

## How to create an account/sign in with LTAP

1. To create an account, go to <u>https://inltaptraining.azurewebsites.net/</u> and select Log In/Create Account



### 3. Enter your information

- First Name and Last Name
- Email
  - use your city email if one was assigned
- Select Agency
  - find the **City of West Lafayette** in the drop down menu
- Enter your Start Month and Start Year

   it does not need to be exact
- Do not enroll in Road Scholar Program

After selecting Create Account, a green box will

appear redirecting you to your email inbox.

		Create Ad	count		
First Name		M.I,	Last Name		
First Name		M.L	Last Name		
Email			Agency		
Email			Select Agency		
Start Month	Sta	art Year	Enroll in Road Scholar     Program		
Start Month	v (	Start Year			
		CREATE AC	COUNT		
	Alrea	ady have an accou	nt? Log in here.		

### 2. Select Don't have an account? Create one here.

\*Already have an account? Sign in and skip to page 3.

5	Log In	
Email Address		
Password		
Password		
	LOG IN	
	Forgot your password?	
	Don't have an account? Create one here.	

4. You will receive an email from

indianaltap@gmail.com. Click on the link within the email and follow the instructions to create a password and gain access to the system.

URDUE IVERSITY echnical Assistance Program	
Set your Password	
the ability that a planar you can access all your indiana 13MP matring In accossing elevents, took your Road Scholar progress, and even upload your duction encores.	
exising Indiana (TAP) training center, jaesor aud this link to confirm your Disartumine Auroneutistus, net/StrandYsamout/StaliakS-1111-6864-5172;	
PURPUER Local Technical Assistance Program	
Create New Reservord	
Enter a new password	
Password	
Password strength: Too weak (Use a flew words, avoid common phrases)	
Confirm Password	
SET PASSWORD	
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**5.** After successfully creating a new password, select **Login**. You will be directed back to the original home page, where you will again select **Log In.** 

PURDUE NIVERSITY Local Technical Assistance Progr	iam	
RESET PASSWORD Your password has been successfully changed. Please click below to log in.		1
Login→		
All	Log In / Crea	te Account
		<b>1</b>
Directory of State, County, City and Town Officials Latis updated correct threamation for indexe officials responsible for read work.		LTAP Direct Weach LTAP visions
Asset Management Asset Management Gas		Learning Management System Take correspondences, and landy your oredite
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**6.** Enter your email address and newly created password and select **LOG IN**.

<b>5 P</b>	URDUE	Local Technical Assistance Program	
fansi addaaa	Log In		
Email Address			
Password			
Password			
	LOG IN		
	Forgot your passw	vord?	
	Don't have an account? Cr	eate one here.	

7. This will bring up your LTAP Home Page. Continue to *How to Register for Classes* on page 3.





## How to register for classes

**1.** To register for a class/training, from the Home screen, select **Learning Management System**.



**2.** Welcome to your LMS Dashboard. Select **EDUCATION** from the left hand column.

()) Dashboard	Welcome to your LMS Dashboard,
E-LEARNING	(1) My Information
EVENTS	Agency: City of West Lafayette (since March 2024)
	Road Builder
MY AGENCY	5/300 Credits
R MY CREDITS	1/12 Core Conserved How do I unlock Road Builder?
	My Upcoming Events (0)

3. From the list of All Programs & Courses, scroll until you find
 MS4 GOOD HOUSEKEEPING & POLLUTION
 PREVENTION TRAINING and select VIEW COURSE





# How to register for training/class

\*\*Important: This training is completely free. Even though you have to go through a

purchasing process, the training costs \$0.

**4.** The Course Details will appear. Go through the selection process:

- 1.) Select ADD TO MY CART
- 2.) Select PROCEED TO CHECKOUT
- 3.) Select PROCEED TO PAYMENT & BILLING
- 4.) Select PROCEED TO FINAL REVIEW
- 5.) Select COMPLETE PURCHASE

Гo	e back to catalog					
E-LEARNING	Information				Purchase this Course	
EVENTS	MS4 GOOD HOUSEKEEF	ING & POLLUTION PREV	ENTION TRAINING		\$0.00 Monica Wontor (yourself)	
(ÎRÎ) Education	To assist MS4 entities meet their IDEM MS4 ( Prevention & Good Housekeeping (Section 4	eneral Permit training requirements, LTAP ha 7 of the IDEM MS4 Six Training Modules have	is developed a series of MS4 Training Mi e been created as part of this MS4 Pollut	odules that cover Municipal Operations Pollution Ion Prevention series.		
f€ NY CREDITS ⊖					ADD (1) TO MY CART	CLEAR
	Successfully Added to Cart				×	
4	Successfully added regist	rations to cart.	CONTINUE SHOPPIN	G PROCEED TO CHECKO	и 0	
	raining requirements, LTAP ha	s developed a series of MS4 T	Training Modules that cove	r Municipal Operations Pollution		
	(	1. Review Order				
		MS4 GOOD HOUSEKE TRAINING	EEPING & POLLUTION PR	EVENTION \$0.00		
				Subtotal: \$0.00		
		PRC	DCEED TO PAYMENT 8	BILLING		
		(	2. Payment Instruction	ons ckout, you will receive an email confirmin eed to blow the link in that email and ent	g your ar your	
		$\rightarrow$	For billing inquiries or	assistance submitting payment, please o	contact Purdue	
			You can access your r Tabs.	egistered courses on either the Dashboa	rd or E-Learning	
				PROCEED TO FINAL REVIEW		
		-	1	3. Complete Your Purchase		
3 of 6	5			You will owe \$0.00		
				COMPL	ETE PURCHASE	



