User Manual

Alaska DOT&PF

Research, Development, & Technology Transfer

On-Line Classroom Training Calendar and Training Service

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I. Introduction

Welcome to the Alaska Department of Transportation & Public Facilities (DOT&PF) Research, Development, & Technology Transfer (T2) Classroom Training Calendar and On-Line Training service. This manual is intended to familiarize users with the service and maximize its usefulness. The service consists of two main areas – the Training Calendar and On-Line Training.

II. Training Calendar

The DOT&PF Training Calendar can be accessed using the following web address (URL): http://dot.alaska.ecatts.com. The **Training Calendar** home page is shown below.

A. Main Area of the Training Calendar Home Page

The calendar is on the right and scheduled classes are to the left of the calendar. Users can click on the class links to learn more information, register for a class, or view class participants.

Click on a specific class link to go to the **Training Class** page. An example is shown below.

The **Training Class** page includes the location, date/time, size, status, and description of the selected class. From this page, you can do the following:

- Click **Return to Training Calendar** to go back to the **Training Calendar** page.

- Click **View Participants** to see a list of the individuals currently registered for the class.

When you are logged in, you can click **Register** to go to the **Class Registration Request** page for this class. First time registration steps (to set up an account) are described in section **C. First Time Registration Instructions** of this manual.

B. Links to Information Sources and Training

To the right of the Training Calendar, there are several headings (circled above) and links for DOT&PF information sources and training. These areas are described below.

RD & T2 Information

Links under **RD & T2 Information** provide access to DOT&PF resources.

Related Resources

Links under **Related Resources** provide access to DOT&PF training forms and lists.

Training Links

There are four user links under the heading **Training Links**:

- Click **AK-CESCL Training Site** to go to the Alaska Certified Erosion & Sediment Control Certification Training Program.

- Click **On-line Training – Wetlands & Stormwater** to login to or create an account and then access on-line training described in Section III of this manual.

- Click **User Manual** to open a copy of this user manual.

- Click **Log in** to login to your account or create an account.

C. First Time Registration Instructions

1. Go to the AK DOT&PF Training Calendar at http://dot.alaska.ecatts.com

2. Click Login at the lower right corner of the page.

   a. Most Alaska DOT&PF employee Enterprise User IDs (or email login ID) are pre-loaded. Click Help, enter your Enterprise User ID (or email login ID), and click Send Password to obtain your temporary password. You can change your password anytime after login. Enter the password and click Login to go to the Training Calendar user home page.

   b. If you are not a DOT&PF employee but you have taken training classes through T2 before, your Login ID will be your firstname.lastname (all lowercase). Click Help, enter your firstname.lastname, and click Send Password to obtain your temporary password. You can change your password anytime after login. Enter the password and click Login to go to the Training Calendar user home page.

   c. If you are a new DOT&PF employee or are not a DOT&PF employee and have not taken training classes through T2 before, refer to the New T2 students box shown below. Select your user type (Alaska DOT Employee or Other) from the drop down menu. You will be asked to complete one of the two registration forms described in the next two pages.

Registration Form for New T2 Students: Alaska DOT&PF Employees

1. Enter your Enterprise username. You will use this as your login ID when you log in to the system. If you do not know your Enterprise username, contact Simon Howell at 907-451-5482.

2. Select a password. You will need to use it (along with your Enterprise username) to login from now on.

a. You should select a password that you will remember but is not easy for someone else to guess. It must be at least 8 characters long and no more than 64 characters.

3. Enter your first and last name.

a. Your middle initial is optional. However, it is a good idea to enter your middle initial if your name is likely to also be another user's name (i.e., John Smith).

4. Enter your Employee ID.

5. Enter your working title, phone number, and fax number.

6. Enter the email address where you want to receive email reminders and notices about your training.

7. Click Register.

Registration Form for New T2 Students: Other Users (all non-DOT)

1. Select and enter a User ID and password that you will remember. You will need them both to login from now on.

    a. The User ID is the name you will use when you log in to the system. It must be at least 6 characters long and no more than 20 characters. It cannot contain an apostrophe.

    b. You should select a password that you will remember but is not easy for someone else to guess. It must be at least 8 characters long and no more than 64 characters.

2. Enter your first and last name. A middle initial is optional a good idea to enter if your name is likely to be another user's name (i.e., John Smith).

3. Select your organization type from the drop down menu and enter your organization's name, street address, and city.

4. Select your organization's state location from the drop down menu and enter the postal code and country.

5. Enter your phone and fax numbers. It is important to include as much contact information as possible in order to be able to contact you regarding training.

