

Step by Step Instructions User

These instructions are intended for those who will be participating in Training Department. The following instructions are a step by step process for taking the training and logging your results.

Step 1. Go to www.nationaltrainingcenter.net

Step 2. Click on the Login Button in the upper right



Step 3. Enter your Login and Password (if you do not know what your login and password are, contact us at NTC).



Step 4. Click on the title Start / Continue My Training

The screenshot shows the NTC National Training Center homepage. A red arrow points to the 'START / CONTINUE MY TRAINING' button in the navigation bar. The page includes a welcome message for Mike, a navigation menu on the left, and a 'My Current Subscriptions' table.

Subscription Name	Subscription Information	Expiration Date	Action
		07/06/2009 Renew	Take Course View Test Results

Step 5. Click on the + button to choose the course you wish to take.

The screenshot shows the 'My Courses' page. A red arrow points to the '+' button in the course list. The page includes a navigation menu on the left and a table of courses.

Course Number	Course Name	Expiration Date
1.	Created: 04/09/2009 Last Login: 04/09/2009	07/06/2009

Step 6. Click on Course Title

The screenshot shows the 'My Courses' page on the NTC National Training Center website. The page header includes the NTC logo and 'NATIONAL TRAINING CENTER'. A navigation menu on the left contains links for 'Welcome Page', 'My Courses', 'Renew / Purchase Subscriptions', 'Log Out', and 'Account Profile'. The main content area is titled 'My Courses' and contains a table of courses. The first course is 'Access Part 1 - Access Control - Part 1'. A red arrow points to this course title. Below the course title, there are links for 'Take course' and 'Result details'. The course details table below the arrow shows the following data:

Name	Interactions	Test score
1. Access Control Systems		
2. Your Course Instructors		
3. Bryan McLane		
4. Charles Aulher		
5. Contact Information		

Step 7. Click on Take Course

The screenshot shows the 'My Courses' page on the NTC National Training Center website. The page header includes the NTC logo and 'NATIONAL TRAINING CENTER'. A navigation menu on the left contains links for 'Welcome Page', 'My Courses', 'Renew / Purchase Subscriptions', 'Support', 'Log Out', and 'Account Profile'. The main content area is titled 'My Courses' and contains a table of courses. The first course is 'Access Part 1 - Access Control - Part 1'. A red arrow points to the 'Take course' link under this course. Below the course title, there are links for 'Take course' and 'Result details'. The course details table below the arrow shows the following data:

Name	Interactions	Test score
1. Access Control Systems		
2. Your Course Instructors		
3. Bryan McLane		
4. Charles Aulher		
5. Contact Information		

Step 8. Click on Start Training Now

The screenshot shows the 'Start Training Now' page on the NTC National Training Center website. The page header includes the NTC logo and 'NATIONAL TRAINING CENTER'. A navigation menu on the left contains links for 'Welcome Page', 'My Courses', 'Log Out', and 'Account Profile'. The main content area contains a message: 'Once you begin the test, the time will start counting and will become a part of your testing time average. The score you receive on this test is also recorded and will be averaged as a part of your overall score.' Below the message is a large orange button labeled 'START TRAINING NOW'. A red arrow points to this button.

Step 8. View the Training and Enjoy.



Step 9. Take the Test. Passing is 70%. To start the test click Continue at the lower right. When finished with the test, it is absolutely essential that you click on **Export/Print Final Results**



Press 'Continue' to begin this quiz.

When complete be sure to click on the "Export" button to save your test results

Once you begin, you will not be able to retake this quiz.





Step 10. Click [Export/Print Final Results](#). Then click Finish

NOTE: IF YOU DO NOT CLCK Export/Print Final Results, YOU WILL NOT GET CREDIT FOR YOUR TRAINING OR YOUR TEST SCORE.

Final Results ▼ Complete Score: 0 of 5

You have successfully completed this quiz.
You did not pass.
You scored 0 of 5 (0%).
60% is required to pass.

#	Question	Type	Status	Score	Points	
1	Means of egress requireme...	Multiple Choice - Quiz	✘ Incorrect	0	1	
2	The typical access contro...	Multiple Choice - Quiz	✘ Incorrect	0	1	
3	Which of the following is...	Multiple Choice - Quiz	✘ Incorrect	0	1	
4	Which of the following be...	Multiple Choice - Quiz	✘ Incorrect	0	1	
5	A newer trend in the acce...	Multiple Choice - Quiz	✘ Incorrect	0	1	
Total				0%	0	5

  [Export/Print Final Results](#)