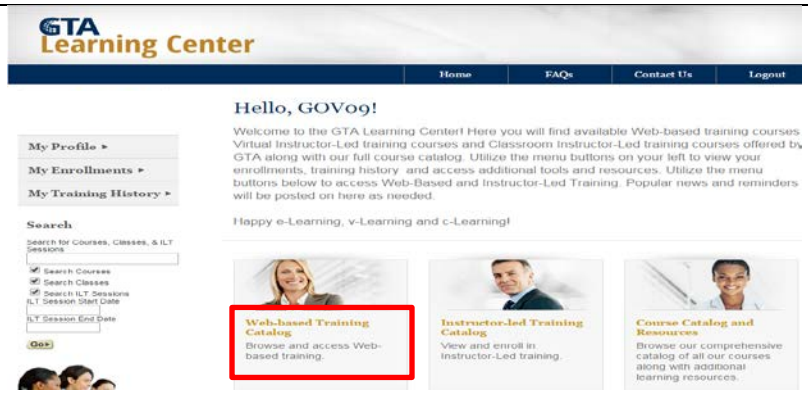
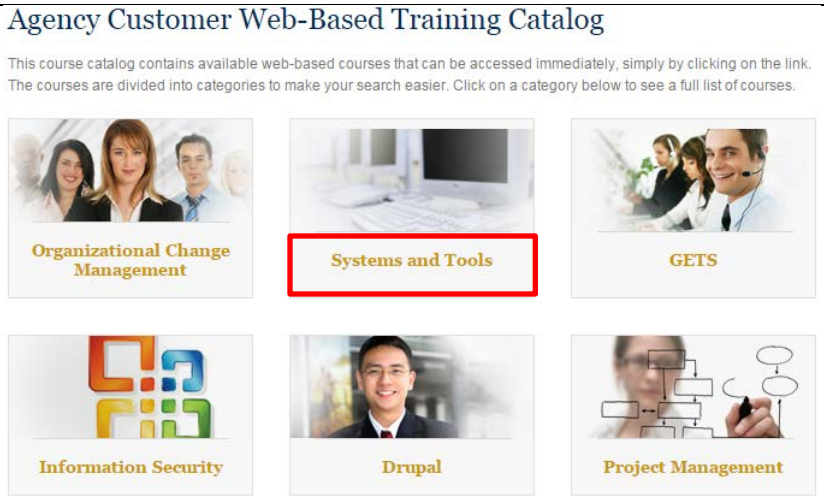
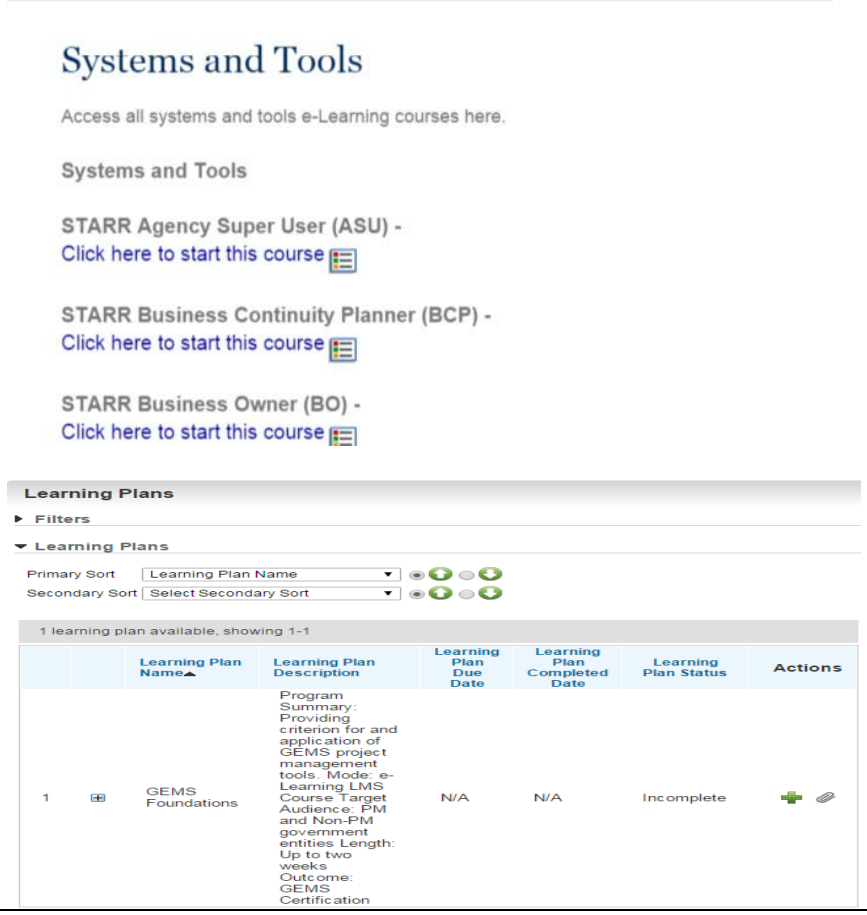
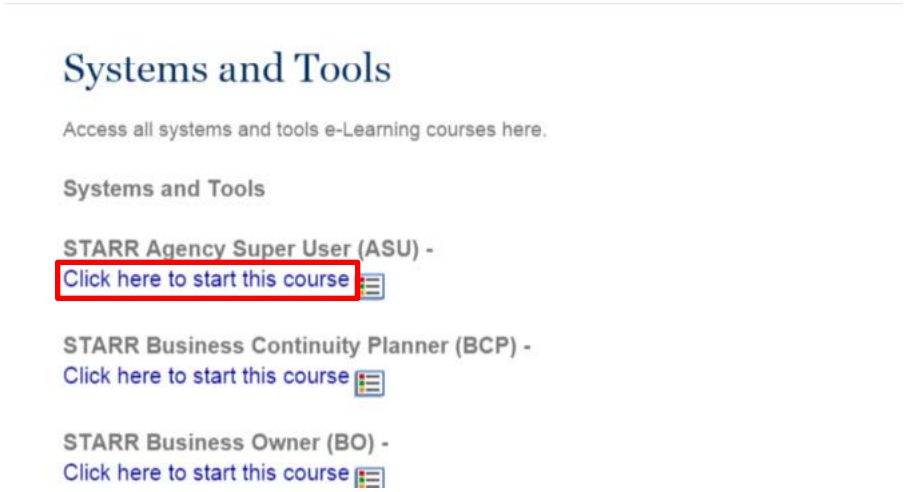
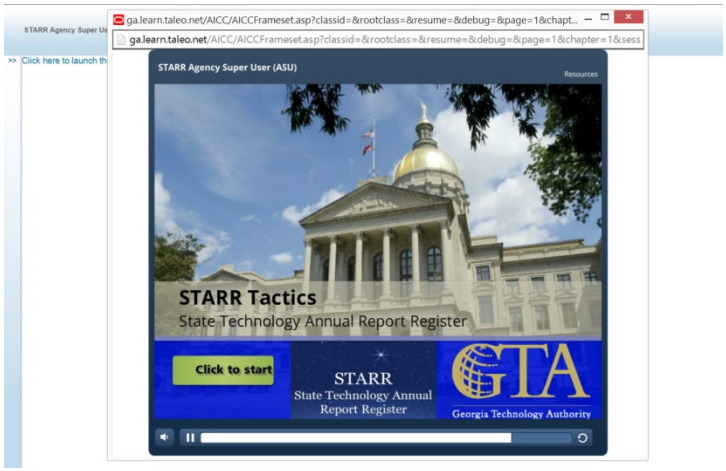
