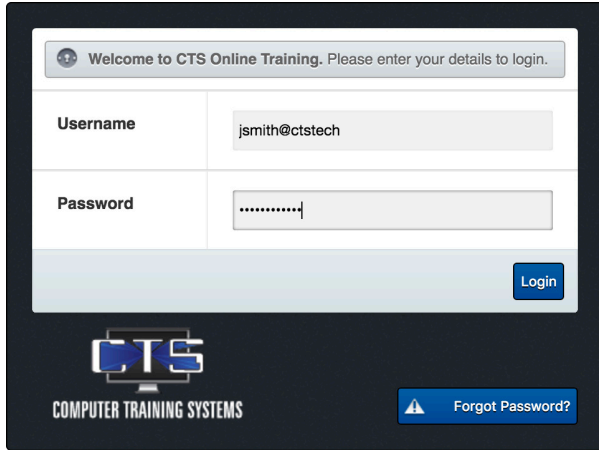




## Logging In

Navigate out to <https://training.ctsys.com> and enter your username and password. Click **Login**.



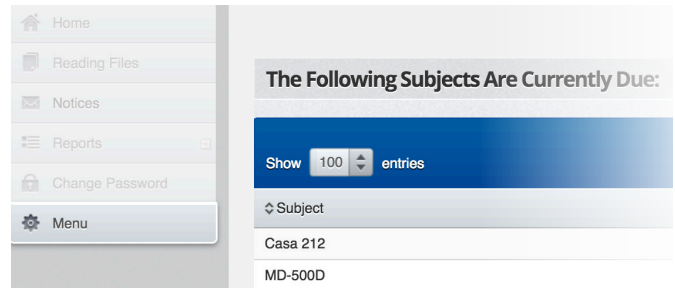
## Accessing Subjects

Currently due subjects will appear upon log in. Click on any subject to open it.

Alternately, subjects can be accessed by clicking **Menu** on the left side of the screen.

*Note:*

*Completing training before it is on the due list will not count towards completion as training resets once it comes due.*



## Completing Tutorials, Lessons and Exams

To fully complete a subject:

By default all tutorials, lessons, and exams must show a **valid completed date**.

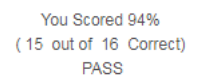


For tutorials, each page must present an **orange next button** to be given credit. Each sub-module must have a **green dot** to the left of it's name.



For lessons, **all questions must be answered correctly**.

For exams, a **PASS must be achieved**.

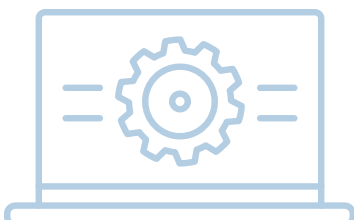
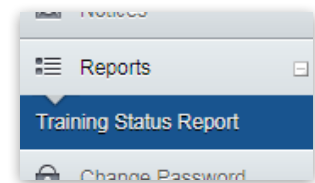


Administrators may force both tutorials and lessons.

## Creating a Training Status Report

You may generate a report at anytime to determine what is and is not complete. To do so:

1. Click on **Reports**, then click on **Training Status Report**
2. Select the **subjects** on the left, or choose **Select all**
3. Select the modules you want included under the **Select Options** section
4. If needed, change the **Date From** and **Date To** option, selecting specific date ranges
5. Click on **Submit**



## CONTACT SUPPORT

Sat - Sun (email only)  
[support@ctsys.com](mailto:support@ctsys.com)

Mon - Fri  
8am - 6pm CST  
1pm - 11pm UTC

Website:  
[www.ctsys.com/support.html](http://www.ctsys.com/support.html)

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