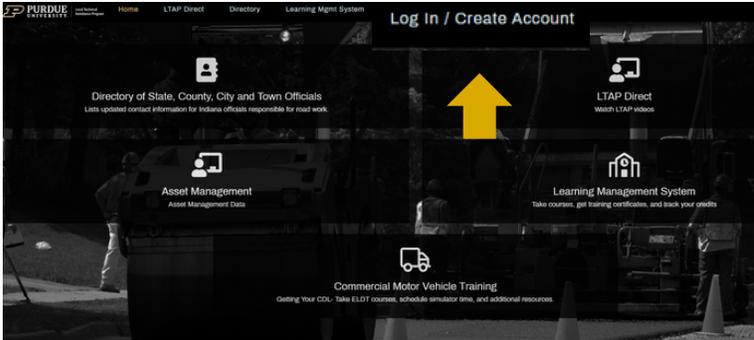




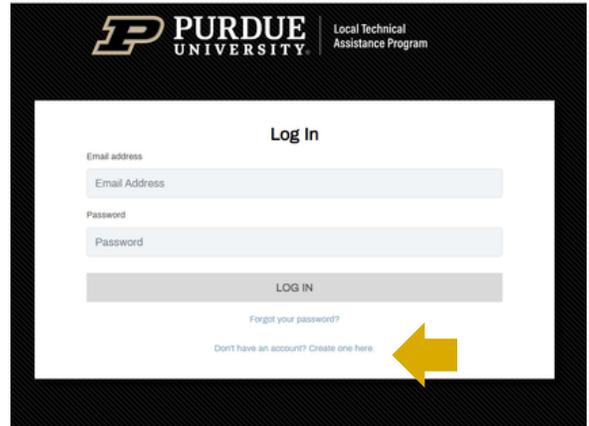
How to create an account/sign in with LTAP

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



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

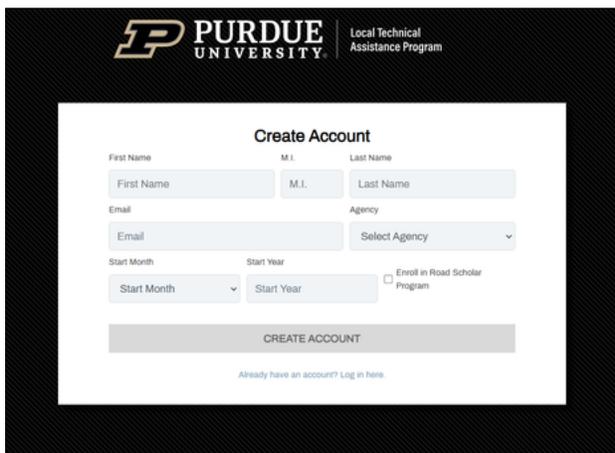
*Already have an account? Sign in and skip to page 3.



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.



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.



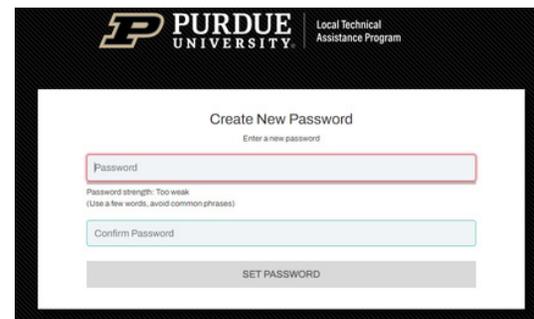
Set your Password

WELCOME Entry

We are excited to be able to offer you a place you can access all your Indiana LTAP training records, register for upcoming events, track your Road Scholar progress, and even update your own continuing education records.

