Environmental, Safety, and Occupational Health Training Network (ESOHTN)

User Manual
Air Force Special Operations Command

Last Updated: 07/08

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Section I: Introduction

Welcome to the Environmental, Safety, and Occupational Health Training Network (ESOHTN). This manual is designed to familiarize you with ESOHTN and maximize its usefulness to you. This ESOHTN manual is for Air Combat Command (ACC), Air Education Training Command (AETC), Air Force Space Command (AFSPC), and Air Force Special Operations Command (AFSOC).

A. What Is the Environmental, Safety, and Occupational Health Training Network?

ESOHTN is a web-based training and assessment system accessible from any computer with Internet access. It was developed to provide environmental compliance information and training to users who need an understanding of environmental laws, regulations, and policies to successfully complete their jobs. The Air Force is using ESOHTN to help you become familiar with the environmental compliance requirements that apply to your job. This will help you avoid some of the common problems that people encounter when they are unfamiliar with the environmental issues related to the way they work.

ESOHTN 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 or the base Environmental Office. Some hyperlinks to additional information sources on the Internet are included within the training modules and on your installation's ESOHTN home page.

We encourage you to use the system as often as you like as a reference tool for environmental compliance information.

B. Why Should I Use ESOHTN?

The Air Force expects you to be familiar with the environmental compliance requirements that impact your work activities.

Ignorance is no reason for being out of compliance. You will be held responsible for violating environmental laws and policies. ESOHTN will help you gain the general knowledge you need to do your job in accordance with environmental compliance laws and policies that apply to your organization. You are encouraged to use ESOHTN as a starting place for learning about the types of activities that are regulated by environmental standards and requirements. This training will provide you with the basics of environmental compliance, and help you realize when you may need to find more information regarding an issue.

Section II: First Time Registration

A. Condensed Instructions

1. Go to the ESOHTN website: **http://esohtn.com**

2. Click **Enter**.

3. Select your MAJCOM.

4. At the **Welcome to ESOHTN** screen, click **Enter**. On the next screen, refer to the **REGISTER - New Users** box.

5. <mark>Ask your supervisor or base ESOHTN Coordinator for the registration password.</mark> Enter the password into the box.

    a. If they cannot tell you the registration password, click **ESOHTN Technical Support** at the bottom of the **New Users** box. You can request to have the registration password sent to you via email.

6. Click **Create An Account**.

7. This will take you through a series of registration steps. In each step, just fill in the requested information. After completing each step, click **Next Step**.

8. At the final step, read the **User Agreement**. To complete registration, you must accept the User Agreement by clicking **I Agree - Complete Registration**.

    a. By clicking **I Agree – Complete Registration**, you agree to personally respond to the test questions and not allow others to respond to the questions on your behalf.

9. After you successfully register, you will be taken to the ESOHTN home page for your installation.

    *   From here, you have a number of options, including beginning training and testing or linking to other resources, all of which are further explained in the following sections.

    *   You may also choose to end your session by logging out. The next time you enter the site, you will login by typing the username and password that you just created.

B. Detailed Registration Instructions

When you use ESOHTN for the very first time, you will need to create a user account. After that, you will login to the system with your own username and password. Follow these steps to create a user account.

1. Go to the ESOHTN website: **http://esohtn.com**

2. Click **Enter**

3. Select your MAJCOM.

4. At the **Welcome to ESOHTN** screen, click **Enter**. On the next screen, refer to the **REGISTER - New Users** box.

5. <mark>Ask your supervisor for the registration password.</mark> Enter the password into the box.

   a. If they cannot tell you the registration password, click **ESOHTN Technical Support** at the bottom of the **New Users** box. You can request to have the registration password sent to you via email. You can also call the help desk 800 number (866) 730-4253 for assistance.

6. Click **Create An Account**

7. This will take you through a series of registration steps. In each step, just fill in the requested information. After completing each step, click the Next Step -> button. The following section provides detailed instructions of the registration steps.

