



SUPPORT  
DOCUMENTATION

# CiNET TRAINING SOLUTIONS USER GUIDE

USER GUIDE 12/19/2011

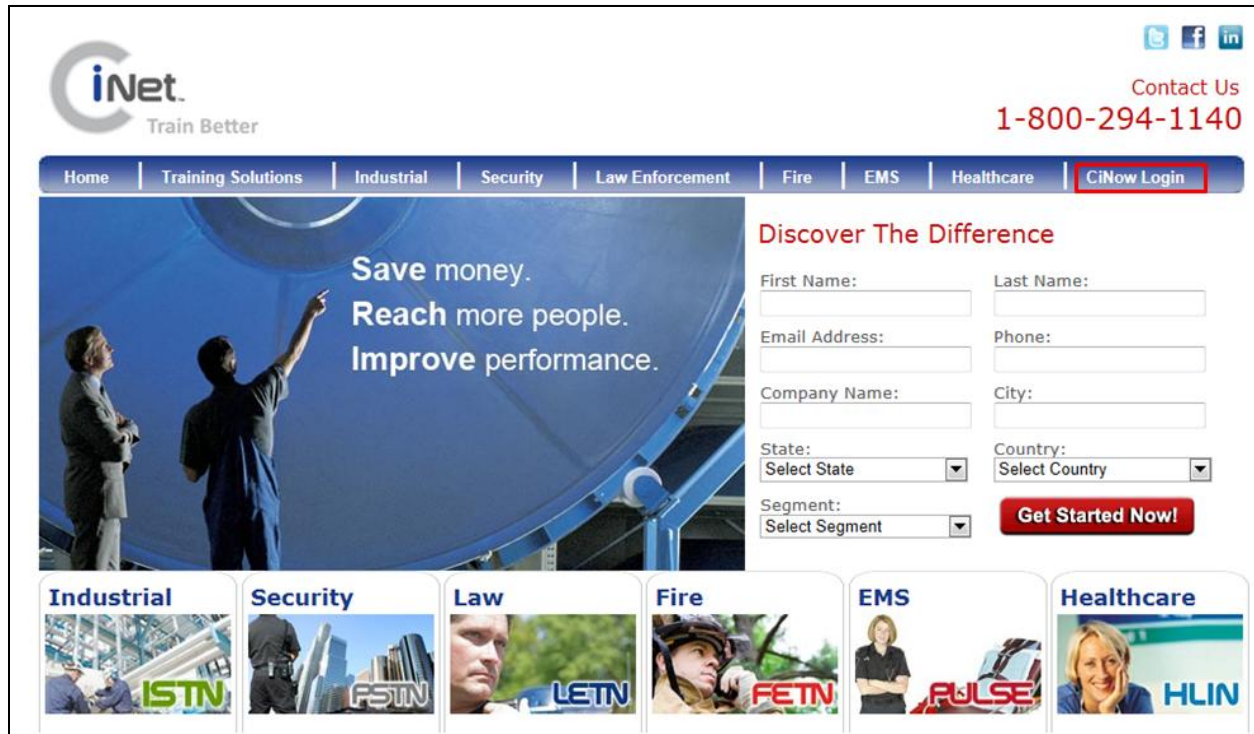
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# USER GUIDE BASICS

## Logging In

- To login, go to <http://www.criticalinfolnet.com> and click on the *CiNow Login* in the upper right corner of the page.



- On the CiNow Login page, enter the User Name and Password provided to you in the appropriate fields then click on the *Click to Enter* button.
- **Please Note: Passwords ARE case sensitive; Usernames are not.**



## Forgot Username and/or Password

If you forget your username and/or password follow the steps below to retrieve them.

- Click on the *Forgot Your Username or Password?* Link.
- Enter the email address that is associated to your user profile.
- Click on the *Submit* button.
- If the email address entered matches an email address in our system, an email will be auto-generated to the email address entered with the username and a temporary password.

**Forgot your Login ID or Password?**

Please enter the email address associated with your Login ID and click Submit. Your Login ID and temporary Password will be emailed to you with instructions on how to reset your Password.

