

Quick Start Guide

Welcome to the **PSA Training Portal**. Through this site, you will sign up and take training classes (online, instructor-led and certification courses are available to you!) developed specifically for industry professionals. The system handles all the course registrations and creates your own personal Learning Transcript for courses that reside on this site. This transcript tracks your course completion and test scores for these courses, too! There also are courses that reside elsewhere, but you can follow links from here to those courses in a snap.

For technical support, email support@cmoor.com or call **502-254-1506**. Phone support is available Monday – Friday, 8:00 AM – 8:00 PM Eastern Time.

Getting Started

EXISTING USERS

Existing users will need to log in to the system using the email address and password entered during profile setup. Follow these steps:

1. **Enter your user name (email address) and password. Both are found at the top of the site under the PSA logo.**
2. **Click the LOGIN button to access the system.**

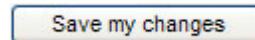


You are now ready to order and take online course offerings. NOTE: if you have forgotten your password, you can click the LOGIN button without entering a password and you will be prompted with a link to retrieve it.

NEW USERS

You may browse the course offerings without logging into the system. However, before you can order and take a course, you will be prompted to set up a user profile. When prompted, follow these steps:

1. **Click the NEW USER button**
A rectangular button with a red border and a white background. On the left side, there is a small red icon of a right-pointing arrow. To the right of the icon, the words "NEW USER" are written in red, uppercase letters.
2. **Complete the fields in the form. All information is kept strictly confidential.**
NOTE: Your user name in the system will be your email address. Each student is required to have a unique email address to use the system.*
3. **Click SAVE MY CHANGES**



You are now a new user in the system. This profile will be used for all courses you take in the system.

Browsing and Purchasing Courses-----

SEARCHING FOR COURSES

You may search for course offerings without registering or logging into the system. Use the search function that appears on every page in the system.



Enter in a topic and click the SEARCH button. This will bring up all courses in the catalog that match that topic. From there, you can read course descriptions and add items to your shopping cart.

COURSE LISTINGS

Course listings will be presented after searching for a topic (see above). The example below explains the components of each listing. You may purchase courses after clicking the course heading and viewing the full description. When you are ready to purchase a course, click the **BUY NOW** button to add it to your shopping cart. You may add several items to your shopping cart before checking out.

NOTE: You must be a registered user in the system before purchasing courses. If you have not registered, you will be prompted to do so before being allowed to continue.

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Amag Technology - V6 SMS Fundamentals #AMAGV6SMSFUN



This course must be ordered thru PSA with a Purchase Order. Once the order is placed the factory will contact the Student to schedule the dates & times for training. Please enter the Purchase Order number you wish to use through this ordering process. Your order will be passed on and you will be contacted shortly.

Details

Price: **\$765.00**

Course price **BEFORE** any applicable discounts

Options

Quantity

1

Change the Quantity of orders, from **1 to 25**.

Add to cart

Add to wish list

Click to purchase the course and add to your transcript

Click to add the course your learning plan and purchase at a later time

LEARNING TRANSCRIPT

The learning transcript is the repository for the online courses you've selected. You launch the online courses from the learning transcript.

You can access your learning transcript at any time by logging in to the system and then selecting the View My Transcript option at the top of the page. To launch a course, click on the course name to go to the course launch page. Click the link then presented to launch the course into a new window.

The screenshot shows a web browser window titled "Welcome to PSA Security Training.com - Windows Internet Explorer". The address bar shows the URL "http://www.psasecuritytraining.com/transcript.php". The page header features the PSA Security Network logo and a navigation bar with links: "Welcome back Darren McGee", "Log Out", "Change My Profile", "View My Transcript", "Orders History", and "My Cart". Below the navigation bar is a search box and a "Search" button. A sidebar on the left contains links for "Industry Certifications", "All Courses", "Resources", "Contact Us", "Pressroom", "Help/FAQ", and "Support". The main content area is titled "Transcripts" and includes a note: "* Click the title of the course to launch it in a new window." Below this is a table with the following data:

Course	Order #	Date Ordered	Status	Score	Course Expires	CEUs	cert
BES Certification	Details	07-25-07	Incomplete	0	07-24-08	0.0	
UTP Product Introduction Training	Details	07-18-07	Incomplete	0	07-17-08	0.0	
Personal Emergency Reporting (PERS)	Details	07-18-07	Incomplete	0	07-17-08	0.0	
Selling Facility Communications	Details	07-18-07	Incomplete	0	07-17-08	0.0	
BES Certification	Details	07-17-07	Incomplete	0	07-16-08	0.0	

The footer of the page contains the text: "PSA Legal | Privacy Policy | © 2007 PSA Security. All Rights Reserved." The browser's status bar at the bottom shows "Internet" and a zoom level of "100%".