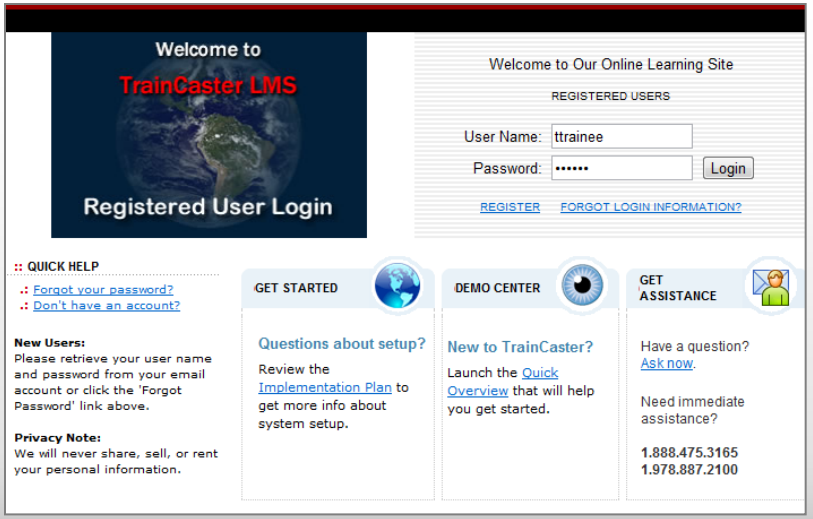
Intro to TrainCaster



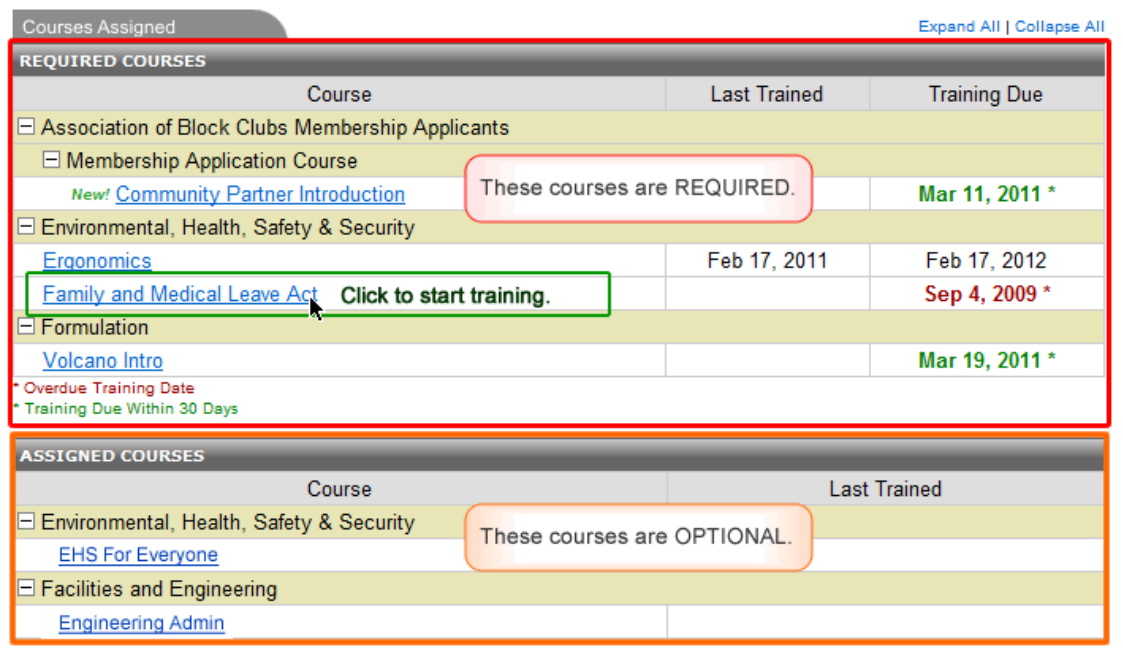
Logging In

You received an email when your user account was created. The email has your User ID and Password, as well as the link for your corporate online training site.

Click the link and login using the information provided in the email.

My TrainCaster is your online training home page. Here you'll find your course assignments, training requirements and due dates. **'Courses Assigned'** lists all of your courses – both required and optional.