**Email Address:**

## System Requirements

Before logging into the system for the first time it is highly recommended that you click on the *System Requirements* link to view a PDF document detailing the Minimum End-User System Requirements to successfully display and run all courses and videos. Included in the document are Hardware Requirements (EX: Operating System, Processor, RAM, etc.), Software Requirements (EX: Web Browser, Adobe Flash Player, etc.), Proxy and Firewall Administration, as well as Download and Configuration Instructions. It may be necessary to get your IT Department involved to assist you in setting up your computer correctly.

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### CiNow Login

User Name:

Password:

\*Note: This field is case sensitive

[Forgot your User Name or Password?](#)

[System Requirements](#)

If you experience any problems with your login feel free to call us at **1-800-624-2272**.

## “My Learning Plan” Page

The *Summary* tab of your Learning Plan is the first page that will be displayed once you have successfully logged in. Your *Learning Plan* consists of four different tabs or pages; *Summary*, *Transcript*, *Current Plan Details* and *All Plan Details*.

### The Summary Page

There are three sections on the Summary Page; *In Progress*, *Future Enrollments* and *Planned Learning*.

- The *In Progress* section lists the learning activities that you are currently enrolled in, as well as those that you have begun but have not completed.

[Summary](#)    [Transcript](#)    [Current Plan Details](#)    [All Plan Details](#)

Summary

Summary View Criteria:

All     Current Year     Last 12 Months

Date Range

From: Dec 15, 2011  
 To: Dec 15, 2011

[Click Here To Update View](#)

[Show Progress Toward Plan](#)  
[Add a Personal Learning Activity](#)

**In Progress**

Code	Title	Status	Date Enrolled	Action
AOCCB_1020	<a href="#">COMBINED CYCLE: Abnormal Operations</a>	Enrolled	Dec 15, 2011	
	Complete all of the following Learning Activities and achieve a total of 3 units:			
	<a href="#">AOCCB_1020-1 COMBINED CYCLE: Abnormal Operations - Pretest (1 units)</a>	In Progress	Dec 15, 2011	<a href="#">Launch</a>
	<a href="#">AOCCB_1020-2 COMBINED CYCLE: Abnormal Operations (1 units)</a>	Not Enrolled		
	<a href="#">AOCCB_1020-3 COMBINED CYCLE: Abnormal Operations - Post Test (1 units)</a>	Not Enrolled		
ELACDC0-0311CEN-70_1027	<a href="#">Direct and Alternating Current</a>	Pending Approval	Dec 15, 2011	<a href="#">Cancel Request</a>
ELACDC0-0311PEN-70_1027	<a href="#">Direct and Alternating Current Pre Test</a>	Exceed Attempt Pending Approval	Dec 15, 2011	<a href="#">Cancel Request</a>

- The *Future Enrollments* section lists the courses that the student has been enrolled in, that have future enrollment dates. A course in this section can be taken at any time.

**Future Enrollments**

Code	Title	Status	Date Enrolled	Action
AOCS2_1020	<a href="#">COMBUSTION TURBINE: Support Systems 2</a>	Enrolled	Feb 14, 2012	
	Complete all of the following Learning Activities:			
	<a href="#">AOCS2_V1_1020-1 COMBUSTION TURBINE: Support Systems 2</a>	Not Enrolled		
	<a href="#">AOCS2_V1_1020-2 COMBUSTION TURBINE: Support Systems 2</a>	Not Enrolled		
	<a href="#">AOCS2_V1_1020-3 COMBUSTION TURBINE: Support Systems 2</a>	Not Enrolled		

- The *Planned Learning* section lists the courses that are associated to Group Learning Plans the student is enrolled in as well as courses the student planned for themselves.

**Planned Learning**

Code	Title	Requirement	Due Date	Action
1110709	<a href="#">Human Trafficking</a>	Recommended	Jan 12, 2012	
	Recommended by <a href="#">Save the World pt. II</a>			
1111006	<a href="#">Gang Trends</a>	Recommended		
	Recommended by <a href="#">Save the World pt. II</a>			

### The Transcript

The *Transcript* is a permanent record of all of the students' training attempts. Each time the student completes a learning activity, it is recorded and displayed. If a student takes a learning activity more than once, each instance will be displayed in a separate line. The Transcript details can be sorted by any of the column headings, with the exception of the *Action* column.

