How to create an account/sign in with LTAP

1. To create an account, go to https://inltaptraining.azurewebsites.net/ and select **Log In/Create Account**
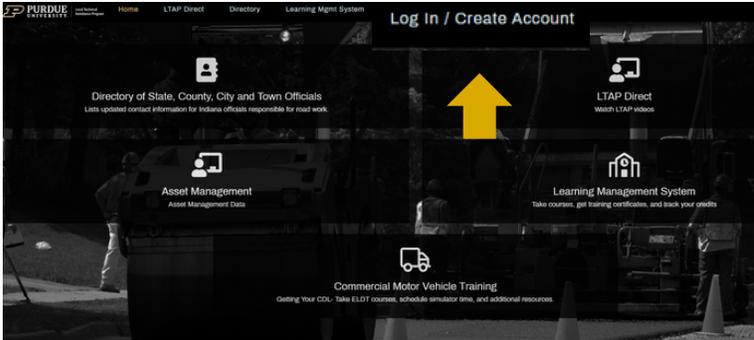
**2.** Select *Don't have an account? Create one here.*

Already have an account? Sign in and skip to page 3.
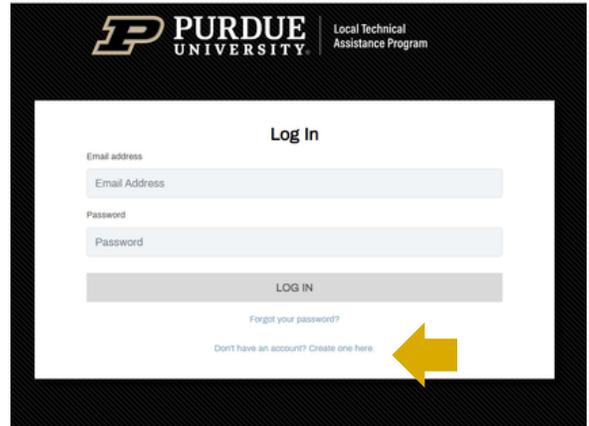
3. Enter your information
- First Name and Last Name
- Email
  - use your city email if one was assigned
- Select Agency
  - find the **City of West Lafayette** in the drop down menu
- Enter your Start Month and Start Year
  - it does not need to be exact
- Do not enroll in Road Scholar Program

