Technical Instructions for Ready-to-Eat/Shelf Stable Inspection Self-Paced Training Course

Welcome to the Ready-to-Eat/Shelf Stable Inspection Self-Paced Training Course! These instructions will guide you through how to connect and use the functions in the FSIS Training site.

For Technical Assistance:

- Send chat message to "All Panelists"
- Call: 1- 833- ASK- OEED during class hours
- Email (or text): CFLHelpDesk@usda.gov
- Please do not contact the CEC Central Help Desk for technical assistance with this class

FSIS Training Site Technical Instructions

You will navigate through the training material and spend time reviewing the course materials at your own pace and independently in the FSIS Training site (commonly referred to as "Moodle"). The following instructions will help you log into and navigate the site.

Logging In:
- Open your preferred internet browser (Google Chrome or Mozilla Firefox work best).
- Type or paste the FSIS Training Site URL into the browser window: https://fsistraining.fsis.usda.gov.
- This will take you to the training site, where you will first click the Log In button in the upper righthand corner.
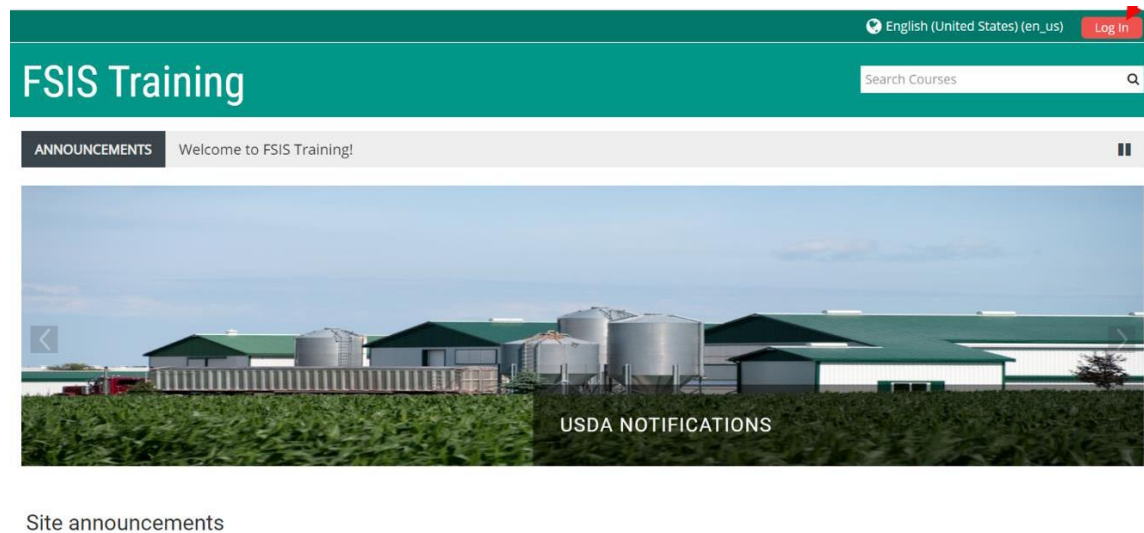
- Enter a username and password, then click **Log In.** <u>Remember to save your username and password!</u> (You will not be able to log in to Moodle again without it.) Follow any instructions for notifying CFL Class Registration of your new Moodle account.

