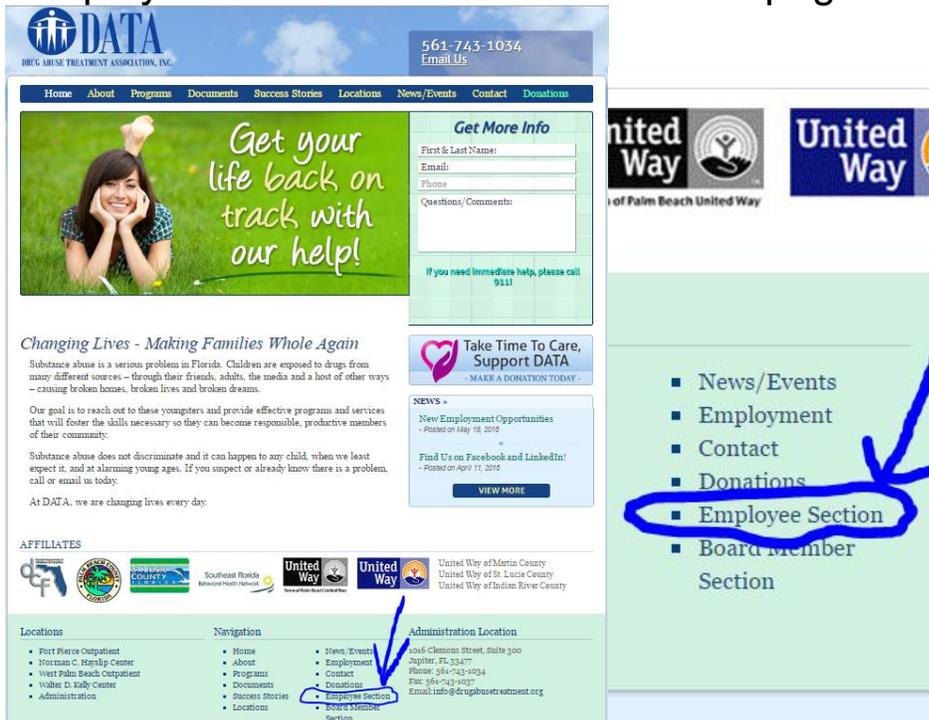


How To Access DATA Training by LITMOS

To access your training/certification courses follow these steps:

