

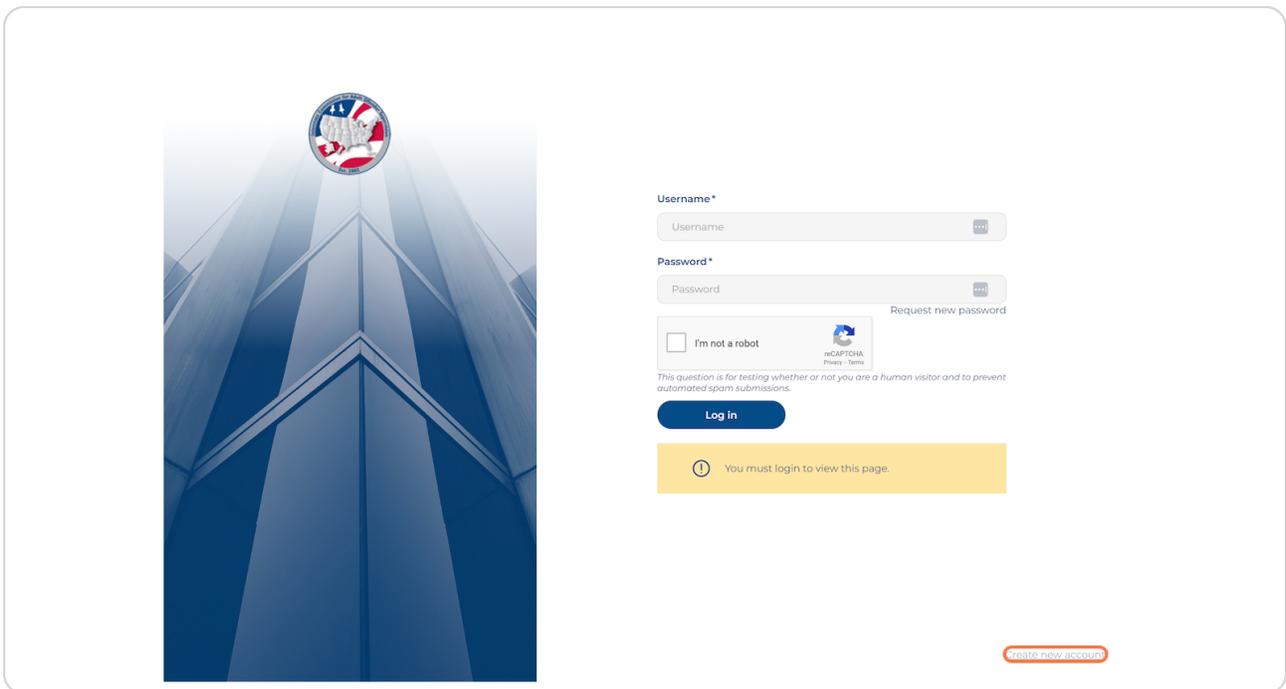
Register for an ICAOS Training Account

10 Steps

Note: Learners will not be able to access the training site with their ICOTS or ICAOS login credentials.

STEP 1

Click on Create new account in the bottom right corner



The screenshot shows a login interface. On the left, there is a blue graphic with a US flag icon at the top. On the right, there is a login form with the following elements:

- Username*** field
- Password*** field
- Request new password** link
- I'm not a robot** reCAPTCHA checkbox
- Log in** button
- You must login to view this page.** error message
- create new account** link (circled in red)

STEP 2

Type your first name

First name*

Last name*

Email address*

The email address is not made public. It will only be used if you need to be contacted about your account or for opted-in notifications.

Username*

Several special characters are allowed, including space, period (.), hyphen (-), apostrophe ('), underscore (_), and the @ sign.

Password*

STEP 3

Type your last name

First name*

Last name*

Email address*

The email address is not made public. It will only be used if you need to be contacted about your account or for opted-in notifications.

Username*

Several special characters are allowed, including space, period (.), hyphen (-), apostrophe ('), underscore (_), and the @ sign.

Password*

STEP 4

Type a valid email address for your training account

Note: Security measures may require administrator approval if using a personal email account such as @gmail, @hotmail, @yahoo, etc. Email dgreott@interstatecompact.org for approval.

First name*

Last name*

Email address*

The email address is not made public. It will only be used if you need to be contacted about your account or for opted-in notifications.

Username*

Several special characters are allowed, including space, period (.), hyphen (-), apostrophe ('), underscore (_), and the @ sign.

Password*

STEP 5

Provide a unique username

First name*

Email address*

The email address is not made public. It will only be used if you need to be contacted about your account or for opted-in notifications.

Username*

Several special characters are allowed, including space, period (.), hyphen (-), apostrophe ('), underscore (_), and the @ sign.

Password*

Password strength:

Confirm password*

STEP 6

Create your password

test@tango.com

The email address is not made public. It will only be used if you need to be contacted about your account or for opted-in notifications.

Username*

test

Several special characters are allowed, including space, period (.), hyphen (-), apostrophe ('), underscore (_), and the @ sign.

Password*

.....

Password strength: Strong

Confirm password*

Confirm password

Recommendations to make your password stronger:

- Add punctuation

Provide a password for the new account in both fields.

STEP 7

Confirm your password

Note: If you receive an error, ensure your browser is not using autofill and clear your browser data as needed.

.....

Several special characters are allowed, including space, period (.), hyphen (-), apostrophe ('), underscore (_), and the @ sign.

Password*

.....

Password strength: Strong

Confirm password*

.....

Passwords match: no

Recommendations to make your password stronger:

- Add punctuation

Provide a password for the new account in both fields.

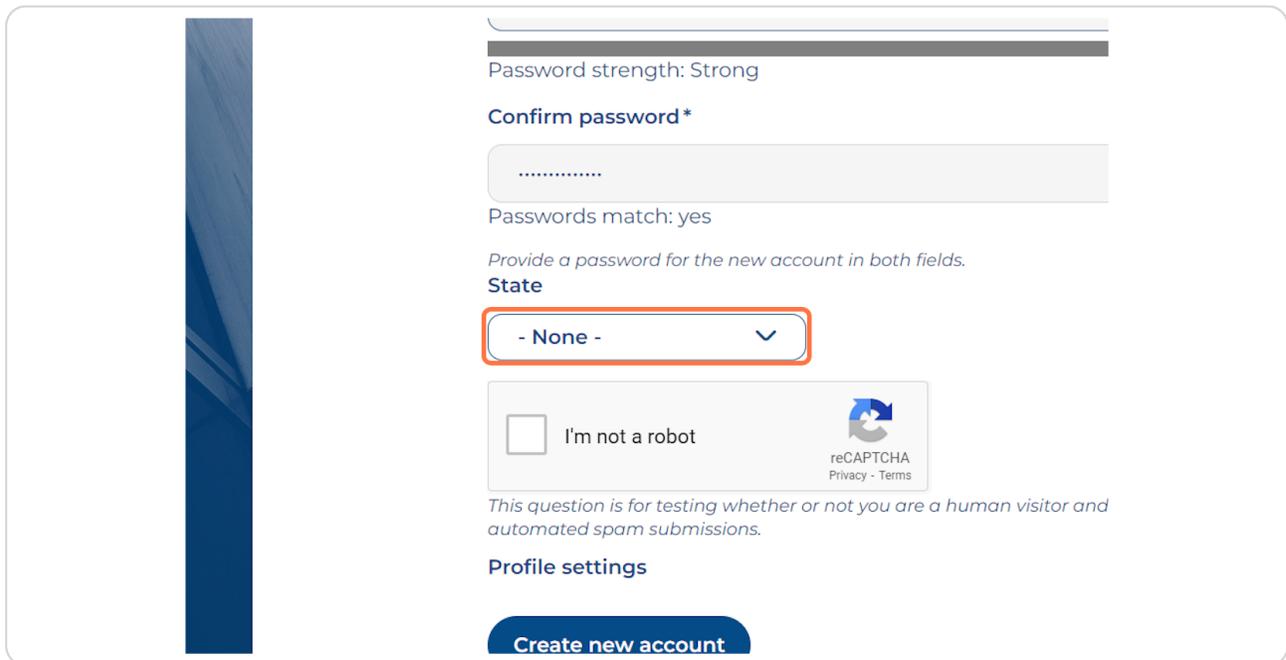
State

- None -

I'm not a robot

STEP 8

Select your state from the dropdown



Password strength: Strong

Confirm password*

.....

Passwords match: yes

Provide a password for the new account in both fields.

State

- None -

I'm not a robot

reCAPTCHA
Privacy - Terms

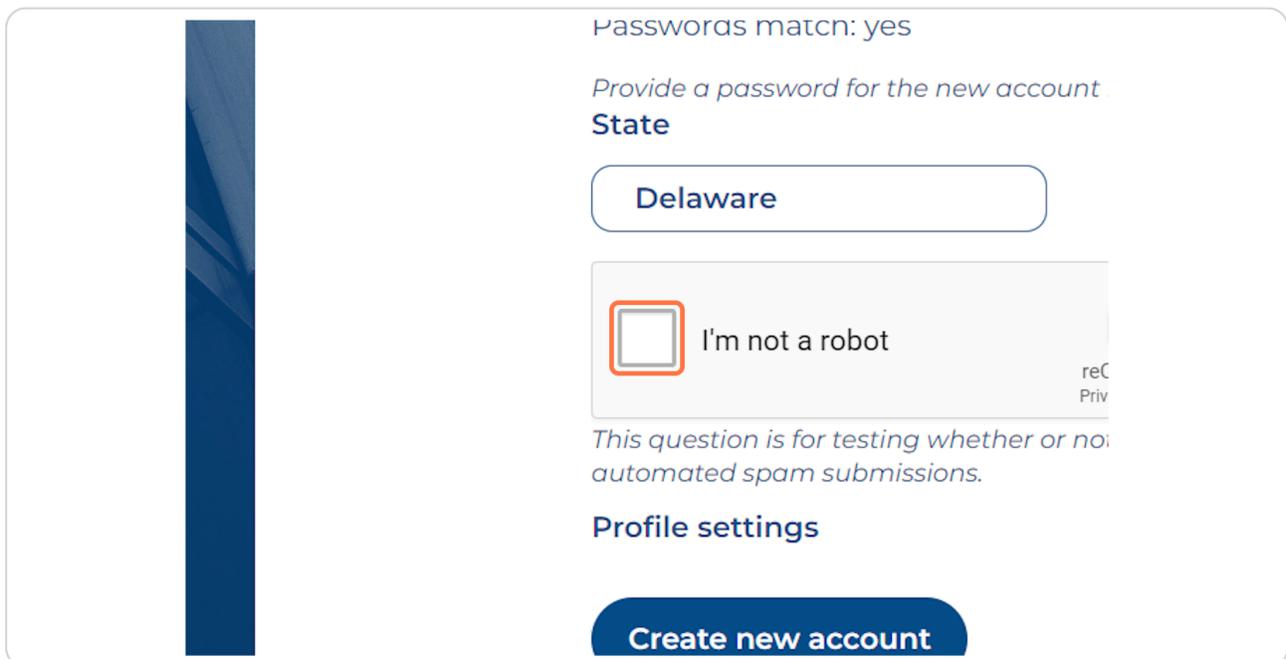
This question is for testing whether or not you are a human visitor and automated spam submissions.