To get started accessing Indiana LTAP's training center, please use this link to confirm your account: <https://inltaptraining.azurewebsites.net/ResetPassword?SiteID=2121&email=5273-6236@INDLTP>

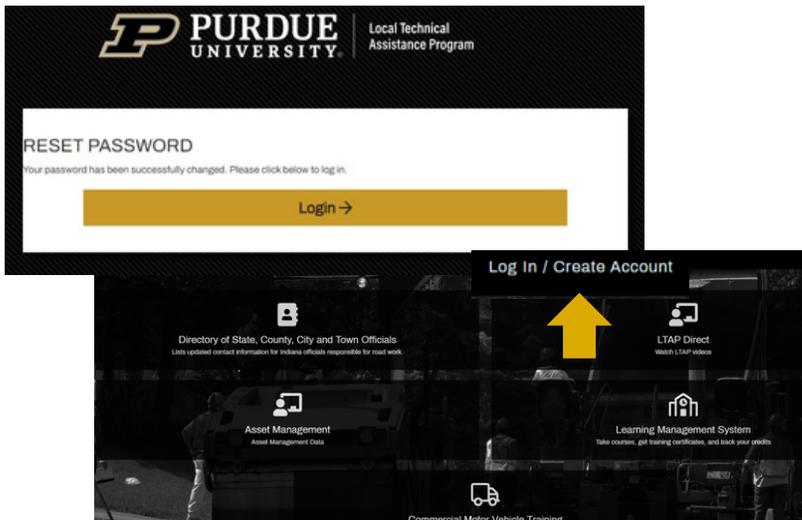
Security
-Indiana LTAP



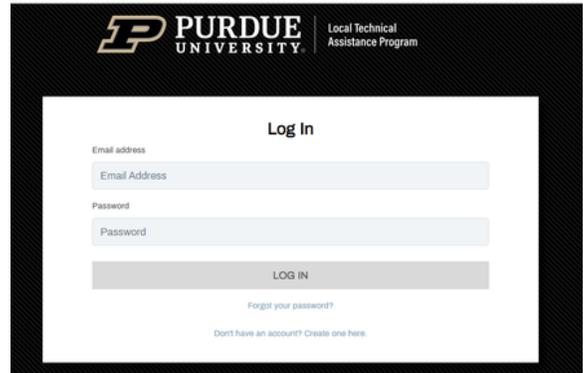


How to create an account/sign in with LTAP

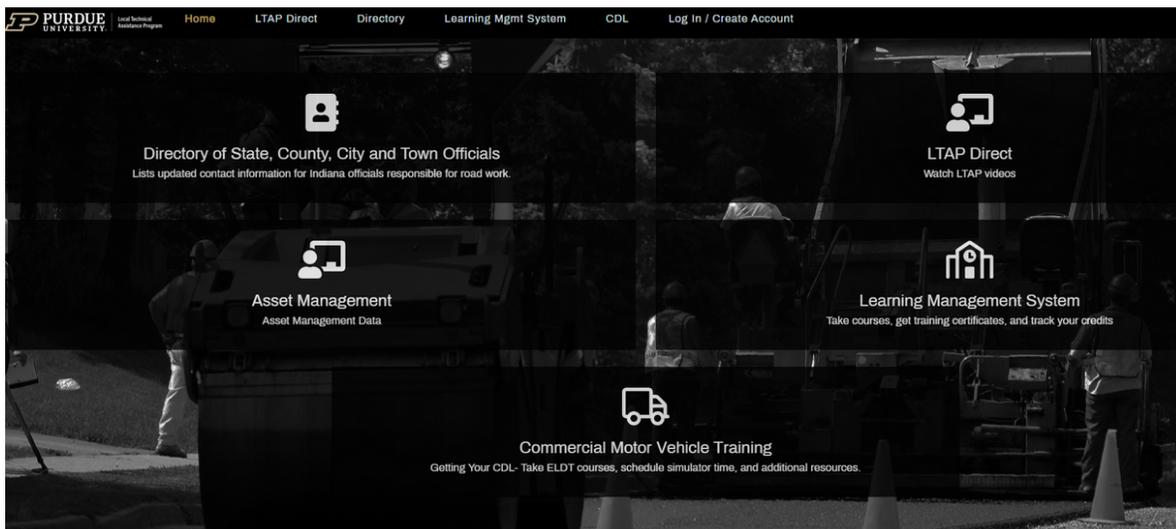
5. After successfully creating a new password, select **Login**. You will be directed back to the original home page, where you will again select **Log In**.



