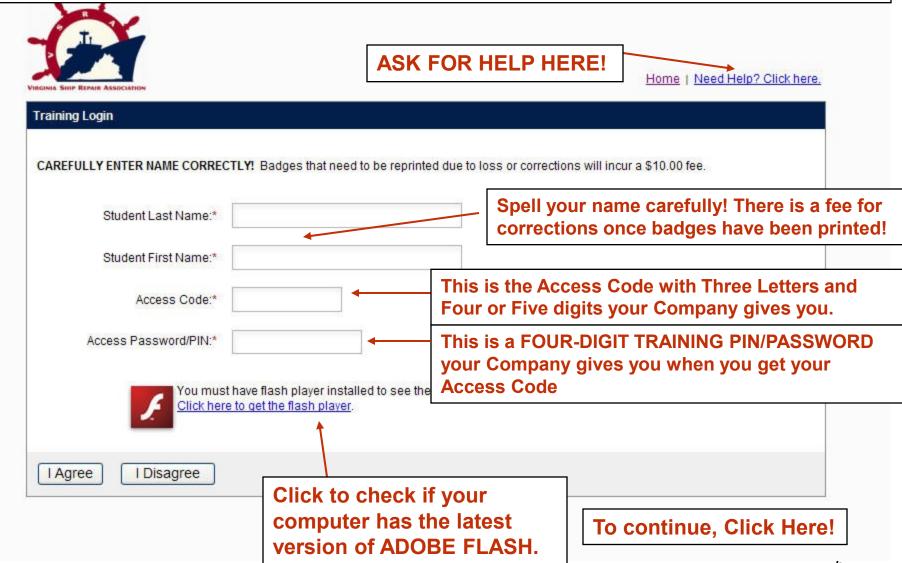
Submit a HELP Ticket HERE!





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!



VIRGINIA SHIP REPAIR ASSOCIATION	Aome Home	? Need Help? Click here Online Guide
Help Ticket		
	tomer service and offering the best products possible. Before subm ons Document. If this is not helpful please complete the information	
You can submit		If you have any questions click
a help ticket and the VSRA		on "Need Help?"
staff will answer any: your question	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

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