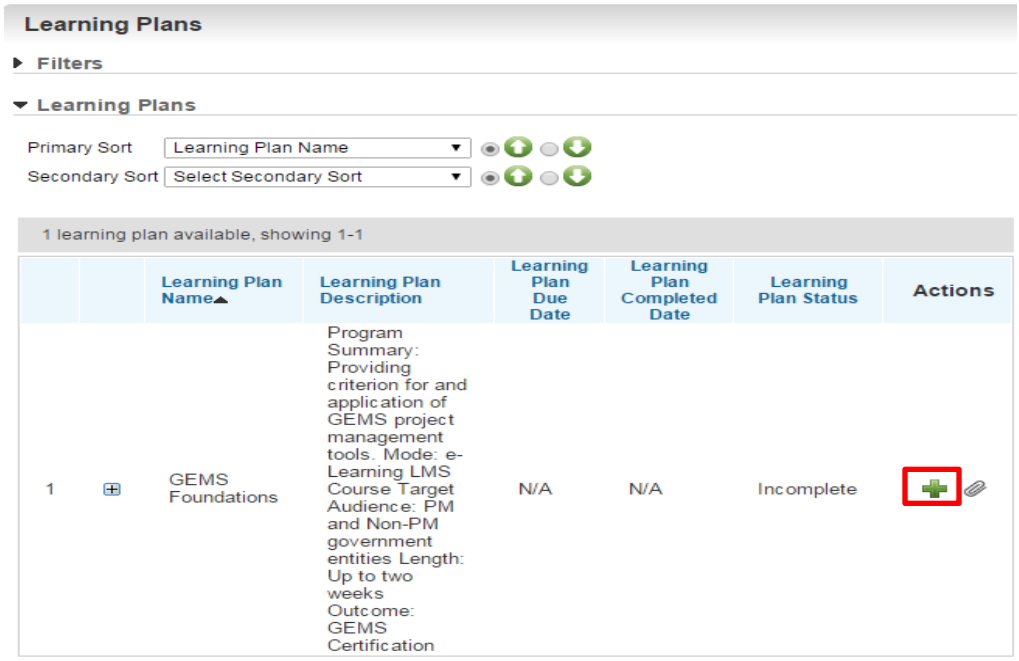
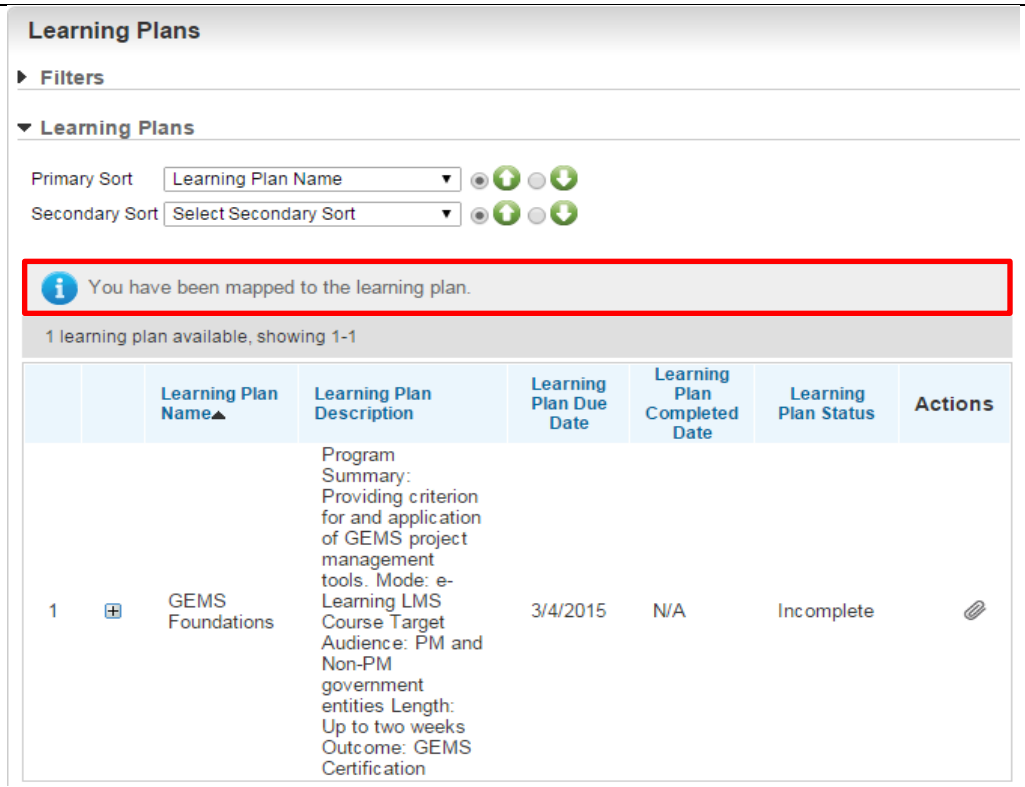
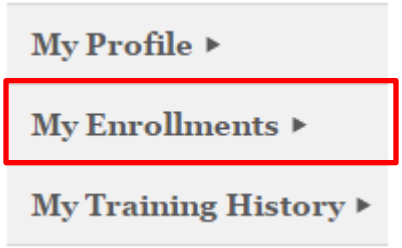
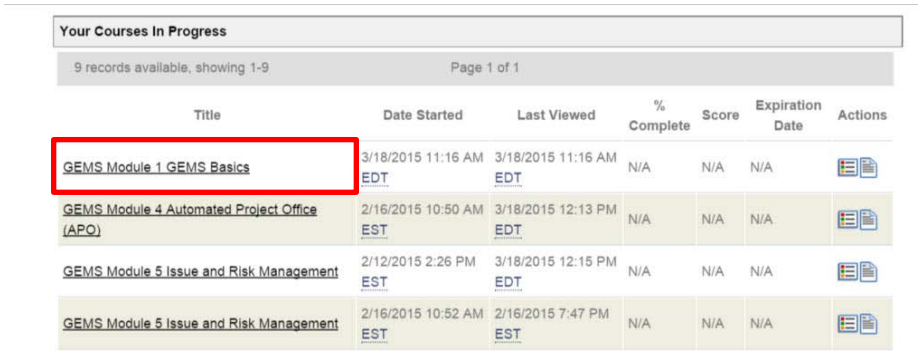
GTA Learning Center