Profile settings

Create new account

STEP 9

Select on the CAPTCHA tool 'I'm not a robot'



Passwords match: yes

Provide a password for the new account

State

Delaware

I'm not a robot

reC
Priv

*This question is for testing whether or no
automated spam submissions.*

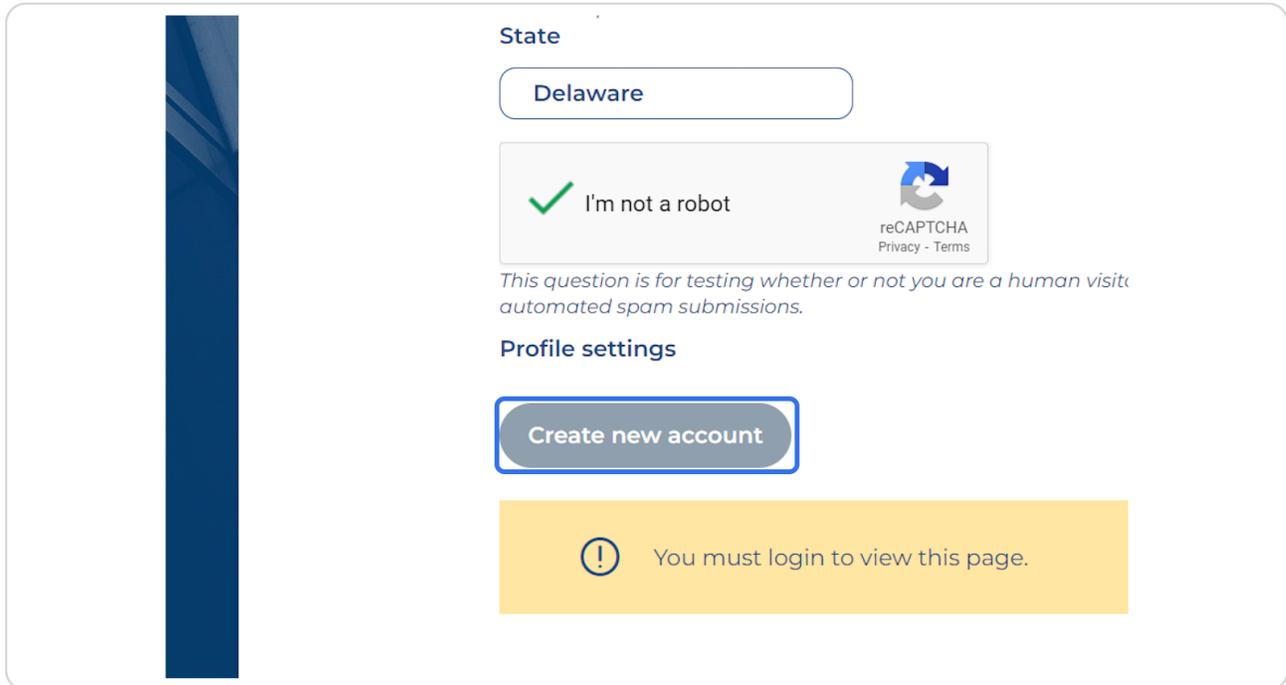
Profile settings

Create new account

STEP 10

Click on "Create new account"

After creating an account you will be automatically logged in and sent a registration email
NOTE: If you do not receive an email, confirm 'training@interstatecompact.org' is on your safe sender list.



The screenshot shows a registration form with the following elements:

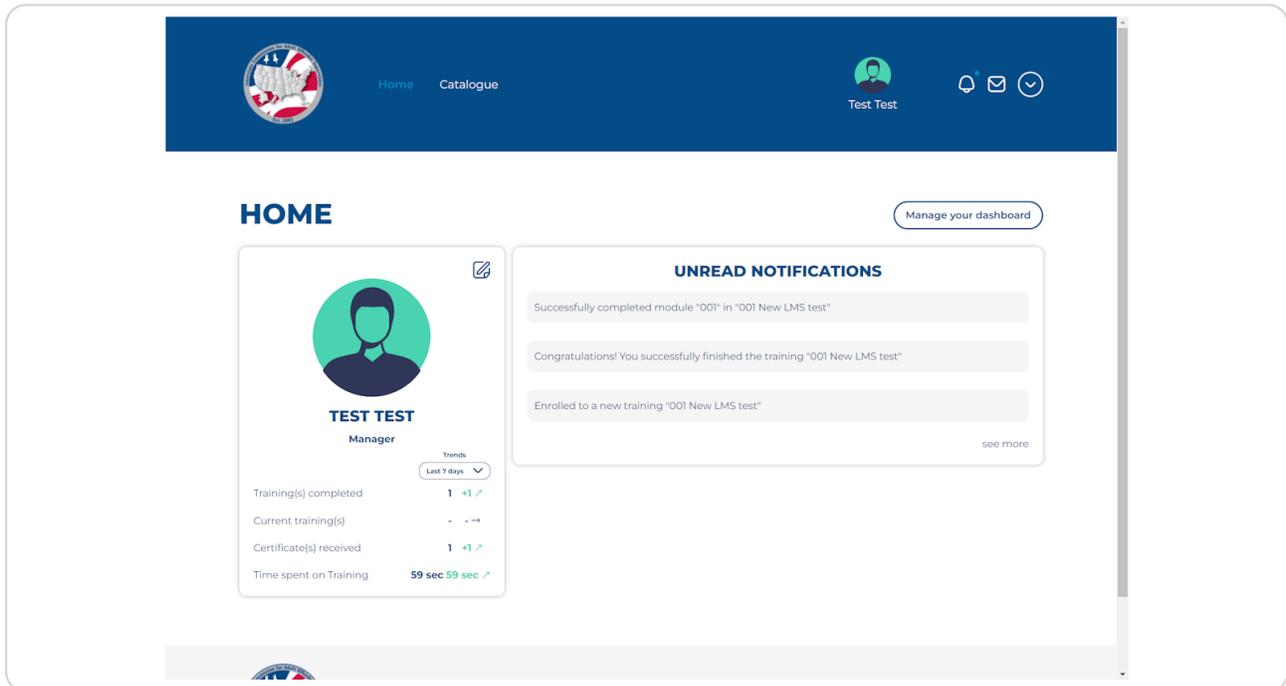
- State:** A dropdown menu with "Delaware" selected.
- reCAPTCHA:** A box containing a green checkmark, the text "I'm not a robot", and the reCAPTCHA logo with "reCAPTCHA Privacy - Terms" below it.
- Text:** Below the reCAPTCHA box, it says "This question is for testing whether or not you are a human visitor. Automated spam submissions."
- Profile settings:** A section header above the "Create new account" button.
- Button:** A blue button with rounded corners labeled "Create new account", which is highlighted with a blue border.
- Message:** A yellow banner at the bottom with a warning icon and the text "You must login to view this page."

Explore the Home Page

1 Step

STEP 11

On the Home Page you can view your accounts training stats and unread notifications.

