

# LMS User Welcome Kit



**ATP Training, Inc**

*All Things Possible Since 1990*



# Thank you for choosing ATP Training.

We are proud to deliver training & services in the spirit of excellence, and appreciate your trust throughout our 30 years in business. Whether you've been our learner for a day or a decade, we're happy to have you aboard.

We strive to give you the skills you need to be confident, safe, & compliant **on the job**. Our trainers have over 100 years combined industry experience. Most grew their careers in our fully operational hazmat packaging & warehousing facility and our courses are designed using the expertise that only hands-on experience provides.

If you need support before, during or after your courses, we gladly give this to all ATP Learners. Please email [training@alltranspack.com](mailto:training@alltranspack.com) or call us at 703-858-5169

*Harold Baird*  
*M. J. A. Zyl* *A. Huns*



# Resources

**This kit contains everything you need to know about our LMS, including how to:**

- Log into the LMS
- Change your password
- Purchase & enroll in self-paced courses
- Purchase & enroll in Instructor-Led Webinar courses
- Change your scheduled course session
- Join a virtual Instructor-Led session
- View & download your certificate



**Before you begin...**



# We offer two learning styles in our LMS

## **Self-Paced eLearning**

For those who prefer to complete a course at their own pace, classes are offered for Air, Highway, Ocean, General Familiarization, and multimodal Radioactive shipping.

## **Instructor-Led Virtual Training**

For air shippers, handlers, freight forwarders, & others who need IATA Certification. Initial & Recurrent Category 6 non-Radioactive & Radioactive Hazmat training courses are available via Virtual Classroom.