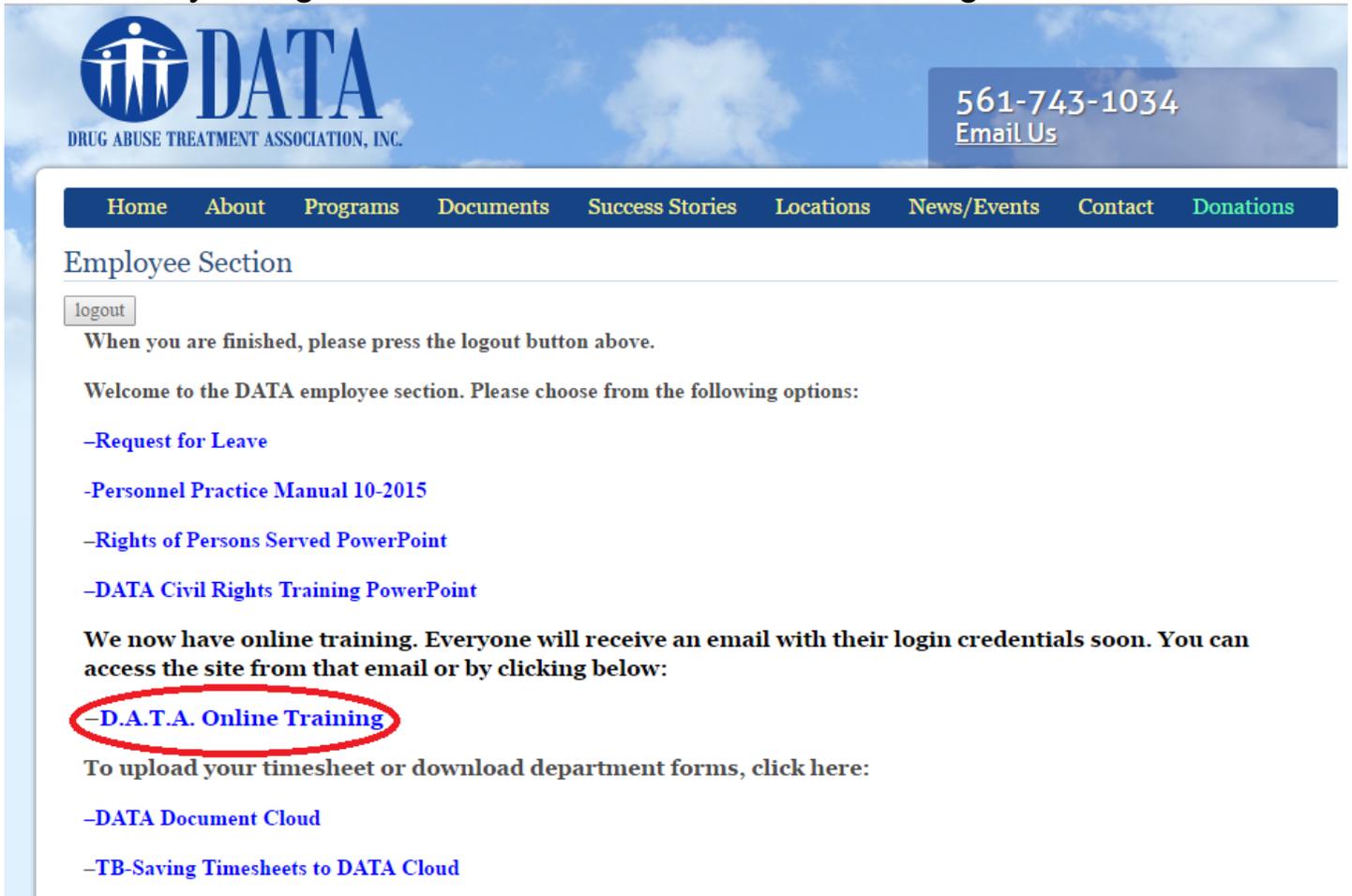
1. Go to our website at www.drugabusetreatment.org and click on the “Employee Section” at the bottom of the page.