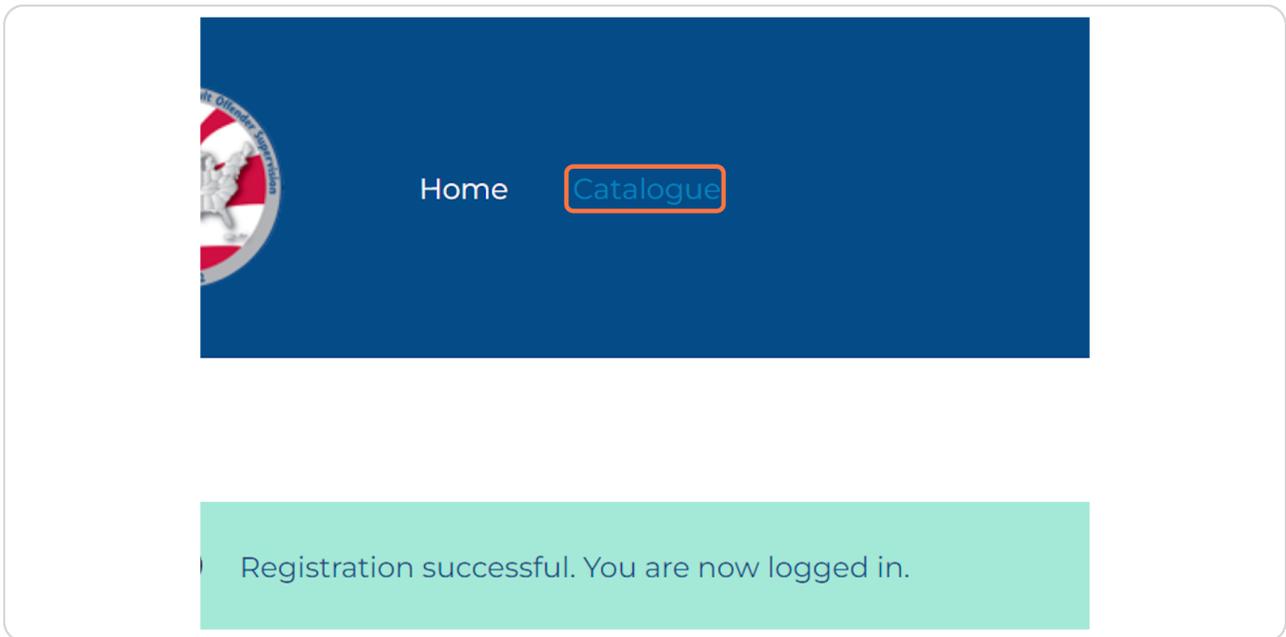


Explore the Catalogue/Training Page

13 Steps

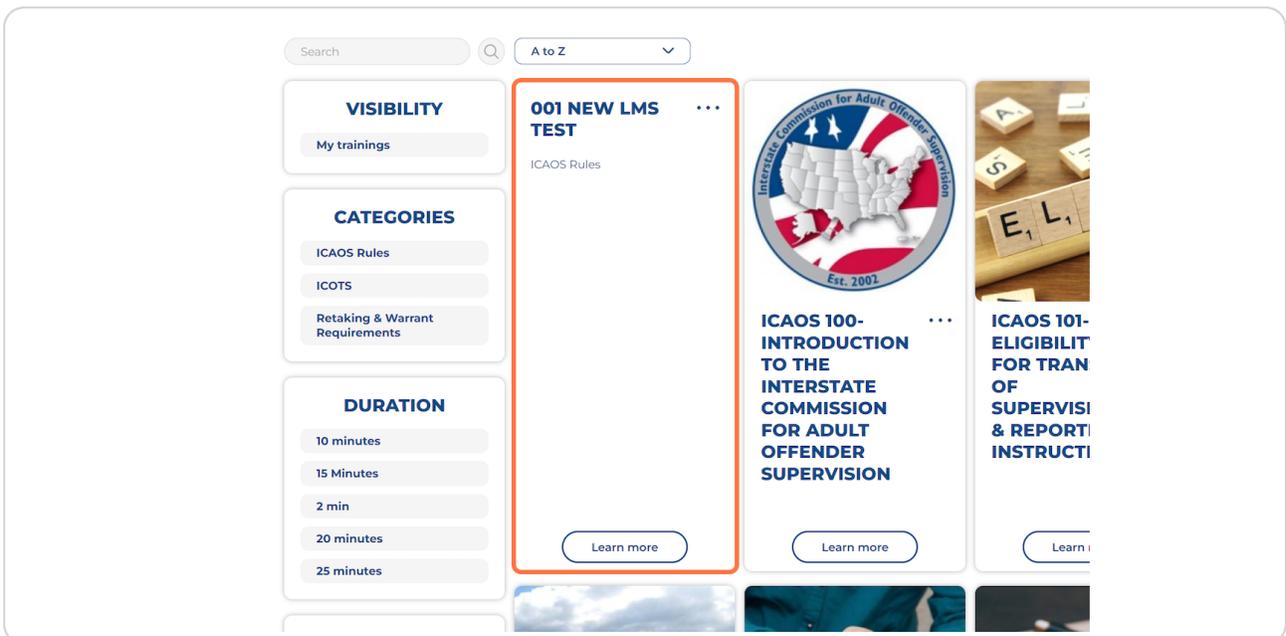
STEP 12

To view the available trainings click on "Catalogue" in the menu bar



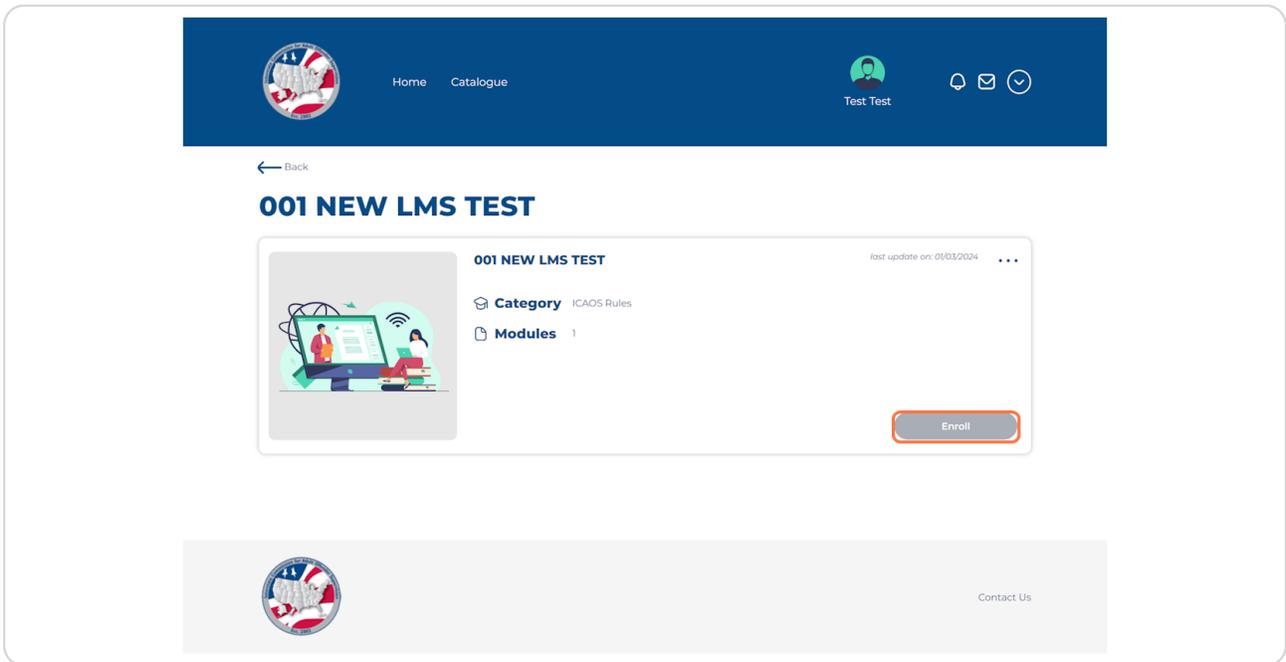
STEP 13

Select the "001 New LMS Test" training module.



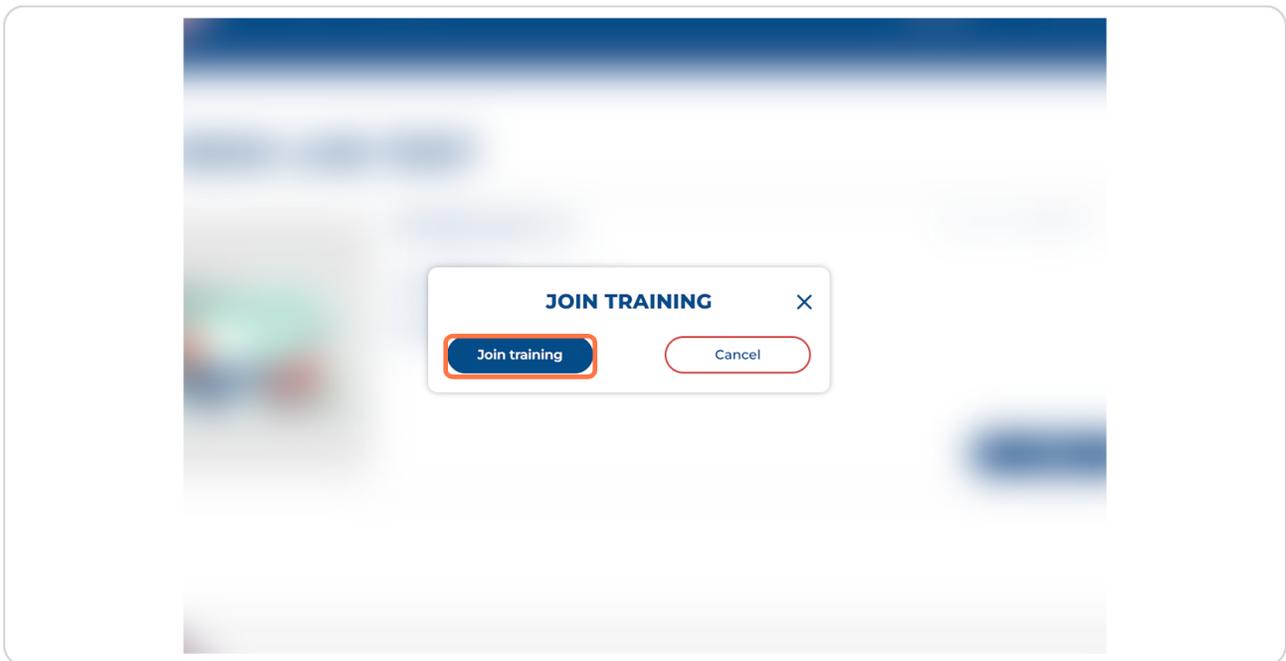
STEP 14

Click on "Enroll"



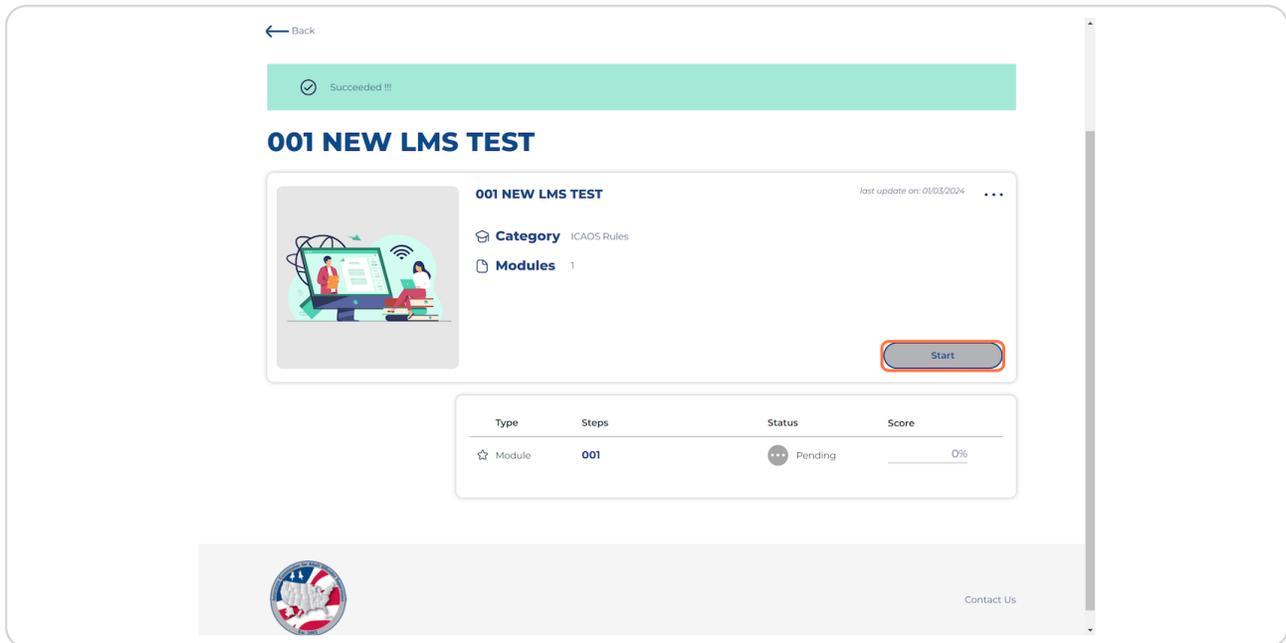
STEP 15

Click on "Join Training"



STEP 16

Click on Start



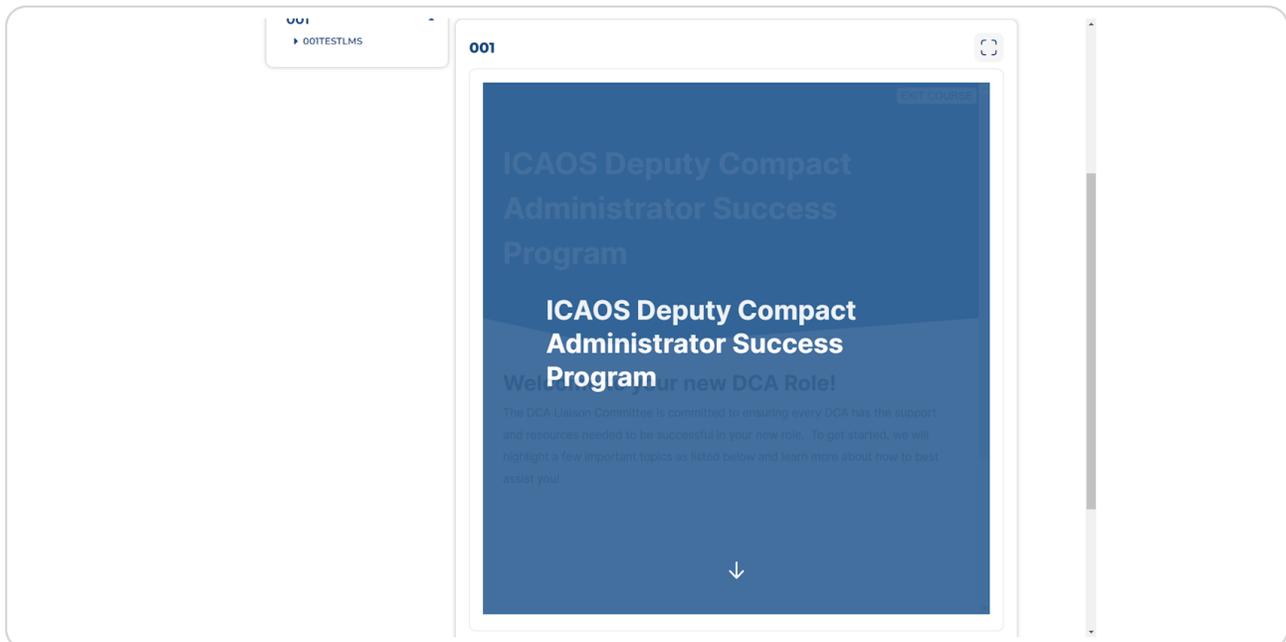
The screenshot shows a user interface for an LMS. At the top left, there is a 'Back' button. A green notification bar at the top center says 'Succeeded !!!'. Below this is a card titled '001 NEW LMS TEST' with a last update of '06/03/2024'. The card includes an illustration of people at a computer, the category 'ICAOS Rules', and '1' module. A 'Start' button is highlighted with a red box. Below the card is a table with the following data:

Type	Steps	Status	Score
Module	001	Pending	0%

At the bottom left is a circular logo with a map of the United States, and at the bottom right is a 'Contact Us' link.

STEP 17

Go through the Test Training Module and then click the "Next" button on the bottom right of the screen.



