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!

**VIRGINIA SHIP
REPAIR ASSOCIATION**

🏠 Home ❓ Need Help? Click here 📖 Online Guide

Safety
Orientation
Click Here!

All
Other Training
Click Here!

Choose which training is going to be taken.

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

VIRGINIA SHIP REPAIR ASSOCIATION

Ship Repair: Other Online Training

List of Courses: Compartment Location

To take these courses whether your Company gives you an access code or you wish to take them on your own, you MUST create a student account with a valid email address.

If you already registered as a student, please login below:

Student Login   Create Student Account

IF not, Click Here to Register your company.

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!

Safety Orientation FAQ's pdf   VSRA_SO_FAQ8.10.pdf

Safety Orientation Company Codes and POC Info pdf CompanyPrefixReference.pdf

Safety Orientation System USERS ON-LINE GUIDE VSRA_SO_On_Line_Users_guide_08-2010.pdf

Check if your company is already registered HERE!

4

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.

Company: *

Association: * Choose One... ▼

Choose if your company belongs to VSRA or one of the other Associations listed.

Address: *

City / State / Zip: *

Phone: *

Enter Four-Digit PIN to used by students for training access: *

This is a FOUR-DIGIT PIN that will be used by employees to access SAFETY ORIENTATION.

Training Access Point of Contact

POC Name: *

POC Email: *

POC Phone: *

This will be your Company POC. ONLY the Company POC should register the Company and provide Authorized Administrative Access to the system!

Training Access Backup Point of Contact

Backup POC Name: *

Backup POC Email: *

Backup POC Phone: *

This will be your Company's back up POC. They can serve in place of the POC listed above.

Login Information

Name of User: *
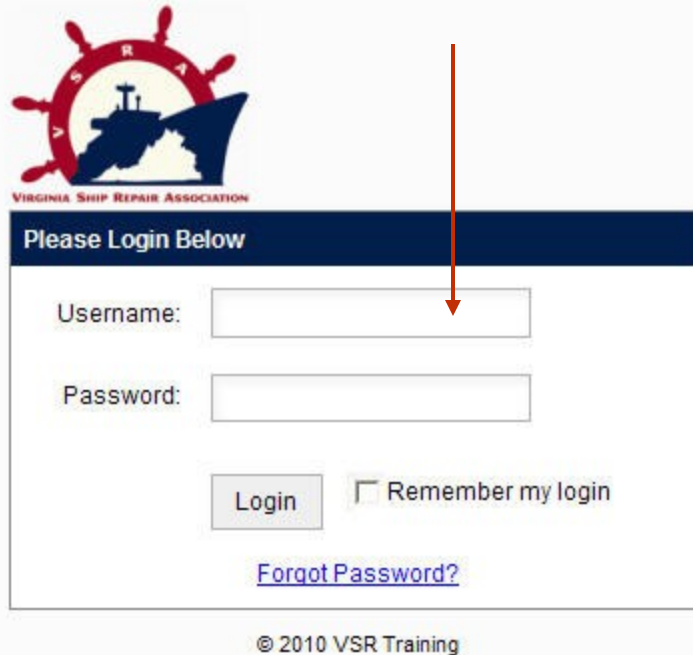
Email of User: *

Username: *

Enter a password: *

Verify password: *

This is the User Name and Password for COMPANY Authorized Admins and should NOT be given to Students or Trainees!

☐ I have read and accept the Terms and Conditions.

5

Next »

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

VIRGINIA SHIP REPAIR ASSOCIATION

Please Login Below

Username:

Password:

Login ☐ Remember my login

Forgot Password?

© 2010 VSR Training

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.

SAFETY ORIENTATION

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.

Virginia Ship Repair Association

Home | Messages | Resources | Training Log | Unused Training Codes |

« Back to Unused Codes

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 o

Details

Student Last Name:*

Student First Name:*

Training Date:

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 | Resources | Training Log | Unused Training Codes |

« Back to Unused Codes

Add Details for Access Code: NOMZ8G5

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 on

Details

Student Last Name:*

Student First Name:*

Training Date:

Student Email:*

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)**

7

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

Purchase Access Codes and Materials Here.

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

Welcome, vsra1

Quick Search

Access Code: [ ]   First Name: [ ]   Last Name: [ ]   [Search >>]

Latest Message

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!

Training Products

Safety Orientation Access Codes	$3.00 ea.	Qty: [ ]	Purchase »
Nomenclature Access Codes	Click for Pricing	Qty: [ ]	Purchase »
Badge Reprint	$10.00 ea.	Qty: [ ]	Purchase »
Safety Orientation DVD	$60.00 ea.	Qty: [ ]	Purchase »

Training courses may offer BULK Discount Pricing. Check pricing HERE.

Recent Training

Access Code	First Name	Last Name	Training Date	Expiration Date
VSR0012	mich	tom	07/02/2012	
NOMX4S9	Michelle	Tomaszewski	06/29/2012	
VSR0024	test	test	02/16/2012	
VSR0023	test	test	02/16/2012	
VSR0018	test	test	01/24/2012	
VSR0031	Jones	Ian	01/23/2012	
VSR0017	mick	tom	01/20/2012	

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.

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

Messages

No messages have been entered.

OTraining is Expanding!
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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 quizzes 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 welcomed.

My Account

Control Company Profile Information here.