2. Enter the password and click “Submit”.

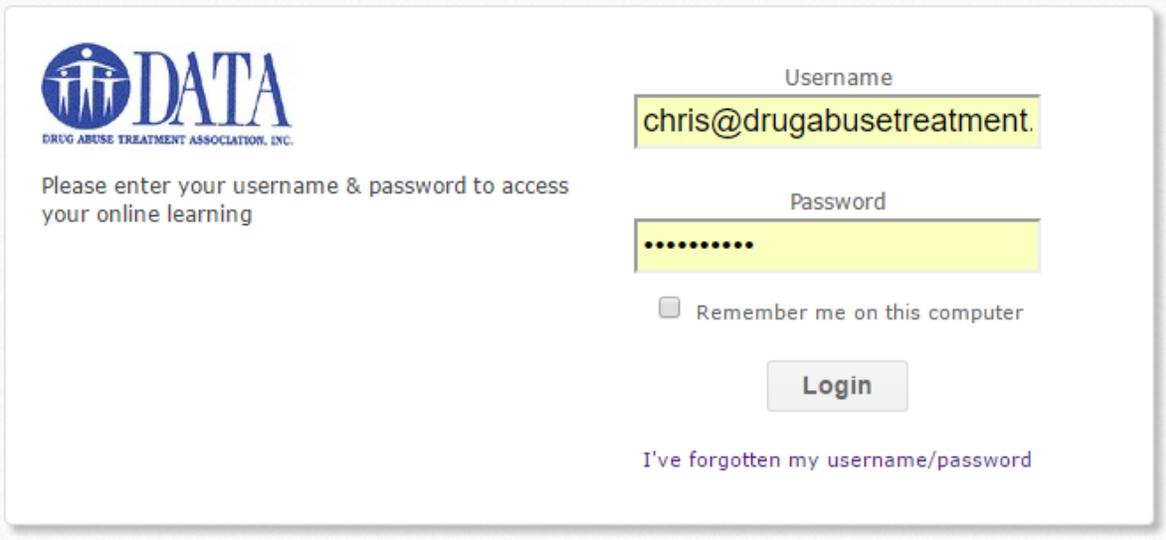


3. After you log in, click the “D.A.T.A. Online Training” link.



The screenshot shows the DATA website's employee section. At the top left is the DATA logo with the text "DRUG ABUSE TREATMENT ASSOCIATION, INC.". To the right is a contact box with the phone number "561-743-1034" and a link "Email Us". Below this is a dark blue navigation bar with links: Home, About, Programs, Documents, Success Stories, Locations, News/Events, Contact, and Donations. The main content area is titled "Employee Section" and contains a "logout" button. Below the button is the text: "When you are finished, please press the logout button above." This is followed by "Welcome to the DATA employee section. Please choose from the following options:" and a list of links: "-Request for Leave", "-Personnel Practice Manual 10-2015", "-Rights of Persons Served PowerPoint", and "-DATA Civil Rights Training PowerPoint". A paragraph states: "We now have online training. Everyone will receive an email with their login credentials soon. You can access the site from that email or by clicking below:" followed by a link "-D.A.T.A. Online Training" which is circled in red. Below this is another paragraph: "To upload your timesheet or download department forms, click here:" followed by two more links: "-DATA Document Cloud" and "-TB-Saving Timesheets to DATA Cloud".

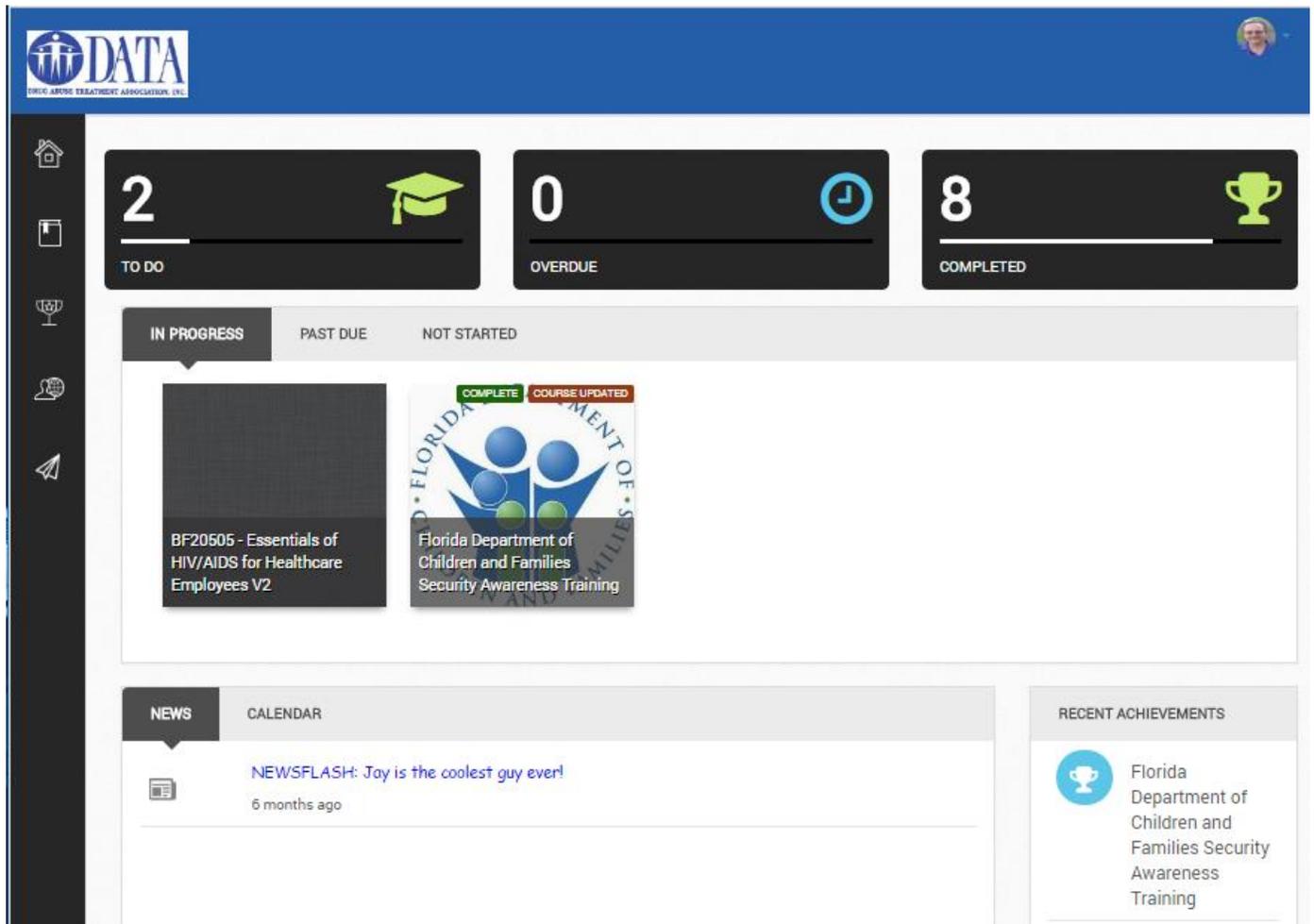
4. Enter your username and password and click “Login”. If you aren’t sure what they are, contact the helpdesk.