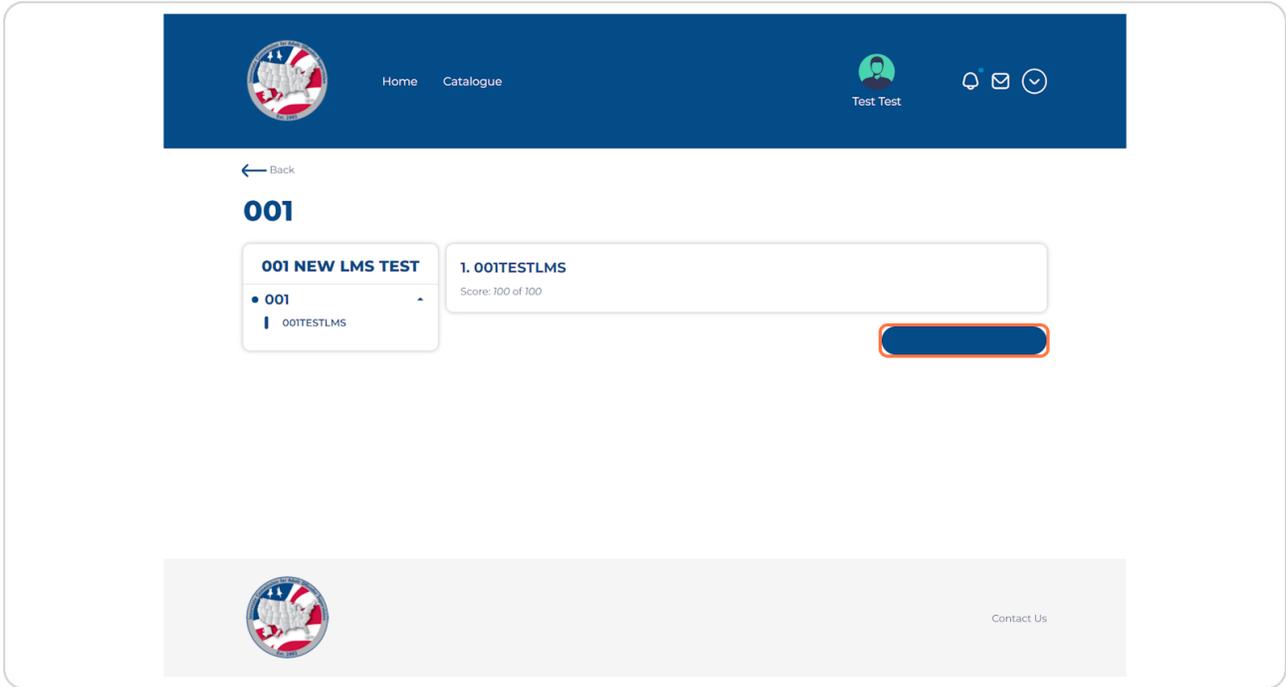
The screenshot shows a training module titled 'ICAOS Deputy Compact Administrator Success Program'. The main heading is 'ICAOS Deputy Compact Administrator Success Program' and the sub-heading is 'Welcome to your new DCA Role!'. Below this, there is a paragraph: 'The DCA Liaison Committee is committed to ensuring every DCA has the support and resources needed to be successful in your new role. To get started, we will highlight a few important topics as listed below and learn more about how to best assist you!'. A 'Next' button is visible in the top right corner of the content area, and a downward arrow is at the bottom center.

STEP 18

Untitled step

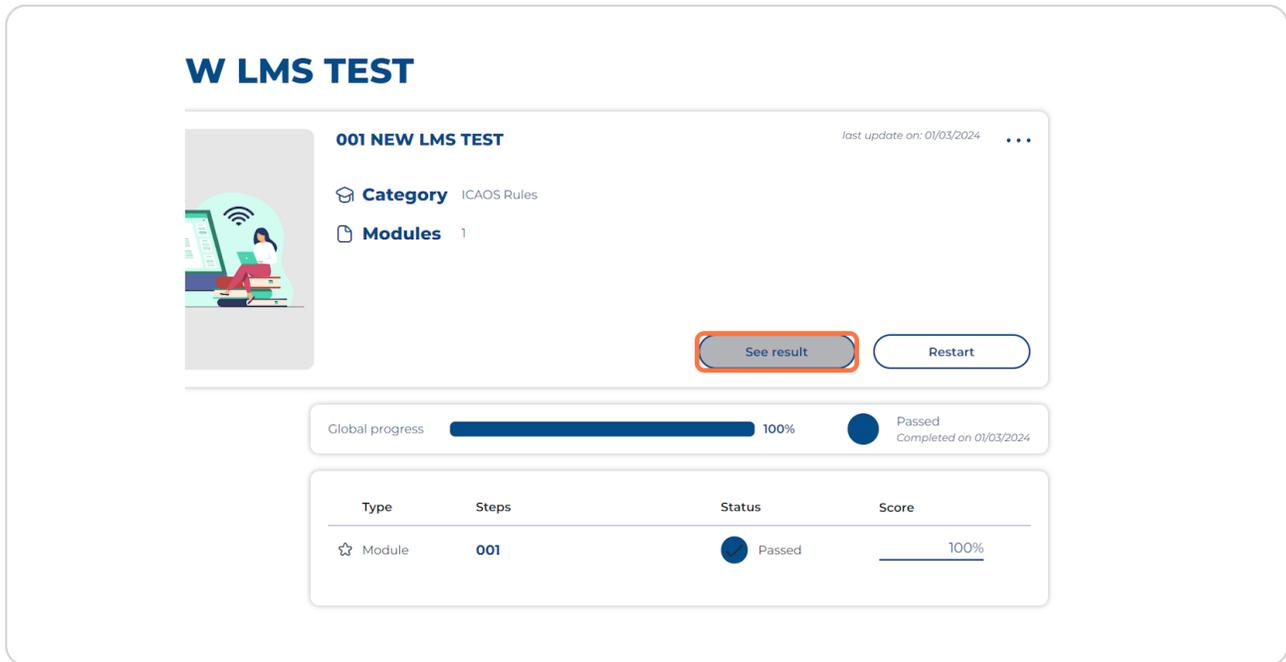
STEP 19

Click on Back



STEP 20

Click on "See Result" to view your results for the passed module



W LMS TEST

001 NEW LMS TEST last update on: 01/03/2024

Category ICAOS Rules

Modules 1

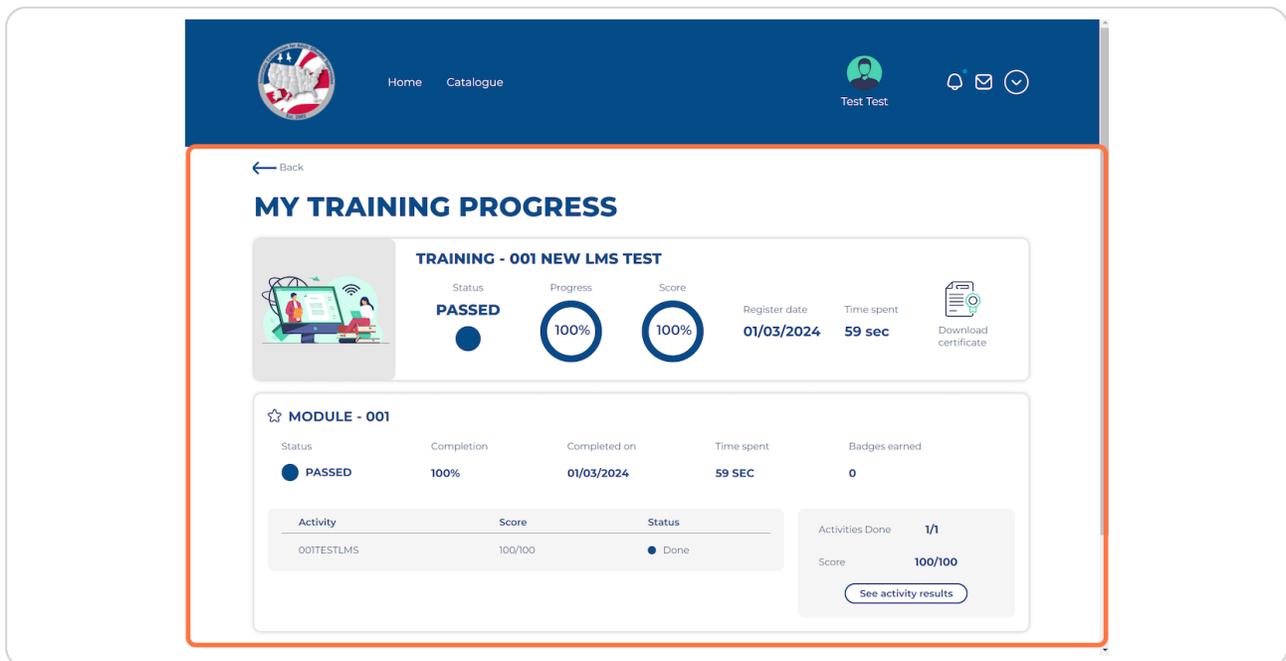
See result **Restart**

Global progress 100% **Passed**
Completed on 01/03/2024

Type	Steps	Status	Score
Module	001	Passed	100%

STEP 21

View your Training Progress on the Testing Module



Home Catalogue Test Test

MY TRAINING PROGRESS

TRAINING - 001 NEW LMS TEST

Status: **PASSED** Progress: **100%** Score: **100%**

Register date: **01/03/2024** Time spent: **59 sec** Download certificate

MODULE - 001

Status	Completion	Completed on	Time spent	Badges earned
PASSED	100%	01/03/2024	59 SEC	0

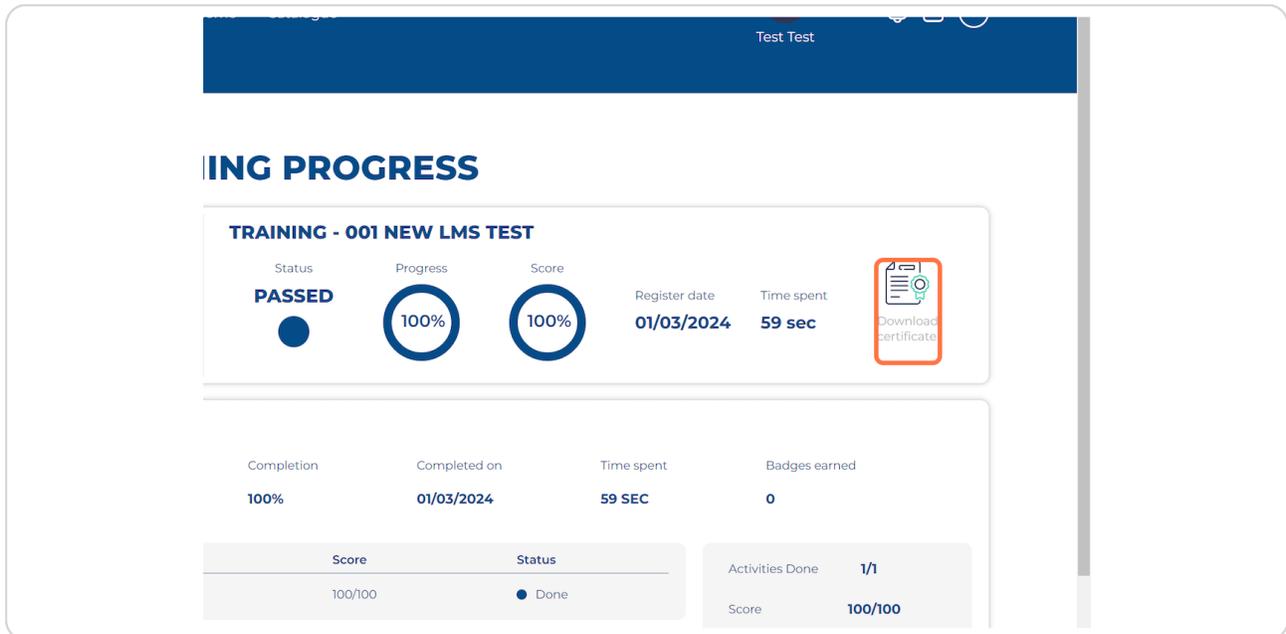
Activity	Score	Status
001TESTLMS	100/100	Done

Activities Done: **1/1**
Score: **100/100**
See activity results

STEP 22

Click on Download Certificate

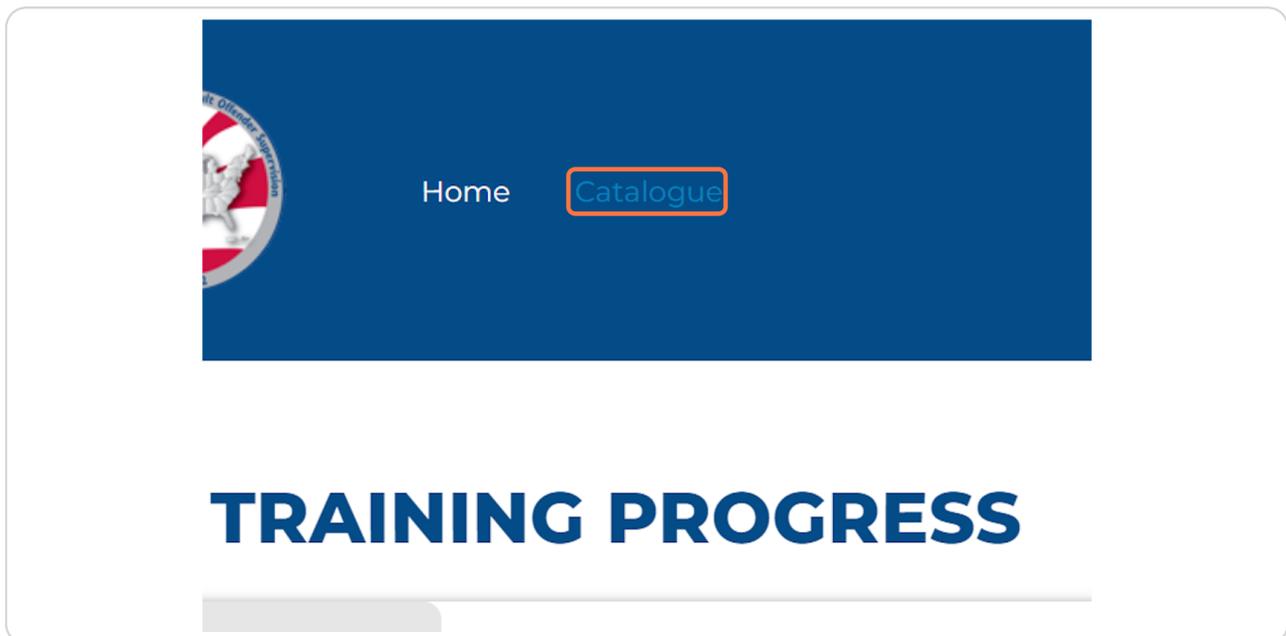
This will download and pop-up the certificate in a new tab.