Transcript

Transcript View Criteria:

All     Current Year     Last 12 Months
 Date Range:  From: Nov 17, 2011 To: Nov 17, 2011

[Click Here To Update View](#)

Completed Learning Activities:

Code	Title	Completed	Expires	Score	Passed	Action
ILCLC_TIC_EKPC	Clear Communication	Nov 14, 2011	N/A		No	
	ILCLC_TIC_EKPC-2 Clear Communication - Course	Nov 14, 2011	N/A	0		<a href="#">Launch</a>
	ILCLC_TIC_EKPC-3 Clear Communication - Post Test	Nov 14, 2011	N/A	50%		
TOC1634473711683088540	Clinic Day 2011 NA Blood Transfusion Reaction	Nov 7, 2011	N/A	70	No	
AOTSF_JCTC-1	POWER PLANT TURBINES: Steam Flow - Pretest	Nov 1, 2011	N/A	40	Yes	
AMMBA_EKPC	MATH: Basics	Oct 27, 2011	N/A		No	
	AMMBA_EKPC-1 MATH: Basics - Pretest	Oct 27, 2011	N/A	75		
	AMMBA_EKPC-2 MATH: Basics - Course	Oct 27, 2011	N/A	N/A		<a href="#">Launch</a>
	AMMBA_EKPC-3 MATH: Basics - Post Test	Oct 27, 2011	N/A	65		
NUS-ACCBE-L-B70_1027	Using Electrical Test Equipment	Oct 27, 2011	N/A		No	
	NUS-ACCBE-L-70_1027 Using Electrical Test Equipment	Oct 27, 2011	N/A	30		
	NUS-ACCBE-L-P70_1027 Using Electrical Test Equipment - PreTest	Oct 27, 2011	N/A	30		
ELACDC0-0311CEN-70_1027	Direct and Alternating Current	Oct 27, 2011	N/A	40	No	
ELACDC0-0311PEN-70_1027	Direct and Alternating Current Pre Test	Oct 27, 2011	N/A	60	No	
NUS-ACCBE-L-B70	Using Electrical Test Equipment	Oct 27, 2011	N/A		No	

### Current Plan Details

Displayed on this page are the details of all **valid/current** Group Learning Plans the user is a member of, as well as any individual learning activities that the user has planned for themselves. Learning Activities that have been removed will also be displayed.

[Summary](#)    [Transcript](#)    [Current Plan Details](#)    [All Plan Details](#)

Current Plan Details

Learning Plans: Individual Learning Plan Save the World pt. II

Individual Learning Plan

Description: Learning activities planned specifically for this user.

Learning Activities on this Plan

Code	Title	Plan	Status	Action
AOCCH_1020	<a href="#">COMBINED CYCLE: Heat Recovery Steam Generators</a>	Required on Dec 15, 2011		<a href="#">Edit</a> <a href="#">Remove</a>

Learning Activities Removed from this Plan

Code	Title	Plan	Status	Action
AOIAL_JCTC	<a href="#">INDUSTRIAL MATH: Algebra</a>	Removed by <a href="#">Bruce Wayne</a>		<a href="#">Replan</a>
AOPOB_JCTC	<a href="#">TROUBLESHOOTING: Basic Concepts</a>	Removed by <a href="#">Bruce Wayne</a>		<a href="#">Replan</a>

### All Plan Details

Displayed on this page are the details of all the Group Learning Plans the user is a member of (valid or invalid), as well as any individual learning activities that the user has planned for themselves. Learning activities that have been removed will also be displayed.

[Summary](#)
[Transcript](#)
[Current Plan Details](#)
[All Plan Details](#)

All Plan Details

Learning Plans: Individual Learning Plan Save the World pt. II

Individual Learning Plan

Description: Learning activities planned specifically for this user.

