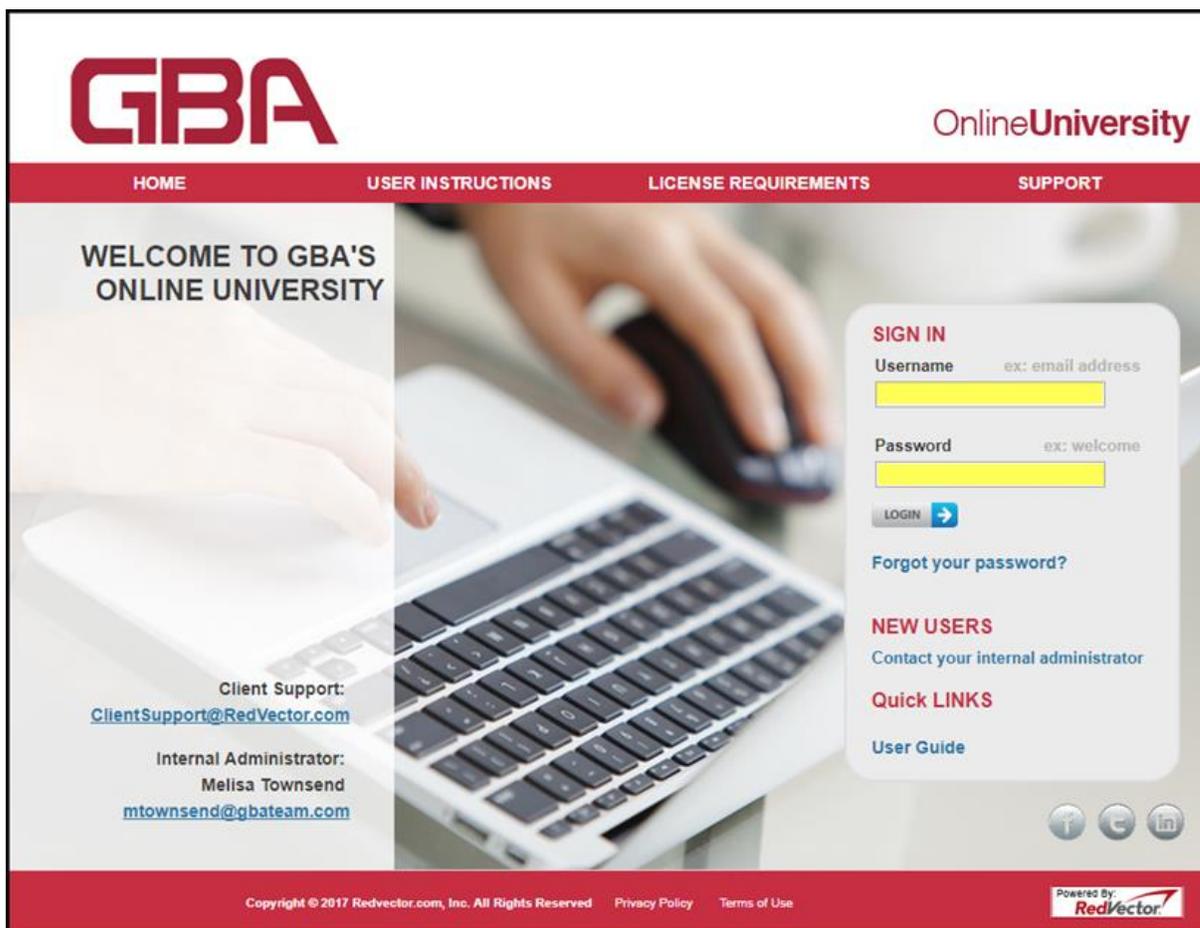


LOGGING IN



- To log in go to <https://gbateam.redvector.com> and enter your Login /Username and Password.
- If you have forgotten your password, click on the *Forgot your password* link.
 1. Enter the primary email address that is associated to your account then click on the submit button.

WELCOME TAB



- My Courses: Displays courses the user has *self-enrolled* in as well as courses that have been *assigned* to the user when available.
- Search Courses: Displays all of the courses in the specific organizations' catalog.
- My Certificates: Displays all Certificates of Completion that are available to be printed or emailed as well as all transcript records.