After selecting **Create Account**, a green box will appear redirecting you to your email inbox.
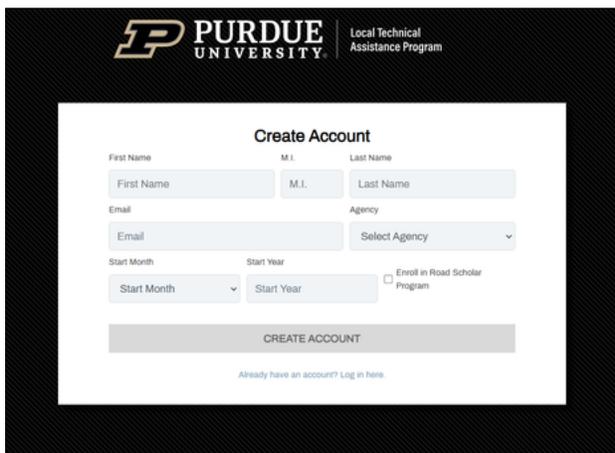
4. You will receive an email from indianaltap@gmail.com. Click on the link within the email and follow the instructions to create a password and gain access to the system.
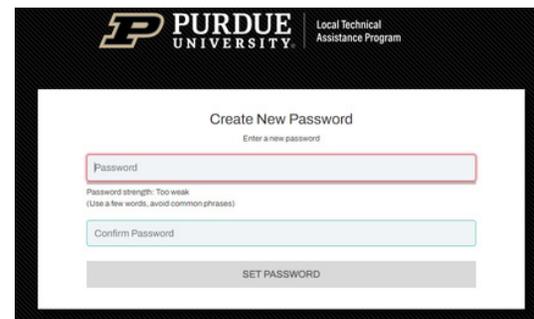
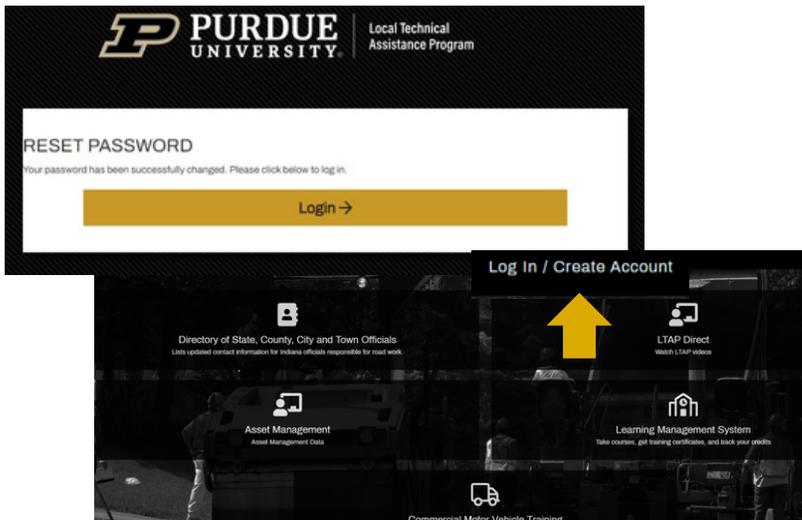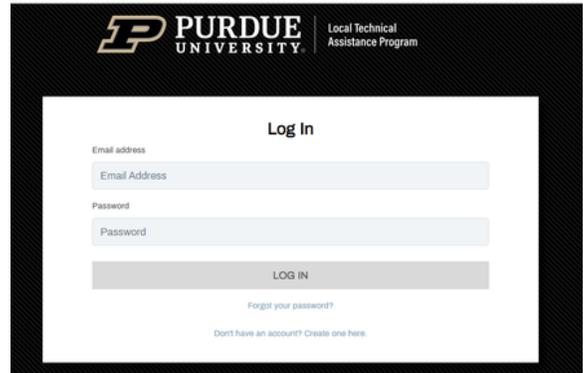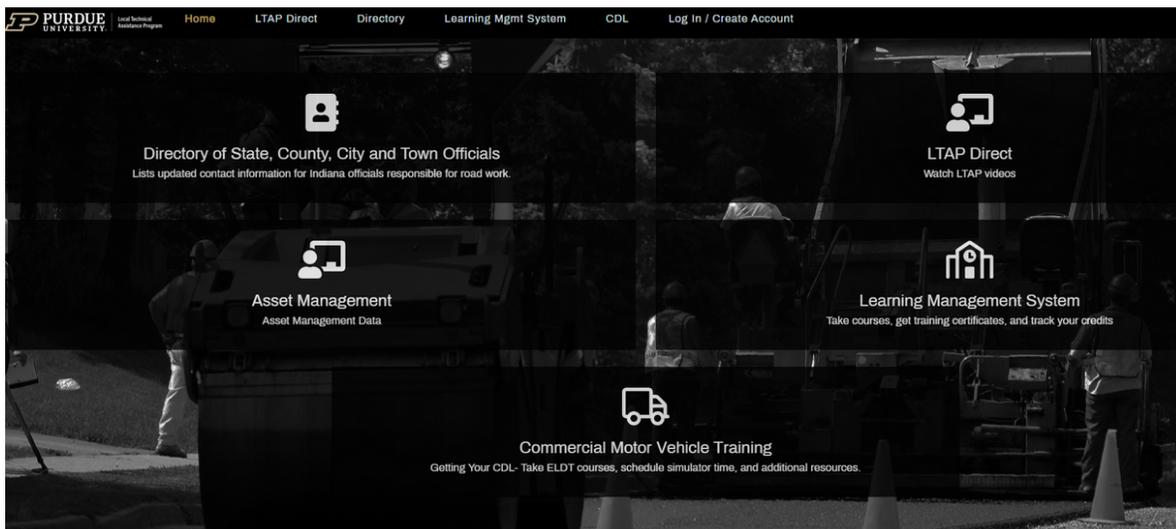## How to create an account/sign in with LTAP

5. After successfully creating a new password, select **Login**. You will be directed back to the original home page, where you will again select *Log In.*