# We're ready to hit the road.

Our LMS can be accessed remotely on your mobile device on the Go.Learn app

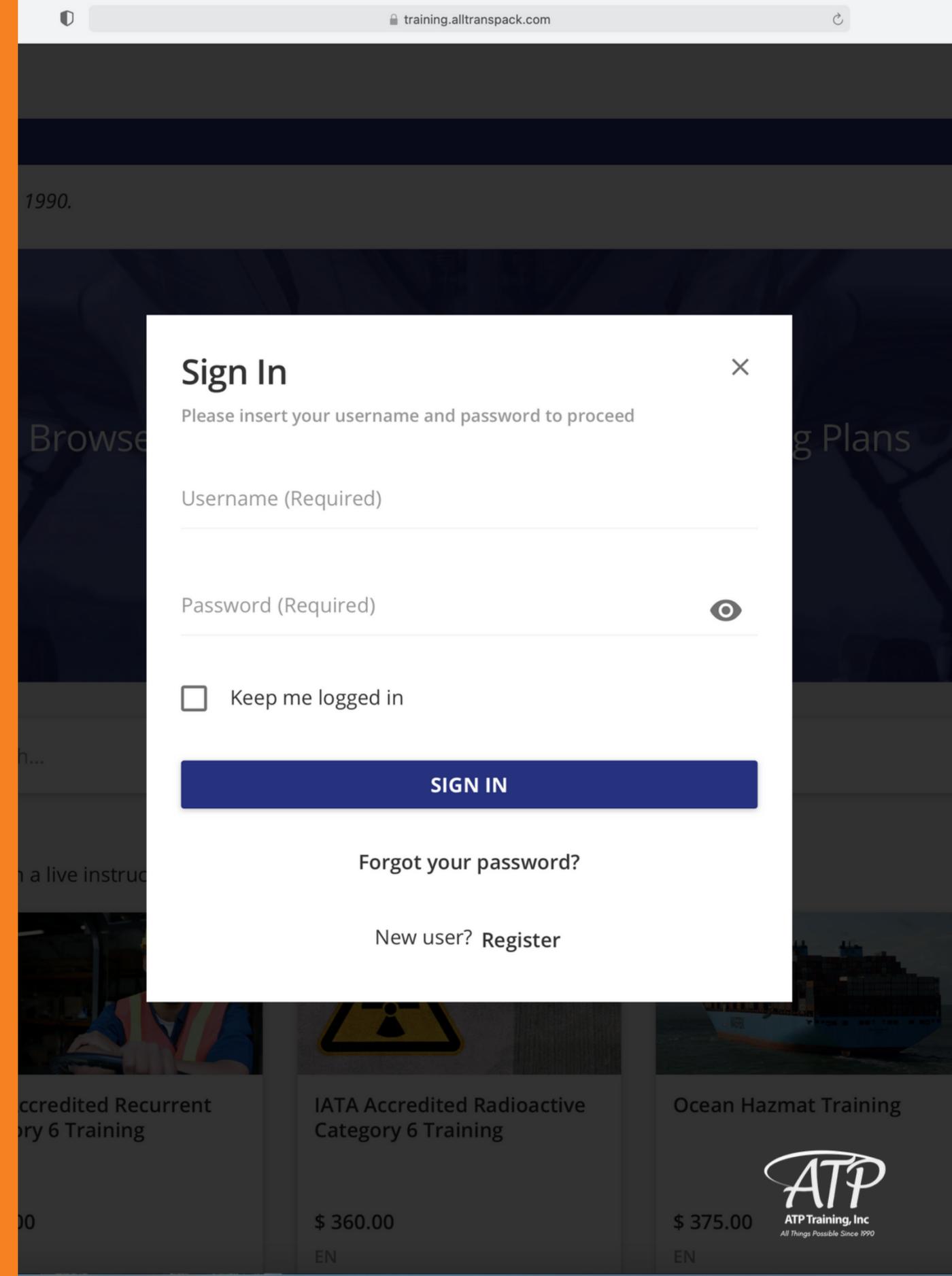


**Let's get started.**

# Logging In

Visit [training.alltranspack.com](https://training.alltranspack.com) and enter your **Username** and **Password**.

If you have forgotten your password, click **Forgot your password?** and you will get email link to reset it.





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g cargo safely in the transportation cycle since 1990.



Home

Home Page for ATP Learners

Welcome, Learners



ABOUT ATP

My Classes

My Calendar

# This is your homepage

It's self-explanatory, but we *did* want to translate the icons in the upper right hand corner for you:



Notifications



Virtual Coach



Help Desk

Not Started

ATA Recurrent Category 6 Training for...  
Course is under maintenance

EN

Webinar

TODAY < > June 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3

MY CALENDAR

My Profile



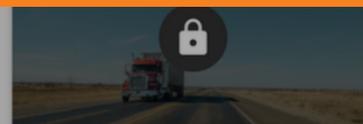
Sam Macher

smacher@alltranspack.com

CHANGE PASSWORD

MY ACTIVITIES

MY PROFILE



Shipping Hazardous Materials by Highway  
Expired



Fully Regulated/Excepted Lithium Cells and Batteries by Air & Highway



Hazardous Materials General Awareness...  
Expired



General Familiarization Demo



# How to purchase self-paced classes

Price  
\$ 250.00  
Seats  
How many seats?

**ADD TO CART**

Your Shopping Cart

 **Shipping Radioactive Materials by Air**  
Language: English  
Duration: 00:00

\$ 250.00 

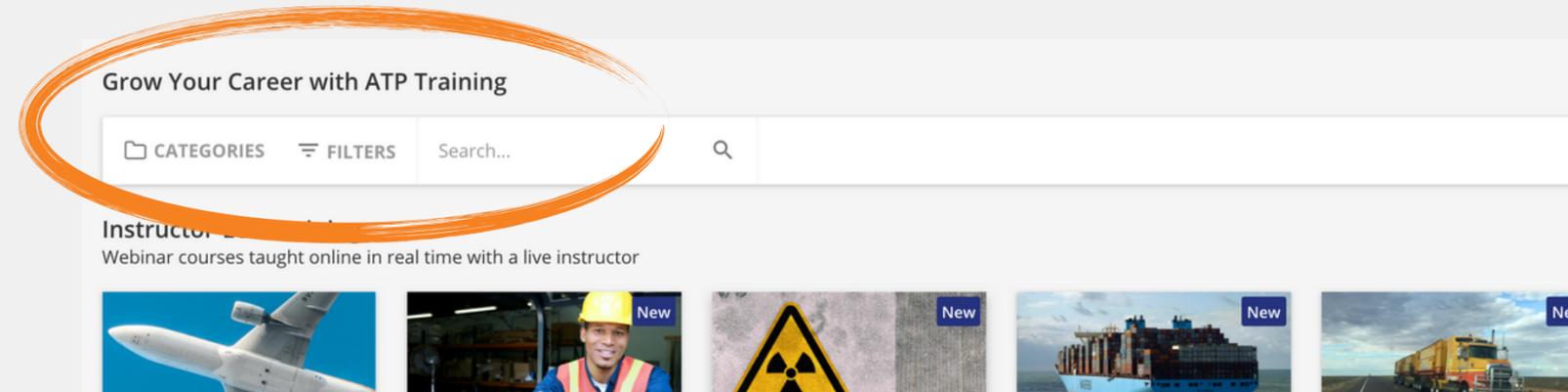
Coupon Code  **APPLY COUPON**

Payment method

**Authorize.Net**  wiretransfer

I agree with the [Terms and Conditions of the service.](#)

