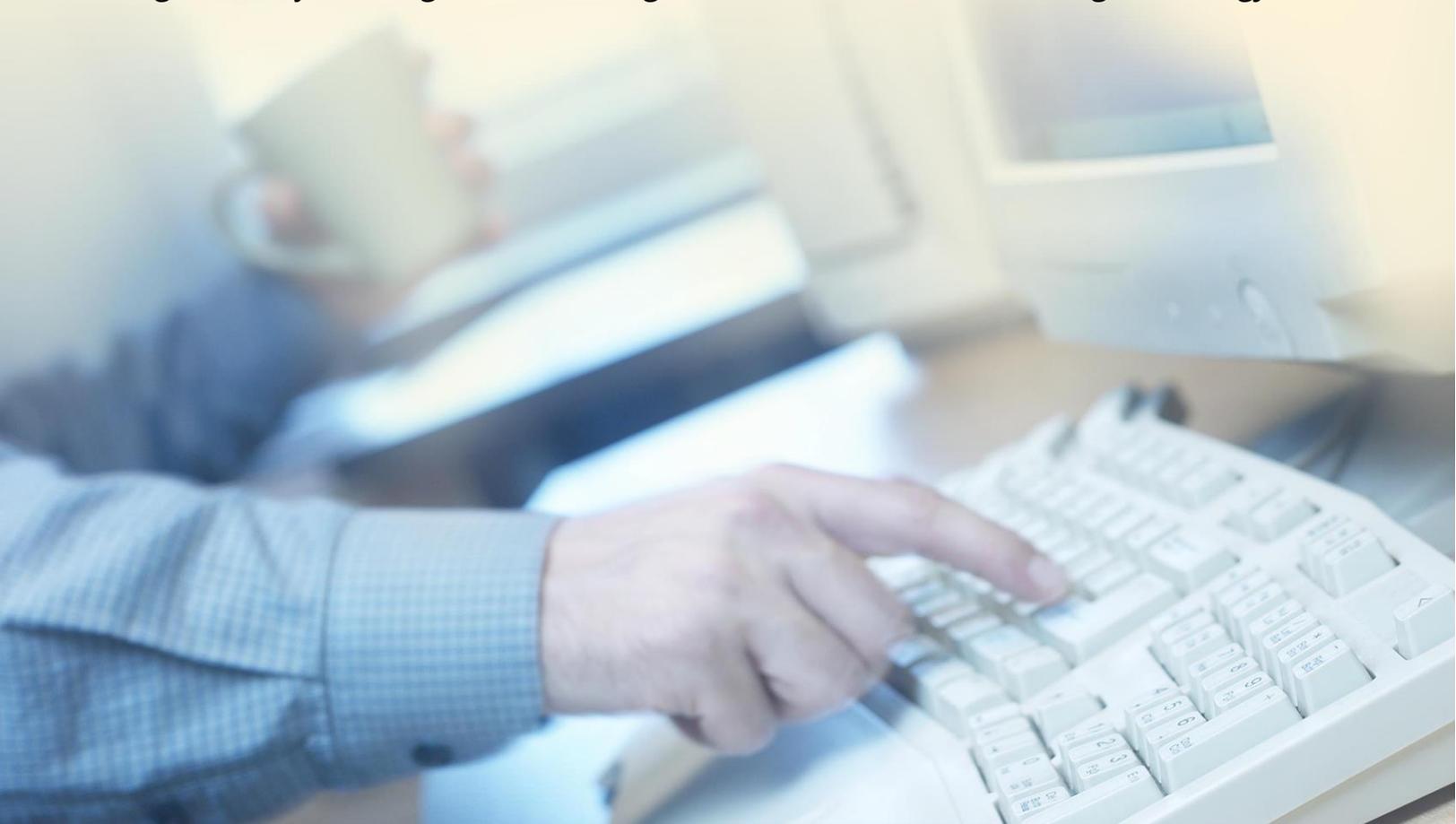




EnergyU User Guide

User guidance for taking online training and assessment courses using the EnergyU LMS.