STEP 1 – Your Name and Contact Information

Step 1 - Your Name and Contact Information

Enter your first and last name in the spaces provided.
You may optionally enter your middle name or initial, but it is not required.

First name: _____ *

Last name: _____ *

Middle initial: _____

Provide an email address so that we can contact you.

Email address: _____ *

* You must enter information into all fields marked with an asterisk (*).
? Click the ? icon to get additional help.

Cancel Registration   Next Step ->

1. Enter your first and last name.

2. 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).

3. Enter your email address.

   a. Your correct email address is important. It enables ESOHTN Support to send you a new password if you forget the one selected during registration.

4. Click Next Step ->.

STEP 2 – Account Information

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

2. Click [Next Step ->].

STEP 3 – Select User Type

1. Using the first drop down menu, select the user type that applies to you.

2. Using the second drop down menu, select the Service Branch with which you are associated.

3. Click [Next Step ->].

STEP 4 – Organizational Information

User Type: Military, Civilian government employee, **Contractor (Non-construction), or Family Housing**

Select the base or installation for which you are registering. Once a base or installation is selected, you will be prompted to select a **Wing/Tenant Command** from the list.

After choosing your **Wing/Tenant Command**, select your **Group** from the list.

After choosing your **Group**, select your **Squadron/Department** from the drop down list.

After choosing your **Squadron/Department**, select your **Flight/Function** from the drop down list and click Next Step ->.

User Type: Contractor (Construction)

If your user type is **Contractor (construction)**, and you have selected your installation from the drop-down list, you will be directed to choose your Company Name for whom you work. You will also be prompted to enter your Contract Number/Title. Click Next Step -> .

STEP 5 – Job Training Information

In Step 5, you will be asked to select information related to your job duties. This information will be used to create your training plan.

1. If you selected **Military** in Step 3:

    a. Select your AFSC code from the drop down menu.

    b. If any of the additional responsibilities listed apply to you, select those by checking the box to the left of them.

    c. Click Next Step -> .

2. If you selected **Civilian Government Employee or Contractor (Non-construction)** in Step 3:

      a.   Select your job code type from the drop down menu: GS, WG or Other.

      b.   Select your GS or WG code, or job description if you selected "Other", from the drop down menu.

      c.   If any of the additional responsibilities listed apply to you, select those by checking the box to the left of them.

      d.   Click | Next Step -> |.

3. If you selected **Contractor (Construction) or Guest** in Step 3:

    a. Check all the job functions for which you are required to qualify. You can select more than 1 but you must select at least 1.

    b. Click [Next Step ->].

Step 5 - Job Functions

Check all the job functions for which you are required to qualify.
You must check at least one job function.

- ☐ Aircraft Maintenance
- ☐ Building Construction
- ☐ Building Demolition
- ☐ Building Renovation
- ☐ Carpentry
- ☐ Digging in the Ground
- ☐ Electrical
- ☐ EMS Awareness Level Training
- ☐ Fire Alarm System Repair
- ☐ General Labor
- ☐ Heating, Refrigeration and Air Conditioning Repair
- ☐ Operating Heavy Equipment
- ☐ Painting
- ☐ Plumbing and Pipe Fitting
- ☐ Project Manager
- ☐ Road, Parking Lot, or Airfield Paving
- ☐ Roofing
- ☐ Small Engine Maintenance
- ☐ Vehicle Maintenance
- ☐ Welding
- ☐ Window Glazing
- ☐ Other

[<- Go Back] [Cancel Registration] [Next Step ->]

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4. If you selected **Family Housing** in Step 3, you will go directly from Step 4 to the User Agreement (see below).

STEP 6 – User Agreement

ESOHTN User Registration

Step 6 - User Agreement

The Terms and Conditions for use of this site are incorporated into this User Agreement by reference and you agree to be bound by them, including any amendments we may make to them. Please review the current Terms and Conditions if you have not already read them.

Personal Use: You agree to use the system for your personal training and reference purposes (either for the benefit of yourself or your employer). You agree to personally respond to all test questions. You agree that you will not disclose your password to anyone else or otherwise permit anyone to gain unauthorized access to this site.