Your order has been received



Scroll to **Grow your Career** at the bottom of your **homepage**

- Click on the course you'd like to purchase and **ADD TO CART**
- If you're done shopping, **VIEW CART**
- In **Your Details** section, double check your order, add coupons, and **CHECKOUT**
- When you get to **Payment and Billing**, select Payment Method and **CONFIRM ORDER**
  - Select Authorize.Net to pay by Credit Card
    - *Class will be available right away*
  - Select wire transfer to receive an Invoice
    - *Class will be available once invoice is paid*
- When payment is received, you'll get an email telling you to **TAKE THE COURSE NOW**

# How to purchase instructor-led classes

Price  
\$ 250.00  
Seats  
How many seats?

**ADD TO CART**

Your Shopping Cart

 **Shipping Radioactive Materials by Air**  
Language: English  
Duration: 00:00

\$ 250.00 

Coupon Code

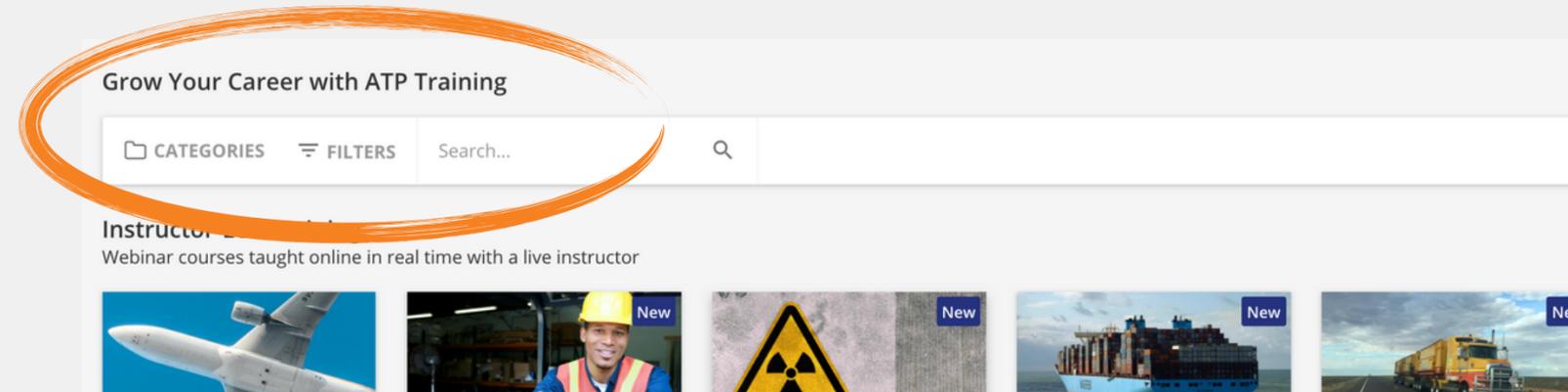
**APPLY COUPON**

Payment method

**Authorize.Net**     wiretransfer

I agree with the [Terms and Conditions of the service.](#)

