

Hybrid “Online” Refresher Instructions

This is lengthy as we wanted to be sure and provide enough detail so that everyone can successfully access the online segment of our refresher. Several of us have taken it - the following instructions are derived from our experiences.

Before logging in, make sure you have

1. Your NSP 6 –digit member number
2. Your Password to the member services section of the NSP website.
3. Other info you will be asked for during the process are:
 - a. **Access code = NSPonline**
 - b. Course Number = xxxxxx (for the Refreshers this will be the OEC Hybrid Refresher course #)
 - c. Patrol = yyyyyyyyyy
 - d. Patrol number (not your member number) = E...

When you’re ready, Log onto www.nsp.org

- Click on “logon” (upper right corner of screen)
- Sign in (6-digit Member Number and password) If you can’t remember your password, click on “forgot my password” and you will be emailed (to the email address they have on file for you) instructions on creating a new one.

Once you’re logged into the NSP Website, you’ll be on the “Welcome to Member Services” page.

- Click on “OEC Refresher Cycle B 2015 hybrid online course registration”

You’ll be taken to the “Knowledge Direct” page. (it’s a good idea to bookmark/save this page in your favorites so that you can readily access it in the future as you take the course). The first time in, you’ll need to register with “Knowledge Direct”, so

- Click on “If you are a new student, click here to register”
- Complete the registration process (this is the only time you’ll need to go through this process for this course) IF you are experiencing problems with the registration process, see “HELP!” at the bottom of this document.

Log in to the online course from the Knowledge Direct Webpage (user name is your email address; password is the one you created while registering for this course). This will bring you to the “My Courses” Page.

- Click on “launch”. This takes you to the list of activities page.
- Click on the module you’d like to enter Click “launch” (you can log out any time by clicking “Logout” under the NSP logo on the top left of the screen then return and pick up where you left off)
- Once you complete a module, click on “Training Menu” near the top left of the screen (this takes you back to the “my courses” page),
- Click launch and select another module from the list of activities.....
- complete the course (you don't have to do it all in one sitting), complete the survey, print out you Certificate and put it in a safe place and bring it to the Mountain Refresher on Oct. 24 (you can also save it to your computer while it's on your screen by hitting the "p " key on your keyboard while holding down the "Ctrl" key.

HELP!

If you’re having difficulty completing the registration process, following are more detailed instructions: Follow the above instructions until you get to the “Knowledge Direct Web” page, then

- Click on “If you are a new student, click here to register”
- On the next screen type the access code in the text box: NSPonline and then click “submit”
- When it asks for the course number, enter your course number and click “submit”
- Complete the information on the Registration Form, (be sure to write down your password as you’ll need it to log into the course in the future) then click “DONE” (you only have to go thru the registration process once)
- Return to the “Knowledge Direct Webpage” and follow the instructions in the “Log In To The Online Course” paragraph above.

If you are experiencing any troubles, reach out to:

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