

# 30West IP eLearning Instructions

Thank you for choosing us for your international procedures recurrent training. Please select an option below.

Self-registration:

Click <u>here</u> for instructions to register yourself and start your training

Contact us to register you:

Click <u>here</u> for instructions to have us register you

## Self-registration option

This option allows you to register and start your training immediately or anytime later when you are ready to begin.

- 1. Click on this link to go to our eLearning marketplace: <u>30West IP eLearning</u>
- 2. On that page you will select the "Sign Up" button in the top right corner:



**3.** After the Sign Up window appears, you will enter the information into the appropriate fields, then read and accept the Terms of Service and Privacy Policy, and click the "Create Account" button:

Marketp	lace Events All courses Initial Co	urse Recun	rent Course Free C	ontent		Q Search	국 Login Sign Up
	Welcome to 30	0West IP	eLearning!				Soft but Title M
				Sign Up	×		
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	Joe Sears, Mitch Launius	\$2,500 °°	Joe Sears, Mitch Launi	<ul> <li>By selecting this box, you confirm that you have read and agree to our Privacy Policy and Terms of Use</li> </ul>	Free		
				Create Account			
				Already have an account? Login			
		ket		Ie	rms & Conditions   Privacy Policy	Site Map   iSpring Privacy Po © 2022 iSpring Market, All	licy   English. ~ rights reserved.

Once that is completed, you will see a momentary pop-up window telling you that your registration was successful.

4. Your browser will then take you to your 30West IP eLearning Marketplace page. On that page you will select the course you want to view by clicking on either the photo or the title for that course:



5. After you select the course you want, then you will be taken to the Course Info page for that course. You will need to add the course to your shopping cart so you can purchase access to view the course. You will add the course to your cart by clicking on the "Add to Cart" button:



You will have access to this course for one year. You can review the course as many times as you want within that year. You will be able to review any segment in any order after you initially complete the course. The modules will be updated as needed. If reviewing sessions later, you may see material that is more current than when you originally completed your training. 6. We use Stripe to process your payment. You can pay using a credit or debit card. Select the "Checkout" button to proceed with payment:



7. Next you will enter your payment information then select the "Pay" button:



8. After you have completed your purchase, you will be returned to your marketplace page. If not, then you can return to the <u>30West IP Marketplace</u> and sign in. Once you are logged in, you will select the "My Courses" tab on the left of the screen then click on either the course picture or title:



9. Next you will see a list of chapters within the course. You will start the chapter by clicking on the title:

3	← Course Info	<b>₽</b>
Image: Marketplace       Image: My courses       Image: Completed       I	Solution 19 hours 40 minutes	
	Course description         Our Initial International Procedures Course includes approximately 21 hours of learning content including practice for plotting and calculating ETPs. A Record of Training is issued after successfully completing the end of course test.         Show more         Outline       Reviews:	
	1. Course Introduction     © 4 minutes       1 module ^     COMPLETE       • 1. Welcome Video Learning Module     Passed (100% viewed)	
	2. General Trip Planning Information     O 3 hours 15 minutes     ICAO, Regulatory Compliance, Ramp Inspections, Jeppesen Resources, Restricted & Prohibited Airspace     formodules      NPROGRESS (2/6)	
	1. Introduction to ICAO Learning Module     Complete (100% viewed)	
	2. Regulatory Compliance Learning     Complete	
	3. Ramp Inspections Learning Module     Not Started	

10. After the module is completed, the player will stop. You might need to close the player window manually by clicking on the "X":



11. To see the status of the course updated to "Complete," it might be necessary for you to refresh the Course Info page in your browser:

3	← Course Info	<b>△</b>
Marketplace       My courses       Completed       Events       Achievements	Solution 19 hours 40 minutes	
	Course description Our Initial International Procedures Course includes approximately 21 hours of learning content including practice for plotting and calculating ETPs. A Record of Training is issued after successfully completing the end of course test.  Show more  Outline Reviews  1. Course Introduction 4 minutes 1 modelse	
	Industry     Connection     Industry     Connection     Industry     Connection     Industry     Connection     Industry     Connection     Connection	

12. You can pause your training at any time and return to it later. You can access your 30West IP marketplace here <u>30West IP eLearning</u> or click the "eLearning Login" link on our <u>30WestIP.com</u> website:



Train	This training can be accomplished anywhere high-speed internet is available.
Anytime, Anywhere	eLearning provides you the opportunity to complete international operations and procedures training whenever and wherever your schedule permits without having to dedicate a full day for a live training event.