## How to begin the training/class

Please note: The training will autosave progress and does not need to be completed at one time.

**1.** Once you have registered for your class, you can immediately start the course or you can complete the training at a different time by visiting the **My E-Learning** tab on the Dashboard screen.

## 2. The MS4 Good Housekeeping & Pollution Prevention Training has 6 modules

- Background (6m 50s)
- How to Identify the Problem (7m 55s)
- Assess, Identify, and Evaluate Hazards (8m 17s)
- How to Control the Problem (12m 16s)
- Clean-Up (6m 40s)
- Spill Prevention, Control, and Countermeasure (14m 52s)

DASHBOARD	Welcome to your LMS Dashboard						
E-LEARNING	My E-Learning						
	Ci My Programs & Courses						
EVENTS	PROGRAMS & COURSES   Search my programs and courses						
nÂh	Type Name		Last Accessed	RS Credits	PDH Credits	CEU Credits	START D
EDUCATION	Course MIS4 GOOD HOUSEKEEPING & POLLUTION PREVENTION TRAINING	April 05, 2024	3.0	3.0	0.3	0.1	
8°							
MY AGENCY							
Ŕ	0/12 Core Courses						
MY CREDITS	How do I unlock Road Builder?						
B							
MY PROFILE	My Upcoming Events (0)						

**3.** After completing the video portion of each module, you can **SAVE AND EXIT** to complete later or select **NEXT** to continue to the knowledge quiz for the module.





## How to begin the training/class

Please note: The training will autosave progress and does not need to be completed at one time.

**4.** When you are ready to begin the Knowledge Check, select **START QUIZ**.



**6.** The training is complete once all modules and Knowledge Exams are marked as Complete!

**5.** Once you complete each Knowledge Quiz you can **REVIEW ANSWERS**, **RETAKE EXAM**, and/or press **NEXT** to continue to the next module.



CASHEOARD	MS4 GOOD HOUSEKEEPING & POLLUTION PREVENTION TRAINING		<i>5</i> <b>- PUR</b>	Auditace Program
E-LEARNING		Complete!	Reference Materials	download all
iii Menns ríði	<ul> <li>✓ Background</li> <li>✓ Knowledge Check</li> <li>✓ Fact Sheet</li> </ul>		A GUIDANCE DOCUMENT OF BEST MANAGEMENT P INSPECTION CHECKLISTS Aboveground Petroleum Tanks: A pictorial guide Additional Information On Used Oil	RACTICES AND
EDUCATION	How to Identify the Problem     How to Identify the Problem     A How to Identify the Problem	Completed review		aeping Program
∭ Marcheonts O	Fact Sheet	review		
NY PROFILE 2 CONTACT ©	Assess, identity, and Evaluate Hazards     Assess, identity, and Evaluate Hazards     Knowledge Check     Fact Sheet	review results review	GUIDELINE FOR MUNICIPAL MANAGEMENT PRACTIC SWEEPINGS & CATCH BASIN CLEANINGS INAFSM MCM & Resources (June 2021) INAFSM PP0GH Resource Guide	ES FOR STREET
DIRECTORY	<ul> <li>✓ How to Control the Problem</li> <li>✓ How to Control the Problem</li> <li>✓ Knowledge Check</li> <li>✓ Fact Sheet 8 YouTube Link</li> </ul>	Completed review results review	Indiana LTAP Stormwater Dranage Manual Maintenance for Storm Water (Pocket) Guide Management of Dumpsters & Trash MDEQ Mobile Power Washing MS4 (Audit) Program Evaluation Guidance	
LOG OFF	<ul> <li>✓ Clean-up</li> <li>✓ Clean-up</li> </ul>	Complete!	MS4 (Audit) Program Evaluation Guidance Appendix B MS4 Permit Improvement Guide	



## How to get your class certifications

**1.** On the **My Credits** tab, you will see your transcripts. HR does not need a copy of the certificate but if you would like them for your records, hit the **Download as CSV** for a downloadable excel document or hit the certificate icon to print and/or save.

