PI/PD Annual Online Trainings – Quick Start Guide

Research and Sponsored Programs Office

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Accessing the Training

For FY16 we have moved our trainings into Sakai for easier updating and maintenance. Please follow the steps below to log in and take your trainings.

For **first time users** of the site, you will need to add the trainings to your membership list.

- Step 1: Open a new browser window and navigate to the Sakai Site, [https://cle.nps.edu/xsl-portal](https://cle.nps.edu/xsl-portal)
- Step 2: Click on the “NPS Users click here to login” button to log in.
Accessing the Training

- Step 3: Log in to the NPS Central Authentication System (CAS)

- Step 4: Click on “Membership” in the left hand navigation menu
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• Step 5: Click on “Joinable Sites”

• Step 6: Search for “NPS – Research Compliance Training”
Accessing the Training

- Step 7: Click “Join” to add the site to your memberships

- Step 8: If you are not taken to the site after joining, or you wish to revisit the site at a later time, you can access the training via the following methods, or by going back to the the “Membership” then “My Current Sites” link.
Taking the Training

• When you have access to the training site, you should be directed to the “Lessons” page. If you are not on this page, click on the link in the left hand navigation menu. You should see the screen below.

• Click on the name of the training you would like to take. You’ll be taken to the table of contents for the training. You can either click on “Next” or the link for “Slide 1” to continue.
Taking the Training

• Once you have finished the training, click on the “Take the quiz now!” link to get credit for the training. Note, you must score 100% to pass these quizzes. You can take them as many times as necessary.

• Click on the “Begin Assessment” button to start the quiz.
Taking the Training

• When done, click the “Submit for Grading” button to complete your quiz.

• To take another training, go back to the “Lessons” page. Note, you may have to click the double arrow button to refresh the page to get back to the main list of trainings.
Test Scores

• To see your test scores, you’ll need to go to the Gradebook link in the right hand navigation page.

• To receive credit for the trainings, you must have the scores displayed above.