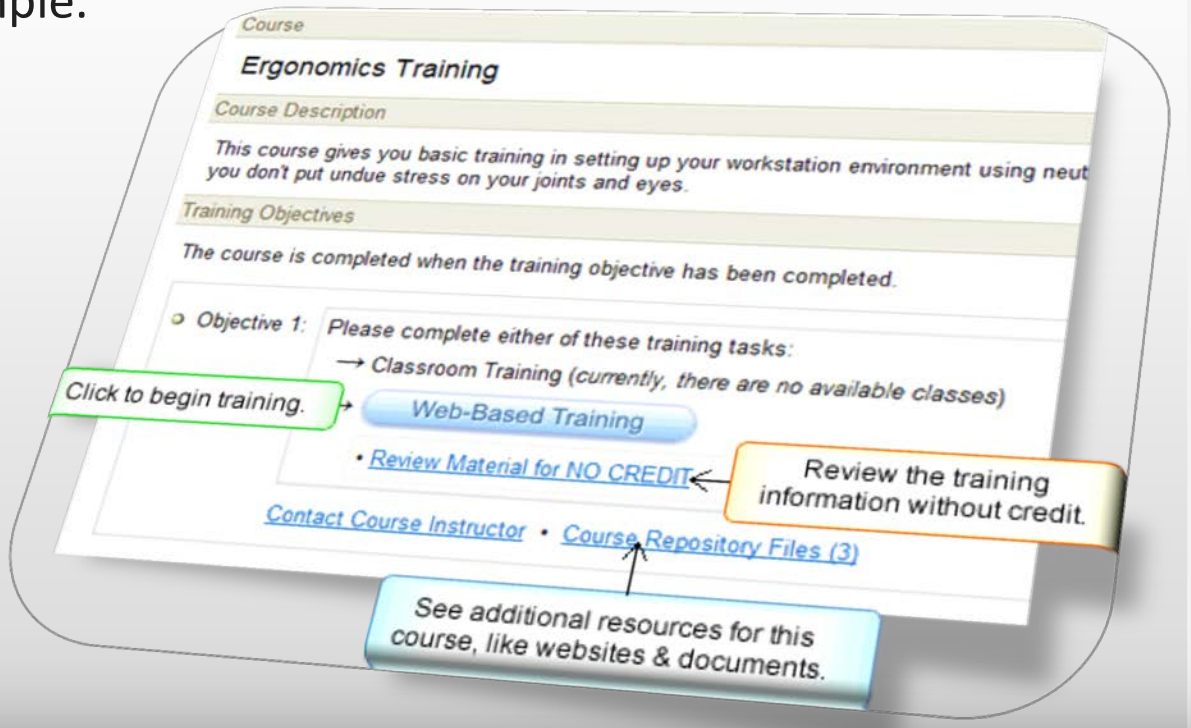
To start taking a course, **click on the Course Title**.



My TrainCaster Explained

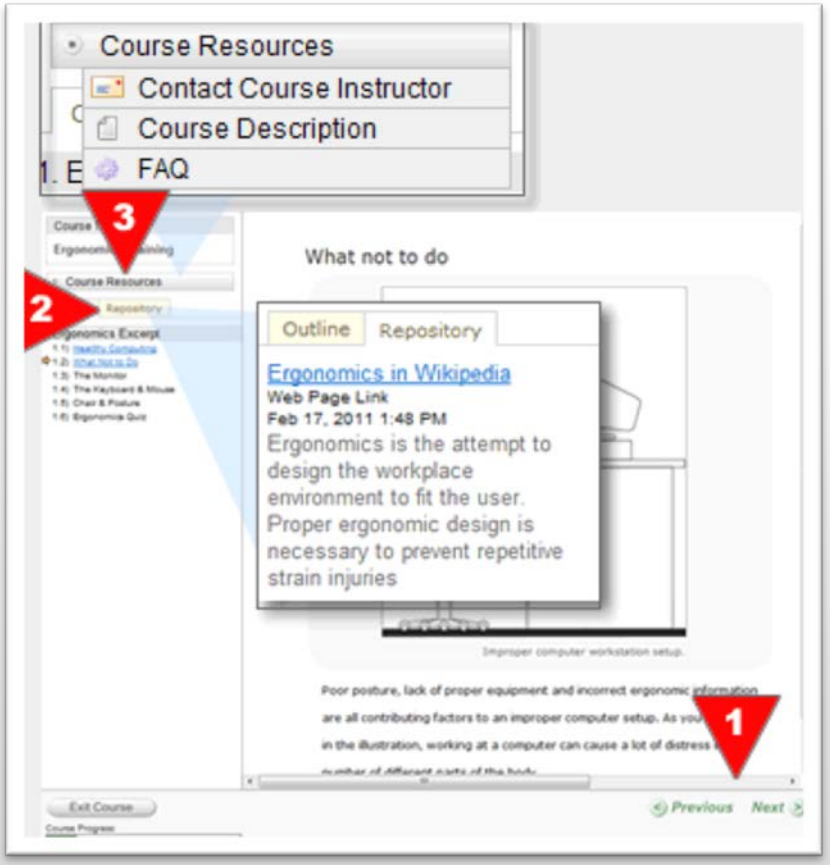
The Course Launch page has links to all your options: web training, classroom (if available), additional resources, and a **review link** that lets you view the content for no credit…if you just need a quick refresher, for example.