The screenshot shows a training progress interface. At the top, it says 'Test Test'. Below that, the main heading is 'TRAINING PROGRESS'. The specific test is 'TRAINING - 001 NEW LMS TEST'. The status is 'PASSED', progress is '100%', and score is '100%'. Other details include 'Register date: 01/03/2024' and 'Time spent: 59 sec'. A 'Download certificate' button is highlighted with a red box. Below this, there are summary statistics: 'Completion: 100%', 'Completed on: 01/03/2024', 'Time spent: 59 SEC', and 'Badges earned: 0'. At the bottom, there are two summary boxes: one showing 'Score: 100/100' and 'Status: Done', and another showing 'Activities Done: 1/1' and 'Score: 100/100'.

STEP 23

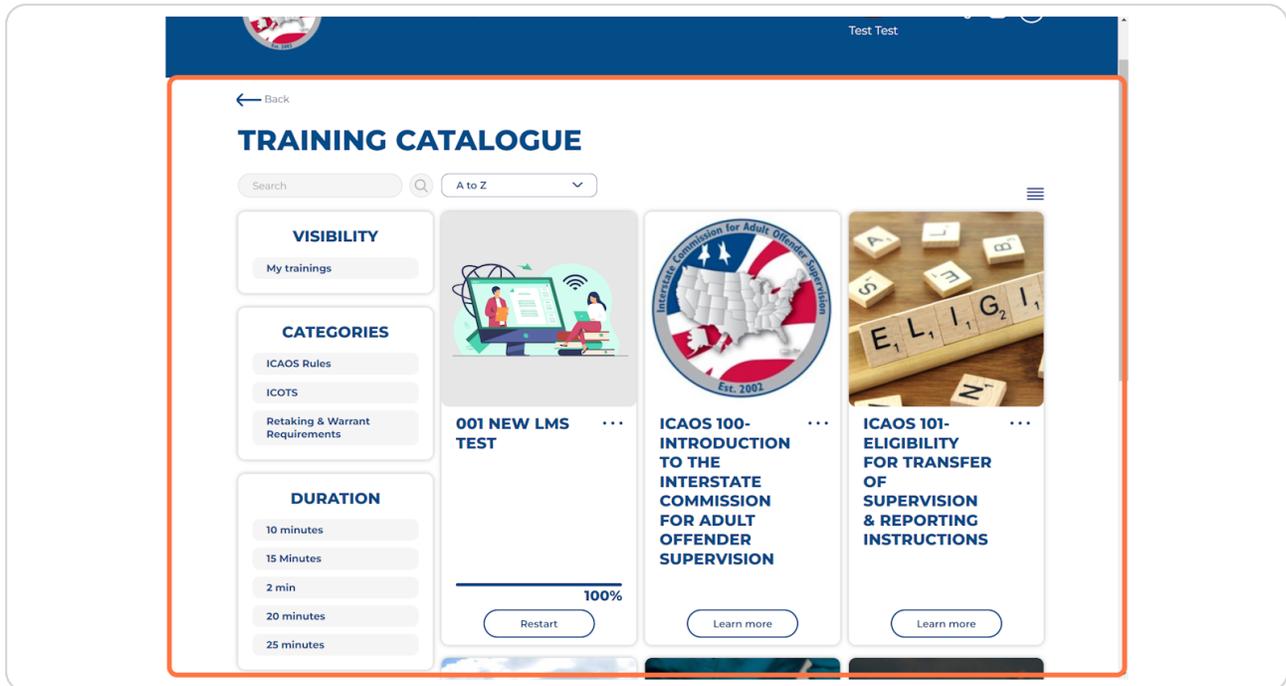
Click on Catalogue to go back to the Training Module list



The screenshot shows a navigation menu on a dark blue background. On the left is a circular logo with a red and white design. The menu items are 'Home' and 'Catalogue'. The 'Catalogue' item is highlighted with a red box. Below the navigation menu, the text 'TRAINING PROGRESS' is displayed in large, bold, blue letters.

STEP 24

Click on Back...

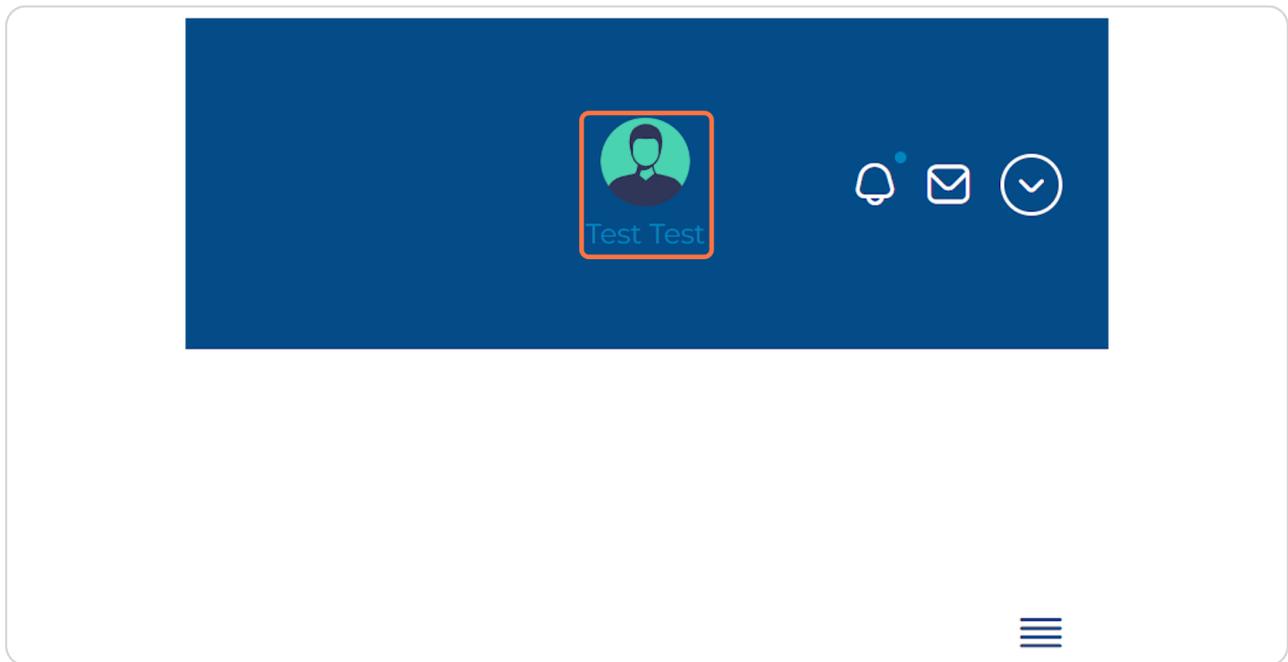


Access your User Profile/Achievements

12 Steps

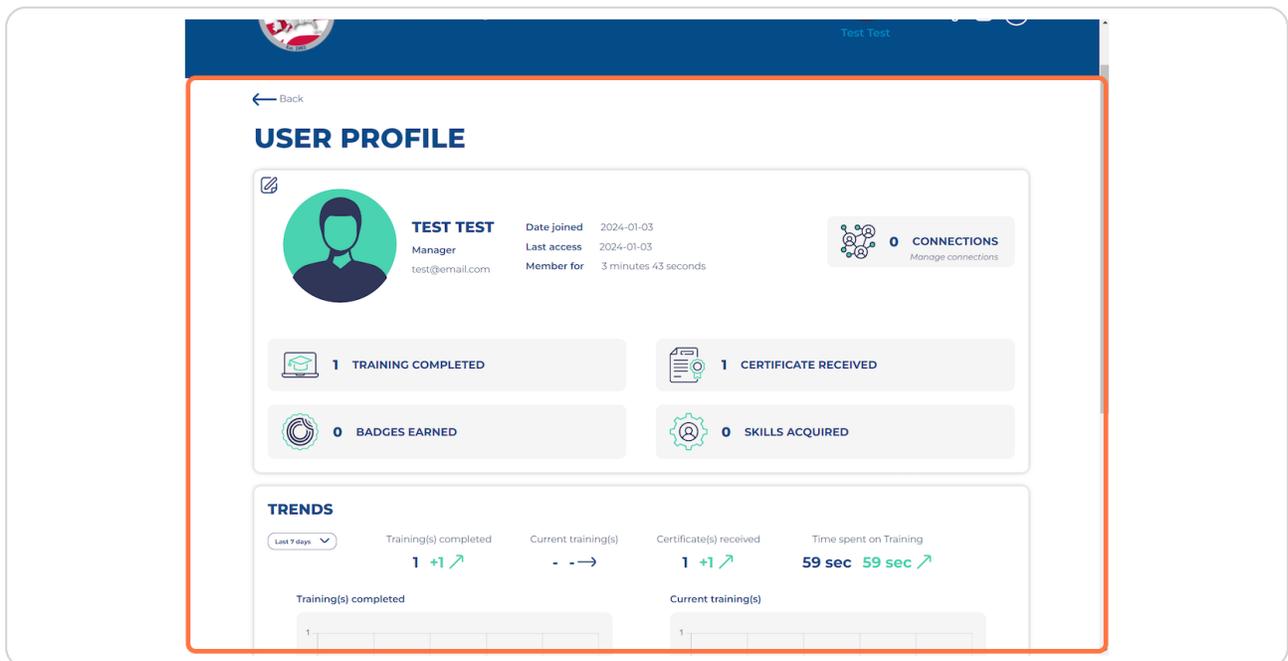
STEP 25

Click on your Username to view your User Profile



STEP 26

The User Profile with display all the achievements you have earned



STEP 27

Next, click on "Certificate Received"

024-01-03
024-01-03
: minutes 43 seconds

0 CONNECTIONS
Manage connections

1 CERTIFICATE RECEIVED

0 SKILLS ACQUIRED

STEP 28

Click on Back...