Learning Activities on this Plan

Code	Title	Plan	Status	Action
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APOPB_JCTC	<a href="#">TROUBLESHOOTING: Basic Concepts</a>	Removed by <a href="#">Bruce Wayne</a>		<a href="#">Replan</a>

### Learning Activity Types

There are four (4) different types of learning activities. You may see all of these types in your catalog or you may only see certain types. The types of learning activity that are visible in your catalog are determined by your organization when the account is set up.

- Pre Test: This learning activity is used to test a user’s knowledge on a specific subject matter prior to taking the Course and Post Test.
- Course: This learning activity is the ‘video’ portion.
- Post Test: This learning activity is used to test a user’s knowledge on a specific subject matter after the course has been completed.
- Blended Activity: This type of learning activity is comparable to a *folder* that holds the individual components (Pre Test, Course & Post Test).
- Some blended activities contain only two (2) learning activities; a Pre Test and a Course/Post Test combination.

## USER PROCESS DETAILS

### Launching a Course

To launch a learning activity from your *Learning Plan Summary*:

- Click on the title of the learning activity.
- Click the *Launch* link on the *Learning Activity Details* page.

To launch a learning activity from your *Transcript*:

- *Courses* are the only type of learning activity that can be launched from the *Transcript* page.
- Navigate to your *Transcript* page.
- Click on the *Launch* link that is displayed in the *Action* column.

Learning Activity Details

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**COMBINED CYCLE: Abnormal Operations - Pretest**

Title: COMBINED CYCLE: Abnormal Operations - Pretest      Type: Online Course  
Code: AOCCB\_1020-1  
Units: 1

Description: In this program, we'll look at conditions that are associated with abnormal operations in a combined cycle power plant. We'll examine some problems that can occur during a cold startup and a routine shutdown. We'll also look at abnormal conditions assoc

Prerequisites: None

[Launch](#) | [Add to My Learning Plan](#)






**Note:**  
\* To immediately enter this Learning Activity, click Launch.  
\* To place the Learning Activity in your Learning Plan for future enrollment, click Add to My Learning Plan

### Navigating a Course

Once the *Launch* link for a course has been selected, a new window will open containing the *Course*.

The course will begin playing automatically.



-  - Click on this icon to get the menu for the course, which is like a table of contents. Click on the different *chapters* to be taken to that section in the course.
-  - Click on this icon for the written materials that accompany the course. Once open, click on the document you would like to view or print. It will be displayed in PDF format.
-  - Click on this icon to turn Closed Captioning on or off. The default setting is off.
-  - Click on this icon to adjust the volume.
-  - Click on this icon to view the course in full screen mode.

## Catalog

Select the *Catalog* link to be taken to your catalog displaying all learning activities that are available to your organization.

- Clicking on a learning activity title will display the *Learning Activity Details* page for that learning activity.
- Click the *launch* link to launch the learning activity.
- Click the *Add to My Learning Plan* link to add the learning activity to your individual learning plan.

## Search

Select the *Search* link to be taken to the search page that gives you the ability to search for a learning activity by *Course Code*, *Course Title*, *Course Type* or *Description*, or any combination of criteria.

- The course code and the course title fields have a drop down list associated to them. The possible options are *Starts With*, *Exact* and *Contains*.

### Search

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**Search Criteria**

Code:

Title:

Type:

Description:

## Personal Information

Selecting the *Personal Information* link takes you to your user profile.

- The fields that can be changed or updated on this page are First Name, Last Name, Email Address, Password and Employee ID.
- To make changes, simply remove the information that requires changing, enter the correct information, and then click on the *save* button.
- If information needs to be changed in a field that you do not have access to, please contact your User Administrator.

### Personal Information

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**User Profile**

First Name:

Last Name:

Email:

Login ID: wonderwoman

Password:

Verify Password:

PID:

Job Category: None

Preferred Domain: Superheroes Only!

Employee ID:

Hire Date:

Subscription End Date: Dec 31, 2012

Locale:

Time Zone: Central Time (US and Canada)

Manager: Wayne, Bruce

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