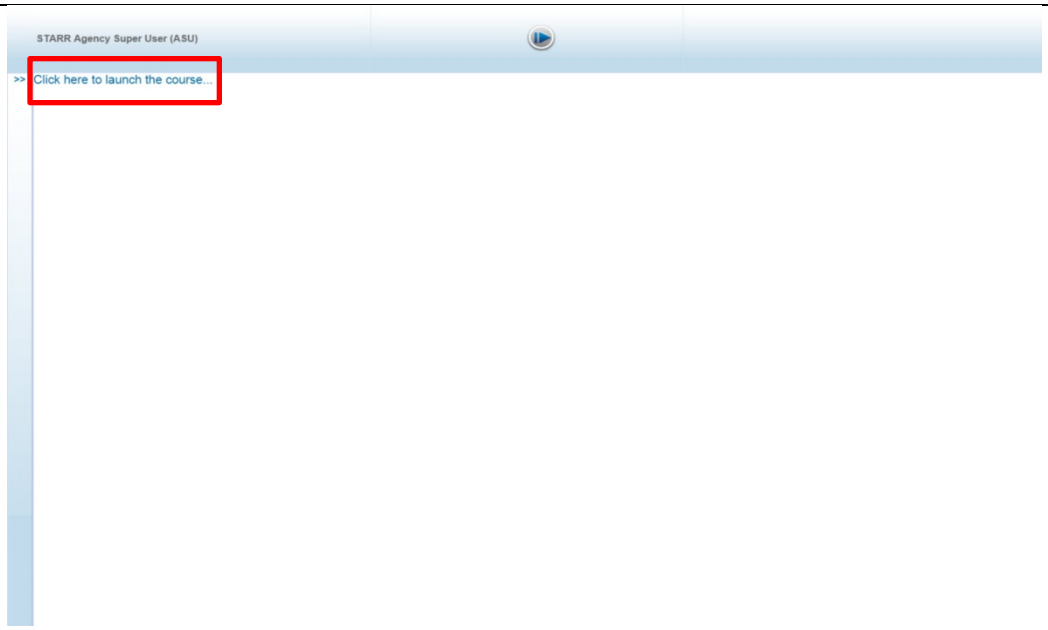
Methods and Procedures: How to complete a Web-Based Training

