1 How to Request a Keycode

When you receive a request for testing from a student, send an email to: **tcy-dg-e-sar@uscg.mil**

In the email subject line type **Request for Keycode**

In the body of the email include:
- Your full name
- Statement that you are a designated ESO
- Location where you are the ESO
- Student's name
- Name of alternate ESO

The SAR school will send you a keycode to access the test.

IMPORTANT: The keycode is good for one month and is changed at the beginning of each month on the first working day of the month. If you request a password on the 31st, the password will change the next day.

2 How to Login to the SAR Fundamentals (e-SAR) - Final Test
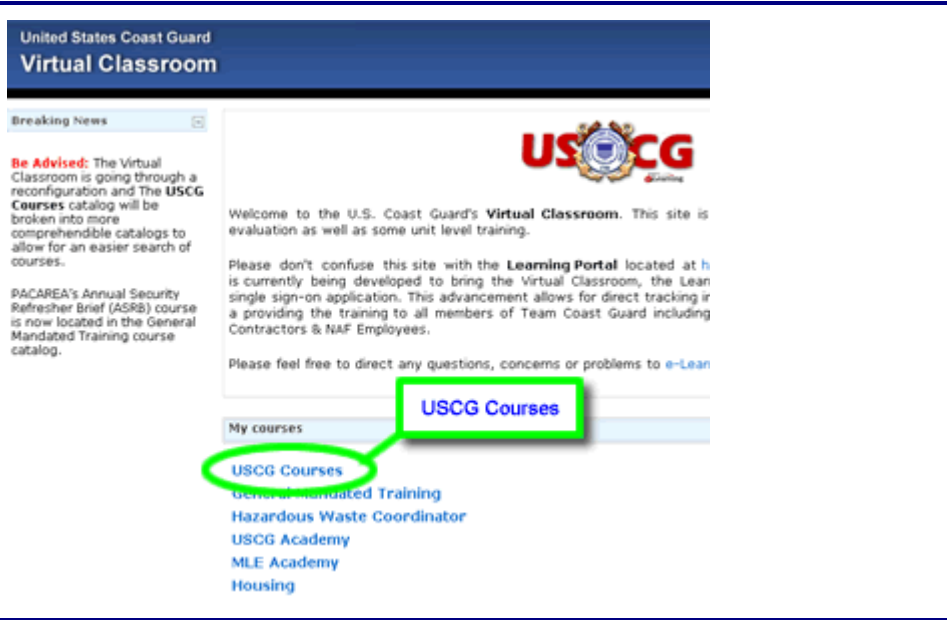
Open the Coast Guard Learning Portal at: https://learning.uscg.mil/

Under **Learning Links** on the lower left hand side, click the **Access the Virtual Classroom from HERE** link.

3 The **Virtual Classroom** website will open.

The **student** enters their **Username**.

The **student** enters their **Password**.

Click the **Login** button.

10 The **Virtual Classroom** website will open.

Click the **USCG Courses** link under **My courses**.

11 The **USCG Courses** page will open.

Click **Next** to go to Page 2 of the course listings.

12 The second **USCG Courses** page will open.

Click on the **SAR Fundamentals (e-SAR) – Final Test** link.

United States Coast Guard
Virtual Classroom

Courses » Courses » Login to SAR-FUN_1

SAR Fundamentals (e-SAR) - Final Test

Please contact your ESO. This test must be proctored.

This course requires an 'enrollment key' - a one-time
password that you should have received from your teacher

Enrollment key: [   ]   [Enroll me in this course]

[Cancel]

13 The **Login to SAR-FUN_1** page will open.

The **ESO** enters the **Enrollment Key**.

Click the **Enroll me in this course** button.

Please note this is a proctored test and it **requires the ESO to stay with the student** while the test is being taken.

When the student has completed the test, ensure the student **submits the test** and **logs off.**