Reproduction and Reuse: Except as specifically permitted in the Terms and Conditions, reproduction or transmission of the materials contained in this site, whether electronically or in hard copy format to anyone is prohibited. None of these materials may be posted on the Internet or on corporate intranets without our written permission.

Conflicts: In the event conflicts exist between the material provided in this training system and your contract documents, you acknowledge that the contract documents will always take precedence.

Disclaimer: This training is intended to make you aware of environmental compliance issues that you may encounter while you are living and working on military installations. You are still required to meet all requirements established by the United States Environmental Protection Agency (EPA), the United States Department of Defense (DoD), the United States Department of Labor, Occupational Safety and Health Administration (OSHA), your Service Branch, and the country, state, county and municipality where your installation is located. This training is not intended to be the sole source of information for compliance. Compliance decisions can be complex and should be made with the guidance of competent professionals. The information contained in this site is not intended to serve as legal or professional advice. We recommend you consult appropriate professionals before making any decisions with legal implications.

<- Go Back   I Decline - Cancel Registration   I Agree - Complete Registration

1. After reading the User Agreement, click **I Agree – Complete Registration** to complete your registration.

    a. By clicking **I Agree – Complete Registration**, you agree that you will personally respond to the test questions and not allow others to respond to the questions on your behalf.

2. You will be taken to the ESOHTN home page for your installation.

    • From here, you have a number of options, including beginning training and testing or linking to other resources, all of which are fully explained in the following sections.

    • You may also choose to end you session by logging out. Click Logout in the primary navigation bar at the top of the page. The next time that you login to ESOHTN, you will use the username and password you created during registration.

Section III: Login

A. Returning User Login

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

1. Go to the ESOHTN website: **http://esohtn.com**

2. Click **Enter**.

3. Select your MAJCOM.

4. At the **Welcome to ESOHTN** screen, refer to the **Registered Users** box.

5. Enter your User ID and password and click **Login**.

6. You will be taken to the ESOHTN home page for your installation.

B. Account Access Help

What if I forget my password?

1. If you forget your password, click on the Help link at the bottom left of the login page.

2. The next screen that will open is called the "Account Access Help" page. Enter your User ID in the User ID box and click on **Send New Password**.

3. A new password will be sent to the e-mail address you provided when you registered (unless you have updated your account with a newer e-mail address since, then use that one). Use the new password to login to the system. You can then change your password by selecting **My Profile** from the primary navigation bar along the top of the ESOHTN home page.

What if I forget my User ID?

1. If you forget your User ID, click on the **Help** link at the bottom, left of the login page.

2. The next screen that will open is called the "Account Access Help" page. Enter your e-mail address in the box for the system to identify who you are.

3. Click on **Send User ID**.

4. A new password will be sent to the e-mail address you provided when you registered. Use the new password to login to the system. You can then change your password by selecting **My Profile** from the home page primary navigation bar. (These are the links displayed horizontally underneath the site banner at the top of the home page).

What if I need to change my account information?

Your personal information, password, organizational information and training plan can be changed from **My Profile** in the primary navigation bar at the top of the home page. See **Section IV** for specific instructions.

Section IV: ESOHTN Home Page

After you login to the ESOHTN system, the next screen that will open is the ESOHTN home page shown below. From here, you can access the following:

a) a primary navigation bar horizontally across the top of the page

b) reference areas on the left side of the page and along the bottom of the page

c) links to your training, all available training, and installation specific information

A. Primary Navigation Bar

Home

This link will take you back to your ESOHTN home page from anywhere within ESOHTN.

Training Plan

Click this link to go to the page called **Personal Environmental Training Plan** and view the following information:

1. the job or jobs for which you registered

2. the required training modules assigned to you (construction contractors will also see additional *optional* training listed)

3. the overall status of your training

    a. **Completed** means that you have taken all of the required tests and have answered <u>all</u> of the questions correctly.

    b. **Incomplete** means that you have not taken and/or passed all of the tests.