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EnergyU Login

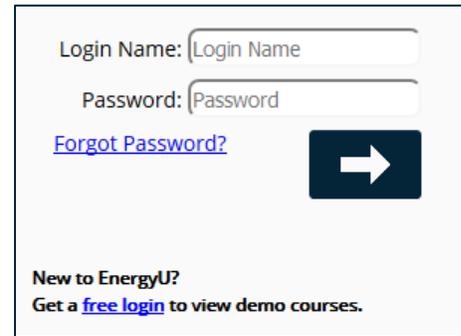
www.EnergyU.org

Company administrators are responsible for providing users with login credentials.

The Free Login link will not provide access to the courses required by your company.

Forgot Password

Using the Forgot Password link will email password reset information to the email address in the profile of the login name provided. The reset email will sometimes end up in the junk or clutter folder. If you do not receive an email, verify with your company administrator that your profile contains the correct email address.

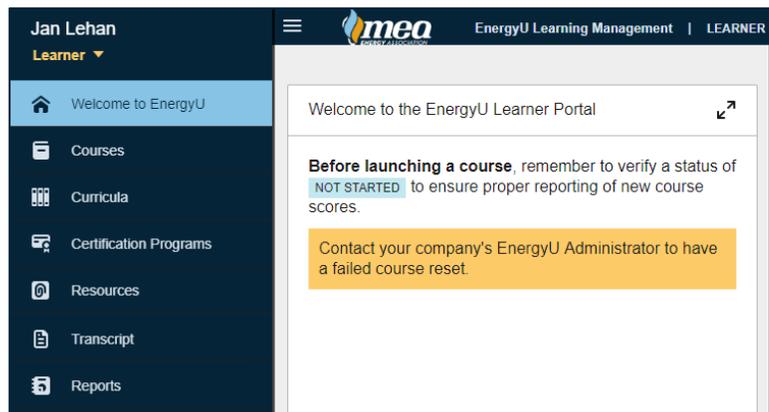


Learner Home

Learner Dashboard

The learner dashboard displays information that is important for the user to know before accessing the portal.

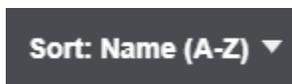
The icons on the left side provide users with access to their course list, assigned curricula, certificate progress, available resources and catalogs, transcript, and reports.



Courses

View Course List

Click **Courses** to access a list of courses assigned to you. It is up to your company administrator to make sure you have the correct courses assigned. Selections in the upper right of the screen allow you to control how the course list is displayed.



Change the Sort order



Select Tile View



Select List View

Course Status

Courses may show a status of NOT STARTED, IN PROGRESS, PASSED, or FAILED.

If a course has never been taken, or if the course has been reset to re-take, the course list will show a status of **NOT STARTED**.

Once the course is launched, the status will change to **IN PROGRESS**.

Once launched, a Training (TNG) course will remain **IN PROGRESS** until a passing score is achieved.

TNG courses are passed when 80% of the learning content has been viewed. If you exit a TNG course after viewing 100% of the pages, you will receive a score of 100. If you exit the course after viewing 85% of the pages, you will receive a score of 85. Once a passing score is recorded, the course must be reset in order to receive a new score. Passed TNG courses allow users to relaunch for content review.

Knowledge Tests (KNT) require 80% correct answers to pass. Anything less than 80% will be considered **FAILED**. KNT courses are locked out after the first attempt and must be reset by your company administrator. If you launch a KNT and do not answer any questions, it will still be set to a **FAILED** status.

Course Filter

By default, the course filter displays only **NOT STARTED** and **IN PROGRESS** courses. You must change the filter to see **PASSED** or **FAILED** courses listed.

Click **Filter**, check the box(s) for the course status type you wish to display, and then click the **Apply** button. You can also search courses by title.

Launching Courses

To search for a particular course, click on **Filter** and then enter a course number or title. Click on the blue launch arrow to take the course.

NOTE: If the launch button is gray, the prerequisite has not been met.