- My Account: Displays the users' profile information.
- My Alerts: Displays any *alerts* that the user has elected to receive.

My Courses



My Courses

[Courses](#)
[History](#)
[Instructions](#)

ASSIGNED COURSES

Course Title	Hours	Expires (EST)	Time Spent	Score	Status	Action
Project Management Basics Click to access course	4	02/28/2017	44 min	73.81%	Partial	Print Cert
Total Hours:		4				

SELF-ENROLLED COURSES

Course Title	Hours	Expires (ET)	Time Spent	Score	Status	Action
LEED Green Associate Qualification Certificate: Green Building Principles	10	02/23/2017	0 min	0.00%	Not Started	Start Course
Idaho Electrician 4 hour Industry Related Program #2	4	02/23/2017	0 min	0.00%	Not Started	Start Course
FL Statutes, Chapter 489, Sections 101 - 114: Construction Contracting [V.02]	1	02/23/2017	0 min	0.00%	Not Started	Start Course
Understanding Workers' Compensation for Employees (V14)	1	02/23/2017	0 min	0.00%	Incomplete	Continue
Florida Wind Mitigation Retrofit Requirements for Existing Buildings [V2]	1	02/23/2017	6 min	20.00%	Not Passed	See Results
Excavation Safety and Shoring/OSHA	4	02/23/2017	0 min	0.00%	Not Started	Start Course

The *My Courses* page is the first page displayed for all users upon successful log in.

- **Assigned Courses:** Users will only see Assigned Courses when available. This section lists the courses that have been assigned to the user. The user must *accept* an assignment before they can begin.
 1. To *accept* an assignment the user can click on either the *accept* button or the course title.
- **Self-Enrolled Courses:** This section lists the courses that the user has enrolled themselves in.
- To begin a course, click on the *Start Course* button or click on the Course Title.

Navigating a course

The screenshot shows the course interface with a navigation menu at the top. The main content area displays a table of course components and an 'Additional Information' sidebar.

Component (* Required)	Print	Score	Status	Action
Pre Test You need to complete this exam in one sitting		0.00%	Not Started	Begin
Lesson			Not Started	Begin
Exam * You need to complete this exam in one sitting Max. attempts: 2		0.00%	Not Started	Begin
Survey			Not Started	Begin

Additional Information	
Item #	RVI-10863
Title	Applied Vibration Analysis: Analyzing Gear Vibrations
Provider	RedVector
Order #	160315-1004
Hours	0.50
Rating	★★★★★ (1 Reviews)
Features	

- Most *courses* are made up of four components: Pre Test, Lesson, Exam and Survey.
- Click on the *Begin* button to begin the Pre Test.
 1. Answer the questions by selecting the correct answer(s) then click on the arrow pointing to the right to be taken to the next question. To go back to a previous question, click on the arrow pointing to the left. You can also go back to questions by selecting the question number below the Previous/Next page arrows.
 2. When all the questions have been answered, click on the *Grade Exam* button
 3. The user is able to *Save & Exit* the Pre Test, they will be able to save their progress in the case they are not able to complete the Pre Test in one sitting. When they are ready to complete the Pre Test, simply click on the *Continue* button.
 4. If your account has the 'View Exam History' setting turned on, once a Pre Test or Exam has been completed a link will be displayed under the component name. Click on the *View Exam History* link to see which questions were answered correctly and incorrectly.
- Click on the *Begin* button to begin the Lesson.
 1. Click on the printer icon to display and/or print the accompanying written materials. (**Not all lessons have accompanying written materials**)
 2. You must view every page of the lesson in order for it to be marked complete and be able to proceed to the exam.
 3. After the lesson has been completed once, you can go back through the lesson by clicking on the *review* button.