4. the status of each training module in your training plan

    a. **Passed** means you have already taken and passed the test for that module.

    b. **Take the Test** means you have not yet successfully passed the test for the 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**.

At the bottom of the page is a button called **Update Training Plan**. Click on this button to add or remove job functions or additional training from your training plan. (See **Change My Training Plan** on page 21 for detailed instructions.)

Test Results

Click **Test Results** in the primary navigation bar to view a list of all the tests you have taken. The system lists the test name, date taken, and your score. *You are required to score 100% in order to pass each test.* If you have done so, it will say **Passed** under **Test Score**.

Click **Review** to see which questions you answered correctly and which ones you did not.

Retest appears next to those tests that you have taken but have not yet passed. Click **Retest** to go back to and complete the test. *Only those questions you have not yet answered correctly will be presented to you.*

Print Certificate

Click this link to view all of the training modules you have completed. Training for each subject is considered completed when you take the test and get all of the questions correct (i.e., score 100%). The system lists the training module and date of completion.

From this screen you can also print your Certificate of Accomplishment by clicking **Print Certificate**. The certificate lists the modules you have successfully completed and the dates.

My Profile

Click **My Profile** to view your account information. You can make changes to the following:

- your personal information (name & email address)
- your user type
- your installation and organizational information
- your password

Click **Save Changes** when you are finished making any of these changes.

You can also transfer your ESOHTN account to another command. Click **Change to a different Command** to go to the **Transfer Account** page. Next, select the command you are moving to, fill in your organizational information, and click **Continue.** (Note that after a user changes to a new command the training plan will be "empty" and it will need to be updated/created.)

Suggestions

Use this link to send feedback, comments or suggestions to the developers of ESOHTN.

1. Click **Suggestions** in the primary navigation bar at the top of the page.

2. Select the subject and level of importance from the drop down menus.

3. Enter your comments in the large blank text box and click **Submit**.

Logout

Click on this link to logout of (exit) ESOHTN.

B. Reference Areas

Reference areas are located vertically along the left side of the home page and along the bottom of the page. The links contained in these two areas provide additional useful information.

ESOH Symposium Courses

Some of the courses from the 2006 Air Force Environmental Symposium are available to review at this site. You can register and review the courses by clicking on this link.

ESOHTN User Manual

Click **ESOHTN User Manual** to open a copy of this User Manual.

Notices

Relevant ESOHTN related Command Notices can be added here by the installation ESOHTN administrators.

ESOHTN Newsletter

Click **ESOHTN Newsletter** to view the most recent edition of the ESOHTN newsletter which highlights system enhancements, customer support tips, and other ESOHTN updates.

Command Account and EMS Completion Data

Click this link to view a summary of users within your command who have completed ESOHTN EMS training.

Training Managers

The ESOHTN administrator at your installation can designate a user account as a Training Manager. Training Managers can generate various ESOHTN reports and enter training completed via briefing.

A link to the Training Manager home page is located at the lower left corner of the ESOHTN home page **ONLY** for those users designated as Training Managers. Training Managers can click on this link to reach the Training Manager home page shown below.

Following is a detailed description of the links on the Training Manager home page.

Reports

EMS Training Report generates an EMS status report by user name, completion status, and date of completion.

Training Plan Progress Report provides a status report of training plans.

Module Completion Report provides a list of users who have completed a specific module.

Briefings

This function allows training managers to enter training completed via briefing by individuals without computer access and/or ESOHTN accounts. For example, if you have personnel who work in an area without computer access and provide EMS training to them via briefing, it can be recorded here.

Click **Training via Briefing Menu** to access the **Training Manager - Briefings** page shown on the next page. From here, you can add or list briefings/ briefing attendees, or generate briefing reports.

Additional Links

There are several informational links along the bottom of the ESOHTN home page as follows:

Contact Us

Click **Contact Us** for links to the e-mail, phone numbers, and mailing addresses for ESOHTN Customer Support and corporate offices.

