COURSE ENROLLMENT: FOLLOW PROCESS FOR BOTH COURSE #100293 & COURSE #501538

(1) LOG ON TO AUX LMS: https://auxlearning.uscg.mil/

AUX Learning

US Department of Defense Warning Statement

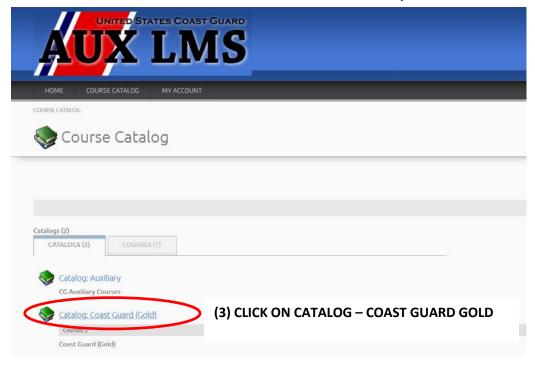
You are accessing a U.S. Government (USG) Information System (IS) that is provided for USG-authorized use only. By using this IS (which includes any device attached to this IS), you consent to the following conditions:

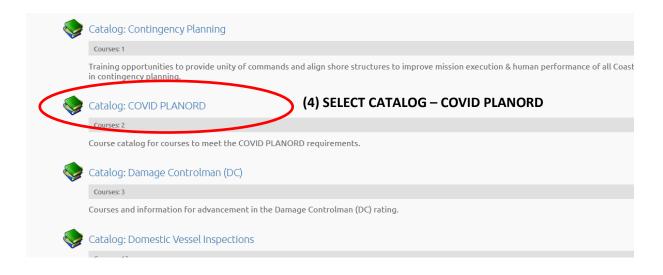
- The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.
- At any time, the USG may inspect and seize data stored on this IS.
- Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USGauthorized purpose.
- This IS includes security measures (e.g., authentication and access controls) to protect USG interests--not for your personal benefit or privacy.
- Notwithstanding the above, using this IS does not constitute consent to PM, LE or CI
 investigative searching or monitoring of the content of privileged communications, or
 work product, related to personal representation or services by attorneys,
 pyschotherapists, or clergy, and their assistants. Such communications and work
 product are private and confidential. See User Agreement for details.

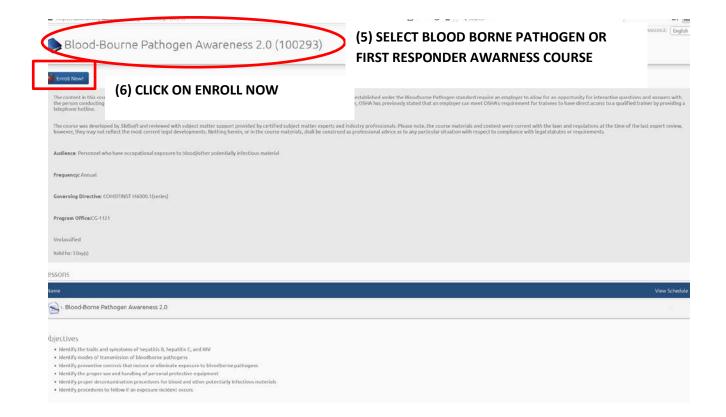


(2) CLICK ON AGREE.

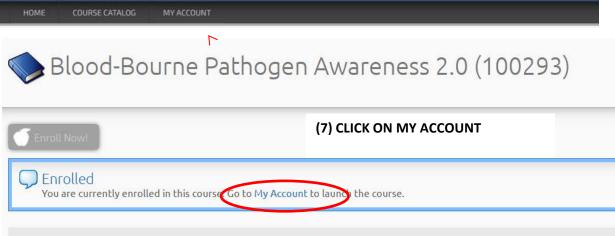
(2A) ON NEXT SCREEN ENTER USER NAME /PASSWORD AND CLICK ON LOG IN. User name is email address registered with Coast Guard Auxiliary. Click on Forgot Password if you do not have or forgot your LMS password