6. Enter your email address and newly created password and select **LOG IN**.

7. This will bring up your LTAP Home Page. Continue to *How to Register for Classes* on page 3.
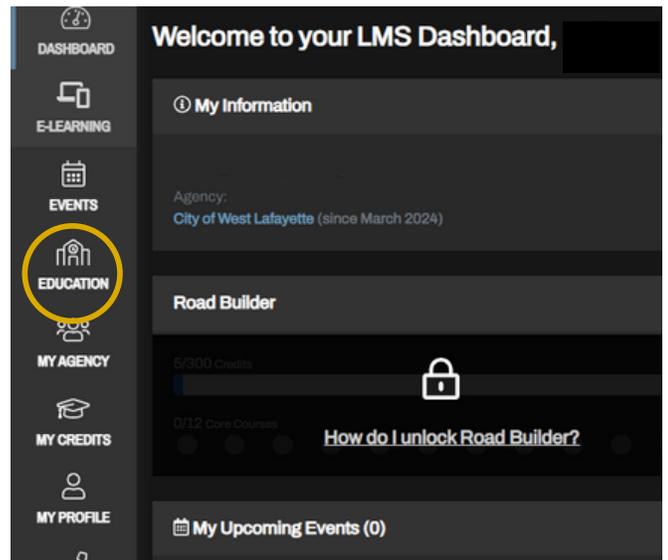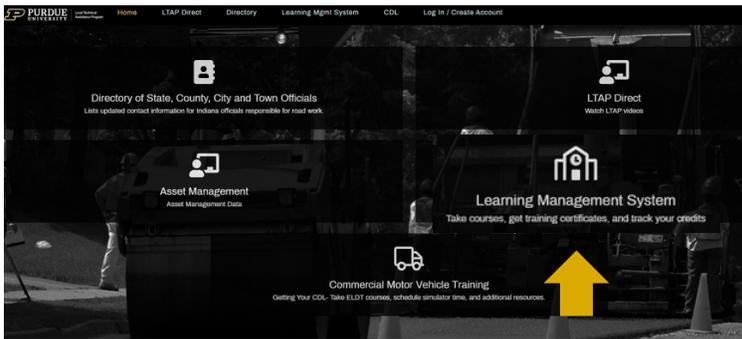
How to register for classes

1. To register for a class/training, from the Home screen, select **Learning Management System**.

2. Welcome to your LMS Dashboard. Select **EDUCATION** from the left hand column.

3. From the list of **All Programs & Courses**, scroll until you find
M**S4 GOOD HOUSEKEEPING & POLLUTION PREVENTION TRAINING** *a*nd select **VIEW COURSE**

WEST LAFAYETTE
Home of Purdue

How to register for training/class

Important: This training is completely free. Even though you have to go through a purchasing process, the training costs $0.