NOTE: Reviewing content is NOT the same as taking the course for credit.



The Course Launch Page

1. Use the NEXT and PREV links to navigate through the course.
2. Click ‘Repository’ to see files or websites that supplement the course material.
3. Click ‘Course Resources’ to access the FAQ, Glossary, or to contact the instructor via email.

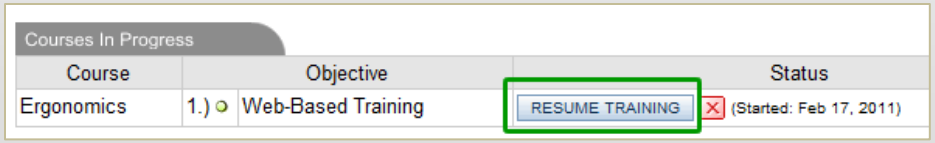


Taking a Course

Resume Training

To continue a course, click the RESUME TRAINING button in the 'Courses in Progress' section of the page.

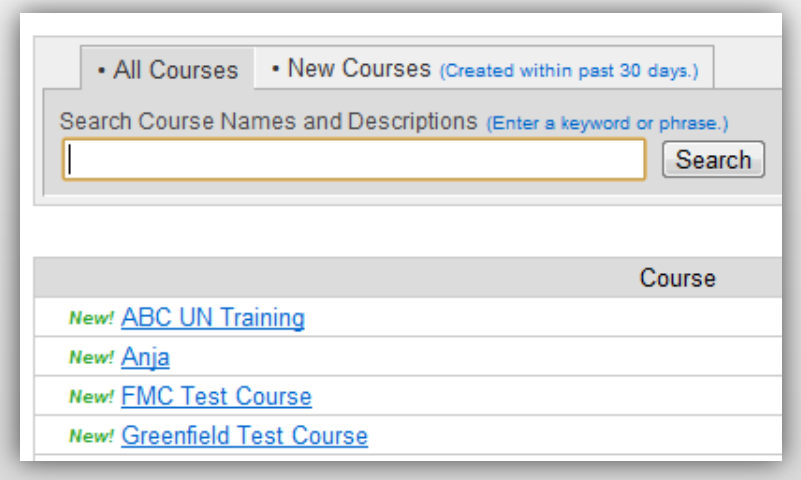
This will pick up your training session where you left off.



