

Information and Tips for Completing LTRAIN External Courses

Browser Recommendations

- **Firefox** is the recommended browser for completing LTRAIN courses. Using a different browser may result in issues with course functionality or completions not getting posted.

Accessing Course Tests

At the end of the course, you will be presented with a page with options for accessing the test or acknowledgement.

- Select **YES**:
 - If you are an LLNL employee or contractor with an Official Username (OUN) and AD (Active Directory Password) and are either:
 - Taking the course from an On-Site (Livermore or Site 300) computer, or
 - Taking the course from an Off-Site computer using Virtual Private Network (VPN) access.
- Select **NO**:
 - If you are an LLNL employee, contractor or visitor and are either:
 - Taking the course Off-Site without VPN access, or
 - You have not been issued an OUN/AD Password

If you select NO, you will be presented with the page below. To ensure your completion is captured, please enter as much information as possible.

- Enter your full name
- Enter your OUN and Lab ID if you have one
- Enter the email address you want the notification of completion to be sent

Please provide the following information so your completion can be recorded into the Laboratory Training Records and Information Network (LTRAIN) system.

Add something in the "Additional Info" area to help distinguish you from another person having the same name. This information can be anything of your choice but must not be of a sensitive nature.

If you have an LLNL OUN and employee ID number, please enter your OUN and employee ID.

FIRST NAME:	<input type="text"/>	
MIDDLE NAME:	<input type="text"/>	
LAST NAME:	<input type="text"/>	
ADDITIONAL INFO (e.g., Organization Name):	<input type="text"/>	*30 character limit
OUN (e.g., smith99):	<input type="text"/>	
Employee Number (e.g., 123456):	<input type="text"/>	
Email Address:	<input type="text"/>	

If you do not receive a completion email within the hour, contact your Training Coordinator to validate if a completion was posted.