

INSTRUCTIONS FOR
ASCIP ON-LINE LEARNING CENTER
for the
Utility Cart Training Program

<http://learning.syntrio.com/ascip/login.asp>

Your User ID is the first initial of your first name, first initial of your last name, followed by your birth date in 6 digits (no spaces). **Example JD092365.**

- If you have already registered on the ASCIP On-line Learning Center, log on using your User ID.
- If this is your first time on the ASCIP system:
 - Click under "Not Registered"
 - Complete the required information in red

- Once you log in, you will be at the Search Course Catalog screen. Enter:

Code or Title: ssfty030 OR
Keyword Search: utility cart

The screenshot shows the 'ASCIP ONLINE LEARNING CENTER' header. Below it, a 'Search Course Catalog' section contains the following fields and buttons:

- 'Code or Title' input field containing 'ssfty030' with a red arrow pointing to it.
- 'Keyword Search' input field containing 'utility cart'.
- 'Category' dropdown menu set to 'All Categories'.
- 'Advanced Search' link.
- 'Search', 'Reset', and 'Cancel' buttons.

- Click blue "√ select."
- Click "take course."
- Complete course and test.

TRAINERS – Once trainee has completed online training and passed the online test, e-mail Carol Nelson (cnelson@mtsac.edu) to confirm completion.