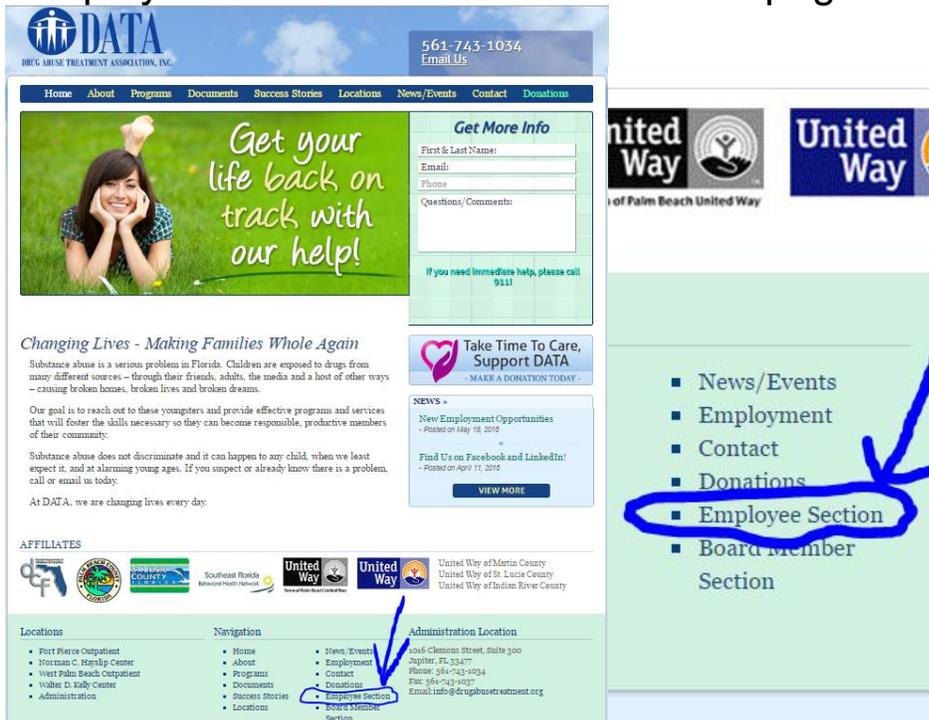# *Technical Bulletin*

How To Access DATA Training by LITMOS

To access your training/certification courses follow these steps:
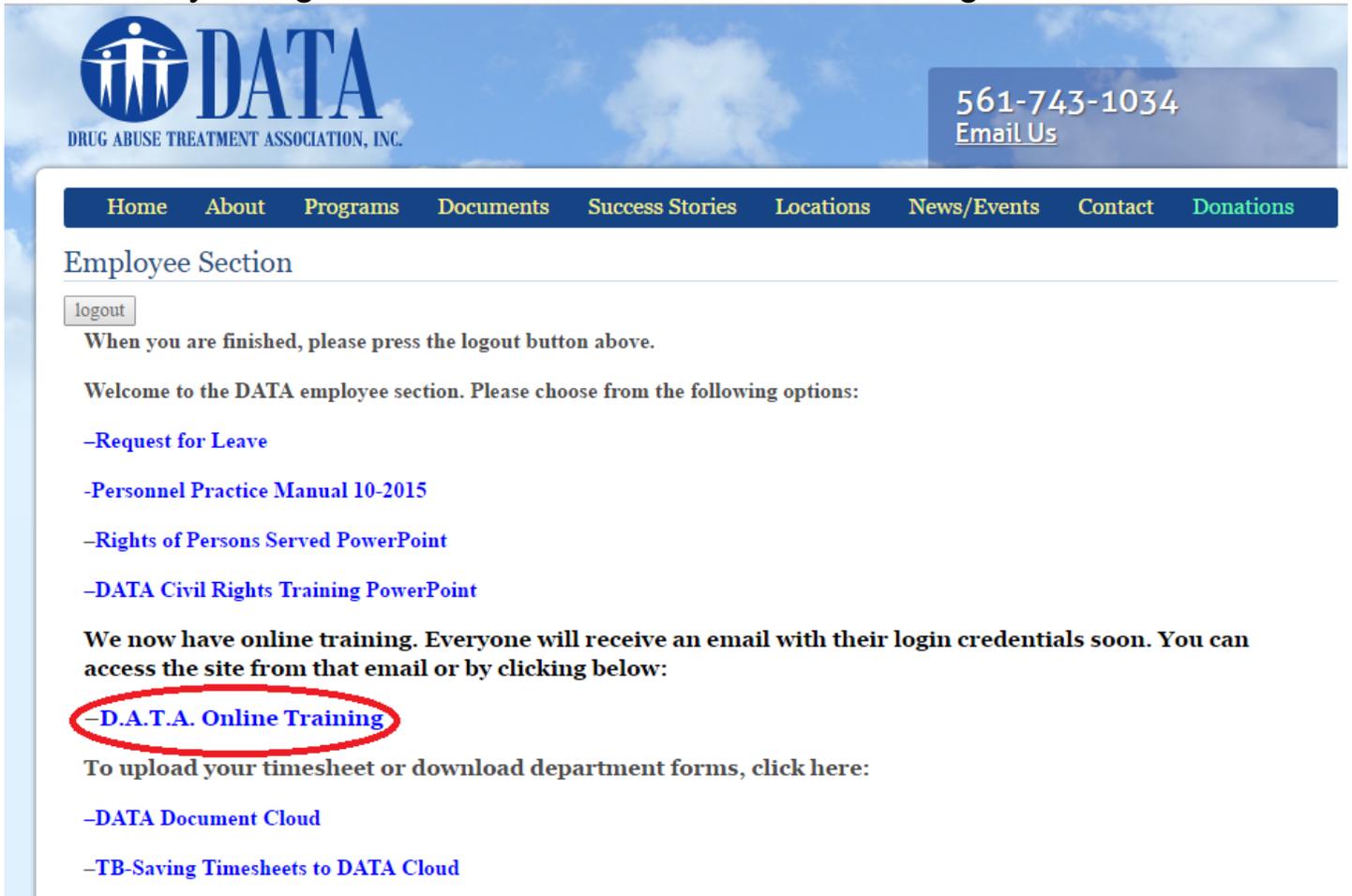
1. Go to our website at www.drugabusetreatment.org and click on the "Employee Section" at the bottom of the page.
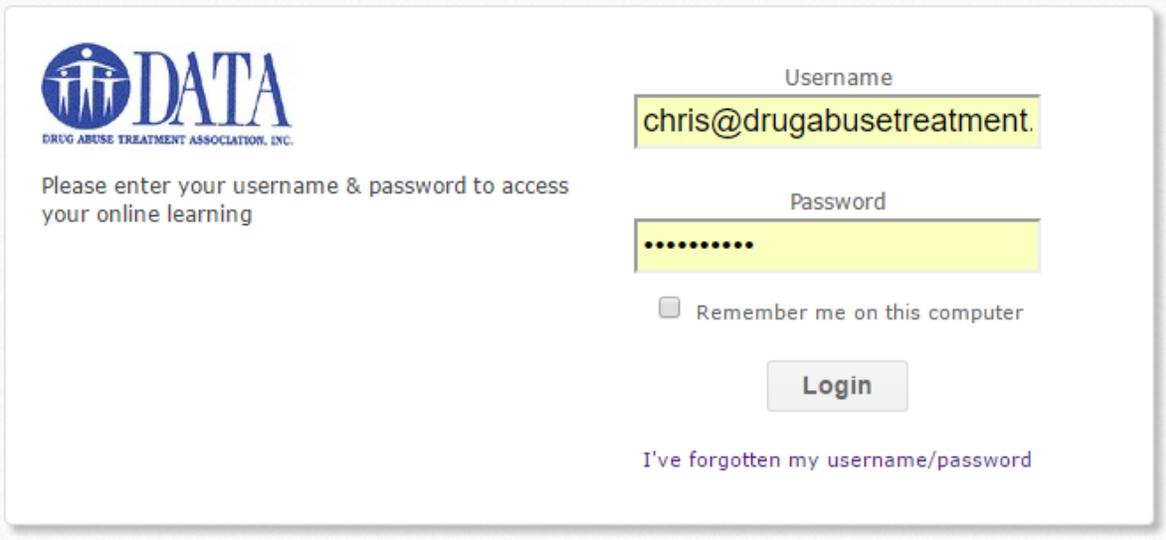

2. Enter the password and click "Submit".

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

