

MEMORANDUM

STATE OF ALASKA
Department of Transportation and Public Facilities
Alaska Marine Highway System

To: AMHS Crewmembers

From: Amy Wilson
AMHS Training Coordinator
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Date: June 6, 2011

Re: **Re: Signs & Symptoms web course instructions**

Accessing the Account as a New User

- 1) Click on **New User** to create your account.
- 2) Enter your full name
 - Note: This is the name to be printed on certificates of completion
- 3) Enter user name
 - Suggest at least first & middle initials followed by last name; i.e. jsmith
- 4) Enter License Number **2H377248 (case sensitive)**
- 5) Enter Supervisor Password **96K48534 (case sensitive)**
- 6) Click **Create User**
- 7) Click on **Proceed to training**

Beginning your Training Session

- 1) You are now ready to begin your training session
- 2) Click on module that you want to complete now, located on the left navigation bar
- 3) To satisfy supervisor training requirements, you must complete all four modules
- 4) Each module is about 30-40 minutes long
- 5) Each module has sections and quizzes; section quiz scores are not retained
- 6) There is a test at the end of each module
 - A score of 80% or higher is required to pass
 - test scores are retained
- 7) *You can enter your license number, user name, and password as often as you need to complete the training modules*

Certificates of Completion

- 1) Submit a copy of each section's certificate of completion to the Ketchikan Central Office Attn: Training Dept. to receive credit for completing the course
 - There are four sections and each have a certificate of completion
 - Keep a set of certificates for yourself
 - **You do not need a supervisors signature on the certificates of completion**
- 2) The tuition for this class is provided at no cost to the Crewmember
 - Normally, this class costs between \$75.00 and \$150.00 per person
- 3) Wages are not authorized