Privacy Statement

This service is a tool to help you and others work in an environmentally responsible manner. The information you provide by participating in this training is intended to help you perform your work in compliance with federal, state, and local environmental rules and regulations. There is no other intended use for this information.

We never create individual profiles or give your information to any private organizations. We do not collect information for commercial marketing. While you must provide your name, job information and an e-mail address during registration, this information is used for setting up your training plan, reporting the results of your training to authorized administrators, and responding to your support requests. We recommend that you NOT include any other personal information, especially Social Security numbers. Beyond the uses listed above, we will only share the information you give us when otherwise required by law.

Disclaimer

This training is intended to make you aware of environmental compliance issues that you may encounter while you are living and working on military installations. You are still required to meet all guidelines established by the United States Environmental Protection Agency (EPA), the United States Department of Defense (DoD), the United States Department of Labor, Occupational Safety and Health Administration (OSHA), your Service Branch and the state or country where your installation is located. This training is not intended to be the sole source of information for compliance. Compliance decisions can be complex and should be made with the guidance of competent professionals. The information contained in this site is not intended to serve as legal or professional advice. We recommend you consult appropriate professionals before making any decisions with legal implications.

External links: The appearance of hyperlinks does not constitute endorsement by the International Center for Leadership Development, the Department of Defense or any Service Branch of the external Web site, or the information, products or services contained therein. The external links are provided consistent with the stated purpose of the Web site.

Accessibility

This website is designed based on the federal Section 508 standard for web sites. Achieving compliance with Section 508 is an ongoing process. If you have an accessibility issue with any part of this website, please contact us so we can help.

Links

Click **Links** to access the **Environmental Information Links** page. It includes an extensive list of links to external environmental compliance resources. The links are organized by environmental categories (i.e., Contamination Remediation, Spills, Pesticides, etc.). You can scroll through all of the categories using the scroll bar on the right side of the page or click on one of the categories to go directly to the links for that topic.

Click any of the links to go to that external website. A new window will open. To close the second window and return to the ESOHTN **Environmental Information Links** page, click the red X in the upper right hand corner of the screen.

C. Links to Training and Installation Specific Information

Go To Your Training

From the ESOHTN home page click "Go To Your Training" to go to the **ESOH Training and Testing** page.

Go to My Training Modules

Under the heading "My Training Plan", click **Go to My Training Modules** to access the page called **Personal Environmental Training Plan**. This page can also be accessed by clicking **Training Plan** in the primary navigation bar at the top of the home page. It was discussed in detail under **Training Plan** on page 15 of this manual and lists the following information:

- o the job or jobs for which you registered

- o the required training modules assigned to you (construction contractors will also see additional *optional* training listed)

- o the overall status of your training or status of each training module in your training plan

From this page you can do the following:

- o **Go To Training** - go to the training modules (for more information about training modules, see **Section V: How to Complete the Training**)

- o **Take the Test** (for more information about taking tests, see **Section VI: Testing and Assessment**)

- o **Update Training Plan -** Click **Update Training Plan** at the bottom of the page to add or remove job functions or additional training to/from your training plan. (See **Change My Training Plan** below for more detailed instructions.)

Change My Training Plan

You can also change your training plan. From the **ESOH Training and Testing** page click **Change My Training Plan** to access the page called **Update Environmental Training Plan**. You can remove job functions from or add functions to your training plan.

At the top of the page, you will see the job functions for which you are registered.

To **remove** a job function, check the box next to the job(s) you wish to remove. Then click **Save Changes** at the bottom of the page.

If you are a **Military, Civilian Government Employee, Contractor (Non-construction), or Family Housing user type** *and your job code changes*, you can change your training plan by selecting the new job code from the drop down and click **Save Changes**.

Update Environmental Training Plan

Your current job code is: -

You are registered for the following environmental training:
(Check the box next to any module you wish to remove from your training plan.)