- Click on the *Begin* button to begin the Exam – Note: some exams have randomized questions and/or a set maximum attempt setting, student will have to contact internal administrator or Account Manager for assistance if failed.
 1. Answer the questions by selecting the correct answer(s) then click on the arrow pointing to the right to be taken to the next question. To go back to the previous question, click on the arrow pointing to the left. You can also go back to questions by selecting the question number below the Previous/Next page arrows.
 2. When you have answered all of the questions, click on the *Grade Exam* button
 3. The user is able to *Save & Exit* the Exam, the user will be able to *Save & Exit* to save their progress in the case they are not able to complete the Exam in one sitting. When they are ready to complete the Exam, simply click on the *Continue* button.
 4. If your account has the ‘View Exam History’ setting turned on, once a Pre Test or Exam has been completed a link will be displayed under the component name. Click on the *View Exam History* link to see which questions were answered correctly and incorrectly.
- Click on the *Begin* button to begin the survey

Search Courses

The screenshot shows the 'Course Search' interface. At the top, it says 'Your search returned 730 Results!' with an 'Export Link' icon. Below this is a search bar with 'Keyword/Item #' and a 'Go' button. There are three tabs: 'All Results', 'Webinars', and 'Courses'. The 'Courses' tab is selected. On the left, there are filters for 'My Licenses', 'State Licenses', and 'Professional Organizations'. The main content area shows 'Your Selections' with 'License: AK - Engineer' and 'License: CA - Engineer'. Below this, there are sections for 'Webinars (4)', 'Packages (7)', and 'Courses (719)'. Each section lists items with details like dates, titles, levels, and durations, and includes an 'Enroll' button.

Course Search page

The *Search Courses* page displays all of the courses that are available in your organizations’ catalog. You can search for a course by a Keyword or Item #; narrow the search by selecting a Category, Product Type, Level, or Language from the drop down menus. You can search for courses that apply to your

selected filters.

- Enroll in a course by clicking on the *enroll* button in the right most column.
- Click on the course title with your mouse to see full description of the course.
- Click on the *Export to Excel* link to export your entire library into an excel worksheet.

My Licenses

The navigation menu consists of six tabs: HOME, USER INSTRUCTIONS, LICENSE REQUIREMENTS, and SUPPORT. Below these are six buttons: My Courses, Search Courses, My Licenses (highlighted), My Certificates, My Account, and My Alerts (0). A link 'Switch to Manager Menu' is located below the buttons.

My Licenses

[+ Add License](#) [Edit Licenses](#)

License Name	License Number	Expires	Reminder	Requirements
AK - Architect	test	5/31/2016	3/10/2016	View
AK - Engineer	test	3/31/2016	3/30/2016	View
CA - Engineer	test	5/31/2016	3/9/2016	View
FL - Certified Contractor	abc	7/30/2016		View

Adding a New License

- Begin by selecting the Add License button
- Select the Profession
- Select the State
- Click on the *Add* button

After clicking the *Add* button it will generate the specific license information for your selected licenses and provide the License Requirements.
- Include license number and expiration date for each license. You also have the option to include a Custom Reminder Date to receive a License Expiration Reminder if selected from the Reminder Settings under the My Profile button.

My Certificates

The screenshot shows the 'My Certificates' page with the 'LICENSE REQUIREMENTS' tab selected. The 'View certificates for:' dropdown is set to 'FL - Engineer'. The 'Narrow results by:' dropdown is open, showing options: 'Renewal Period' (selected), 'Year', and 'Custom Date Range'. The date range is set to '3/1/2013 - 2/28/2015'. A table of certificates is displayed below.

<input checked="" type="checkbox"/>	Course	Time (min.)	Hours	Completed	Score	Status
<input checked="" type="checkbox"/>	2008 NEC Changes Part 6 Special Equipment Score Requirement: Satisfied Meets Topic Requirement(s): Technical	4	2.00	11/22/2013	91.67	✔ Print Cert.
		4	2.00			

The screenshot shows the 'My Certificates' page with the 'LICENSE REQUIREMENTS' tab selected. The 'View certificates for:' dropdown is set to '- Select License -'. The 'Non-RedVector Transcript Entries' section is visible, along with an 'Add New' button.

The My Certificates section is where all available certificates of completion can be viewed as well as all transcript records.

My Certificates page

- Begin by selecting your specific License or Non-License Specific option, then:
 1. By Renewal Period: select a renewal period from the drop down menu then click on the *view* button.