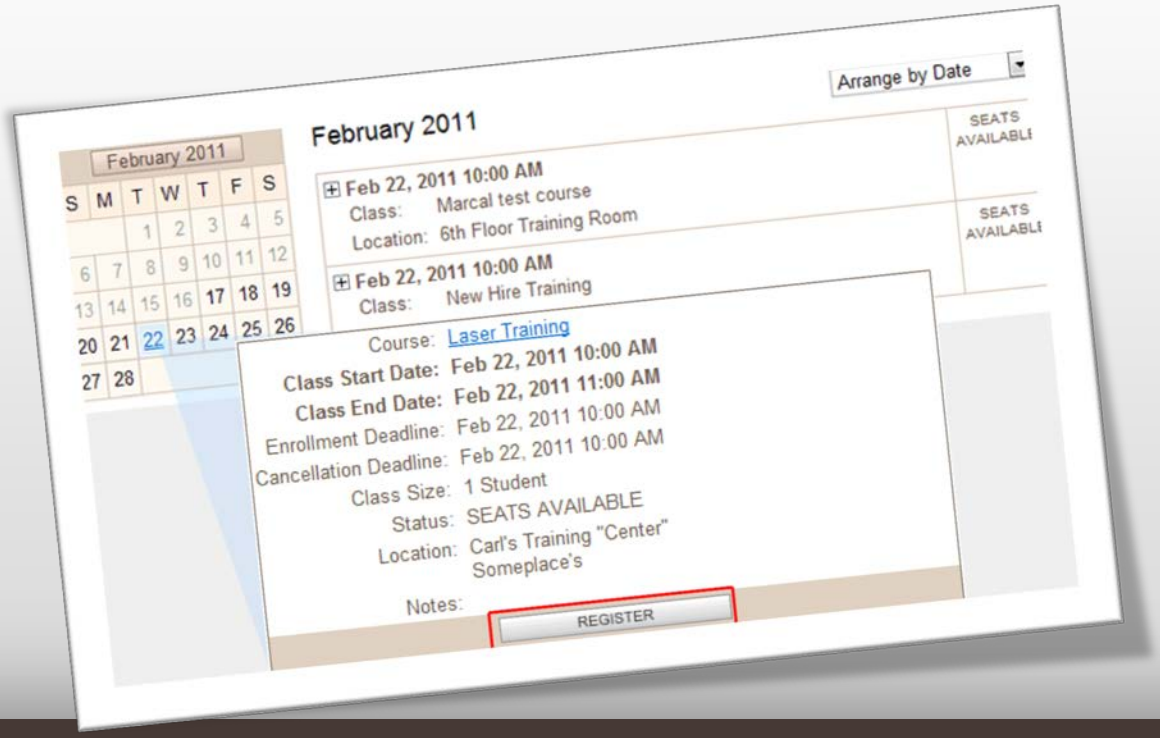
The Course Catalog

Browse the course catalog tab to choose courses yourself. Search for a specific course, or browse the newest courses.

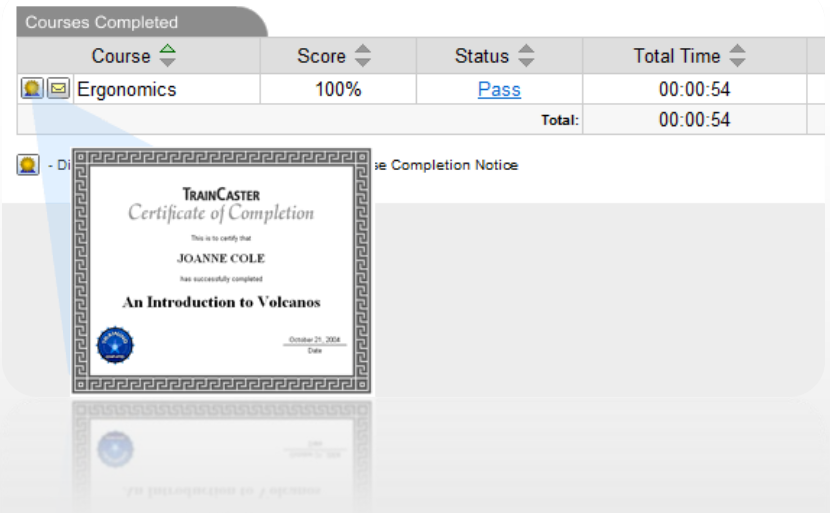
To take a course just click the course name.



Use the classroom calendar tab to see what training sessions are offered on specific dates, in specific locations. To sign up for a classroom training session, click the ‘Register’ button.



Classroom Calendar



Need to retrieve a training certificate or completion email?

Click the course history tab to see a listing of all of the courses you have taken. Then click the icon to retrieve your proof of training.

Course History

Administrative Details

Although you may re-take courses that you have taken previously, each time you take a course a new training record is stored in the database. Re-taking a course does not update your score from a previous attempt.

TrainCaster automatically keeps track of your training requirements, course progress and all quiz and exam scores for every course you take.

Printable certificates are always available via the course history tab.

Thanks for viewing this introduction to TrainCaster.

If you have any additional questions regarding courses or the use of TrainCaster, please contact training administrator in your organization.

Wrap-up