

## STUDENT TIP SHEET

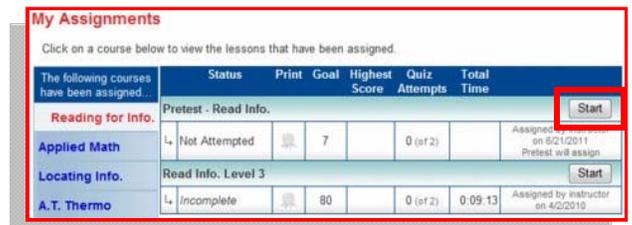
**Logging In:** To log in to your KeyTrain account, go to: <http://login.keytrain.com>.

**Username and Password:** A screen will appear that prompts you to type in a username and password. Type in the username and password that you obtained from your organization and then click the Login button.

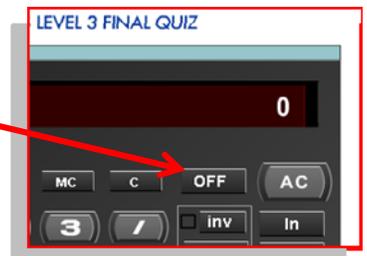


**Student Home Menu Page:** Congratulations! You are at your *home page* menu screen that has buttons for *My Assignments*, *My Records*, *My Account*, *Self Enrollment*, *Job Profiles*, and possibly a *Career Skills* button. For detailed information about each of these functions, please refer to the Student Manual. You can find the Student Manual by clicking on the *Support* button located on the top right of your KeyTrain menu screen.

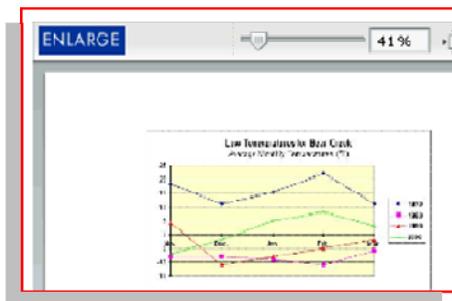
**Getting Started:** To get started with KeyTrain, click on *My Assignments*. A screen listing your assignments will open. Choose the course and lesson you are going to start on (usually this will be a *pretest*). Click the *Start* button on the right to begin the interactive lesson.



**Calculator:** A calculator is available in the Applied Mathematics lessons. Click the *Calculator* link at the bottom of the screen to open it. When you finish using the calculator, click the *OFF* button to remove it from your screen.

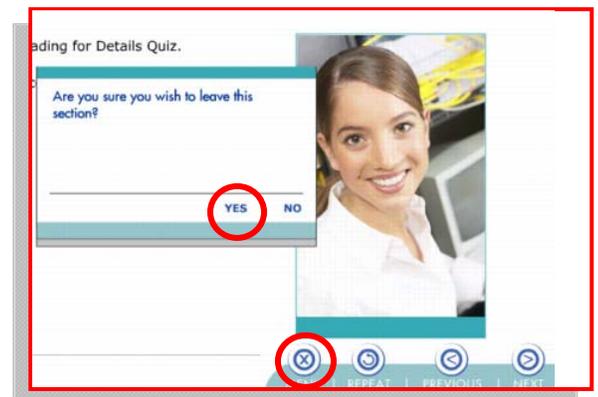


**Time Out Limit:** KeyTrain has a timeout feature. After 15 minutes of inactivity, you will receive a reminder. Your session will end if you do not respond. You must log in again to continue.



**Larger Graphics:** To make a page graphic larger, click on the *ENLARGE* button. When you are finished click the *CLOSE* button.

**Logging Out:** Your work in KeyTrain is recorded to measure your progress. To leave KeyTrain properly, you must log out using the KeyTrain *exit buttons and prompts* (**DO NOT** close your browser before exiting KeyTrain.) If you do not correctly log out of KeyTrain, your work will not be recorded.



**Bookmarking Lessons:** KeyTrain automatically bookmarks pages so that when you exit and return to the lesson, you will start at the same point. However, remember to log out properly as described above. If you are in a pretest or final quiz, your information will not be bookmarked. If you exit KeyTrain before finishing a test, you will have to start the test again.