Wx WORKFORCE TRAINING

Video Based Weatherization Training

Wx Workforce Training Help Guidelines

SYSTEM REQUIREMENTS

The minimum requirements for an internet connection, computer hardware and software are recommended:

- Broadband connection (600k or faster)
- PC operating system: Windows Vista, Windows XP Home/Professional Edition,
- Windows 2000 or Windows 98SE (or newer)
- Mac operating system: OS X (or newer)
- 500 MHZ processor (or faster)
- 512 MB RAM (minimum)
- Internal soundcard, 5.1 multichannel (or better)
- Internet Explorer 7 or higher; Firefox 3.5 or higher; Safari 3.1.2 or higher (or equivalent)
- Adobe Acrobat Reader (free download from http://get.adobe.com/reader/)

REGISTRATION AND PURCHASE HELP

Step 1 – Register an Account. You may register as a single-user (for individuals) or as a multi-user (for companies, organizations, colleges or agencies).

To register a Single-User Account: Click on Register link in the upper right-hand corner of any page on the *Wx Workforce Training* site, and select Single-User Account. After entering your information, press Submit. That's it! You have successfully registered a single-user account.

To register a Multi-User Account: Click on Register link in the upper right-hand corner of any page on the *Wx Workforce Training* site, and select Multi-User Account. Enter company information in the fields provided:

Registration - Account Setup

Account Type

Are you registering for a single-user account or a multiple-user account? A multiple-user account allows you to purchase multiple user seats of the training material.

○ Single User Account
◉ Company (Multiple User) Account

Company Information

Please provide the following company information, which is required for invoicing and account setup:

Company Name: [_____]
Address 1: [_____]
Address 2: [_____]
City: [_____]   State: [▼]   Zip Code: [_____]
Phone: [_____]

Multi-user accounts will have to identify an Administrative User. The administrator purchases and maintains the organization's user accounts, tracks user's progress and test scores and helps resolve any access issues. Designate the Administrative User in the fields provided:

Administrative User Information

For each company, we need to setup an administrative user account. The administrator purchases and maintains your user accounts, tracks users progress and test scores and helps resolve any access issues.
Please provide the following administrative user information, which is required for account setup:

First Name: [_____]
Last Name: [_____]
Email Address: [_____]   (Username you login in with on the site)
Password: [_____]
Confirm Password: [_____]
Address 1: [_____]
Address 2: [_____]
City: [_____]   State: [▼]   Zip Code: [_____]
Phone: [_____]

[Submit]

Step 2 – Purchase Training. You may purchase the entire program (four levels at once) or by single training level.

After selecting the training you want, click Proceed to Checkout at the bottom of the page. You will be directed through a payment system, depending on the type of account you have:

Single-User Account – Pay for your training online through our secure credit card payment process. Upon successfully completing the transaction, you will have access all training materials immediately.

Multi-User Account: Companies, organizations, colleges and agencies have two options to complete the transaction:

- Option 1 - Pay for training online through our secure credit card payment process and access your training material immediately, and we will email you a receipt for payment.

- Option 2 – If you would prefer to receive an invoice and mail it with your payment, you will be notified via email upon receipt of your payment and provided with access to the training.

TRAINING HELP

Once you have purchased training, you may begin by clicking on one of the four training levels in the boxes near the top of your screen

Completing a Course

Click on the Course menu at left to reveal the Lesson menu.

In the example shown above, we have selected Weatherization Basics in the Fundamentals level training. Clicking on the Course title reveals four Lessons for this Course in the Lesson menu.

Clicking on a Lesson will launch the Lesson Module, as shown below:
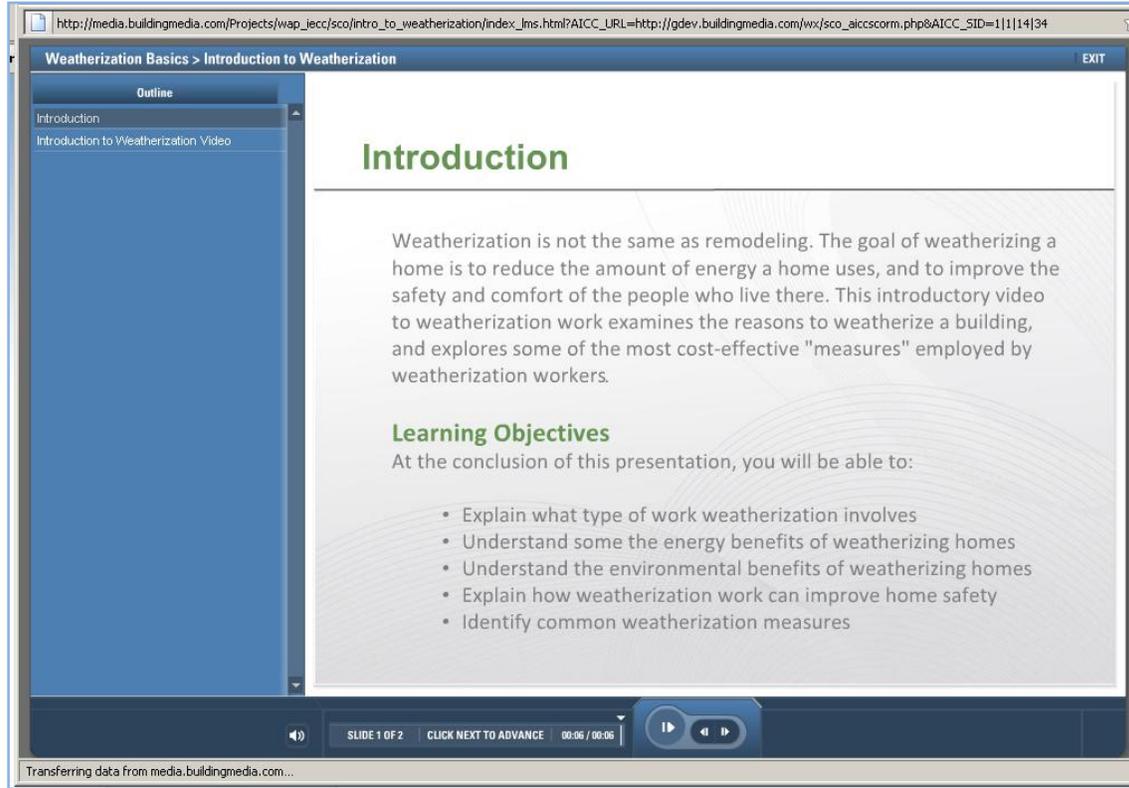
Step 1: **Begin by taking a moment to orient yourself to the topic and read the Learning Objectives provided in the introduction to each Lesson.**