6. Enter your email address and newly created password and select **LOG IN**.



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

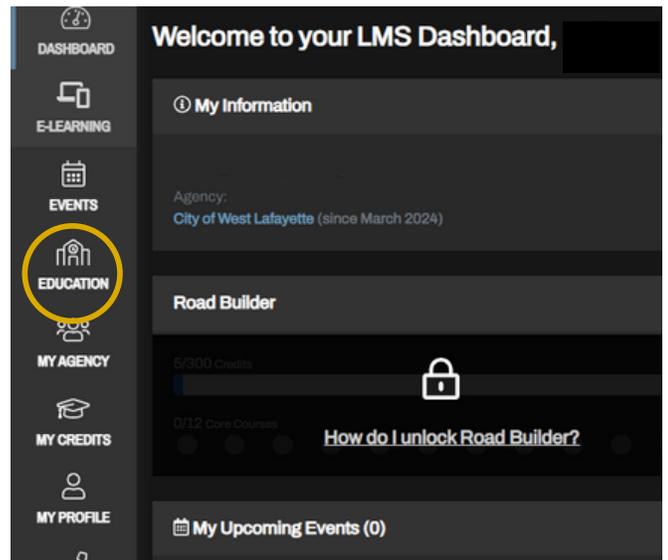
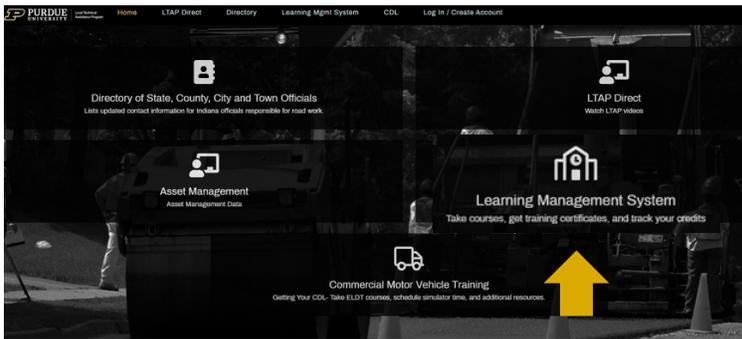




How to register for classes

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.



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



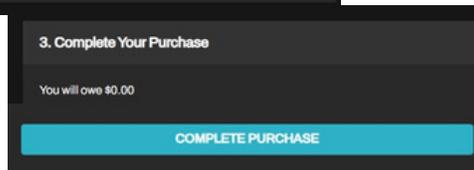
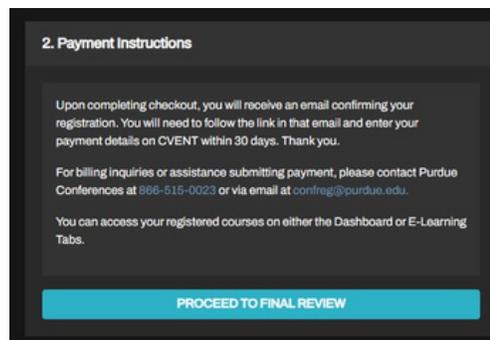
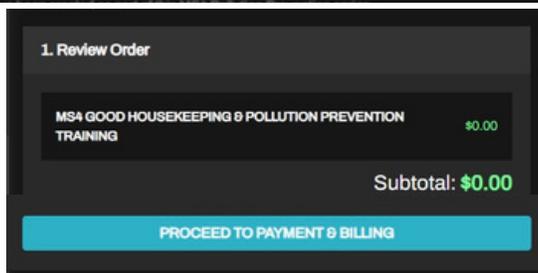
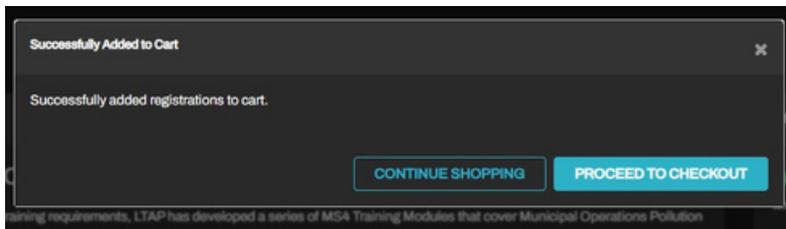
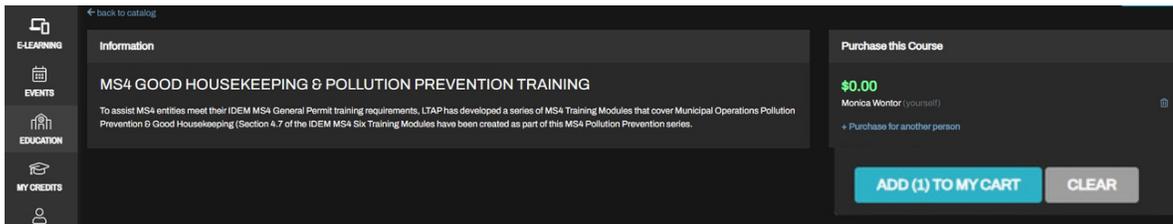


