

## Instructions for Accessing the MSP Online Training

### PC/Internet Access Desired Requirements:

<b>Operating System:</b>	<b>Windows 98, Windows 2000, or Windows XP</b>
<b>Browser:</b>	<b>Internet Explorer 6.0 (or Higher) or Netscape 6.0 (or Higher)</b>
<b>Memory:</b>	<b>256 Mb RAM</b>
<b>Hard Drive:</b>	<b>Free Space 5 Mb</b>
<b>Internet Access:</b>	<b>Broadband (desired) or Dial-Up</b>
<b>Multimedia Player:</b>	<b>Windows Media Player 9.0 (desired) or RealOne Player (**Multimedia Player used is extremely important, in that it affects the viewing and sound quality, and may result in intermittent buffering)</b>

### To Access the Online Training:

- Step 1** Open a browser window. In the address field type the following:  
<http://elearn.iss2.com/ynotlearn> and press the **ENTER** key.
- Step 2** Enter your Omega Membership control Number as the User ID, and press the **TAB** key. (00xxxxxxx)
- Step 3** In the Password field, enter the following:  
*temp*
- Step 4** Move your mouse until the mouse pointer is located over the **LOGIN** box, and press the left mouse button. Upon successful login the Web Based training system will be displayed. (*If login is unsuccessful please review the data entered in **Steps 2 and Steps 3.***)
- Step 5** Move your mouse until the mouse pointer is located over **My Course** and press the left mouse button. The My Courses screen will display with user's assigned courses.
- Step 6** If this is the first time that you have access the online training, you must select the first Course Title listed. (If you select one of the other titles, a screen display will indicate that there are prerequisites.) If you have previously accessed a Course Title, you may advance to the next **Course Title**.
- Step 7** Using your mouse; select a course topic from the list of topics shown under the **Course Outline Section** on the left of the screen.

## NOTE

**You only have 45 minutes to complete a course. Once you have selected a course topic, an icon will be displayed on the right side of the screen, which when selected allows you to view the Membership Selection Process Manual.**

- Step 8** When the Multimedia Viewer is displayed, move your mouse until the mouse pointer is located over the Play ( ► ) button, and press the left mouse button. Wait for the multimedia presentation to begin.
- Step 9** When the multimedia presentation ends; select Next to access the next page within the topic..
- Step 10** Repeat Steps, 8 and 9 for each subsequent topic.
- Step 11** The final page of the last topic will include an introduction to the Examination for the current Section. You only have two (2) attempts to successfully pass a test to move on to the next section. If you do not pass the exam after two attempts you will not be able to take the exam until 14 days after failing the exam on the second attempt.  
**Note: If you have logged in and started a test and for any reason if you must have to exit of the system before completing the test, this will count as one test attempt. Be sure to only access the test when you have adequate time to complete the entire test.**

In order to complete the examination, proceed as follows:

- a. Select the **Test** option from the left menu;
  - b. Select **Start**;
  - c. Read the question displayed, and provide your answer by moving your mouse until the mouse pointer is located over the circle next to your selection and press the left mouse button.
  - d. Advance to the next question by selecting **Submit** (*to save your selection*);
  - e. Once you have supplied answers to all of the questions, select **Finish**.
  - f. A warning message will be displayed to ask you are you sure you have answered all the questions. If you have click “Yes” and your test score and the questions you got right and wrong will be displayed. You will have the ability to view your correct and incorrect responses by clicking on the desired question.
  - g. If you are not sure use the “**Previous**” button to scroll through the test to make sure all questions are answered. Be sure to press the “**Finish**” button when done.
- Step 12** Once you have viewed the desired presentations, Select the “**Return To Course Home**” link. You will be taken back to the main page of the section just completed.
- Step 13** Click the “Return to My Courses” link. The screen listing the courses available will be displayed. You might have to press the refresh button to see your newly completed test score.
- Step 14** To log out, select **Logout**. The **Login and Registration** screen will be displayed.

If you encounter any problems with, or have questions about this online training, please contact the Customer Service Representative, Tais Martin, at Omega Headquarters (404) 284-5533.