4. The Course Details will appear. Go through the selection process:

1.) Select **ADD TO MY CART**

2.) Select **PROCEED TO CHECKOUT**

3.) Select **PROCEED TO PAYMENT & BILLING**

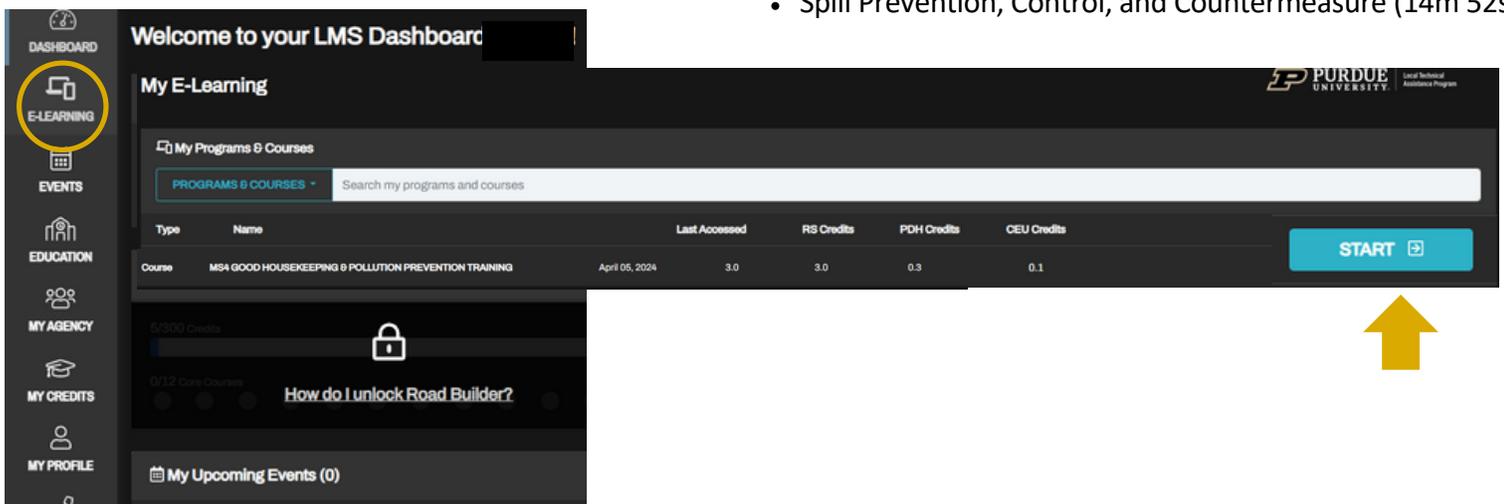4.) Select **PROCEED TO FINAL REVIEW**

5.) Select **COMPLETE PURCHASE**
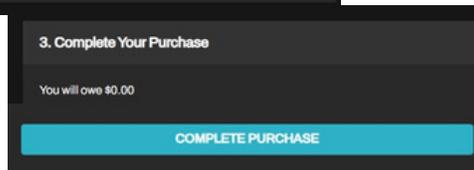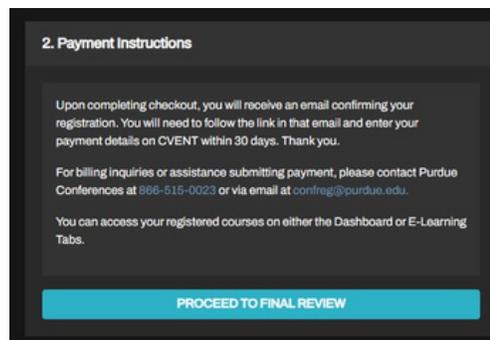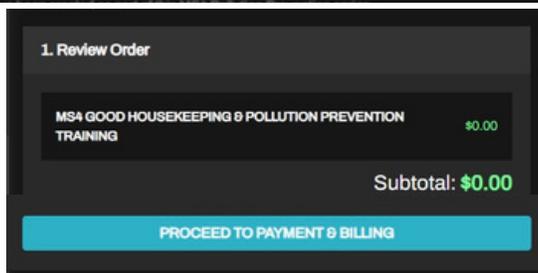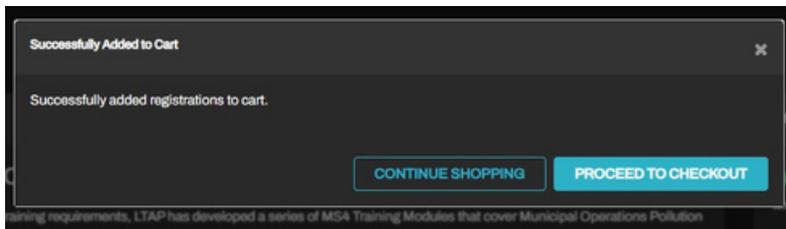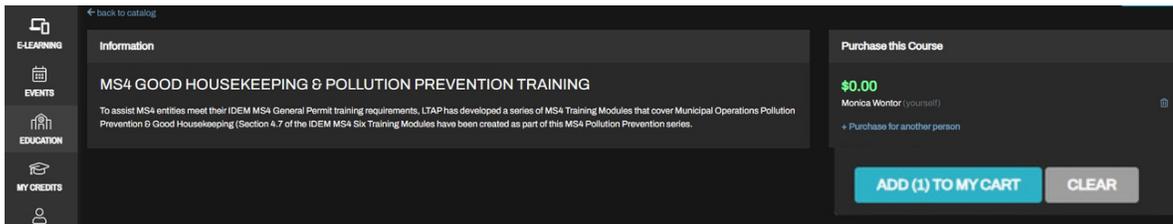
How to begin the training/class

Please note: The training will autosave progress and does not need to be completed at one time.

