

Online Course instructions

These instructions will walk you through requesting and completing the TSI online course offerings including launching the course and printing or saving your certificate once the course is complete.

Once you have created an account and logged in, click on the "**Search Catalog**" button on your Welcome Page...



The Search Results will populate. Find the online course and click on the course title.



Now you will be on the “Training Details” page. Click “**Request**” to request the course.

The screenshot shows the 'Training Details' page for the course 'Curbing Transit Employee Distracted Driving'. The course is an online class from the Transportation Safety Institute e-Learning, priced at \$0.00. A blue 'Request' button is highlighted with a red arrow pointing to it from the text 'Click here to Request the course'. Below the course title, a short description states: 'This 30-minute online course is designed to raise awareness of distracted driving with the desired outcome of reducing the risk of distracted driving by public transportation professionals.'

The requested course will show up on your “Active Transcript”. Click “**Register**” to register for the online course.

The screenshot shows the 'Transcript: John Public' page. On the left is a navigation menu with 'Transcript' selected. The main area shows a search bar and filter buttons for 'Active', 'By Date Added', and 'All Types'. A search result for 'Curbing Transit Employee Distracted Driving' is displayed with a status of 'Approved'. A red arrow points to the blue 'Register' button. A red text annotation reads: 'Register for the course by clicking here. This will place the course on your "Active Transcript"'. There is also a search input field labeled 'Search for training'.

Once you are registered for the course, you can launch it.

The screenshot shows the 'Transcript: John Public' page after registration. The course 'Curbing Transit Employee Distracted Driving' now has a status of 'Registered'. A red arrow points to the blue 'Launch' button. A red text annotation reads: 'Click "Launch" and the course will load up in a separate window. ***Remember, Pop-up blockers must be turned off on your internet browser***'. The search input field is now labeled 'for training'.

Once you click "Complete" on the course, the course will close and the system will take you back to your "Active Transcript."

Transcript: John Public Options

John Public

Bio

Transcript **Active** By Date Added All Types

Actions

Use the transcript to manage all active training.

Search Results (0)

After the online course is complete, the system will automatically re-direct you back to your "Active" Transcript".

(The Active Transcript holds the courses you are currently registered for, or courses that are in progress)

To see the course you just completed, you will have to change to your "Completed Transcript."

Click on the "Active" button and change it to "Complete"

Completed Transcript page

Transcript: John Q. Public

John Q. Public

Bio

Transcript **Completed** By Comp

Actions

Snapshot

Use the transcript to manage all

Search Results (2)

SMS Safety Assurance(Starts 10/14/2015)
Completed: 10/15/2015 Status: Completed View Certificate

Curbing Transit Employee Distracted Driving
Completed: 8/7/2015 Status: Completed View Certificate

Click on the "View Certificate" button and your certificate will open in a new window. You will have to have your pop-up blocker turned off for the new window to open.