Stay Up to 30West IP conducts eLearning Updates quarterly, at a minimum. These webcasts are conducted live so attendees can ask questions and be a part of the discussion. The webcasts are recorded and are available anytime on our YouTube channel. This helps keep our clients informed of the latest changes and are the perfect companion to our online self-paced eLearning.

#### START NOW

Date



13. When you take a break and return later, be sure to select "YES" on the player to resume the course where you left off. *Do not* select "NO" because if you do, then you will be forced to start the module from the beginning. You will receive a signed Record of Training within 2 business days after you complete the course.



If you have any questions or encounter problems, then please reach out to Terry at <u>Terry@30westip.com</u> or +1 (817) 658-1078.

### **Contact us option**

This option will require you to reach out to us to obtain a login and password as well as arranging payment. We will respond as quickly as possible to your request.

- 1. To get started, please contact Terry at <u>Terry@30westip.com</u> or +1 (817) 658-1078.
- 2. After you contact Terry to sign up for your training course, then she will send you an email with your login information:

30 West IP Online Recurrent access	_ * ×
Terry Giasson (30westip.com)	
30 West IP Online Recurrent access	
You have been enrolled in the 30 West IP Online Recurrent International Procedures training course. Thank you for selecting us as your training partner.	
Login Information:	_
<ol> <li>Navigate to the web page <u>https://30westip.floralms.com</u></li> <li>Input your username and password</li> <li>Email or Login: example@gmail.com</li> <li>Password: 30Westpilot</li> <li>Your password is case sensitive</li> <li>Your username and password is valid through 5/8/2021</li> </ol>	
If you have any questions, concerns or issues with your web-site training, please contact Terry at 817.658.1078 or terry@30westip.com.	
**Visit 30 West IP's new YouTube channel to view our previous Webcast: https://www.youtube.com/channel/UC3NY18F7j5Ko1rMokl9FldQ**	
Check out our website and resources at <u>www.30westip.com</u> <b>T:</b> +1 817 658 1078 <b>E:</b> terry@30westip.com	

A: 2140 Hall Johnson Road, Suite #102-308, Grapevine, TX 76051, USA

3. You can click on the web page link in the email or click here <u>30West IP eLearning</u> to go to the 30West IP training marketplace. On that page you will click on the "Login" button in the top right corner:

All courses Initial Course	Recurrent Course Enrichment Course	s Free Content		
Welcome to 30West We update modules periodically. When that h account as not viewed. If you have not comple order to unlock the next module that you have	IP eLearning! appens, the system replaces the old module wi ted the entire course, then you will need to go e not yet viewed.	Ith the new one. It registers the updated mod back to those updated modules and view the	ule in your m again in	
			So	t by: Title∨
13 courses in the catalog				
	antin the	A series of the	And the second s	
30West IP International Procedures Initial Course	30West IP International Procedures Recurrent Course	Communication and Contingency Procedures	Data Link Overview	
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eLearning Demonstration	EU OPS and PANS-OPS	Navigation Standards	Oceanic Operations	
Joe Sears, Mitch Launius	Joe Sears, Mitch Launius \$200 00	Joe Sears, Mitch Launius \$200 °°	Joe Sears, Mitch Launius	\$200 00

4. Use the information from the email to login to your 30West IP eLearning marketplace:

30 West IP Online Recurrent access	_	×	×
Terry Giasson (30westip.com)			
30 West IP Online Recurrent access			
You have been enrolled in the 30 West IP Online Recurrent International Procedures training course. Thank you for selecting us as your training partner.			
Login Information:			
<ol> <li>Navigate to the web page <u>https://30westip.floralms.com</u></li> <li>Input your username and password</li> <li>Email or Login: example@gmail.com</li> <li>Password: 30Westpilot</li> <li>Your password is case sensitive</li> <li>Your username and password is valid through 5/8/2021</li> </ol>			

If you have any questions, concerns or issues with your web-site training, please contact Terry at 817.658.1078 or terry@30westip.com.