Understanding Course Prerequisites

Some companies set up the TNG as a prerequisite to a KNT. This condition requires the user to first finish and pass the prerequisite TNG before the launch button will display for the KNT course. *NOTE: You may need to refresh the browser for the KNT launch buttons to display.*

192-0401 e-TNG Corrosion Monitoring - Atmospheric, External, Internal	Status: NOT STARTED	Type: ONLINE	
192-0503 e-TNG Cathodic Protection Systems: Electrical Connections	Status: IN PROGRESS	Type: ONLINE	
192-0503 e-TNG Cathodic Protection Systems: Electrical Connections	Status: PASSED	Type: ONLINE	
192-0503 KNT Cathodic Protection Systems: Electrical Connections	Status: FAILED	Type: ONLINE	

Courses

Filter [X]

192 [X]

*Changes are applied immediately

Status [^]

- Registered
- Not started
- In progress
- Failed
- Passed

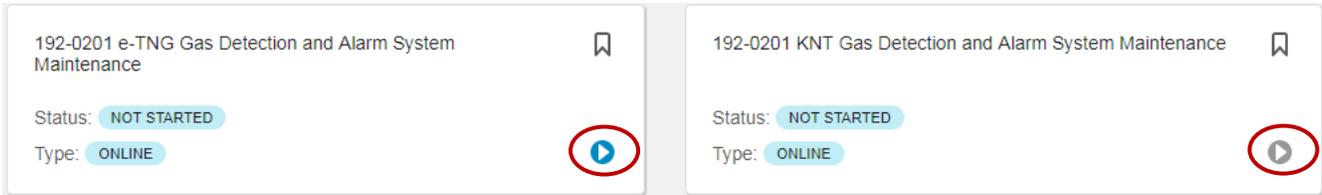
Course Type [^]

Online

Extras [v]

Reset **Apply**

If a prerequisite has been set for a course, the launch button (arrow) will be gray until the prerequisite course has been passed. (In the example below, the KNT launch button is grayed out because the TNG prerequisite course has not yet been passed.)



Course Navigation

Courses launch in a new browser tab. Closing the tab will exit the course. Exiting a KNT course in this manner will stamp the course as FAILED and lock-out the course. A locked course must be reset by the company administrator.

Click the **Start** button to begin the course. Within the course, there will be instructions on how to navigate through the learning content, take the pre-test, access links to reference information, open the glossary, and display the table of contents (TOC).

For TNG courses, you may take the pre-test at any time (either before or after completing the learning). Once you start the pre-test, you must complete it. You may only take the pre-test one time. You will receive a score for your pre-test, but this score does not affect the course passing score. Passing the course is based on visiting 80% of the learning content. Closing the course with greater than 80% will stamp the current score and the course status will change to PASSED.

To navigate the TNG course, use the forward and back buttons to move sequentially through the course. The TOC will display all learning modules within the course. Click the + to expand the modules and click a page to navigate to that particular location within the course.

Your current location and progress through the course will be displayed within the course.

- If you close a TNG course with less than 80% complete, your course status will show as "IN PROGRESS." You will be able to relaunch the TNG course and continue.
- If a KNT course session is ended for any reason prior to receiving a passed or failed score, the status will change to "IN PROGRESS" and the EnergyU Administrator will be required to reset the course.
- Training Results will be provided upon completion of the course with pass/fail info and date completed.
- To ensure that your score is properly recorded with the LMS, it is important to use the Exit button to close the course. DO NOT close the course by using the X to close the browser window.

Remember... After a course has undergone maintenance, it is important that users verify a status of NOT STARTED to ensure proper recording of a new score.

KNT Question Review

When you complete the knowledge test (KNT), the results page will display any questions that were answered *incorrectly*. The question is shown with the answer the user selected. However, the correct answer is not provided.

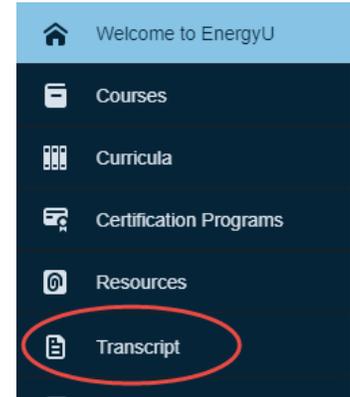
Knowledge tests can only be taken **once**. Users must receive a score of 80% or better in order to pass. A re-take requires a reset by your company's administrator.

Until a failed test is reset, if the course is re-launched the users will not be able to see the questions, nor will they be able to see the question results page—they will only see the score results page. Once reset, the course will have a NOT STARTED status in the course list.

