

Section VII

Electronic Ordering of College-Level Materials

The enrollment form for video/audio materials can be submitted to Tobyhanna by three methods: 1). Mail the form to Tobyhanna, 2). Fax the form to Tobyhanna at (570) 895-6106, or 3). Electronically send the form to the Institute. Availability of computers and facsimiles may determine what method the individual unit will select. The first two methods are self-explanatory and only require filling in the required information for parts A-D. The ESO mails or faxes the form to Tobyhanna after reviewing the form and signing part E.

The third method requires a few additional instructions, but may prove easier for the member and the ESO in the long run.

Electronic Ordering of College-Level Materials For Coast Guard Members	
Step 1	Go to the Institute's web page at http://www.uscg.mil/hq/cgi/index.html .
Step 2	On the home page, click "forms to request services", which appears on the vertical bar at the side of the page.
Step 3	Click on "College-Level Study Materials Enrollments".
Step 4	The Table of Contents will appear for College Video/Audio Courses
Step 5	Click on the Enrollment form that is at the top of the Table of Contents.
Step 6	<p>The enrollment form appears.</p> <p>NOTE: If you are accessing Institute forms from the standard workstation, using image 5.1, please save the PDF file to your system and open the file with Acrobat 6.0 to fill out and submit the form.</p> <p>On the form, the member enters the required information for parts A-D. The member saves the file using the Adobe Acrobat disk icon in the Acrobat tool bar.</p>
Step 7	The member sends the e-mail to the ESO along with the saved file as an attachment.
Step 8	The ESO reviews and signs part E. The projected date is based on the date of the request. It will provide the ESO with a good indicator of when the member should return the video/audio materials to Tobyhanna or whether the member has ample time to review the tapes while at that unit.
Step 9	<p>The ESO must select "Submit" before sending the form to the Institute. Any form that is missing the electronic signature will be returned to the ESO.</p> <p>NOTE: It is helpful to list the name of the member on the subject block of the e-mail especially if the ESO sends several requests at the same time.</p>