### QUALIFICATION COURSE E-TESTING USER GUIDE

# FOR

## EDUCATION SERVICES OFFICER (ESO)

AND

MEMBER



Force Readiness Command Coast Guard Institute June 2016 This page is intentionally left blank.

### Contents

Introduction	1
Education Services Officer (ESO)	1
Procedure for the ESO	2
Member	3
Procedure for the Member	4

# Introduction

Each member of the organization shares the responsibility for ensuring that the workforce is fully capable to perform the jobs and tasks for each unique mission of the Coast Guard. Continuous improvement of job performance is accomplished through a balance of personal, professional, technical training, education, and workforce development essential to the accomplishment of all assigned missions.

Education Services Officers (ESOs) provide assistance in service members' achievement in their training and educational goals. The ESO administers all qualification courses in the Learning Management System (LMS). The LMS allows the user to register, complete, and track electronic training.

#### **Education Services Officer (ESO)**

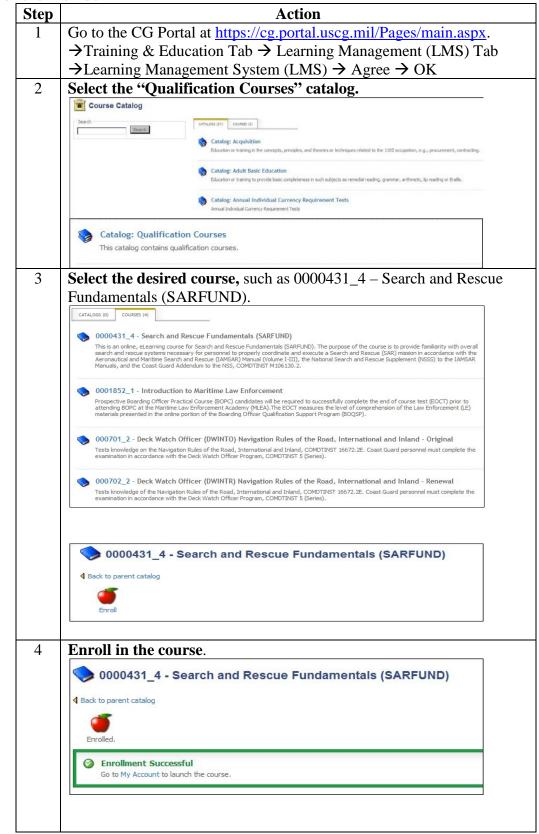
ESOs need a Question Mark Perception (QMP) account to administer qualification exams in the LMS.

#### **Procedure for the ESO**

Step	Action
1	Send an email request to <u>CGI-DG-CST_DIV@uscg.mil</u> requesting a QMP account. Include a copy of their ESO Designation Letter. CG Institute will provide QMP Account information via email to ESO. Once the ESO receives their initial password from CG Institute, a new password will be required. Use the following steps to change password.
2	Go to https://etesting.uscg.mil. Click AGREE.
	US Coast Guard Testing
	US Department of Defense Warning Statement
	You are accessing a U.S. Government (USG) Information System (IS) that is provided for USG- authorized use only. By using this IS (which includes any device attached to the IS), you consent to the conditions. following   • The USG routinely intercepts and monitors communications on this IS for purposes including, but not imited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations. A ray time, the USC may inspect and serie data stored on this IS.   • Communications using, or data stored on this IS. Communications using, or data stored on this IS.   • This IS includes security measures (e.g. authentication and access controls) to protect USG intercepts - mot for your personal benefit or privacy.   • Notwithstanding the above, using this IS does constitute consent to PM, LE or CI investigative searching or monitoring of the content of privleged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or elergy, and their assistants. Such communications and work product are private and confidential. See User Agreement for details.   To continue you must click the "I AGREE" button below.
2	Select QMP2 Enterprise Manager Login.
	US Coast Guard Testing     Enterprise Manager Login   Workplace Observer Login   Participant Login     QMP2 Enterprise Manager Login   QMP2 Participant Login     NOTICE OF WEEKLY MAINTENANCE     Server maintenance may be performed on a weekly basis on Thursdays between the hours of 2000-2300 ET. There may be a brief interruption of service during this time. Every effort will be made to minimize interruption of service.
3	Login using username/password provided from CG Institute.
4	Change your Password and log out. <b>This is the only option.</b>
L	

#### Member

All Coast Guard active duty and reserve members take all qualification courses in the Coast Guard LMS.



#### **Procedure for the Member**

5	Launch the course.
	MENU Wy Profile My Transcript
	LEARNING ACTIVITIES
	ENROLLED (27) OVERDUE (0) COMPLETED (9) EXPRED (37)
	Course A Due Date Expires Details View
	0000431_4 Search and Rescue Fundamentals (SARFUND) 📎 🮯
	Lesson   Type   Status   Score   Action     Press provide description   Type   Status   Score   Action     Description   Type   Status   Score   Action     Press provide description   Type   Status   Score   Action     Result (SAR) Monit (Water HT), Per Mood Severt And Rescute Score and Rescute Fundamentals (SAR/LIC)   Score   Action     Rescute (SAR) Monit (Water HT), Per Mood Severt And Rescute Score and Rescute Fundamentals (SAR/LIC)   Not Attempted   Score     (SCORTION HT)/SDL 3 the outcase description   Hold Score (Marce Hold Score Action The Hold Score Action The Moniton Scor
6	ESO will login as monitor. After you launch the course, the ESO will be required to enter their username/password before you can proceed with the exam.
	Monitor Login
	Please wait for a monitor to enter their name and password before starting
	Participant 1142360531
	Assessment SAR Fundamentals - 0431 Ed. 4
	Monitor Name
	Monitor Password
	Start
	Go Back
7	The ESO will proctor the exam and will go over all instructions with the
	member prior to allowing them to click submit to begin the actual
	exam. The ESO will proctor the exam from a position that allows them
	to visibly see the member's computer screen at all times.
8	Print Results.
	Upon completion of the exam, an Assessment Feedback page will appear on your screen. This page will show a breakdown of how you did on the various sections of the test, as well as an Assessment Result score.
	Click <b>Print Feedback</b> in the bottom right corner of the page. Keep this

	page for your records.
	Your official test score will appear in Direct Access within 48-72 hours.
9	View Examination Results. Login to Direct Access: <u>https://portal.direct-</u> <u>access.us/psp/EPPRD/?cmd=login&amp;errorPg=ckreq&amp;languageCd=ENG</u> . →Sign in to People Soft → Enter USER ID & Password →Click "My Profile" under the "Employee" paglet → Click on the "Qualifications" tab → Scroll down to the "Tests/Examinations" section