Your order has been received



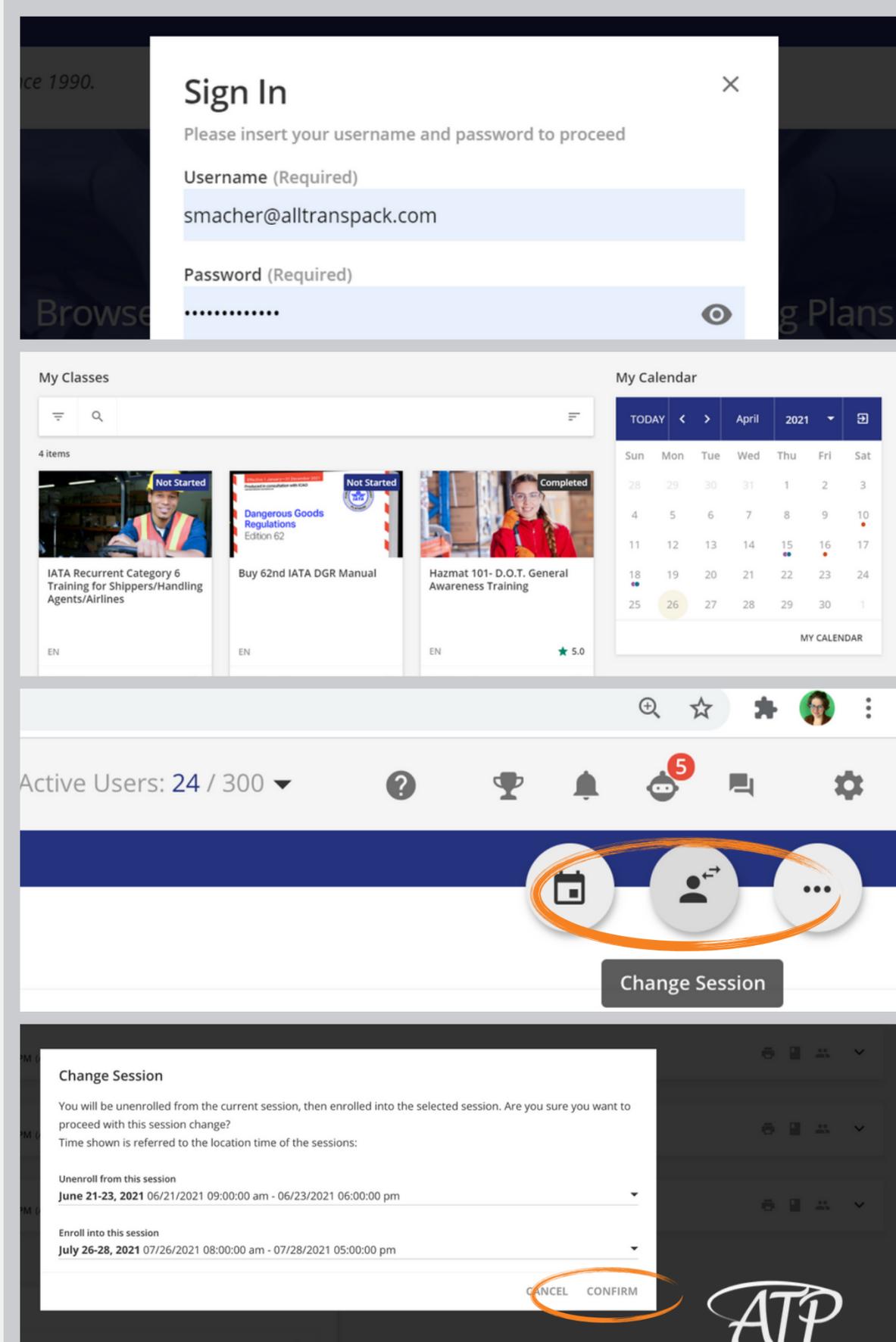
Scroll to **Grow your Career** at the bottom of your **homepage**

- Click on the course you'd like to purchase and **SELECT A SESSION**
- Click **ADD TO CART**, and if you're done shopping **VIEW CART**
- In **Your Details** section, double check your order, add coupons, and **CHECKOUT**
- When you get to **Payment and Billing**, select your **Payment method** and **CONFIRM ORDER**
  - *Select Authorize.Net to pay by Credit Card*
  - *Select wire transfer to request an invoice*
- Certificate will be issued after the course upon receipt of payment
- When payment/invoice request is received, you'll get an email with instructions on how to access the session. You'll also get reminder emails one week and one day out

# How to change your Instructor-Led Training Session

Visit [training.alltranspack.com](https://training.alltranspack.com)

- Enter your Username and Password to sign in
- Navigate to **My Classes** on your homepage and click on your course
- The option to change your session is indicated with the  icon
- Select the session you'd like to join and click **CONFIRM**
- Your calendar will automatically update if there is room in the session