STEP	ACTION	RESULT
1	Log on to GTA Learning Center.	**User lands on the 'Home' page**
2	Click on '**Web-based Training Catalog'**.	 **Web-based Training Catalog Opens:**

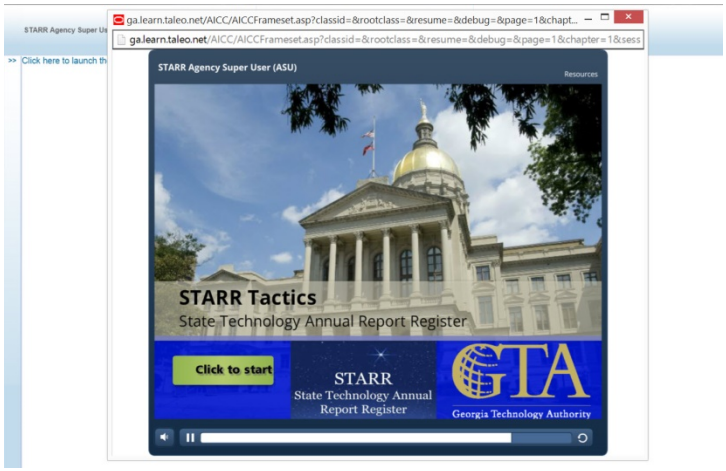
3	Click on the **'Category'** for the web-based course.	 **All courses and Learning Plans in the selected Category is displayed on screen:** 

