

# 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!**

# Login for the On-Line **OTHER TRAINING**.



VIRGINIA SHIP  
REPAIR ASSOCIATION



If you have  
already made an  
account, Log in  
Here!

## Ship Repair: Other Online Training

List of Courses:

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

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

## 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](#)

## 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](#).

### Personal Information

First Name:\*

Middle Name:

Last Name:\*

Address:\*

Address 2:

City:\*

State:\*

Zip:\*

Phone:

Birth Date:



Enter date format like: 6/19/1979 or 10/5/1982 (MMDD/YYYY)

### Login Information

Your Email: \*

Enter a password: \*

Verify password: \*

I have read and accept the [Terms and Conditions](#).

Next »

Fill out the Blank areas

**Login for STUDENTS to take OTHER TRAINING**



Please Login Below

Username:

Password:

Remember my login

[Forgot Password?](#)

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**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.**

[Home](#) | [Messages](#) | [My Account](#) | [My Orders](#) | [Get Help](#)

Welcome, michelletomaszewsk - Student ID #: 1010

**Claim Access Code**

Access Code:   *If you were given an access code from a Member Company, enter it on the left to claim it.*

**Latest Message**

No messages have been entered.

**Training Products**

Is your company a VSRA member? See your training department for discounted prices. [VSRA Members](#)

[Nomenclature Access Code](#) \$15.00 ea.

**Courses**

Access Code	Course	Training Date	Completion Date	Expiration Date	
NOMP2T6	Nomenclature	07/03/2012	07/03/2012	No Expiration	<a href="#">Take Course</a>   <a href="#">Materials</a>   <a href="#">View Certificate</a>
NOMX5G7	Nomenclature	07/02/2012	07/02/2012	No Expiration	<a href="#">Take Course</a>   <a href="#">Materials</a>   <a href="#">View Certificate</a>
NOMR9C7	Nomenclature	07/02/2012	07/02/2012	No Expiration	<a href="#">Take Course</a>   <a href="#">Materials</a>   <a href="#">View Certificate</a>
NOMF6N2	Nomenclature	07/02/2012	07/02/2012	No Expiration	<a href="#">Take Course</a>   <a href="#">Materials</a>   <a href="#">View Certificate</a>

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

**Login for STUDENTS to take OTHER TRAINING**



**Please Login Below**

Username:

Password:

Remember my login

[Forgot Password?](#)

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



[Home](#) | [Messages](#) | [My Account](#) | [My Orders](#) | [Get Help](#)

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NOMX5G7	Nomenclature	07/02/2012	07/02/2012	No Expiration	<a href="#">Take Course</a>   <a href="#">Materials</a>   <a href="#">View Certificate</a>
NOMR9C7	Nomenclature	07/02/2012	07/02/2012	No Expiration	<a href="#">Take Course</a>   <a href="#">Materials</a>   <a href="#">View Certificate</a>
NOMF6N2	Nomenclature	07/02/2012	07/02/2012	No Expiration	<a href="#">Take Course</a>   <a href="#">Materials</a>   <a href="#">View Certificate</a>

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

## OTraining Purchase Payment

Individual students purchasing access codes

### OTraining Information

Purchase Type: Online Training

Item: 1 x Safety Orientation Access Codes @ \$15.00

Total: \$15.00

### Credit Card Information

Company Name:   
*If you do not have a company, enter your name here.*

Your Email:




Name on Card:

Billing Address:

Billing City:

Billing State:

Billing Zip:

Card Type:     Cards

Card Number:   
*Numbers only (NO DASHES)*

Expiration:

Credit Card Code:   
Credit Card Code - The card code is usually a 3- or 4- digit number usually found on the back of the credit card. For American Express cards, the number is located on the front of the card.

By clicking **Submit Payment**, I authorize VSRF to charge my credit card for the amount stated above. Transaction currency must be in United States Dollars. I have read and agree to the [refund & cancellation policy \(opens in new window\)](#) I also have read and understand the I have read and agree to the [privacy policy \(opens in new window\)](#)

Fill out all the fields

Submit Payment





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**

Choose One... ▼

Comments:\*

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

Submit Ticket



**THANK YOU!**

**For further assistance, please contact our dedicated phone line at 757.233.6471 or email us at [OTraining@VirginiaShipRepair.org](mailto:OTraining@VirginiaShipRepair.org)**

**For comments and improvement suggestions please contact  
Michelle Tomaszewski, Ph.D. at [MTomaszewski@VirginiaShipRepair.org](mailto:MTomaszewski@VirginiaShipRepair.org)**