Viewing the Transcript

A learner transcript provides a learning record, showing course status (passed and failed) with scores and dates. After completing a course, it is always good practice to check your transcript in order to verify correct transfer of data to the LMS.

Scroll to the bottom of the transcript page to view achieved certificates. As long as users are enrolled in the certificate program, a certificate will automatically be granted when an online course is passed. Contact your company administrator if you feel there is an error on your transcript.



Name	Certificate	Type	Status	Scored On	Credits	Score
192 AOC e-TNG Abnormal Operating Conditions	MEA1462	ONLINE	PASSED	4/10/2019	1.00	83%
192-0101 e-TNG Characteristics and Hazards of N...	MEA1459	ONLINE	PASSED	6/5/2019	1.00	81%

NOTE: Certificates for performance evaluations must be granted by the company administrator. Not all companies track PEFs in the LMS.

Certificates Filter by: Certified

Program Name	Level	Requirement Group	Status	Completed on	Expires On	Days to expire
MEA1134			CERTIFIED, MAINTENANCE	7/29/2014	7/29/2019	18
MEA1459			CERTIFIED	6/5/2019	6/5/2022	1060
MEA1462			CERTIFIED	3/8/2019	3/8/2022	971

Click on the certificate to display certification details and to gain access to a PDF version of the certificate for printing.

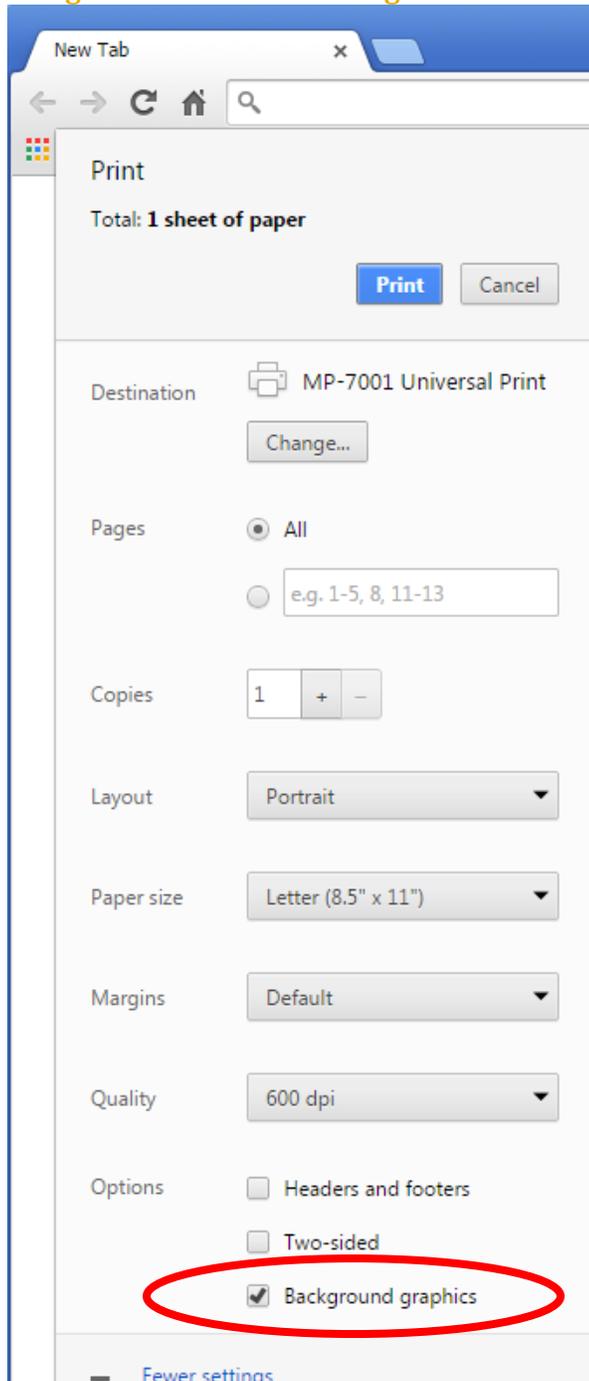


NOTE: There may be more than one page of certificates.