4	Click on the **'Click here to launch'** link below the course title. Note: If training is listed a s a **Learning Plan,** click the ✚ under the **Actions** column to register.	 **This will open the course in a new window.**  **For Learning Plans a confirmation message appears on screen:** 

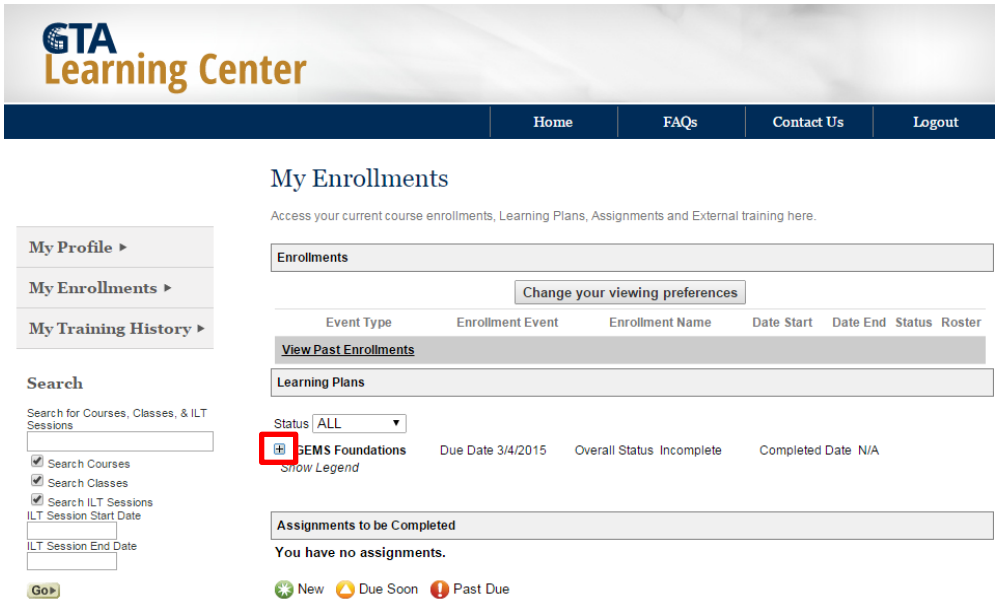
		
5	Click on **'My Enrollments'** to view and complete your course or Learning Plan.	 **My Enrollments page is displayed:**
6	Click on the course title to launch the course in this area. Click on the ⊞ next to the course under the **Learning Plans** section to expand the course outline.	 **This will open the course launch window.**



