

## BACKGROUND

The USPHS - Vessel Sanitation Program has developed the stand-alone course

### **VSP eLearning on AGE Outbreak Prevention and Response Course.**

This AGE-targeted eLearning is complementary to the ship's public health training and where appropriate, VSP seminars or other public health training.

The training is targeted at five functional areas/roles on ships:

- Food & Beverage
- Hotel
- Housekeeping
- Medical
- Technical/Deck

**New User**

First name:  Last name:  Employee ID:

Functional role:    
Food and Beverage   
Hotel   
Housekeeping   
Medical   
Technical/Deck

Cruise line:

Ship:

Username:  The username you create must be 6 to 20 characters long.

Password:  The password you create must be 8 to 20 characters long and contain at least one letter and one number.

Re-enter password:

IF YOU ARE NOT ABLE TO COMPLETE THIS ENTIRE TRAINING PROGRAM IN ONE SESSION OF ABOUT 1 TO 2 HOURS, YOU CAN SIGN OFF AND SAVE YOUR PLACE. HOWEVER, TO RESTART WHERE YOU LEFT OFF, YOU WILL NEED TO RETURN TO THIS SAME COMPUTER THEN ENTER YOUR USERNAME AND PASSWORD. PLEASE MAKE A NOTE OF THE COMPUTER WHERE YOU ARE TAKING TRAINING, ALONG WITH YOUR USERNAME AND PASSWORD, AND KEEP THEM IN A SAFE LOCATION. IF YOU FORGET THEM, YOU WILL HAVE TO REPEAT THE REGISTRATION PROCESS AND START TRAINING OVER FROM THE BEGINNING.

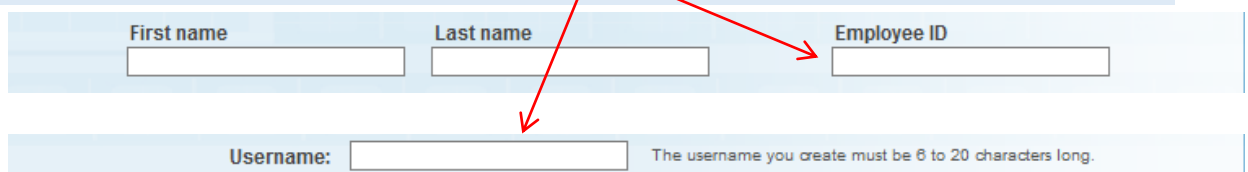
**Note:** To complete training for another area/role, a new logon must be setup.

**Note:** Further modules are under development and will be released as soon as they are completed.

## DETAILS

- **Download and installation instructions**
  - Work with your IT department for the best way to download, distribute and install this training program for your ships.
  - Detailed download and other information is in the file
    - Annex 1 VSP eLearning Download & Installation.pdf
    - See Annex I
    - Instructions are also attached to the root directory of the installation zip file.
- **Downloading the zip file installation package**
  - Click the following link for the 174 megabyte file compressed zip file.  
<https://www.dropbox.com/sh/fr8fcn3dtr39qj2/AABERRpaqqg-Z2-ct9gxL4uGa?dl=0>
  - Use the following password to access the file for download.
    - VSP-2016
  - Download the file.
- **Installation and setup instructions** (see also Annex I)
  - All of the files in this compressed file are required to install and run the training program.
  - The program has been designed to operate stand alone, without an internet connection.
- **User Guide instructions**
  - User Guide instructions are in the file
    - VSP AGE Training Admin User Guide v1-1
    - See Annex II
    - Instructions are also attached to the root directory of the installation zip file.
- **eLearning training components**
  - The eLearning Program
    - Requires individual users to register within the program.
    - This will then track progress through the training.
    - A portion of the training can be taken and then returned to in the next session.
    - Login must be on the same computer, using the same ID and password.
    - Each person can print their certificate upon successful completion of a module.
  - The Administrative Program
    - Allows for tracking the eLearning completed.
    - The installation and setup instruction file also contains information on how to periodically retrieve a registered user's completed eLearning, for return to the V.Ships Leisure Training Department.

- **Note:** All crew supplied through V.Ships will have a unique PCN (Employee ID). This should be entered in both Employee ID and Username boxes. This will enable the export/import of data with Shipsure and update their crew record.



First name <input style="width: 90%;" type="text"/>	Last name <input style="width: 90%;" type="text"/>	Employee ID <input style="width: 90%;" type="text"/>
Username: <input style="width: 40%;" type="text"/> <span style="font-size: small; margin-left: 10px;">The username you create must be 6 to 20 characters long.</span>		

## ACTIONS REQUIRED

### eLearning program installation

**All ships do the following procedure:**

- 1) Install the program on all computers where training is to be completed  
▶▶ see Annex I
- 2) Confirm to the DPA that the program is installed and tested or advise of any issues

■ ■ Completed ■ ■

### Training to be completed

**All ships do the following procedure:**

- 1) Ship's staff to complete this eLearning training as directed in Form C601d Guidelines for Certification, Appointment, Promotion and Training.
- 2) Maintain a hard copy of the certification completed
- 3) Export the training completed from the Administrative Program to V.Ships Training Department
  - a) At the end of the first month
  - b) Thereafter at the end of each quarter

■ ■ Completed ■ ■

### Attachments:

- **Annex I** VSP eLearning Download & Installation
- **Annex II** VSP AGE Training Admin User Guide v1-1