☐ EMS Awareness Level Training

Enter changes below:

Your Environmental Training Plan is determined by your AFSC code. You can change your AFSC below:

Select your AFSC code:

- Select one -	▼

Check any additional responsibilities for which you are required to qualify:

☐ ESOH Council Senior Leader
☐ Facility Manager
☐ Government Purchase Card Holder
☐ Hazardous Waste Accumulation Point (AP) Manager or Hazardous Waste Storage Area Manager
☐ Hazardous Waste Initial Accumulation Point (IAP) Manager, or Satellite Accumulation Area Manager
☐ Person Who Needs Sediment and Stormwater Construction Training--NPDES training
☐ Person Who Takes RCRA Annual Refresher Training
☐ Storage Tank Custodian
☐ Unit Environmental Coordinator (UEC)

[Save Changes]   [Cancel Changes]

If you are a **Contractor (Construction) or Guest user type** *and your job duties change*, you can change your training plan by checking the box next to the new job duties that apply to you. Then click **Save Changes** at the bottom of the page.

Update Environmental Training Plan

You are registered for the following environmental training:
(Check the box next to any module you wish to remove from your training plan.)

☐ EMS Awareness Level Training

Enter changes below:

Check all the job functions for which you are required to qualify:

☐ Aircraft Maintenance
☐ Building Construction
☐ Building Demolition
☐ Building Renovation
☐ Carpentry
☐ Digging in the Ground
☐ Electrical
☐ EMS Awareness Level Training
☐ Fire Alarm System Repair
☐ General Labor
☐ Heating, Refrigeration and Air Conditioning Repair
☐ Operating Heavy Equipment
☐ Painting
☐ Plumbing and Pipe Fitting
☐ Project Manager
☐ Road, Parking Lot, or Airfield Paving
☐ Roofing
☐ Small Engine Maintenance
☐ Vehicle Maintenance
☐ Welding
☐ Window Glazing
☐ Other

Information about My Training Plan

The **ESOH Training and Testing** page also includes an explanation of what a training plan is and how to modify it. Every person who uses ESOHTN has a training plan. The training plan is set up for you during registration, but in most cases, can be changed as your job duties or assignments change.

All Available Training

From the ESOHTN home page, click "All Available Training" to go to a page called **Table of Contents**. Next, click on **Environmental Training** to access links to all of the ESOHTN training modules available for your installation (not just the modules required for your specific job functions).

You are welcome and encouraged to take any of the ESOHTN training, and you will receive credit for all of the tests that you pass.

Installation Specific Information

Installations have the option of customizing their site to include additional environmental information in this area. Some of the information you might see includes the following:

Base Contacts

Information about who or what office to contact at your installation when you have questions about environmental issues can be listed here.

Name	Organization	Phone	E-mail	Installation
Solid Waste		(318) 456-3499		Barksdale AFB
Spill Prevention Control and Countermeasures		(318) 456-5256		Barksdale AFB
Storage Tanks		(318) 456-3522		Barksdale AFB
Storm water		(318) 456-5256		Barksdale AFB
Wastewater		(318) 456-3522		Barksdale AFB
PCB's		(318) 456-5917		Barksdale AFB
Affirmative Procurement		(318) 456-3499		Barksdale AFB
Asbestos		(318) 456-5454		Barksdale AFB
Conservation		(318) 456-3353		Barksdale AFB
Cultural Resources		(318) 456-5262		Barksdale AFB
Drinking Water		(318) 456-5917		Barksdale AFB
EMS		(318) 456-4823		Barksdale AFB
General Compliance and Enforcement		(318) 456-5917		Barksdale AFB
General Occ Health		(318) 456-6730		Barksdale AFB
General P2		(318) 456-3499		Barksdale AFB
General Safety		(318) 456-5616		Barksdale AFB
Hazard Communications		(318) 456-6730		Barksdale AFB

Forms, Documents and Checklists

If your installation supplied forms and checklists, or other sources of environmental information that they want you to have easy access to, they will be located in this area.