Home Catalogue Test Test

← Back

ACHIEVEMENTS

LISTS

- Trainings completed
- Badges
- Skills

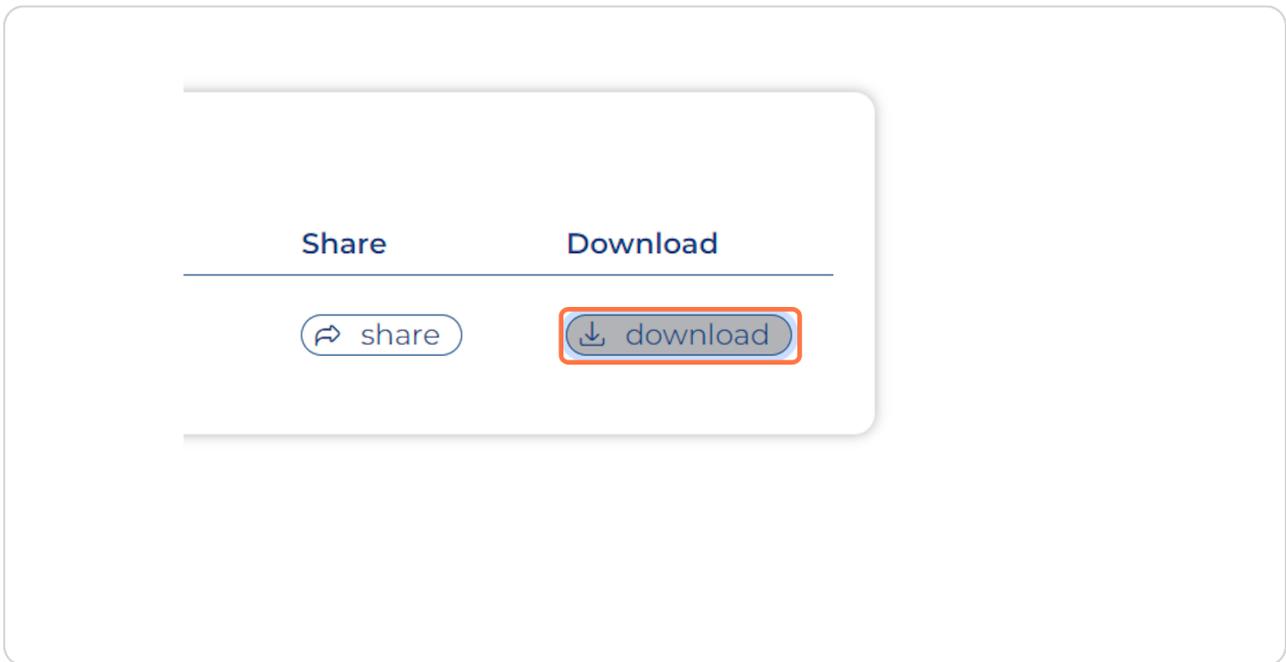
CERTIFICATES

Name	Date	Share	Download
Certificate for 001 New LMS test	03/01/2024	share	download

Contact Us

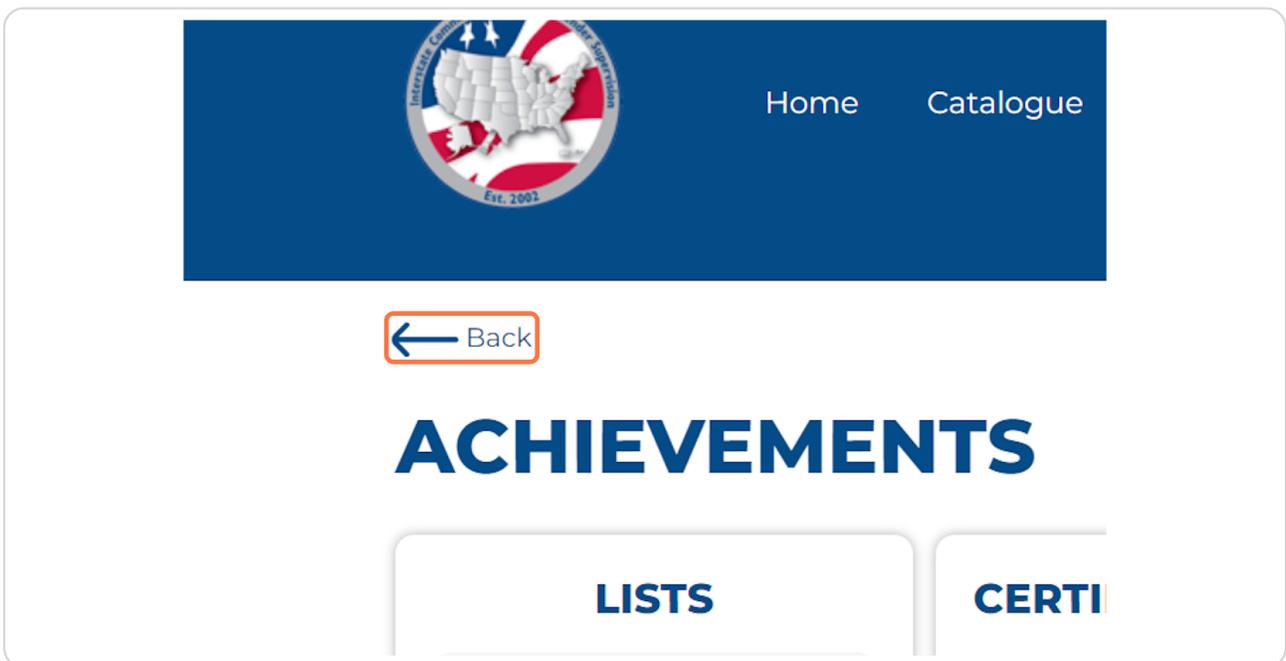
STEP 29

Click on download



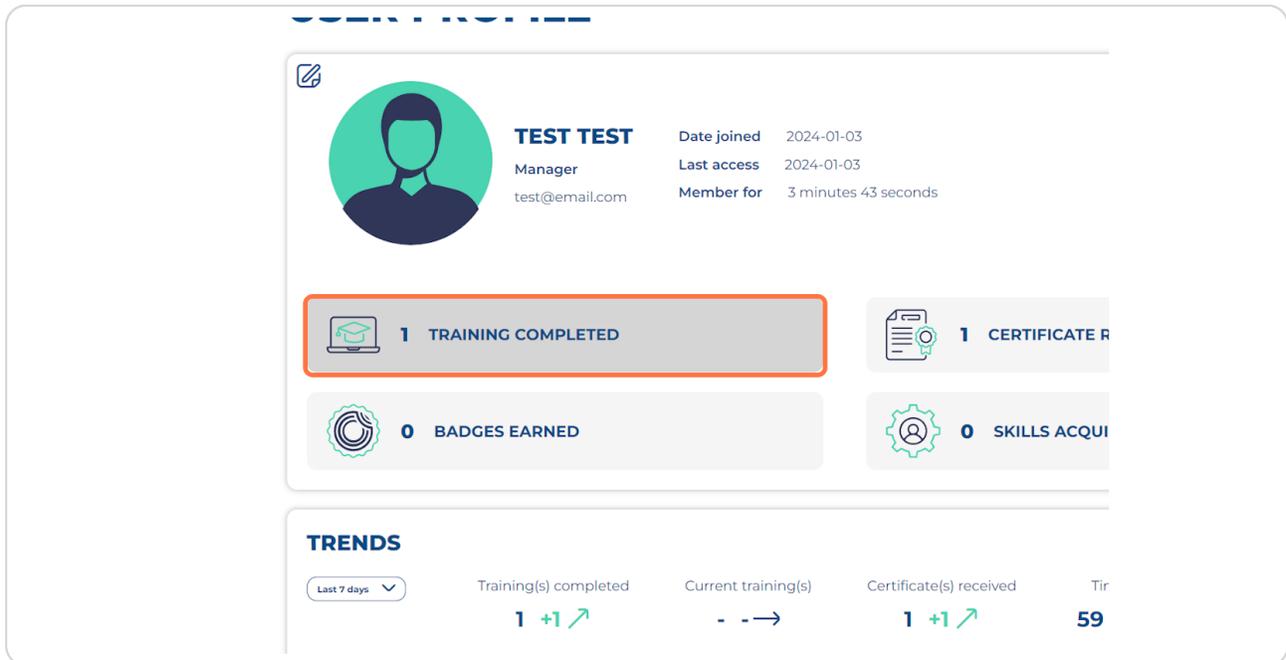
STEP 30

Click on Back



STEP 31

Next, click on "Training Completed"



The image shows a user profile card for 'TEST TEST', a Manager with email 'test@email.com'. It displays statistics for training completed (1), certificates received (1), badges earned (0), and skills acquired (0). A 'TRENDS' section shows a graph for training completed over the last 7 days, with a value of 1 and an upward trend arrow.

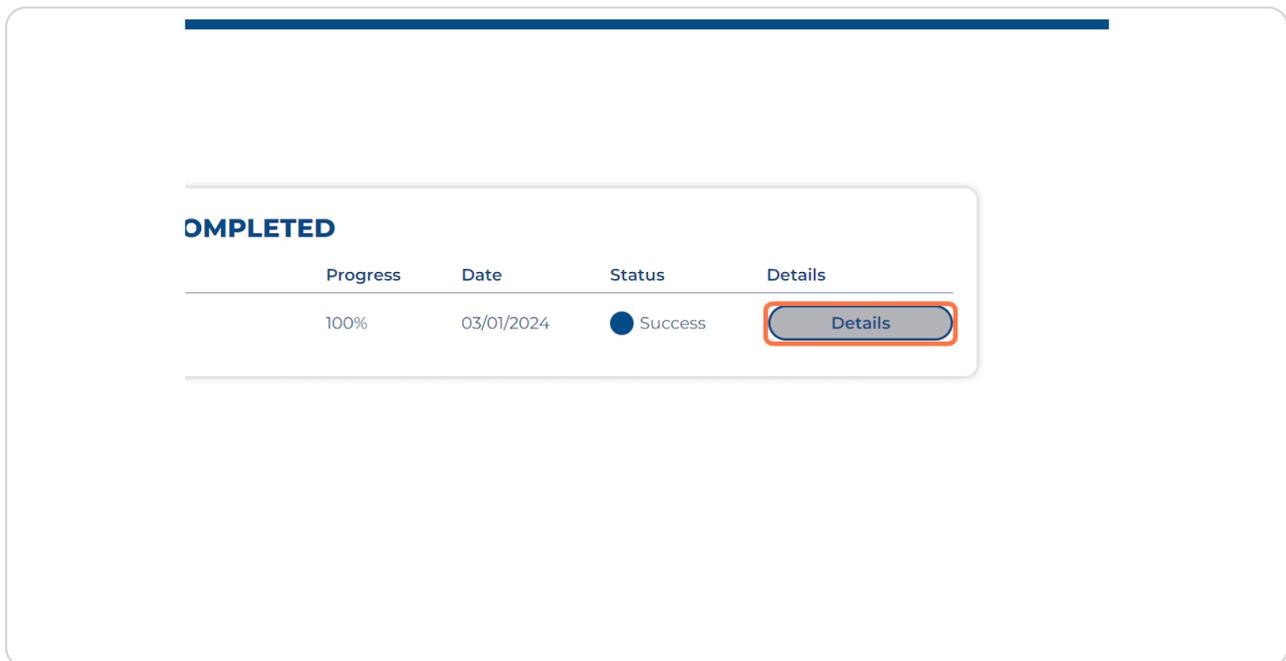
Category	Count
TRAINING COMPLETED	1
CERTIFICATE R	1
BADGES EARNED	0
SKILLS ACQUI	0

TRENDS

Training(s) completed	Current training(s)	Certificate(s) received	Tir
1 +1 ↗	- - →	1 +1 ↗	59

STEP 32

Click on Details

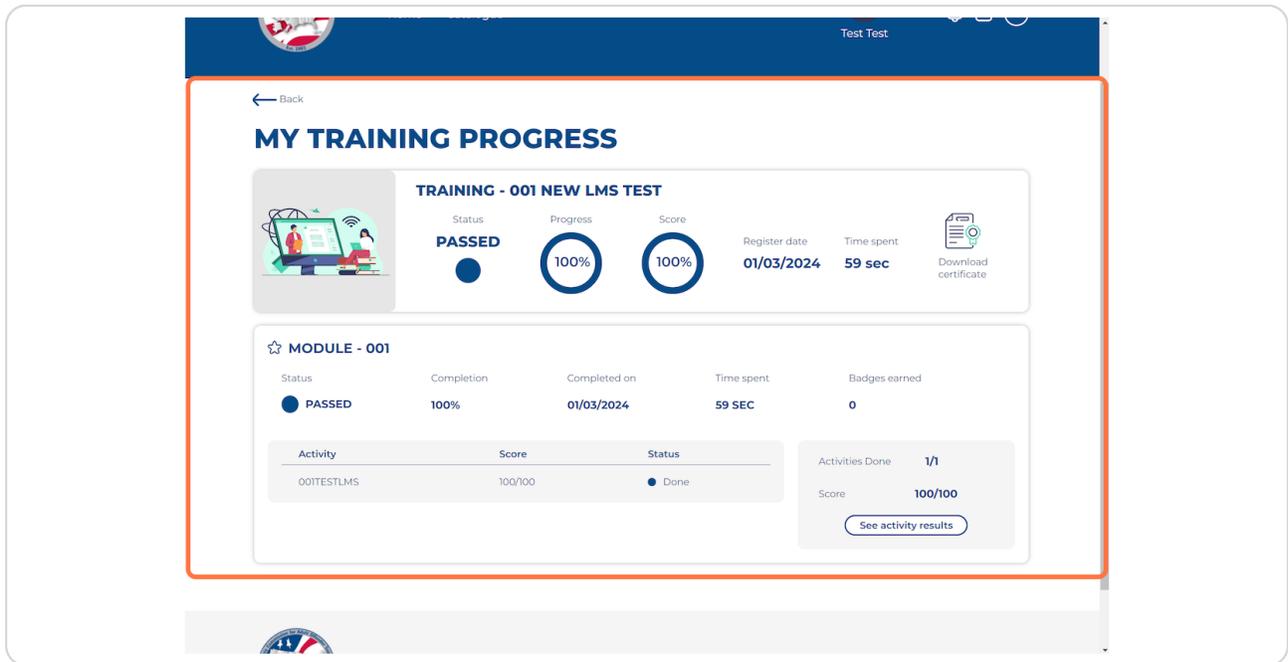


The image shows a table titled 'COMPLETED' with columns for Progress, Date, Status, and Details. A single row is shown with 100% progress, date 03/01/2024, and a 'Success' status. The 'Details' button in the last column is highlighted with a red border.