6. Enter the email address to receive reminders and notices about your training.

7. Click **Register**.

D. Returning User Login

Once you have registered you can login and use the service from any computer with Internet access.

1. Go to the AK DOT&PF Training Calendar at the following web address (URL):

   http://dot.alaska.ecatts.com

2. Click Login at the lower right corner of the page.

3. At the Login screen, refer to the DOT&PF employees and returning T2 students box shown below.

4. Enter your Enterprise Username or Login ID and password and click Login.

5. You will be taken to the Training Calendar home page.

Login Help

If you forgot your password or User ID, click **Help** in the **Need help accessing your account?** box and the **Account Access Help** page will open.

If you have lost or forgotten your password, enter your Enterprise UID or Login ID in the **My Enterprise UID or Login ID is:** field and click **Send Password**. A new password will be sent to the e-mail address on file for you.

- If you don't know your Enterprise User Name or Login ID, enter your email address in the **My Email address is** field and click **Send ID**. If your email address does not match any found in the system, a message will appear on the screen and you will be directed to contact Technical Support. If the email address you entered matches one in the system, your ID will be sent to that email address.

Use the information sent to you (new password or User ID) to login to the system. You can then change the password that was sent to you (to something you can easily remember) by selecting **My Training Profile** on the lower right corner of the home page under **Training links**.

If you do not receive your Enterprise or User ID or your password after requesting it, click **Technical Support** for assistance. You can also call the help desk toll free number (866-730-4253).

My Scheduled Training – Click this link to access the **Scheduled Training** page and view all classroom and on-line training for which you are registered.

My Transcript – Click this link to go to the **Training Transcript** page which lists your completed classroom and on-line training. You can also print your training transcript from this page.

My Training Profile – Click this link to view and make changes to your account.

Log off – Click this link to log off (exit) your account and return to the **Training Calendar**.

Training Manager - An administrator at your location can designate a user account as a Sub-Agency Training Manager. A Training Manager can generate Employee Training or Cost Reports and can Batch Register for a class. A link to the Training Manager home page is located at the lower right corner of the page ONLY for those users designated as a Sub-Agency Training Manager.

E. How to Register for Classroom Training

As described earlier, you can register for classroom training by clicking on a specific class link on the Training Calendar and then clicking **Register** to go to the **Class Registration Request** page. From the **Class Registration Request** page, you can register for a class as follows:

1. Login

   a. If you already know your Enterprise or User ID and password, enter them in the **DOT&PF employees and returning T2 students** box.

   b. If you are a DOT&PF employee or you are not a DOT&PF employee but have taken classroom training through T2 before, **and** this is your first time using the system, click **Help** and click **I don't know my password** to obtain your password.

   c. If you are a new DOT&PF employee (hired within the last month) or are not a DOT&PF employee and you have never taken classroom training through T2, you will need to register. See the registration instructions section of this manual.

   d. Click **Login** after you have entered your User ID and password.

2. Click the name of a class and then click **Register** to register for the class. You will be asked to verify your contact information.

3. Click **Confirm** to complete your registration.

4. The screen will indicate your registration status – Confirmed or Wait Listed.

5. Click **Done** at the bottom of the page to return to the **Training Calendar** page.

Two weeks before the scheduled date for the class, you will receive an email reminder about the class. It will be sent to the email address on file in the system.

Examples of additional email notices that you may receive include the following:

- Your status changes from Waitlisted to Confirmed for a particular class.

- The class for which you registered is canceled.

F. How to Cancel Your Registration for Classroom Training

When you are logged in, click **My Scheduled Training** on the **Training Calendar** page to access the **Scheduled Training** page. From this page, you can view all classroom and on-line training for which you are registered. Click **Cancel Registration** next to the classroom training you wish to cancel. When prompted, click **OK** to confirm this cancellation.

G. How to See Your Scheduled Training

When you are logged in, you can click **My Scheduled Training** on the **Training Calendar** page to access the **Scheduled Training** page. From this page, you can view all classroom and on-line training for which you are registered.

H. How to Print a Transcript

When you are logged in, you can click **My Transcript** on the **Training Calendar** page to go to the **Training Transcript** page. This page lists your completed classroom and on-line training. You can print your training transcript from this page.