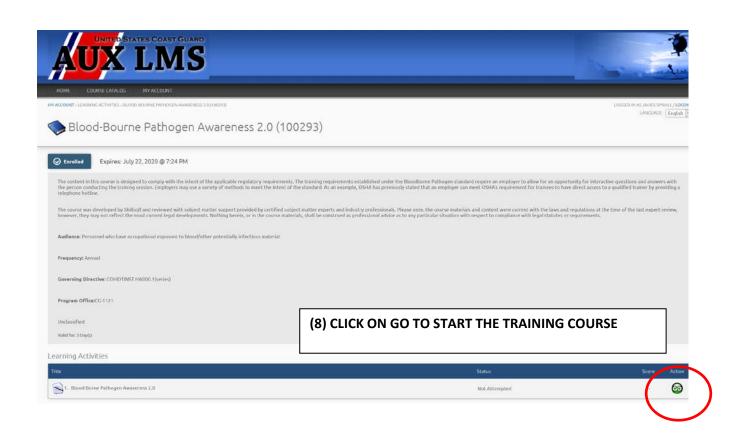






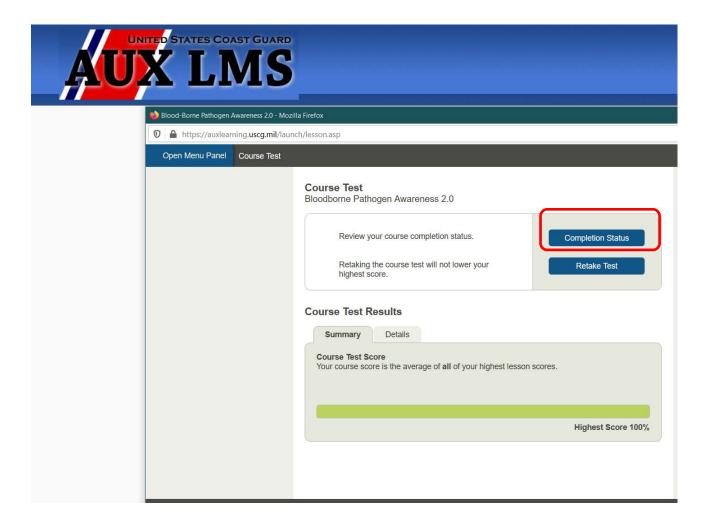






CONCLUDING THE TRAINING AND RECORDING RESULTS: BLOOD BORNE PATHOGEN AWARENESS

- After completing the course and the test, a "Course Test" screen will appear.
- Click on Completion Status to access the the Completion Status Report TAKE A SCREEN SHOT
 & SAVE ON YOUR COMPUTER HARD DRIVE. ALSO PRINT & SAVE THE REPORT.
- Click on the Test Result details to access the Test Results TAKE A SCREEN SHOT AND SAVE
 ON YOUR COMPUTER HARD DRIVE



*****TAKE A SCREEN SHOT OF COMPLETION STATUS AND COURSE TEST RESULTS **** Course Test Bloodborne Pathogen Awareness 2.0 Review your course completion status. Completion Status Retaking the course test will not lower your highest score.

Course Test Results

Summary	Details			
Test Scores		First	Current	Highest
Course Test		100%	100%	100%
Lesson 1: Bloodborne Pathogens		100%	100%	100%

*****TAKE A SCREEN SHOT OF COMPLETION STATUS AND COURSE TEST RESULTS*****

Skillsoft

Print

Completion Status Report

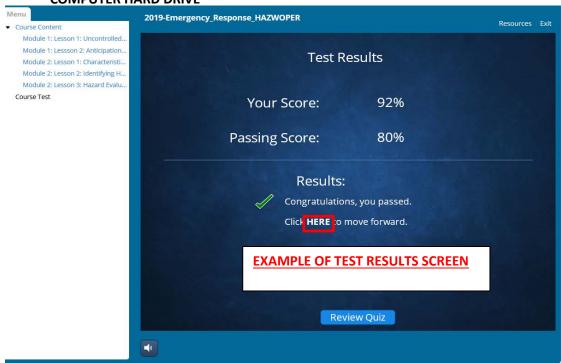
Student Name	JAMES FRANKLIN SPRUILL
Course Title	Bloodborne Pathogen Awareness 2.0
Start Date	Jul 17, 2020
Completion Status:	Completed - Jul 17, 2020
Completion Criteria:	Visit all content
Content Viewed:	You've visited 100%

Print

CONCLUDING THE TRAINING AND RECORDING RESULTS: FIRST RESPONDER AWARENESS

AFTER SUCCESSFULLY PASSING THE TEST (MINIUMUM SCORE OF 80%) A SCREEN WILL APPEAR SHOWING THE TEST RESULTS

- 1. TAKE A SCREEN SHOT OF THE TEST RESULTS & SAVE ON YOUR COMPUTER HARD DRIVE
- 2. CLICK ON HERE TO MOVE FORWARD
- 3. A COURSE COMPLETION SCREEN WILL APPEAR
- 4. TAKE A SCREEN SHOT OF THE COURSE COMPLETION SCREEN AND SAVE ON YOUR COMPUTER HARD DRIVE





NOTE: IT IS LIKELY THAT THE FIRST RESPONDER COURSE WILL SHOW AS **NOT COMPLETED** WHEN ACCESSING THE MY ACCOUNT STATUS SCREEN. THIS IS A KNOWN SYSTEM PROBLEM.

OPEN DOCUMENTS SAVED ON YOUR HARD DRIVE

- 1. TYPE YOUR NAME, MEMBER NUMBER, & DATE ON THE FORMS (use MS Word "Insert" feature or equivalent) <u>OR</u> proceed directly to STEP 2
- 2. PRINT A COPY
- 3. IF STEP 1 WAS SKIPPED, WRITE YOUR NAME, MEMBER NUMBER AND DATE ON THE DOCUMENT
- 4. SIGN THE FORM
- 5. SCAN OR TAKE PHOTO OF THE COMPLETED DOCUMENTS



James F Spruill



James F Spruill

DISTRIBUTION OF THE COURSE COMPLETION DOCUMENTS

- SAVE A COPY FOR YOUR FILES
- FSO-IS
- SO-MT
- Coast Guard Boat Station OIA

HOW TO TAKE A SCREEN SHOT

The process for taking a screen shot will depend on operating system being used and the hardware (especially keyboard). Basic instructions are shown below:

WINDOWS

- Snipping Tool
 - o Open Snipping Tool App
 - o Click on new
 - Use cursor to outline desired area of screen to copy
 - o Screen Shot is taken when you release the cursor
 - Open Word or other program and Paste the Screen Shot
- Print Screen
 - o Press the Print Screen (PRTSCN) key
 - o Screen Shot will be copied to clipboard
 - o Open Word or other program
 - o Click Paste

MAC

- Simultaneously depress Shift / Command / 4
- Use cursor to outline the desired area for copying
- Releasing the cursor will result in a screenshot being copied to your desktop