The screenshot shows the login page for the DATA online learning system. On the left is the DATA logo and the text "Please enter your username & password to access your online learning". On the right is a form with two input fields: "Username" containing "chris@drugabusetreatment." and "Password" containing ".....". Below the password field is a checkbox labeled "Remember me on this computer". A "Login" button is positioned below the checkbox. At the bottom of the form is a link: "I've forgotten my username/password".

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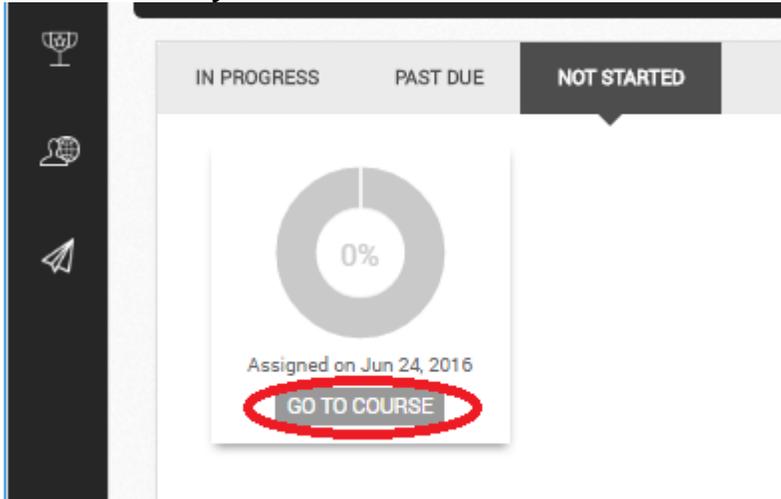
5. This will be your home screen that you can get to anytime by clicking the icon of the house. Here you will see what courses you have in progress, courses that you still have to do and any achievements that you have. Under the icon of the house, you have the courses icon that will take you to all of the courses that we have available. If you don't see a course that you know that you need to take, please contact the helpdesk.



The screenshot shows a user dashboard for DATA (Drug Abuse Treatment Association, Inc.). At the top left is the DATA logo. A navigation sidebar on the left contains icons for Home, Courses, Achievements, Profile, and Help. The main content area features three summary cards: '2 TO DO' with a graduation cap icon, '0 OVERDUE' with a clock icon, and '8 COMPLETED' with a trophy icon. Below these is a section for 'IN PROGRESS' courses, with sub-tabs for 'IN PROGRESS', 'PAST DUE', and 'NOT STARTED'. Two course cards are visible: 'BF20505 - Essentials of HIV/AIDS for Healthcare Employees V2' and 'Florida Department of Children and Families Security Awareness Training', which is marked as 'COMPLETE' and 'COURSE UPDATED'. At the bottom, there are sections for 'NEWS' (showing a 'NEWSFLASH: Jay is the coolest guy ever!' from 6 months ago) and 'RECENT ACHIEVEMENTS' (listing the 'Florida Department of Children and Families Security Awareness Training' with a trophy icon).

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6. Hovering your mouse over a course will enable the “Go To Course” button that you click on to start or continue a course.



7. Always remember to log out of the site when you are finished as well as logging out of the DATA Employee Section site.