HOME	TRAINING PLAN	TEST RESULTS	PRINT CERTIFICATE	MY PROFILE	SUGGESTIONS	LOGOUT

This document requires that the Adobe Acrobat Reader be installed on your computer. This program will allow you to view, navigate, and print these documents from your computer. The program is free and can be downloaded using the links below. Once the program has been downloaded and installed on your machine, you will not have to repeat the procedure the next time you visit our site. Download From Adobe's Acrobat Reader Web Page

Hazardous Waste Management Plan
Ellsworth AFB Asbestos Operations Plan
Ellsworth AFB Final Asbestos Management Plan
Ellsworth AFB Environmental Incident Investigation Board (EIIB) Checklist
Ellsworth AFB Industrial Waste Management Program Plan
Ellsworth AFB Land Use Restrictions
Ellsworth AFB SPCC Plan
Ellsworth AFB Pollution Prevention Management Action Plan
Ellsworth AFB Affirmative Procurement Plan
Ellsworth AFB Title V Permit Requirements
Ellsworth AFB Used Oil Management Plan

Section V: How to Complete the Training

Unless otherwise directed by a supervisor, you are not required to complete the training or tests in any particular order. ESOHTN keeps track of which training and tests you have completed.

A. How to access your training modules

1. When you login to ESOHTN you will be on the home page for your installation.

2. To access your training modules,

    a. click **Training Plan** in the primary navigation bar (located horizontally along the top of the page), OR

    b. Click "Go To Your Training" and then **Go To My Training Modules** under the heading "My Training Plan".

3. Your **Personal Environmental Training Plan** page will open.

4. All of the job functions for which you are registered are listed. Under each job function, the required training is listed by subject (air emissions, wastewater, asbestos, hazardous waste, etc…).

5. Click **Go to training** to the right of the module you want to review.
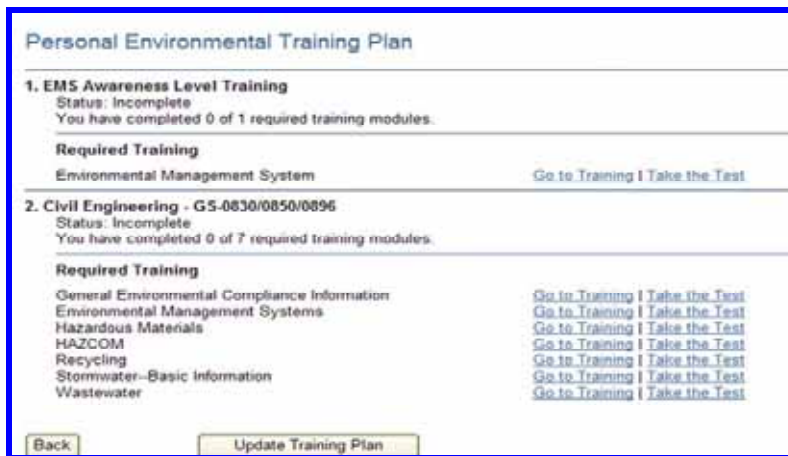
B. Primary Navigation Bar in the Training Modules

The primary navigation bar is the same when you are in the training modules as it is on the home page, with the following exceptions:

- The **Suggestions** link is called **Request Assistance.** The purpose of the **Request Assistance** link is the same as **Suggestions**. You can use it to send feedback, comments or suggestions to the developers of ESOHTN.

- There is an additional link in the primary navigation bar of the training modules. It is called **Take Test**. You can click **Take Test** from any page in the module to go directly to the test for that module.

C. How to Use the Training

ESOHTN 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 in the **Table of Contents** on the left side of the screen.

D. How to Exit a Training Module

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 ESOHTN home page, click **Home** in the primary navigation bar.

- If you want to take the test on the module you are currently in, click **Take Test** in the primary navigation bar.

- If you want to review a different module in your training plan, click **Training Plan** in the primary navigation bar.

- If you are finished with your ESOHTN session and want to logout, click **Logout** in the primary navigation bar.

Section VI: Testing and Assessment

ESOHTN randomly generates each test from a pool of available questions. Generally, each test will contain one question from each page in the training module. 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.

