

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.



Training Details

**Curbing Transit Employee Distracted Driving**
Online Class • Transportation Safety Institute e-Learning • \$0.00

Request  **Click here to Request the course**

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.

**John Public**
 Bio
 **Transcript**
 Actions

Transcript: John Public


Options

Use the transcript to manage all active training.

Active By Date Added All Types

Search Results (1)

**Curbing Transit Employee Distracted Driving**
Due: No Due Date Status: Approved

Register 

Register for the course by clicking here. This will place the course on your "Active Transcript"

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

**John Public**
 Bio
 **Transcript**
 Actions

Transcript: John Public

Options

Use the transcript to manage all active training.

Active By Date Added All Types

Search Results (1)

**Curbing Transit Employee Distracted Driving**
Due: No Due Date Status: Registered

Launch 

Click "Launch" and the course will load up in a separate window.

*****Remember, Pop-up blockers must be turned off on your internet browser*****

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

Use the transcript to manage all active training.

Active By Date Added All Types

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

Completed By Completed

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.