III. On-line Training (ECATTS)

A. What is ECATTS?

The Environmental Compliance Assessment, Training, and Tracking System (ECATTS) is a web-based training and assessment system accessible from any computer with Internet access. ECATTS is easy to use, with training materials and test questions written in plain English. Training can usually be completed in a few short segments. In some instances, you may need more information than is contained in this training system. If so, contact your supervisor. Some hyperlinks to further information sources on the Internet are included within the training modules themselves, and even more are located on the on-line training home page.

Your use of the system is kept confidential. We encourage you to use the system as often as you like as a reference tool for training information.

Add On-line Training to Scheduled Training

Once a user has registered or logged in, he/she can access on-line training from the link on the lower right corner of the Training Calendar. The first time a user goes to the on-line training area, he/she will see "You have not yet registered for any on-line training". Following are the steps to add on-line training:

1. From the Training Calendar, Click **On-line Training – Wetlands & Stormwater** or **My Scheduled Training** to go to the **Scheduled Training** page.
2. Click **Add On-line Training**.
3. Check the box(es) next to the training you want to add.
4. Click **Save Changes** to add the selected training to your account.
5. Click **Continue** on the next page to return to the **Scheduled Training** page and you will see your on-line training listed.

The following section describes the **Scheduled Training** page.

My Scheduled Training

Click **My Scheduled Training** at the lower right corner of the **Training Calendar** home page to go to the **Scheduled Training** page. From here, you can view the following:

- the classroom and on-line training for which you registered

- the overall status of your on-line training

  - **Completed** means that you have taken all the required assessments and have answered **all** the questions correctly.

  - **Incomplete** means that you have not taken and passed all assessments.

- the required training assigned to you

- the status of each training module in your scheduled on-line training

  - **Passed** means you have already taken and passed the assessment for that module.

  - **Take the test** means that you have not successfully passed the test for that module.

If you have not completed training in a subject area, you can go to the training by clicking **Go to training** or you can go directly to the test by clicking **Take the test**.

You can click **Add On-line Training** to add or remove modules from scheduled training.

Scheduled Training

Classroom Training

You have no scheduled training.

On-line Training

1. Wetlands
Status: Incomplete
You have completed 2 of 3 required training modules.

Required training

Wetlands: General Wetlands Overview, Part 1 of 3 (~15 min)   Go to training | (Passed)
Wetlands: The U.S. Army Corps of Engineers Regulatory Program,
Part 2 of 3 (~20 min)   Go to training | Take the test
Wetlands: Complying with your U.S. Army Corps of Engineers
Permit, Part 3 of 3 (~15 min)   Go to training | (Passed)

Add On-line Training

B. How to Complete On-line Training

How to Access Scheduled On-line Training

Following are the steps to take your scheduled on-line training:

1. When you login, you will be on the **Training Calendar** home page.

2. To access your on-line training, click **My Scheduled Training** or **On-line Training – Wetlands & Stormwater** on the lower right side of the page under the heading **Training Links**.

3. The **Scheduled Training** page opens.

4. All the classroom and on-line training for which you are registered are listed.

5. Note that unless otherwise directed by a supervisor, you are not required to complete the on-line training or tests in any particular order. ECATTS keeps track of which training and tests you have completed.

6. Click **Go to training** to the right of the specific on-line training you want to access or you can go directly to the test for that specific training by clicking **Take the test**.

Primary Navigation in the Training Modules

The primary navigation (set of links along the right side of the page) is the same when you are in the training modules as it is on the **Scheduled Training** page.

How to Use the Training

ECATTS is designed to allow you to go through the training at your own pace. Once you access a training module, you will see that it is divided into pages that are listed in a **Table of Contents** on the left side of the screen.

- Review the training material on the first page. When you have finished that page, click **Next Page**.

- Continue in this manner until you have reviewed all training pages in the module. You will know you have reached the end of the module when there is **no Next Page** link on the page you are on.

- You can review pages as often as you like. You can move back and forth between pages by clicking **Previous Page** at the bottom of a training page **OR** by clicking on the name of the page you want to go to from the list of pages on the left side of the screen.

Wetlands: General Wetlands Overview, Part 1 of 3

- Introduction
- What is a Wetland?
- Major Federal Wetlands Laws
- Agencies Involved with Wetlands
- Wetlands Permit Requirements in Alaska
- Agency Inspections of Activities Near Wetlands
- Projects Affecting Wetlands
- Protecting Wetlands While Working
- Working In or Near Wetlands
- Summary

Wetlands: General Wetlands Overview, Part 1 of 3

What is a Wetland?