A. How to Access the Tests

You can access tests from two different places as follows:

- From your ESOHTN home page, click **Training Plan** in the primary navigation bar at the top of the page or "Go To Your Training" and then **Go To My Training Modules** under the heading **My Training Plan**. Select the test you want to take by clicking **Take the Test** to the right of the module name.

- From within a training module, you can access the test for the training module you are in by clicking **Take Test** in the primary navigation bar.

B. 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 ESOHTN. You will have to log back in 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** even if you have not completed all of the questions. The questions you answered will be assessed (see below) and the ones you did not answer will be counted as "incorrect". However, you can simply click **Retake 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 of the questions, click **Submit**.

   - **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.**

4. Your test responses are automatically sent to ESOHTN for immediate assessment.

C. The Test Assessment

- Immediately after submitting your test answers, you will see your results.

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

- In the left column, all of 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**.

  - The training page will open.

- 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:

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

   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 of the test questions correctly. **You must score 100% to pass the test.**

D. Printing Your Certificate of Accomplishment
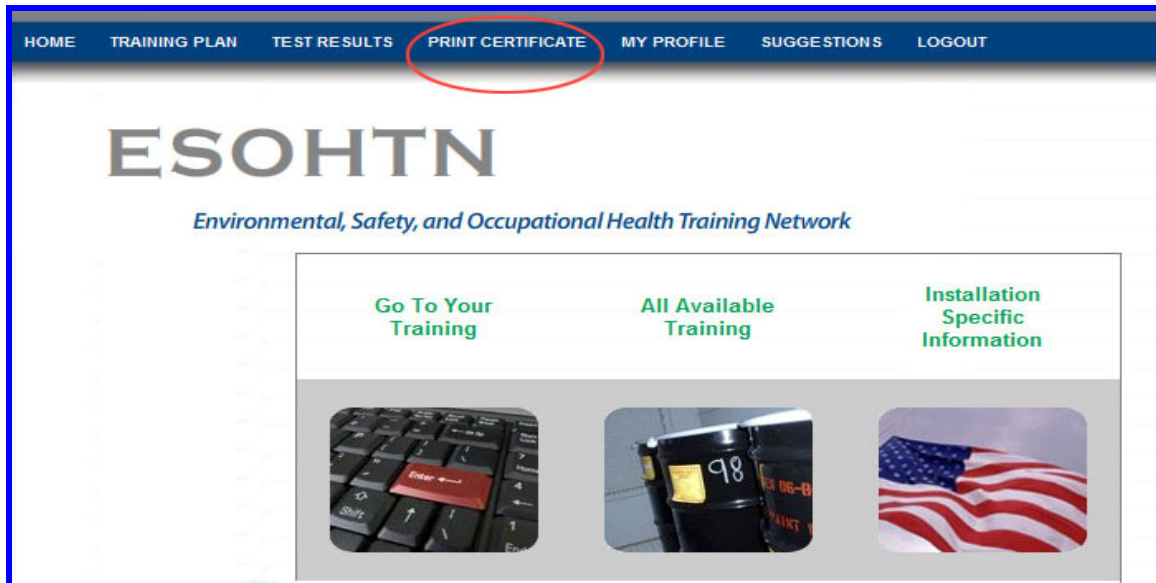
1. Click **Print Certificate** from the primary navigation bar at the top of the page.

2. The **Completed Environmental Training** page lists completed modules, continuing education credits, the dates on which you passed the tests, and any qualifications that have expired. The site administrator at your installation can also add external training credits to your completed environmental training.

3. Click the button for the size certificate that you want to print (wallet or full size). You will see your Certificate of Accomplishment. Based on your computer's settings, either the certificate will print or you will be prompted to send it to your printer.

You can also print a certificate after successfully passing a module by clicking the **Print Certificate** link on the **Individual Test Report** page as shown below.

Section VII: Do You Still Have Questions?

Please contact ESOHTN Technical Support with any questions regarding this manual.

Telephone: **ESOHTN Support**
(U.S.) 866-730-4253 or 407-880-9411

Email: support@ecatts.com