The Learning Objectives are a clue for what you should take away from studying this lesson. If you think about these carefully, you'll know what to look for, and will retain the information better than if you blindly charge into a Lesson.

Step 2: **Click on the video link to watch the Video Presentation.** Think of this presentation as the "lecture" in a traditional school environment. The big difference is that often this lecture is typically delivered on site, in the type of surroundings that reflect the conditions of a weatherization worksite, and the topics relate to the type job you will be expected to perform.

Step 3: **Review the Study Guide.** For each Video Presentation, a link is provided in the upper right-hand corner of the module to a Study Guide, as shown below. These articles, in printable PDF format, provide information that enhances the video presentation, and often present a greater level of detail about the topic. We suggest you print out each Study Guide and keep them in a 3-ring binder. They will provide a valuable resource that you may want to reference after your online training is completed.

Step 4: **Take the Quiz.** This is an opportunity for you to check your knowledge about a particular topic. It's designed as a self-study tool and is a good way to dial-in on the "take home message" from each lesson.

If you are familiar with the answers to the Quiz questions for every Lesson, you can expect to do reasonably well on the Test.
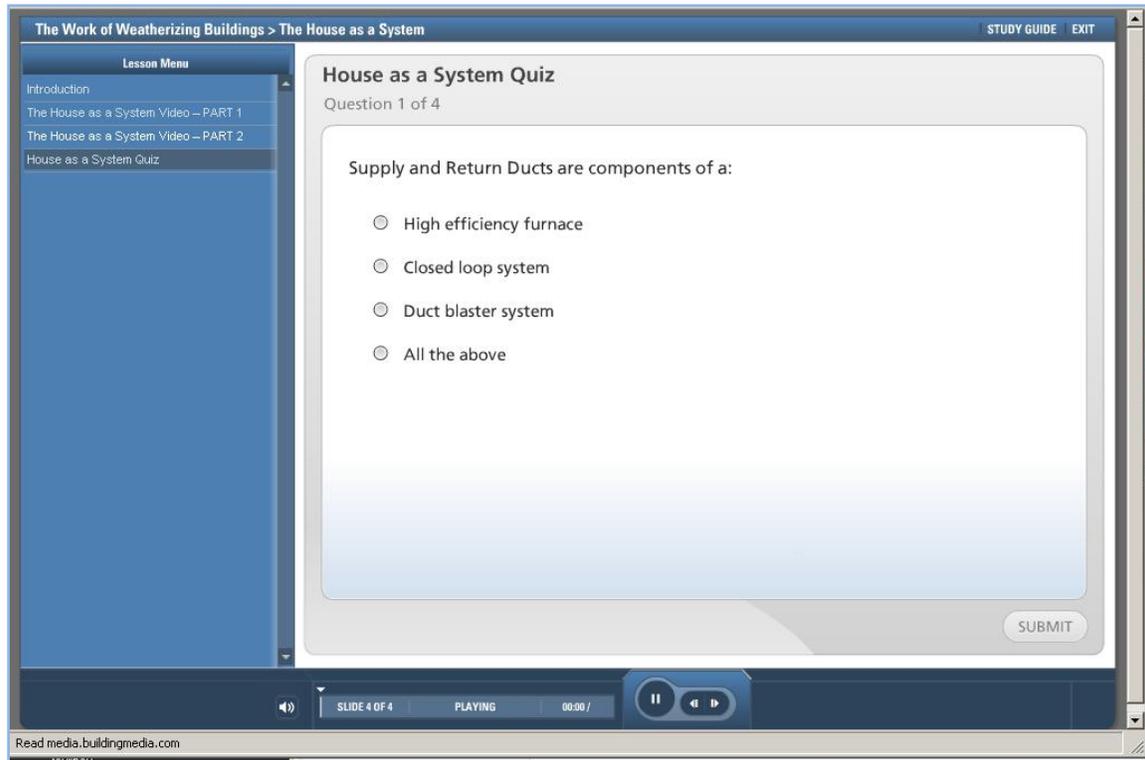
When you have completed the Quiz, you may Exit the Lesson module (click the Exit button in the upper right corner of the module).

Step 5: **Take the Test:** When you have completed all the Lessons in a course, and feel reasonably certain that you understand the answers to the self-study Quizzes, you are ready to take the Test. You must to get a minimum score of 80% on each Test to pass.

The Course Test may be launched from the button at the bottom of the Lesson menu for each Course, as shown below.

Checking Your Progress
Users may click on My Account at the top of the screen to check your progress, quiz and test scores. You can also check your completed certificates by clicking on it in the left hand menu.

On Multi-User Accounts, Administrative Users will have access to user data, including progress and scores for any users holding a seat on the same account.

Change Your Password
Click My Account at the top of the screen and select Change Password in the left hand menu.