\*\*Visit 30 West IP's new YouTube channel to view our previous Webcast: https://www.youtube.com/channel/UC3NY18F7j5Ko1rMokl9FldQ\*\*

Check out our website and resources at <u>www.30westip.com</u>

- **T:** +1 817 658 1078
- E: terry@30westip.com
- A: 2140 Hall Johnson Road, Suite #102-308, Grapevine, TX 76051, USA

Marketplace Events					Q Search	₩ Lo	jin Sign Up
All courses Initial C	ourse Recurrent Cours	e Enrichment Course	s Free Content				
Welcome to 3 We update modules periodical account as not viewed. If you h order to unlock the next modu	OWest IP eLea ly. When that happens, the syst nave not completed the entire o le that you have not yet vieweo	I <b>rning!</b> tem replaces the old module w ourse, then you will need to go l.	ith the new one. It registers t back to those updated mode	he updated modul ules and view them	e in your ragain in S	ort by: Title Y	
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5. We recommend you change your password after you login. You do that in your user profile. Select the silhouette symbol in the top right corner then select "My Profile" from the drop-down menu. Next you will fill in the fields for your new password. You must select "Save changes" to make the changes active:

3	My Profile	▲ ● ~
Dashboard	You can customize your profile photo and password here	Joe Sears Joe@30westip.com
🕅 Marketplace		User Portal
C Learning Paths	Your Info	Logout
Content	Your photo represents you at iSpring Market and is shown in your	
Events	Your photo: profile and next to your comments. You can upload a JPG, PNG, or OE( FIE Image, Each side of the picture should be between 75 and 4000 pixels.	
iii Reports	Your email: Joe@30westip.com	
A People	Language: English 🗸	
Settings		
	Change Password	
	Current password:	
	New Password:	
	Confirm:	
	Save changes	

6. To begin or resume your course, select the "My courses" tab on the left side of the screen. Next you will click on either the course picture or the course title to open the course:



7. Next you will see a list of chapters within the course. You will start the chapter by clicking on the title:

3	← Course Info	4 <sup>•</sup>
Image: Marketplace       Image: My courses       Image: Completed       Image: Events       Image: Achievements	Solution 19 hours 40 minutes	
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	I. Course Introduction     ○ 4 minutes       1 module ∧     COMPLETE	
	<ul> <li>1. Welcome Video Learning Module</li> <li>Passed (100% viewed)</li> <li>Concercal Trip Planning Information</li> <li>CAO, Regulatory Compliance, Ramp Inspections, Jeppesen Resources, Restricted &amp; Prohibited Airspace</li> <li>6 modules ^</li> </ul>	
	1. Introduction to ICAO Learning Module     Complete (100% viewed)	
	2. Regulatory Compliance Learning Module     Complete	
	3. Ramp Inspections Learning Module     Not Started	

8. After the module is completed, the player will stop. You might need to close the player window manually by clicking the "X":



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3	← Course Info	4	0
Harketplace       Hycourses       Completed       Events       Achievements	SOWest IP Initial International Procedures     Course     Mtch Launius      Goe Sears     Ouration 19 hours 40 minutes		
	Course description Our Initial International Procedures Course includes approximately 21 hours of learning content including practice for plotting and calculating ETPs. A Record of Training is issued after successfully completing the end of course test.  Show more  Outline Reviews 1. Course Introduction  © 4 minutes		
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