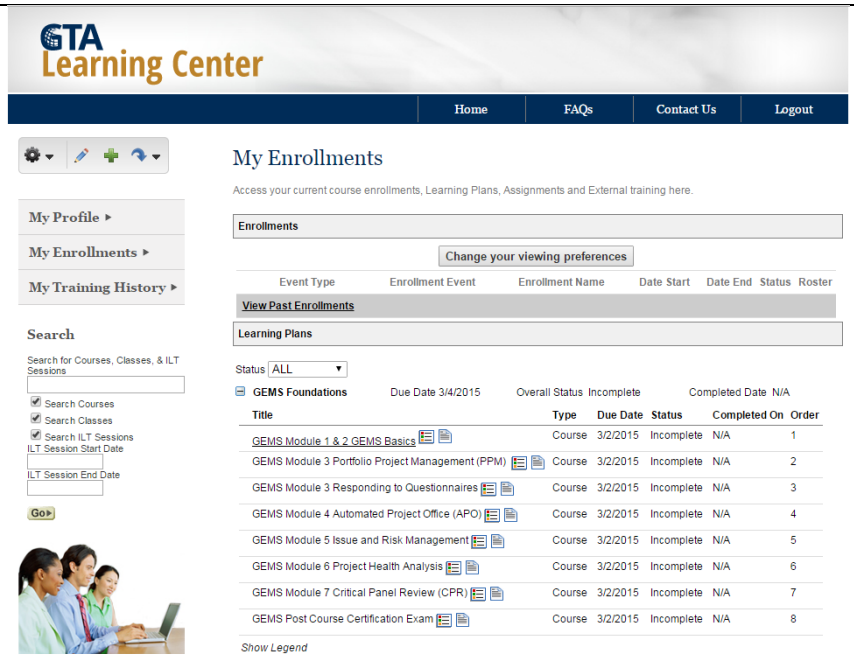
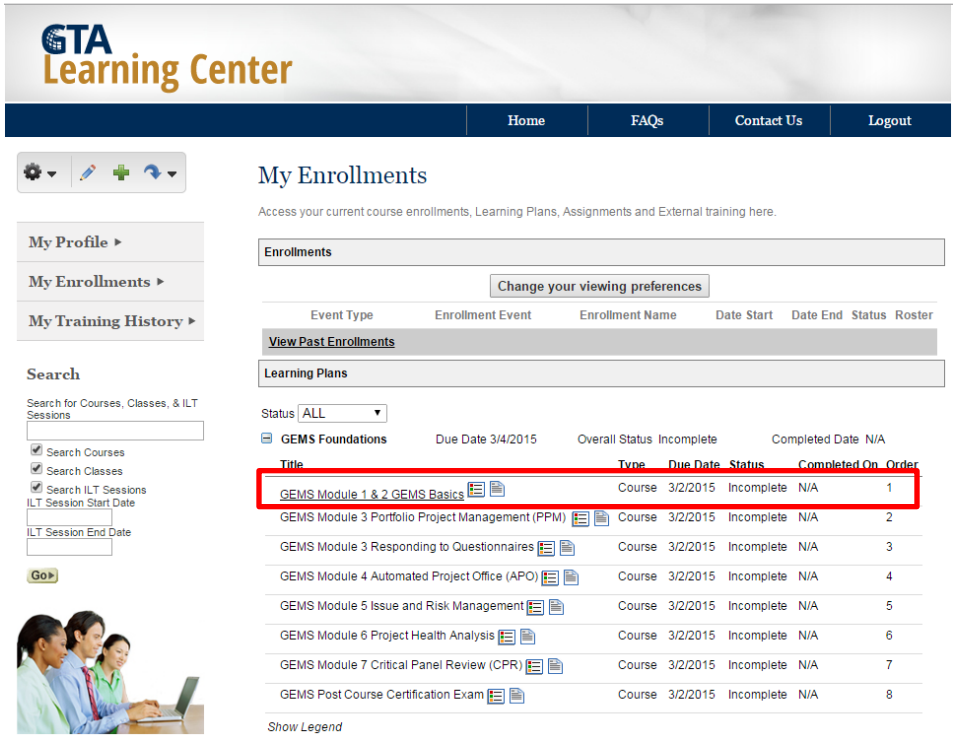
Click the link to begin the course.

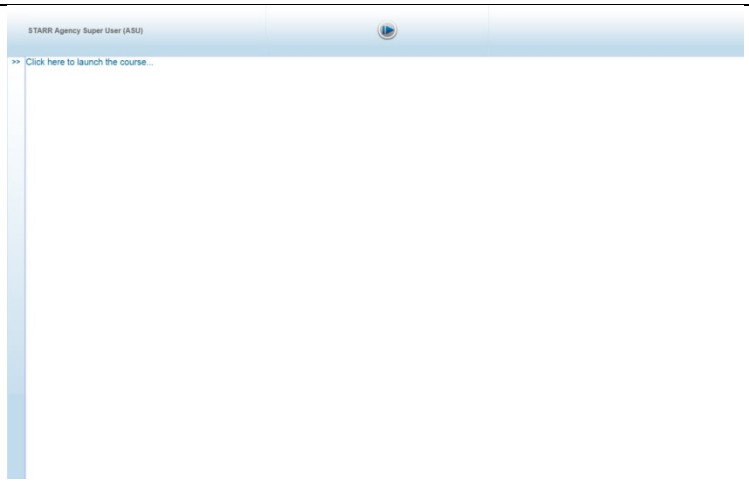


Click the ⊞ sign to expand the course list for the Learning Plan.



Course outline is displayed:

		
7	Click on the appropriate course to begin your training.	 **This will open the course launch window.**

		 **Click the link and begin the course.**
	End of Method and/or Procedure	**Users can view completed training courses in the 'My Training History' section or within the 'My Enrollments' section.** **Learning Plans are a grouping of courses designated as a part of a program. These plans are usually designed for certification in a particular subject area.** **Users must complete all courses for the assigned Learning Plan before certificates of completion are granted.**