

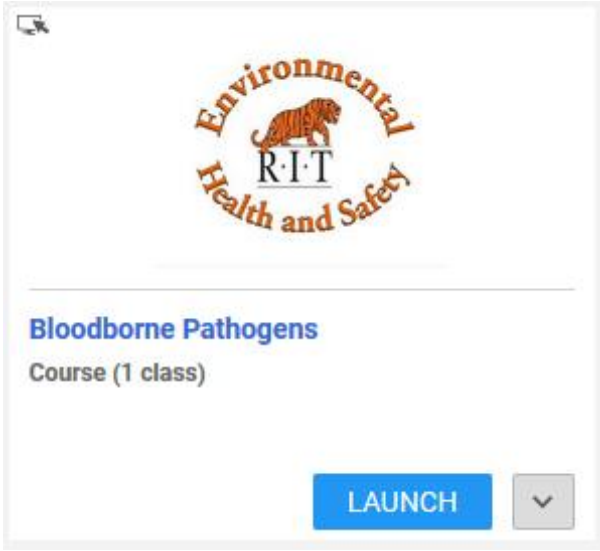
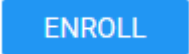
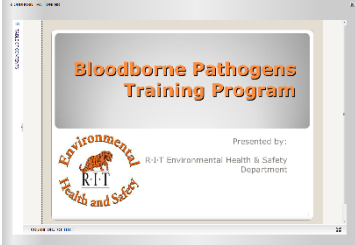


RIT Talent Roadmap: Launching Web Based Training

Note: If you are **retaking** a web based training please follow steps 1-2 and then proceed to page 2

1	Log in to RIT Talent Roadmap using your RIT username and password.
2	<p>From the homepage, you can search for web-based training (<i>EX: Bloodborne Pathogens</i>) using the search box in the top right corner of the screen. Type in a course title or topic keywords in the search box and press enter or click the magnifying glass to search.</p> 
3	<p>Select the course when it displays on the next page by clicking the image, course title, or “Launch” button. You can make sure it is web based by looking for this icon </p> 
4	<p>If you click on the course title or image then please click the “Enroll” button. </p> <p>*Please note that with some courses, there can be instructor-led as well as web-based deliveries for the same content; be sure to pick your preferred method.</p>
5	<p>Upon clicking the enroll button, you will launch the course. A second window with the web-based training will open and you can advance through the content at your desired pace. *Please note that in order for this to work, you must allow popups from sabacloud.com in your browser’s settings and make sure Flash Player is installed and enabled.*</p> 

6 If you are **retaking** a web based training the course page you are redirected to may look something like this:

The screenshot shows a course page for "Lab Safety Training" (ID: 0117). The course description states: "This course details information about proper procedures and use in RIT laboratories." Under the heading "You have registered for the following class", there are two class entries:

- Class ID : 0015**
Web-Based
Status: SUCCESSFUL
Language: English
Duration: 00:30
Completed on: 06-JUL-2017
Links: View detail, Attachments >
- Class ID : 0117**
Historical
Status: SUCCESSFUL
Language: English
Duration: 00:00
Completed on: 20-OCT-2012
Links: View detail, Attachments >

At the bottom of the class list, there is a link: "To view other classes of this course, [click here](#)".

At the bottom of the page, there are "Share" and "Tag" buttons.

7 Please click on the grey arrow next to "Print Certificate"



8 Choose the "retake" option:
This will allow you to successfully retake a web-based class.



- Export Certificate
- Review
- View Summary
- Retake