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

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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.

6. Hovering your mouse over a course will enable the "Go To Course" button that you click on to start or continue a course.
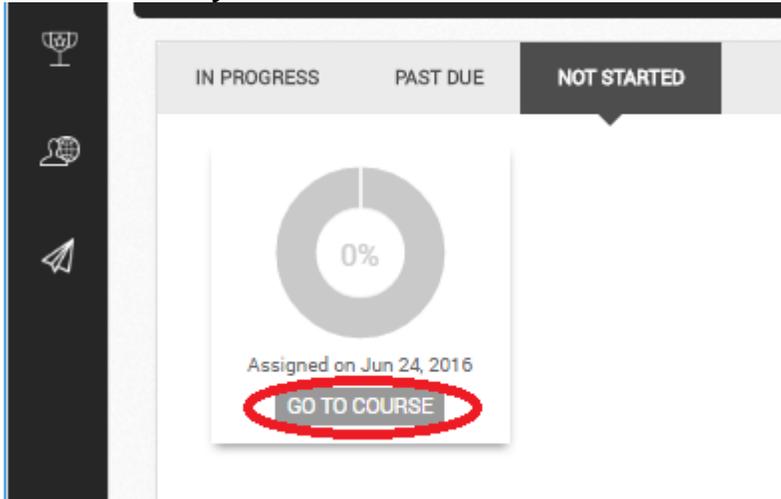
7. Always remember to log out of the site when you are finished as well as logging out of the DATA Employee Section site.