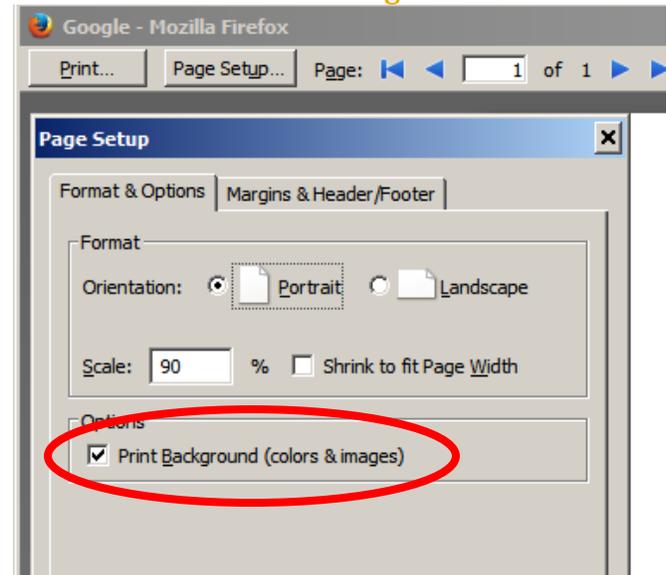
Printing the Transcript

On occasion, the transcript border will not print due to a printer setting for your browser. You will need to go into the browser print settings and check the box to allow printing of background graphics.

Google Chrome Print Background



Mozilla Firefox Print Background



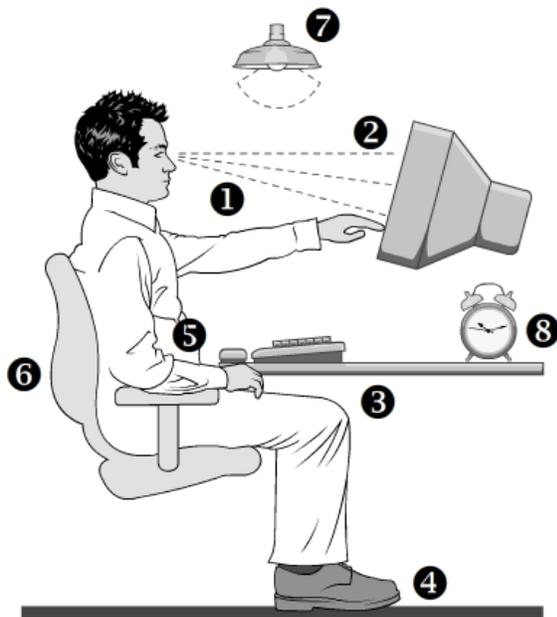
Tips for Ensuring Proper Course Operation

The courses on EnergyU.org use ActiveX components and Java applets. To ensure that you can access the courses properly, please check the following on your computer:

1. Use a supported browser version.
2. Make sure you are only logged into EnergyU using one browser. Logging into multiple browsers will cause an error that will cause you to get "kicked out" of the system.
3. Launch only one course at a time to prevent getting kicked out of the system and losing testing data.
4. Disable all pop-up blockers (Google, Yahoo, etc.) or create an exception made for the EnergyU website (mea.certpointsystems.com). *NOTE: Use Google search to find detailed instructions for disabling popup blockers for specific browsers.*
5. Check for anti-virus software that has been set to block pop-ups and Java applets. In most cases, your anti-virus program will let you make an exception for this site (mea.certpointsystems.com).

Ergonomics

Proper ergonomics will help ensure your own safety and comfort while taking online courses.



- 1 Your monitor should be about an arm's length away from your body.
- 2 You should be looking at a slightly down angle.
- 3 Your thighs should be perpendicular to the floor.
- 4 Your feet should be flat on the floor with knees bent about 90-degrees.
- 5 Your elbows should be slightly bent (no more than 90-degrees) and arms perpendicular to the floor.
- 6 Your chair should provide good back support.
- 7 Adjust the lighting, draw the shades, and use a flat screen monitor to reduce glare.
- 8 Combat eye strain by taking "micro breaks" from the computer, several times an hour.