## <u>Navigating the FSIS Training Site:</u>

- Once logged in to the FSIS Training Site, scroll down to find the **Ready-to-Eat/Shelf Stable Inspection Course** and click on the gray **Course** button. **NOTE**: If you do not see the button for the course, scroll down and click on the "All courses" link near the bottom left corner of the page. Click on the **Ready-to-Eat/Shelf Stable** course link in the displayed list.
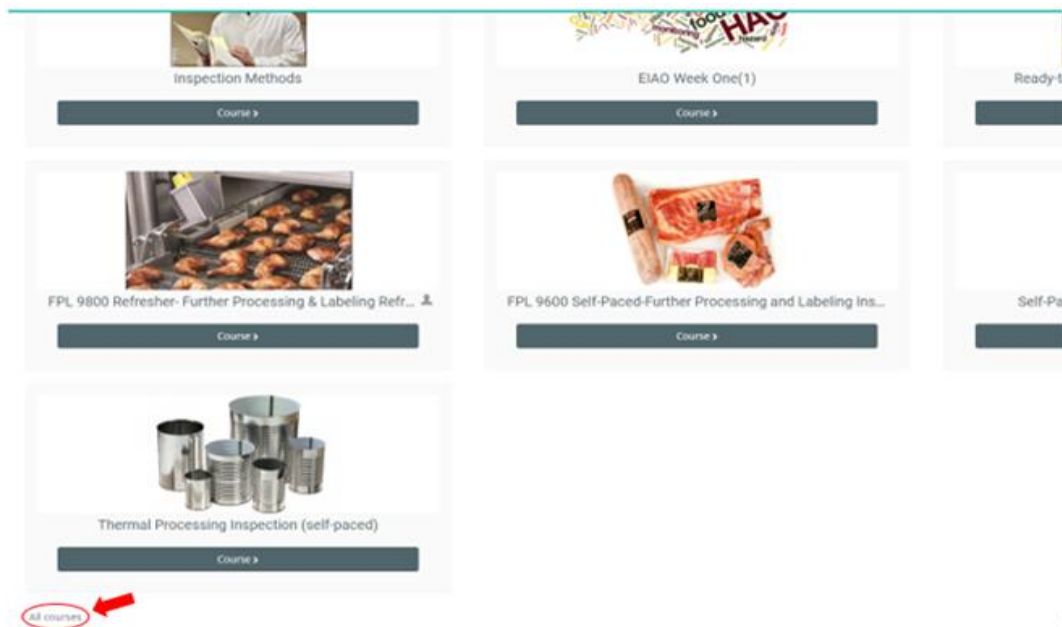
- A window displaying the link to the **Ready-to-Eat/Shelf Stable Inspection Course** will open. Click on the link.
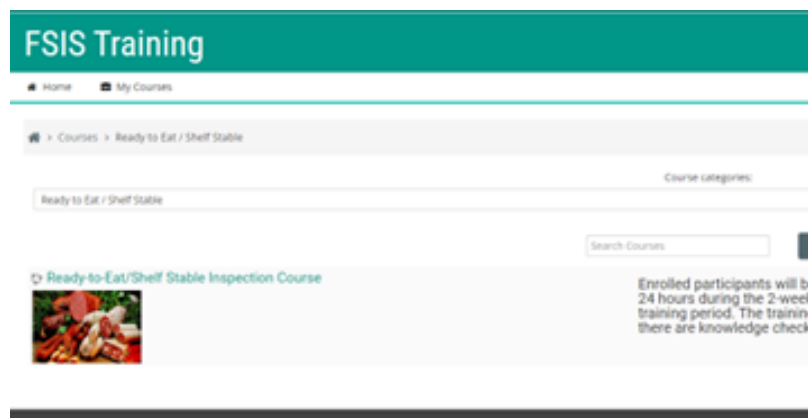
- This link will take you to the homepage for the current self-paced course. Note the "breadcrumb" trail at the top of the screen. This is one way you can navigate back and forth throughout the course.
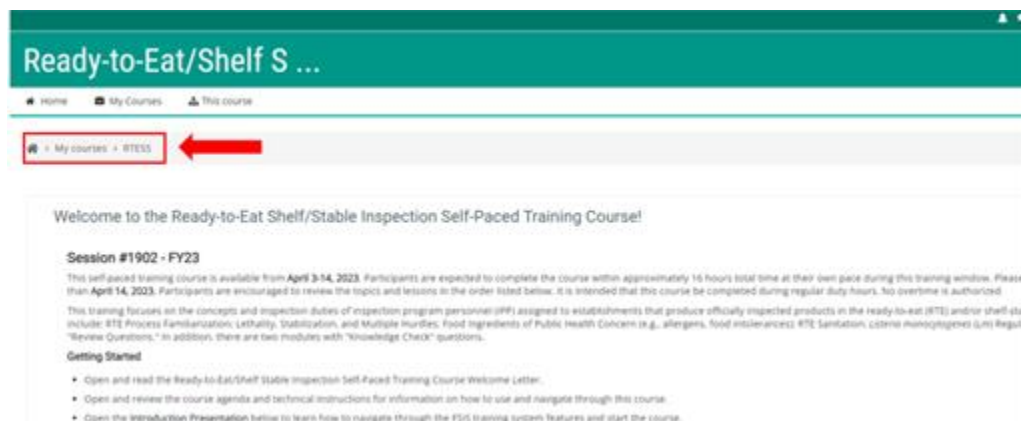
- After you scroll down through the Welcome instructions, you will see the course topics and modules. Clicking the arrow icon on the left-hand side of each topic block will enable you to view the agenda and technical instructions documents, course objectives, and individual training modules.
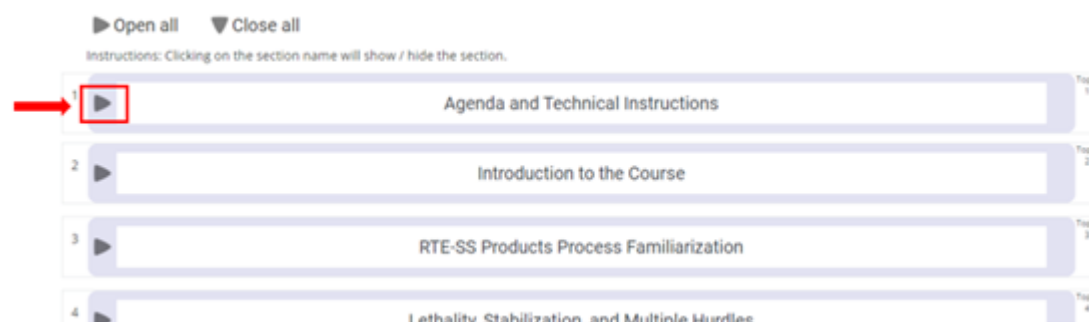
- Open individual training modules by clicking on the topic title (denoted with the black-and-white **H5P** icons).

- The "Introduction to the RTE-SS Inspection Self-Paced Training Course" module will demonstrate more of the features of the FSIS Training Site.