**1.** Once you have registered for your class, you can immediately start the course or you can complete the training at a different time by visiting the **My E-Learning** tab on the Dashboard screen.

2. The **MS4 Good Housekeeping & Pollution Prevention Training** has 6 modules
- Background (6m 50s)
- How to Identify the Problem (7m 55s)
- Assess, Identify, and Evaluate Hazards (8m 17s)
- How to Control the Problem (12m 16s)
- Clean-Up (6m 40s)
- Spill Prevention, Control, and Countermeasure (14m 52s)

3. After completing the video portion of each module, you can **SAVE AND EXIT** to complete later or select **NEXT** to continue to the knowledge quiz for the module.
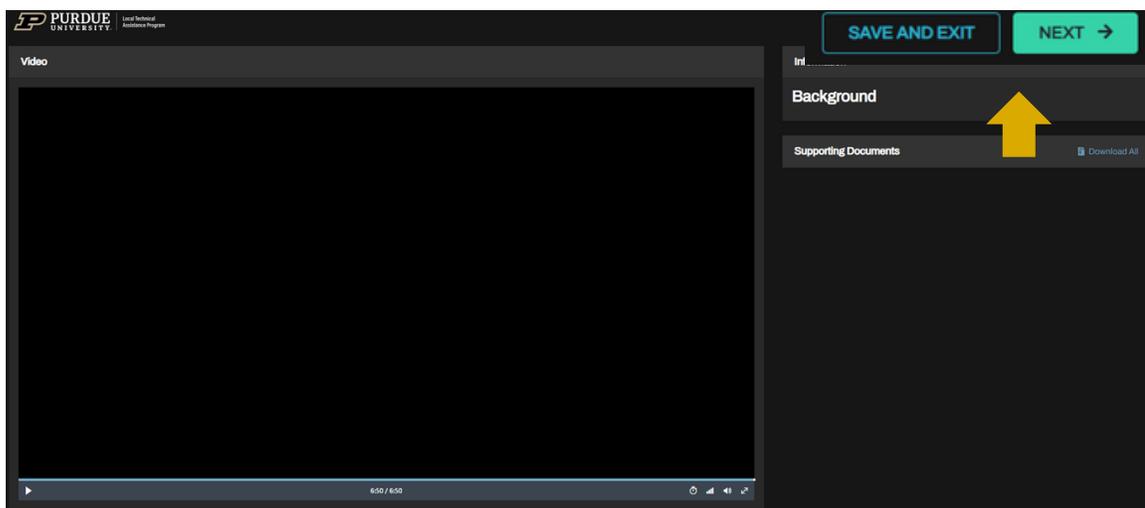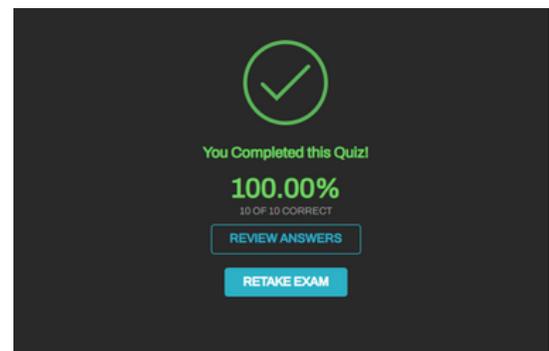
How to begin the training/class

Please note: The training will autosave progress and does not need to be completed at one time.

4. When you are ready to begin the Knowledge Check, select **START QUIZ**.

5. Once you complete each Knowledge Quiz you can **REVIEW ANSWERS**, **RETAKE EXAM,** and/or press **NEXT** to continue to the next module.

6. The training is complete once all modules and Knowledge Exams are marked as ✅ **Complete!**

How to get your class certifications

1. On the **My Credits** tab, you will see your transcripts. HR does not need a copy of the certificate but if you would like them for your records, hit the **Download as CSV** for a downloadable excel document or hit the certificate icon to print and/or save.