2. By Year: select a year from the drop down menu then click on the *view* button.
 3. By Custom Date Range: enter the start and end dates then click on the *view* button.
- To print a single certificate or multiple certificates:
 1. Select the checkbox(es) that correspond to the certificate(s) to be printed then click on the *Print Certificate(s)* button.
 2. The certificate(s) will be displayed in a new window and can then be printed or saved as a PDF document.
 - To email a single certificate or multiple certificates:
 1. Select the checkbox(es) that correspond to the certificate(s) to be emailed then click on the *Email Certificate(s)* button.
 2. In the pop-up, enter any additional email addresses that you would like to email the certificate to then click on the *Send Certificate(s)* button.

My Transcripts page

- Begin by selecting your specific License or Non-License Specific option, then:
 1. By Renewal Period: select a renewal period from the drop down menu then click on the view button.
 2. By Year: select a year from the drop down menu then click on the *view button*.
 3. By Custom Date Range: enter the start and end dates then click on the *view button*.
- The *My Transcripts* page displays completed courses as well as any courses the user is enrolled in.
- Certificates of Completion can be also printed and/or emailed from the *My Transcripts* page.

My Profile

HOME	USER INSTRUCTIONS	LICENSE REQUIREMENTS	SUPPORT
 My Courses	 Search Courses	 My Licenses	 My Certificates
			 My Account
			 My Alerts (0)

[Switch to Manager Menu](#)

My Account

[Personal Information](#)
[Reminder Settings](#)
[Order History](#)
[Instructions](#)

Personal & Company Information	Account Settings
<p>First Name: <input type="text" value="Manager First"/></p> <p>Middle Name: <input type="text"/></p> <p>Last Name: <input type="text" value="View Last"/></p>	<p>Username: <input type="text" value="ManagerView"/></p> <p>NOTE: Username & Password must be at least 5 characters</p> <p>Password: <input type="password" value="....."/></p> <p>Confirm Password: <input type="password" value="....."/></p>

In the *My Profile* section you can view and update a users' personal information and set any reminders.

Personal Information page

- The only fields that **cannot** be updated are the First Name, Middle Name and Last Name.
- The Address fields are populated with the address that is on file for the account.
- Once a change is made, click on the corresponding *save* button.
- Username requirements:
 1. A username can contain letters, numbers and the special characters ! @ # \$ % & _ . - .
 2. A username must be a minimum of 5 characters; a maximum of 50 and cannot contain any spaces.
- Password requirements:
 1. A password can contain letters, numbers and the special characters ! @ # \$ % & _ . - .
 2. A password must be a minimum of 5 characters; a maximum of 20 and cannot contain any spaces.

Reminder Settings page

The screenshot shows the 'My Account' page with the 'Reminder Settings' tab selected. The navigation bar includes HOME, USER INSTRUCTIONS, LICENSE REQUIREMENTS, and SUPPORT. The 'My Account' tab is active, showing options for Personal Information, Reminder Settings, Order History, and Instructions. The main content area is titled 'My Account' and features an 'Edit' button. It displays the Primary Email field with the value 'givany.colon@redvector.com' and an Alternative Email field. Below this, there are sections for 'Notifications available for opt-in' and 'Notifications set up by your administrator'. The 'Notifications available for opt-in' section includes 'Course Expiration Reminder' (2 Weeks Prior) and 'License Expiration Reminder' (30 Days Prior), each with checkboxes for Primary Email, Alternative Email, and My Alerts. The 'Notifications set up by your administrator' section includes 'Course Assignment Notification' with a checkbox for Primary Email.

- There are two types of reminders that a user can elect to receive.
 1. Reminder notification by email: A user must verify their email address

before they can begin receiving these notifications.

2. Reminder alert: Only visible when a user is logged in and all alerts will be displayed on the My Alerts page.

- An individual user can elect to receive the Course Expiration Reminder and the License Expiration Reminder (**email notification, alert or both**)
- An Administrator on the account sets the Course Assignment Notification for all users in the account. (**email notification only**)

My Alerts

Alerts for your Courses and Licenses		Date Sent
<input type="checkbox"/>	You have been registered for an upcoming session. Please click here for details	03/30/2016

- If a user has elected to receive reminder notifications via alert, the alerts will be displayed on this page.