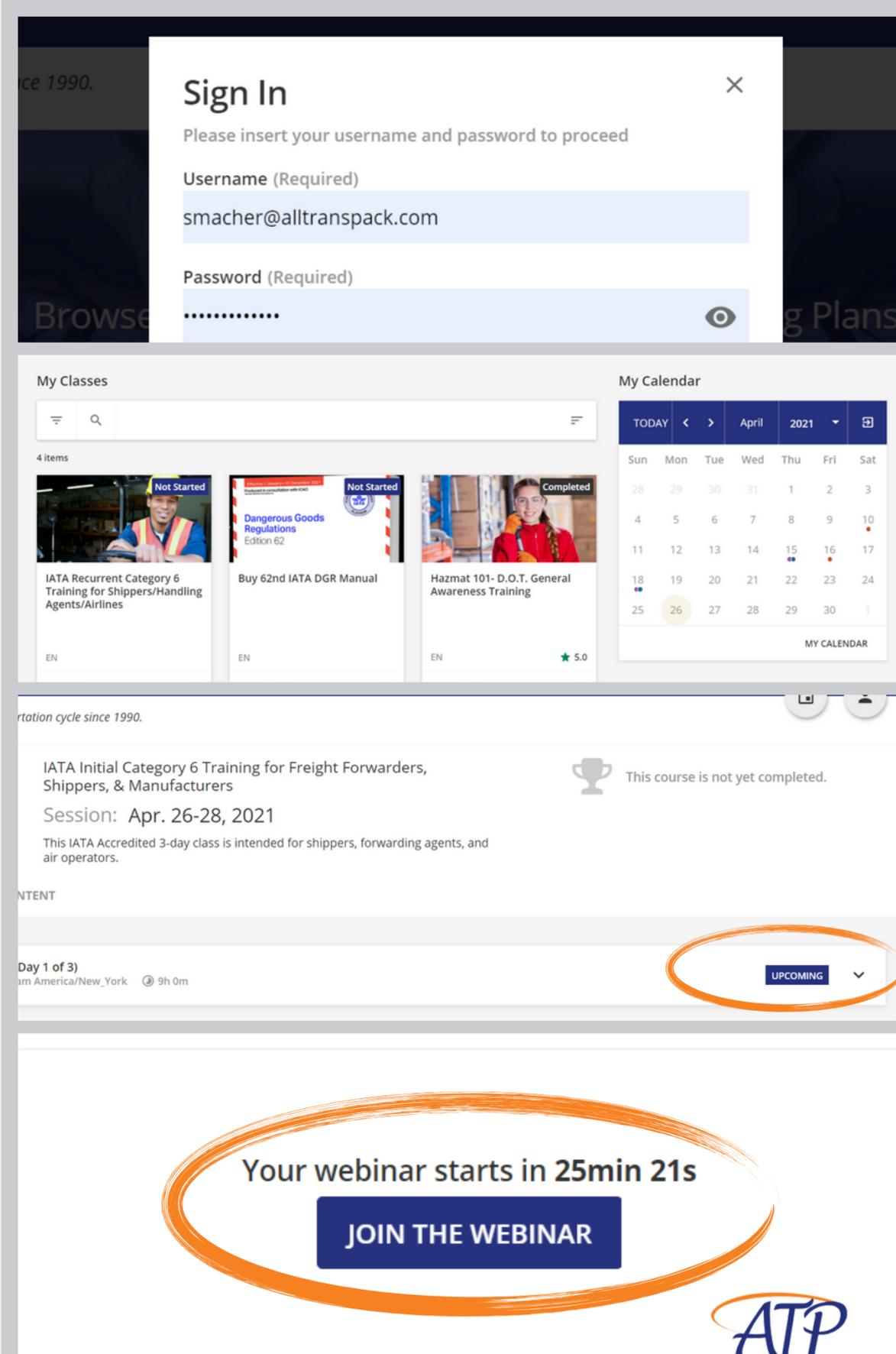


The screenshot displays the ATP Training website interface. At the top, a 'Sign In' modal is open, prompting the user to enter their username and password. The username field contains 'smacher@alltranspack.com' and the password field is masked with dots. Below the sign-in modal, the 'My Classes' section shows a list of courses, including 'IATA Recurrent Category 6 Training for Shippers/Handling Agents/Airlines', 'Buy 62nd IATA DGR Manual', and 'Hazmat 101- D.O.T. General Awareness Training'. The 'My Calendar' section shows a calendar for April 2021. The 'Change Session' dialog is open, asking the user to confirm the session change. The dialog shows the current session (June 21-23, 2021) and the selected session (July 26-28, 2021). The 'CONFIRM' button is circled in orange.