Progress	Date	Status	Details
100%	03/01/2024	● Success	Details

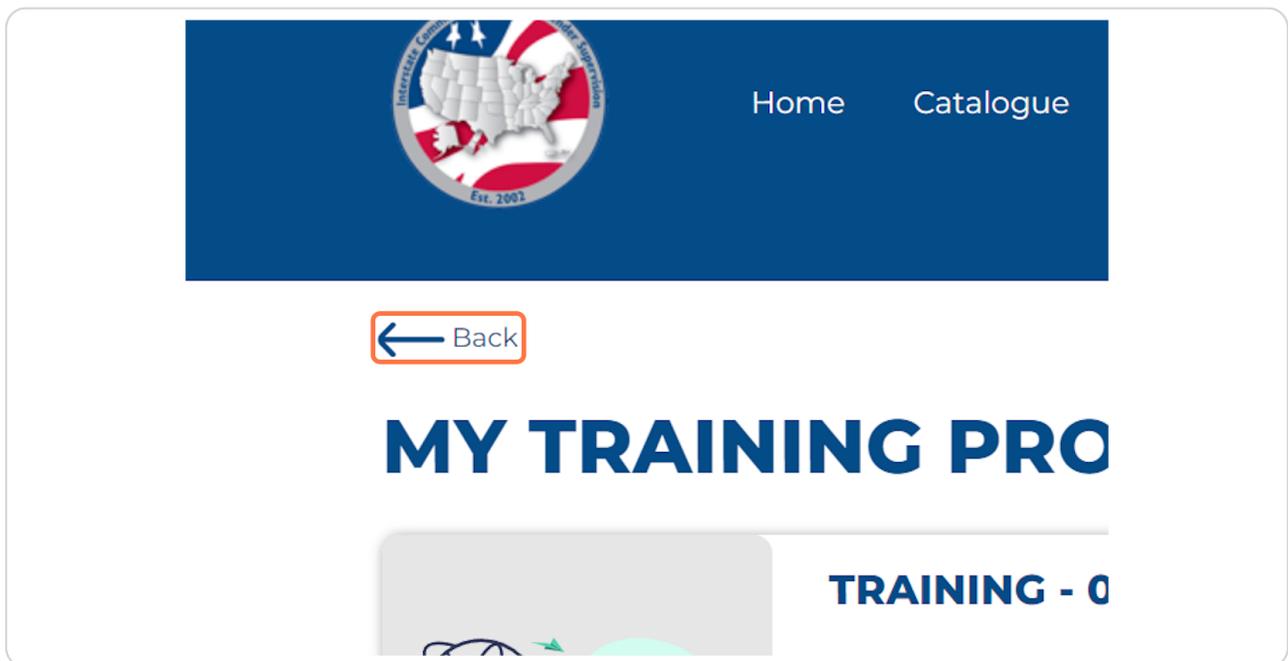
STEP 33

Click on Back...



STEP 34

Click on Back until you get to you User Profile



STEP 35

View your User

The screenshot shows the 'USER PROFILE' page. At the top left is a 'Back' arrow. The profile section includes a user card for 'TEST TEST' (Manager, test@email.com) with a green profile picture. To the right of the card are fields for 'Date joined' (2024-01-03), 'Last access' (2024-01-03), and 'Member for' (3 minutes 43 seconds). A 'CONNECTIONS' section shows 0 connections. Below the profile card are four summary cards: '1 TRAINING COMPLETED', '1 CERTIFICATE RECEIVED', '0 BADGES EARNED', and '0 SKILLS ACQUIRED'. The 'TRENDS' section features a dropdown for 'Last 7 days' and four metrics: 'Training(s) completed' (1 +1), 'Current training(s)' (- ->), 'Certificate(s) received' (1 +1), and 'Time spent on Training' (59 sec 59 sec). Two empty bar charts are shown for 'Training(s) completed' and 'Current training(s)' over a 5-week period.

STEP 36

Then towards the bottom of your User Profile you can click on "Details" to get the further information a specify training module

This screenshot shows the bottom portion of the user profile page. It includes the 'BADGES EARNED' and 'SKILLS ACQUIRED' sections. The 'TRENDS' section is identical to the previous screenshot. Below it is the 'TRAININGS' section, which contains a table with the following data:

Name	Progress	Status	Details
001 New LMS test	100%	Success	Details

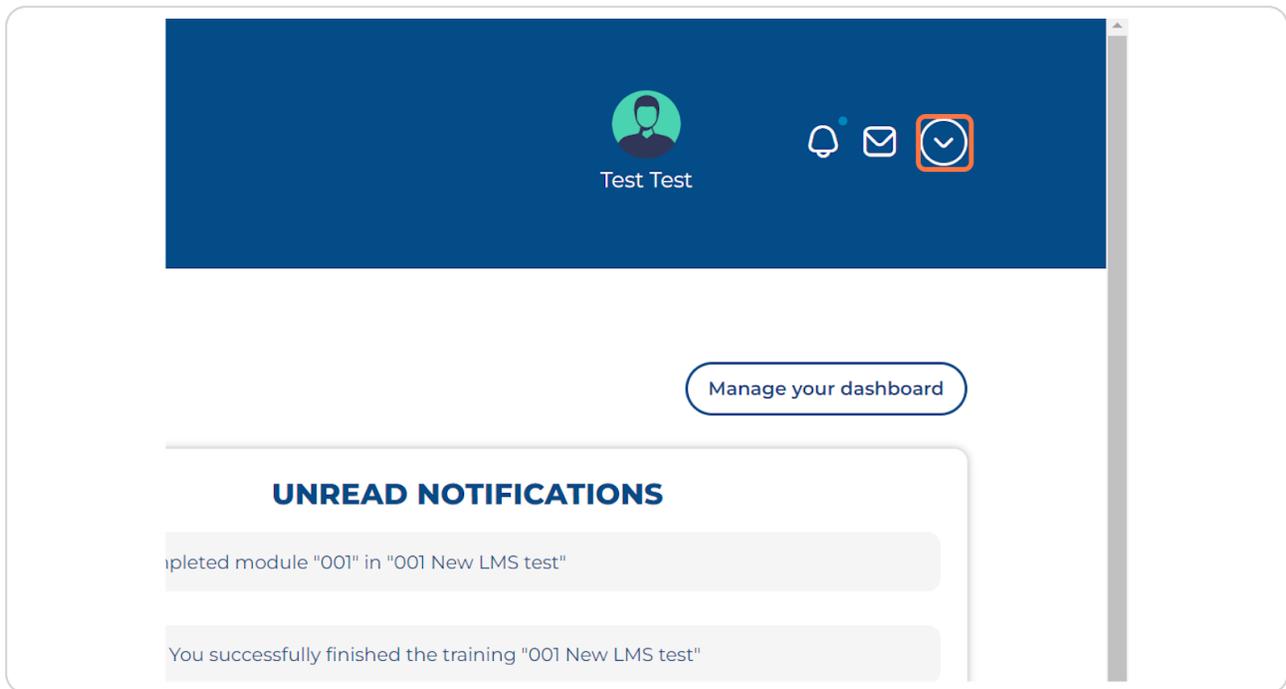
The 'Details' button in the table is highlighted with a red border. At the bottom left is a circular logo with an American flag, and at the bottom right is a 'Contact Us' link.

