Checking your computer (optional, but useful to resolve computer issues before you begin)

1) Open your web browser

2) Type http://browser.skillport.com in the address line, this test will ensure that your computer and web browser are configured correctly to enable you to access the training content.

3) When the page opens, type in your e-mail address, you are given the option of having your results sent to you in an e-mail, you may uncheck that box as your results will show up on your computer screen.

4) Resolve any issues with missing components, browser settings etc. before continuing.

5) Contact Safety and Risk for assistance at X6320 if you cannot resolve computer issues.

HOW TO LOG INTO THE TRAINING SITE:
https://ds.calstate.edu/?svc=skillsoft&org=CSUB

Your **user name** is your CSUB NetID (your computer log in user name)
Your **password** is your CSUB NetID Password (your computer log-in password.)
1) Click the **CATALOG** button to access the Defensive Driver Course.

2) Position your mouse cursor over **DEFENSIVE DRIVING FUNDAMENTALS** to view the Launch button.

3) When you click on **LAUNCH** the program will begin, and the **please wait screen** will appear in a new window.

**IF YOU CAN NOT GET PAST THIS SCREEN, LOG OUT AND GO TO WWW.JAVA.COM AND DOWNLOAD THE JAVA APPLICATION. SKILLSOFT USES THE JAVA PLATFORM TO RUN THEIR GRAPHICS.**

Click on **COURSE OVERVIEW TO BEGIN**

Make sure your computer speakers are turned on, and set to a comfortable **volume**; this web-based training has both verbal and visual communication capabilities. Each section in the training module has preparatory questions to aid you in passing the training exam; questions are either multiple choice, true / false, or list style matching.

**EXAMPLES OF PRE-EXAM QUESTIONS**
How to Find and Take your Course Test

Once you finish all the course modules, the following screen will appear:

“You have not completed this course based on the defined criteria”

Click on the little house to navigate to the next portion of the training.

Click on “Progress and Tests”

Click on “Take Course Test”

Click on “Begin Test”

Once finished with the course test, you may exit the program by clicking on “Exit”.

If you have questions or need guidance before training or during your course, please call Sheila Barela at 6320 or e-mail at sbarela@csub.edu