Details

Company:	VSRA
Prefix:	VSR
Association:	Virginia Ship Repair Association
Training PIN:*	
	Universal PIN students need to take training.
Address:*	150 Boush Street
City, State, Zip:*	Norfolk , VA 23510
Phone:*	7572337034
Training Url:	

Your Company Name

Your Company Three Letter Designation- Assigned by VSRA when you register

Your Company Four-Digit PIN Used by Employees for ON-LINE Access

Training Access Point of Contact

POC Name:*	MIchelle Tomaszewski
POC Email:*	mtomaszewski@virginiashiprepair.org
POC Phone:*	7572337034

Your Company POC

Training Access Point of Contact

POC Name:*	
POC Email:*	
POC Phone:*	

Your Company Back-Up POC

Company Login

Name of User:*	
Email of User:*	
Username:	
Password:	
Verify Password:	

Change your AUTHORIZED ADMIN/POC PASSOWRD HERE.

10

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

Welcome, **vsra1**

Training Logs

Export Lists to an Excel file Here.

Download Company Prefix Reference (PDF Document) »

Training Start Date:	Training End Date:	First Name:	Course: Safety Orientation	Access Code:	☐ Show Expired Codes
Expiration Start Date:	Expiration End Date:	Last Name:	Company: (Select my company) All		Search Clear Export List Below

Page: 1 of 522   1 2 3 4 5   Next Last   Jump to Page #: [ ] Go

Member Company	Access Code	First Name	Last Name	Training Date	Expiration Date	
Romulus, LLC	ROM0014	michael	bear	02/15/2012	02/15/2013	View/Print
Romulus, LLC	ROM0026	Mills	Tomlin	03/01/2012	03/01/2013	View/Print
Romulus, LLC	ROM0027	chester	forehand	03/01/2012	03/01/2013	View/Print
Davis Interiors	DAV0016	Gregory	Gibson	09/06/2011	09/06/2012	View/Print
Davis Interiors	DAV0017	Steven	Gibson	09/06/2011	09/06/2012	View/Print
Davis Interiors	DAV0018	Richard	Fowler	09/06/2011	09/06/2012	View/Print
Davis Interiors	DAV0019	Southey	Harrell	09/06/2011	09/06/2012	View/Print
Davis Interiors	DAV0020	Frank	Morgan	09/06/2011	09/06/2012	View/Print

View or Print Completion Certificates Here.

11

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. Orientation and Other Training have different requirements.

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!

Filter By Course: All

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
NOMB5R6	07/01/2012
NOMC4P4	07/01/2012
NOMN3G2	07/01/2012
VSR0025	03/15/2011
VSR0022	03/15/2011
VSR0021	12/29/2010
VSR0019	10/31/2010
VSR0015	10/31/2010
VSR0014	10/31/2010
VSR0013	10/31/2010
VSR0003	02/17/2010
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 or a Training Course ONLINE DO NOT enter their name!

12

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!

Filter By Course: All ▼

To only view a certain type of course, select from the dropdown list 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
NOMB5R6	07/01/2012
NOMC4P4	07/01/2012
NOMN3G2	07/01/2012
VSR0025	03/15/2011
VSR0022	03/15/2011
VSR0021	12/29/2010
VSR0019	10/31/2010
VSR0015	10/31/2010
VSR0014	10/31/2010
VSR0013	10/31/2010
VSR0003	02/17/2010
VSR0001	02/17/2010

For Online Safety Orientation:

Or

For other training:

Give employee one code. Students will enter codes at the beginning of their Orientation or Training.

🏠 Home   ❓ Need Help? Click here   📖 Online Guide

Shipyard Safety Orientation

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

Take Shipyard 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 certificate?
Get it here. (For up to 7 days)

Ship Repair: Other Online Training

List of Courses: Nomenclature ▼

To take these courses whether your Company gives you an access code or you wish to take them on your own, you MUST create a student account with a valid email address.

If you already registered as a student, please login below:

Student Login

Create Student Account

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.

13

Resources

The following materials may be used for LIVE classroom delivery along with the quiz. Please refere ot he appropriate Instructional Guide for the orientation or course your are conducting.

Company Registration Three-letter Prefix and POC Listing: SO_Company_Info1.pdf

Safety Orientation Frequently Asked Questions: VSRA_SO_FAQ8.10.pdf

Safety Orientation On-line Users Guide: VSRA_SO_On_Line_Users_guide_08-2010.pdf

Safety Orientation Classroom pdf of Course: VSRA_Safety_Training-V3.0.pdf

Safety Orientation Classroom Power Point: VSRA_Safety_Training-V3.0SOupload.ppt

Safety Orientation Quiz for Classroom Orientation: SHIPYARD_ORIENTATION_QUIZV3.0.p

Safety Orientation Disclaimer for Users: Safety_Orientation_System_Disclaimer

Nomenclature Classroom Materials: NOM_Class_Materialsv1.7

Nomenclature Instructor's Guide: NOM_InstructorGuidev1.7

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.

14

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 | Training Log | Unused Training Codes | **Block Access** | My Account | My Orders | Get Help

Block Access

You can block competitors from accessing your company list. Simply check off the appropriate companies and hit the 'Save Changes' button.

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
☐ ADS INC	☐ 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.

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

Welcome, vsra1

Quick Search

Access Code: [　　　] First Name: [　　　] Last Name: [　　　] Search >>

Latest Message

OTraining is Expanding!
June 15, 2012

Training Products

Safety Orientation Access Codes $3.00 ea. Qty: [　] Purchase »

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!

Name: * [　　　　　　]

Email: * [　　　　　　]

Company: [　　　　　　]

Problem:* Choose One... ▼

Comments:* [　　　　　　]

Fill out the blank spaces then submit the ticket

Submit Ticket

16

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