# How to join a virtual Instructor-Led Training Session

Visit [training.alltranspack.com](https://training.alltranspack.com)

- Enter your Username and Password to sign in
- Navigate to **My Classes** on your homepage and click on your course
- The option to join the course is available 30 minutes prior to the session
- Click on the  to the right of the blue **UPCOMING** button
- Click **JOIN THE WEBINAR** to access the class



**Sign In**

Please insert your username and password to proceed

Username (Required)  
smacher@alltranspack.com

Password (Required)  
.....

**My Classes**

4 items

- IATA Recurrent Category 6 Training for Shippers/Handling Agents/Airlines (Not Started)
- Buy 62nd IATA DGR Manual (Not Started)
- Hazmat 101- D.O.T. General Awareness Training (Completed)

**My Calendar**

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	1

**IATA Initial Category 6 Training for Freight Forwarders, Shippers, & Manufacturers**

Session: Apr. 26-28, 2021

This IATA Accredited 3-day class is intended for shippers, forwarding agents, and air operators.

**UPCOMING**

Day 1 of 3  
am America/New\_York 9h 0m

Your webinar starts in **25min 21s**

**JOIN THE WEBINAR**

**ATP**  
ATP Training, Inc.  
All Things Possible Since 1999

# How to view your certificates

Navigate to **My Profile** and click on **MY ACTIVITIES**

- To view completed courses and certificates, click on **Courses**
- If the course has been completed, a green **COMPLETED** box will appear under **USER STATUS**
- To download the certificate for a completed course, click on the 🏆 icon

## My Profile



Sam Macher  
smacher@alltranspack.com

CHANGE PASSWORD **MY ACTIVITIES** MY PROFILE

- Statistics
- Additional Info
- Courses**
- ILT (Instructor-Led Training)
- Learning Plans
- Badges
- Social
- Webinars
- Certification



Sam Macher  
smacher@alltranspack.com

Level Superadmin

E-mail smacher@alltranspack.com

Groups



Subscription data



10h 15m  
Total time

## Progress



## See all activity within



## Courses

COURSE CODE	COURSE NAME	USER STATUS	ENROLLED	EXPIRATION DATE	COURSE COMPLETION	CREDITS (CEUS)	TOTAL TIME	SCORE
	IATA Recurrent Category 6 Training for Shippers/Handling Agents/Airlines	IN PROGRESS	3/23/2021				36h 0m	
	Shipping Hazardous Materials by Highway	IN PROGRESS	5/10/2021	6/9/2021			0h 19m	0.00
	Fully Regulated/Excepted Lithium Cells and Batteries by Air & Highway	COMPLETED	5/26/2021	6/25/2021	6/22/2021		2h 30m	0.00
	Hazmat 101- D.O.T. General Awareness Training	SUBSCRIBED	6/24/2021				0h 7m	2.00
	Hazardous Materials General Awareness Familiarization	IN PROGRESS	4/28/2021	5/28/2021			0h 1m	0.00
	Shipping Radioactive Materials by Air & Highway	IN PROGRESS	3/12/2021	4/11/2021			0h 5m	11.00
	General Familiarization Demo	IN PROGRESS	4/29/2021				0h 1m	0.00
	Navigating the 49 eCFR	IN PROGRESS	5/25/2021	6/30/2021			1h 53m	0.00
	Navigating the IATA eDGR	COMPLETED	5/25/2021	6/1/2021	5/25/2021		0h 48m	0.00
	IATA Accredited Initial Category 6 Training	COMPLETED	6/15/2021	7/31/2021	6/28/2021		18h 0m	0.00



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# Now you're the expert

We hope this kit has provided you with all the information you need to get started in our LMS, but if you have questions at any time, you can contact our helpful admin team for further assistance at [trainingadmin@alltranspack.com](mailto:trainingadmin@alltranspack.com)

You can also use the in-platform help chat to be directed to videos, articles and other resources that will maximize your ATP LMS experience. Thank you again for choosing ATP Training to be a part of your learning journey.