How to register for training/class

****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**





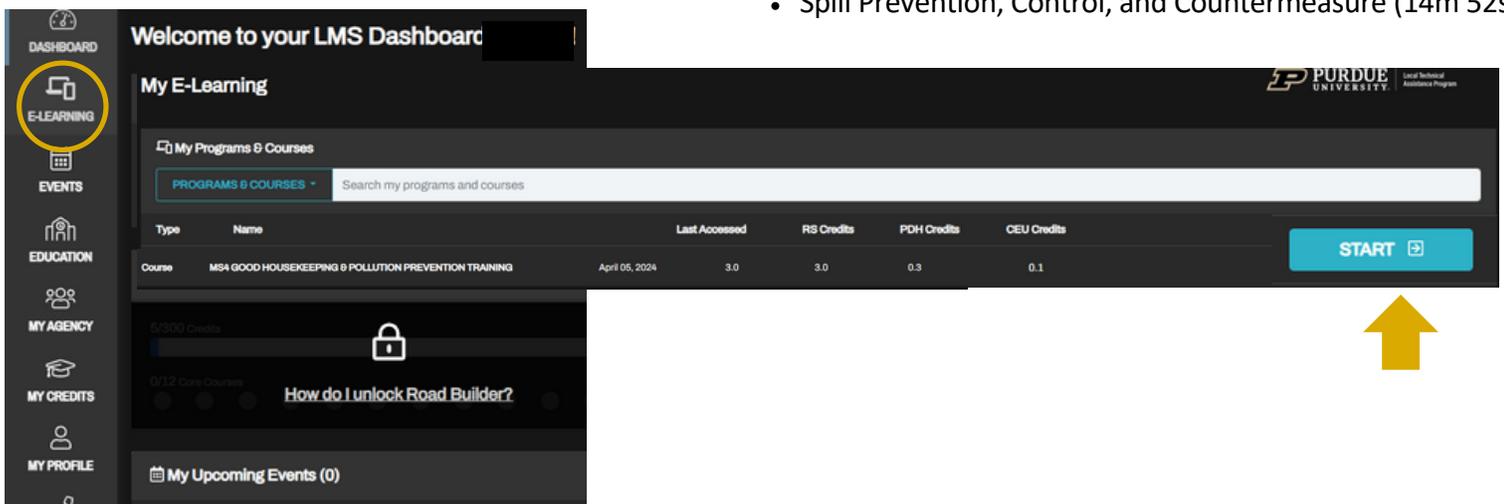
How to begin the training/class

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

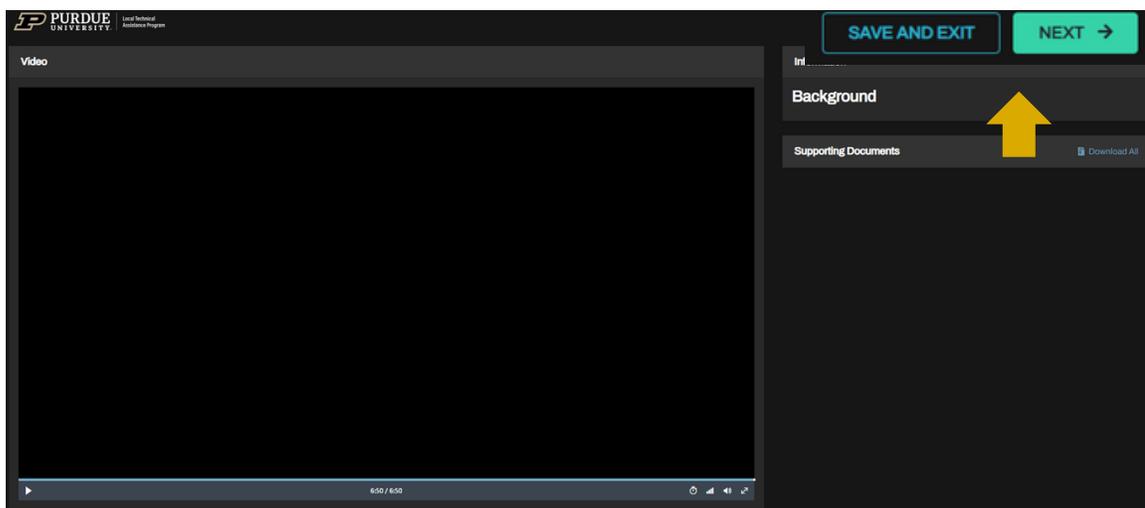
1. Once you have registered for your class, you can immediately start the course or you can complete the training at a different time by visiting the **My E-Learning** tab on the Dashboard screen.

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)



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.



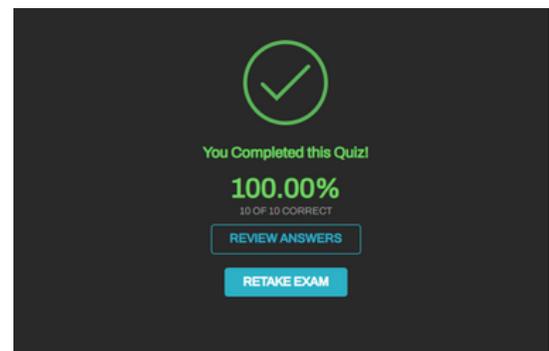


How to begin the training/class

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**.

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



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

Module	Status	Options
Background	Complete!	review, results, review
How to Identify the Problem	Complete!	review, results, review
Assess, Identify, and Evaluate Hazards	Complete!	review, results, review
How to Control the Problem	Complete!	review, results, review
Clean-up	Complete!	review



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.

The image shows a sequence of three screenshots from the LMS dashboard, connected by yellow arrows indicating the user's navigation path. The first screenshot shows the "My Credits" tab selected in the sidebar. The second screenshot shows the "My Transcript" table with a yellow arrow pointing to the "Download as CSV" link. The third screenshot shows the "Actions" menu with a yellow arrow pointing to the certificate icon.

Type	Class Name	Date	PLU Credits	PEH Credits	CEU Credits	Actions
FLTAP	Class Course #5 - Roadway Safety	July 31, 2019	3	3	0.3	[Download as CSV] [Certificate Icon]
FLTAP	MC102 Workshop (0.3 PLU Credits)	May 12, 2019	3	3	0.3	[Download as CSV] [Certificate Icon]

Download as CSV

Actions

PURDUE Local Technical Assistance Program

CERTIFICATE OF ATTENDANCE

THIS CERTIFICATE IS PROUDLY PRESENTED TO

Your name

3.0 Road Scholar Credits
3.0 PDH Credits
0.3 CEU Credits

Core Course #5 - Roadway Safety July 31, 2019