Logout of the OnDemand Training Site

2 Steps

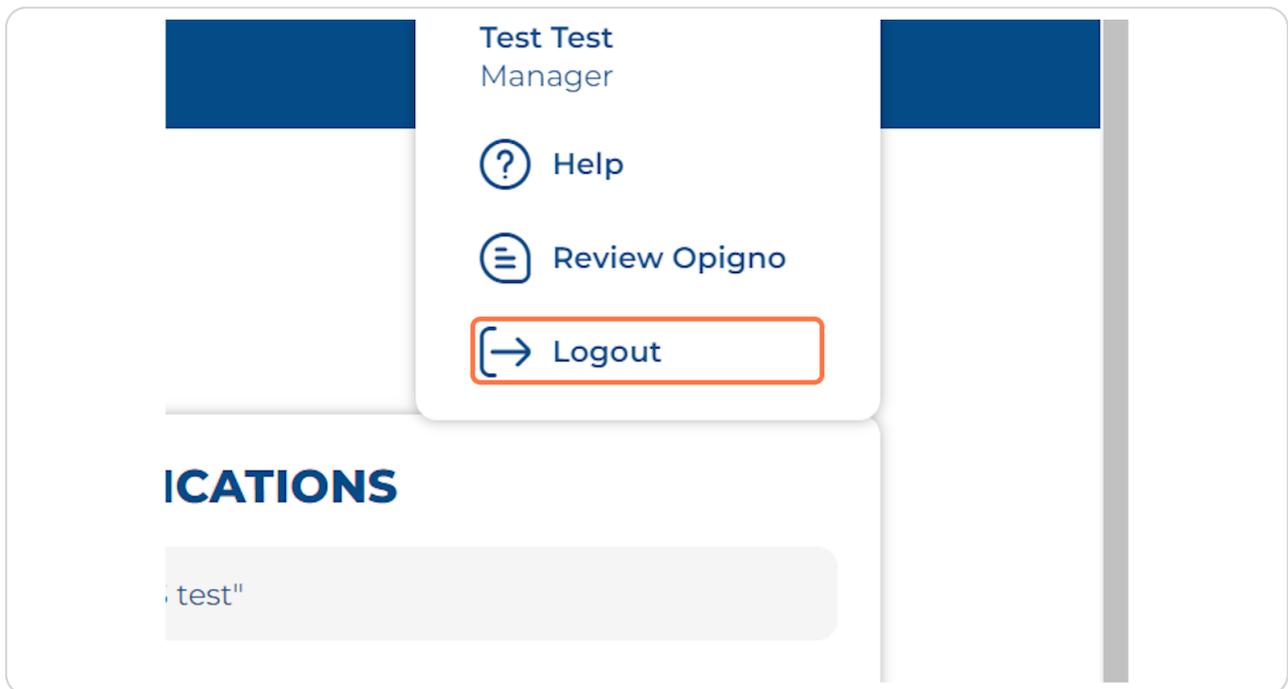
STEP 37

Lastly, click the down arrow in the top right hand corner



STEP 38

Click on Logout

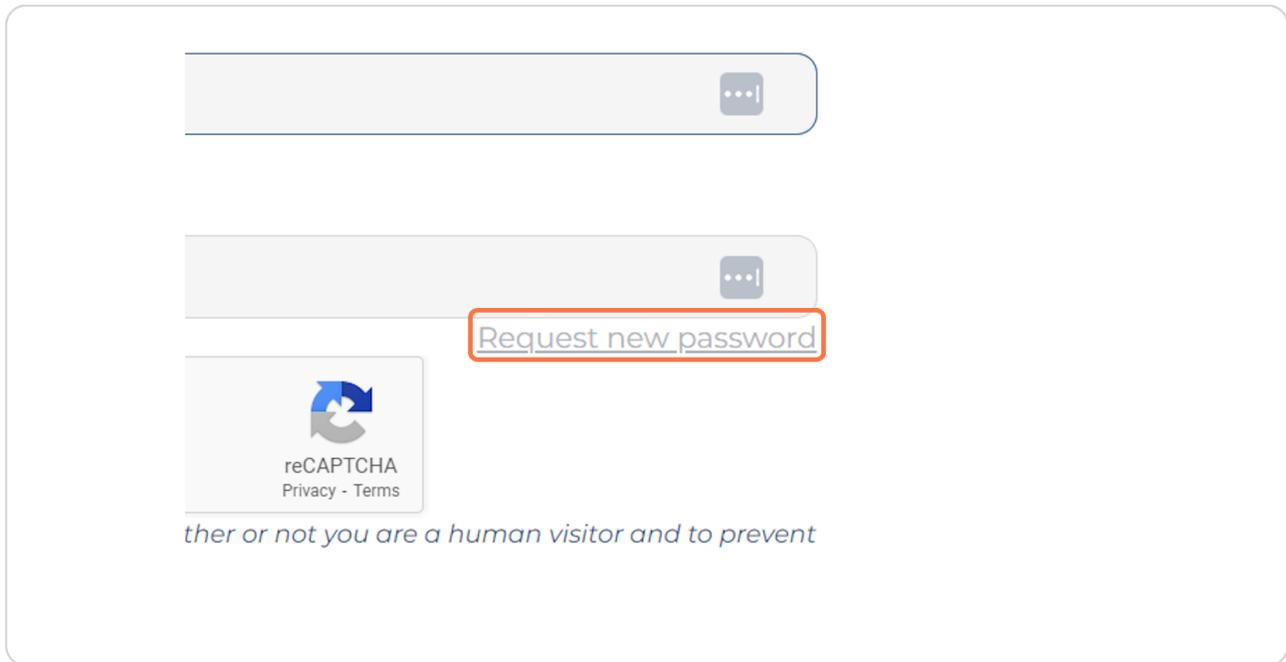


Test the Reset Password Functionality

6 Steps

STEP 39

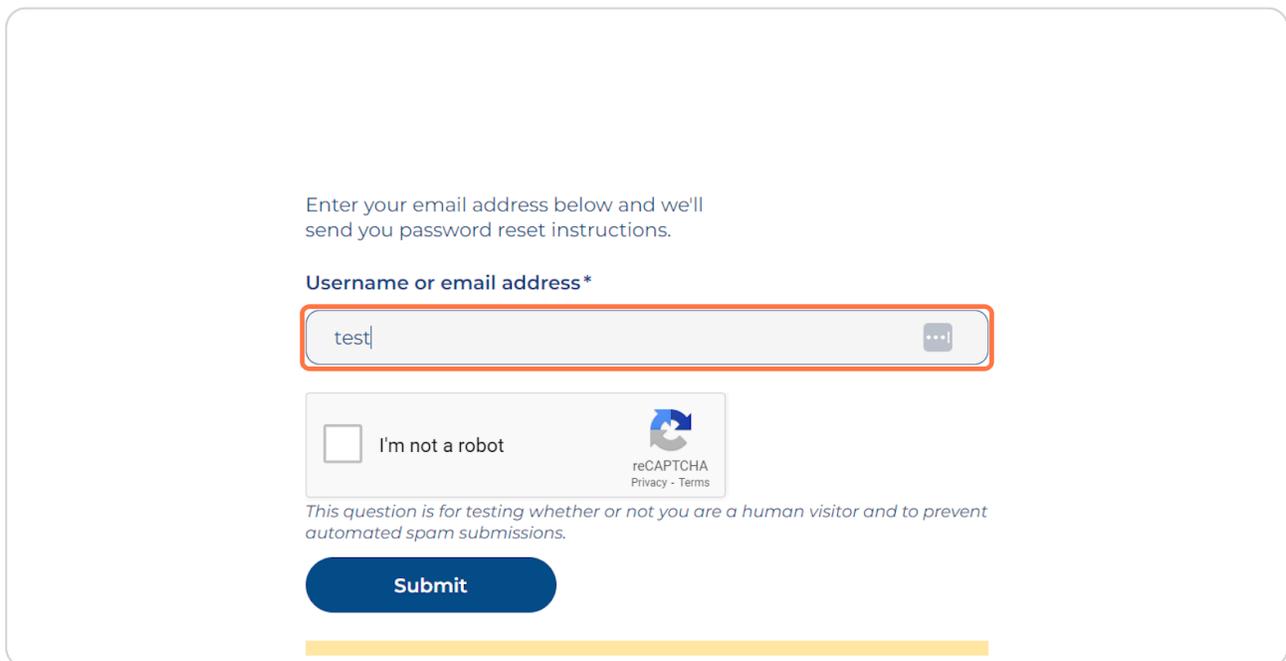
Now, click on Request new password



The screenshot shows a form with two input fields and a button. The button, labeled "Request new password", is highlighted with a red rectangular border. Below the button is a reCAPTCHA widget with the text "ther or not you are a human visitor and to prevent".

STEP 40

Enter your username or email address

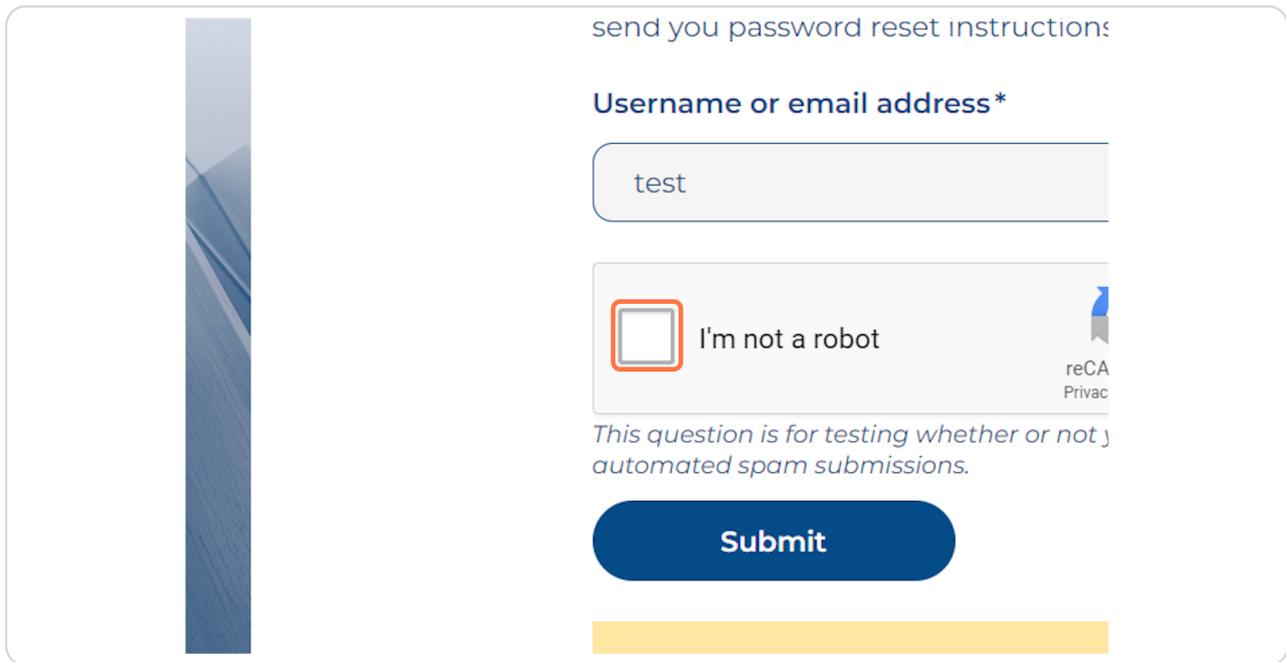


The screenshot shows a form with the following elements:

- Text: "Enter your email address below and we'll send you password reset instructions."
- Label: "Username or email address*" above a text input field containing "test".
- reCAPTCHA widget with the text "I'm not a robot" and "This question is for testing whether or not you are a human visitor and to prevent automated spam submissions."
- A blue "Submit" button.

STEP 41

Select the CAPTCHA tool 'I'm not a robot'



send you password reset instructions

Username or email address*

I'm not a robot 

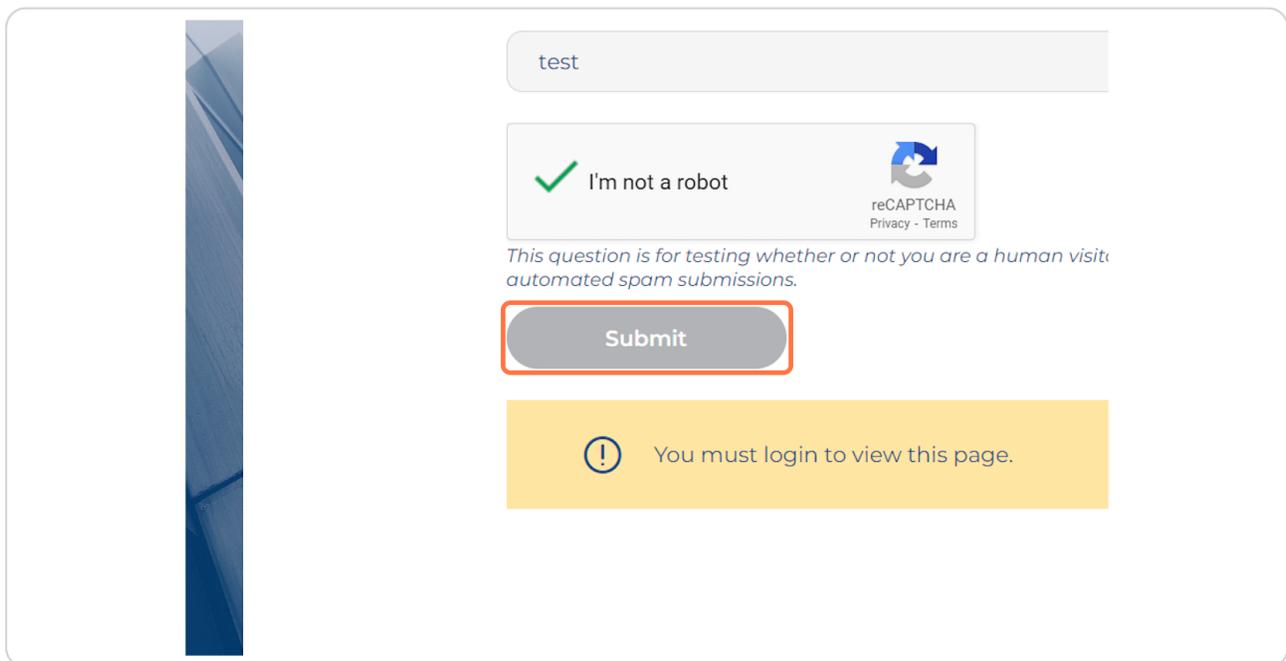
reCA
Privac

This question is for testing whether or not automated spam submissions.

Submit

STEP 42

Click on "Submit"



test

I'm not a robot 

reCAPTCHA
Privacy - Terms

This question is for testing whether or not you are a human visit automated spam submissions.

Submit

 You must login to view this page.

STEP 43

You will receive a password reset email from training.interstatecompact.org

I'm not a robot 
reCAPTCHA
Privacy - Terms

This question is for testing whether or not you are a human visitor and to prevent automated spam submissions.

Log in

✓ If test is a valid account, an email will be sent with instructions to reset your password.

! You must login to view this page.

STEP 44

Provide testing feedback by January 19th to ICAOS Support icots@interstatecompact.org using the subject line 'LMS Testing'

Send

To icots@interstatecompact.org

Cc

Bcc

Subject LMS Testing

Provide feedback from testing
Did you experience any issues? If so, provide details and screenshots if [possible](#)



Mindy Spring
Training Coordinator
859.721.1054
www.interstatecompact.org
mspring@interstatecompact.org
3070 Lakecrest Circle
Suite 400-264
Lexington, KY 40513

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