There are many different types of wetlands and just because you don't see water, does not mean the area is not a wetland. The U.S. Army Corps of Engineers (USACE) and the U.S. Environmental Protection Agency (EPA) define wetlands as follows:

Those areas that are inundated or saturated by surface or ground water at a frequency and duration sufficient to support, and that under normal circumstances do support, a prevalence of vegetation typically adapted for life in saturated soil conditions. Wetlands generally include swamps, marshes, bogs, and similar areas.

The USACE has created an informational pamphlet that you might find helpful. To view this pamphlet, click here: Recognizing Wetlands. If you need additional guidance on identifying wetlands, contact the Regional Environmental Coordinator.

Alaskan frozen wetland
Not all wetlands have visible water.

Previous Page   Next Page

If you have any comments or suggestions about this training or this training page, please send an email to support@ecatts.com.

How to Exit On-line Training

Depending on where you want to go next, you can exit a training module in any of the following ways:

- If you want to return to your on-line training home page, click Training Calendar on the lower right corner of the screen.

- If you want to review a different module in your training plan, click My Scheduled Training on the lower right corner of the screen.

- If you are finished with your on-line training session and want to log off, click Log off on the lower right corner of the screen.

C. Testing and Assessment

ECATTS randomly generates each test for a module from a pool of available questions. Generally, there will be one question from each page in the training module on the test. You have thirty minutes to complete a test.

You should take the test on a module within a short time after completing the training (while the material is still fresh in your mind). You can, however, take tests whenever you want to, in any order, and even without reviewing the training module first.

How to Access the Tests

You can access tests from two different places.

- From the Training Calendar page, click **My Scheduled Training** OR **On-Line Training – Wetlands & Stormwater** (located on the right side of the page under the heading **Training Links**).
    - o Either of these links will take you to your **Scheduled Training** page.
    - o Select the test you want to take by clicking **Take the test** to the right of the chosen subject.

- From within a training module, you can access the test for the training module you are in by clicking **Take the test** at the bottom of the last page in the module.

How to Take a Test

1. Access the desired test (see above). **You have thirty minutes to complete each test**. If you do not complete the test within the allotted time, you will time out of ECATTS. You will have to log back in to ECATTS and take the entire (same) test again.

    HINT: If you feel that you are approaching the end of the allotted thirty minutes, you may want to click **Submit**. The questions you answered will be assessed (see more details about the assessment below) and the ones you did not answer will be counted as "incorrect". However, you can simply click **Retake the test**. This will take you back to the test to answer the remaining questions, with a new thirty minute time limit. By doing this, you will not time out and have to retake the entire test.

2. Answer each question by clicking the bubble next to the correct answer.

3. When you have answered all the questions, select the office or installation for which you are taking this test from the drop down menu that appears at the end of the test. (There are occasions when Users will need to take a test prior to performing work for an office or installation other than the one for which they are registered.)

4. Click **Submit**.

5. **By clicking Submit, you certify that you personally responded to the test questions and did not allow others to respond to the questions on your behalf.**

6. Your test responses are automatically sent to ECATTS for immediate assessment.

The Test Assessment

Immediately after submitting your test answers, you will see the **Test Results** page.

- The assessment indicates the number of questions you answered correctly.

- In the left column, all the questions you answered correctly are listed. You do not need to take any further action regarding these questions.

- In the right column, the questions you answered incorrectly are listed.

- You can attempt to answer the questions you got wrong by clicking **Retake the test**. Only the questions answered incorrectly will be listed and you can submit new answers.

- To find the correct answer to a question you answered incorrectly, click **Go to on-line training** to open the training page. Review the page to find the information you need to answer the question.

- When you are satisfied you have the correct answer, do one of the following:

   o Click **Take Test** in the primary navigation bar while in the module. All the questions you previously answered incorrectly will be presented for you to answer again; **OR**

   o Click the back button on your browser window and you will return to the assessment. Click **Retake the test** and answer the question(s) again.

- Repeat this process as often as necessary until you have answered all the test questions correctly. **You must score 100% to pass the test.**

IV. Customer Support

Questions Regarding Classroom Training

Please contact Simon Howell at simon.howell@alaska.gov or 907-451-5482 with questions related to classroom training.

Questions Regarding On-line Training (ECATTS) or System

Please contact ECATTS Technical Support with any questions regarding on-line (ECATTS) training or questions about this system.

Telephone: ECATTS Support
                407-880-9411
                866-730-4253 (toll free)

Email: support@ecatts.com