

Access the On-Line SAP Refresher Course Instructions

Access the on-line SAP Refresher Course by means of the following steps:

1. Go to <https://csti-ca.csod.com/default.aspx?c=caloes-recovery-sap>
2. Click on the yellow **Register** box and create a new account. You will need your SAP ID Number.
3. Register using an e-mail that you frequently check, even on weekends.
It's possible that a callout message may be sent to you while you are away from work.
We do not recommend that you use a work e-mail in the event you change jobs or retire.
4. Register with a current mailing address where we can mail you your card.
5. When submitting the form, you will see a message telling you the registration is pending approval. Cal OES will receive an e-mail that you registered for an account and may approve you within 48 hours. Please keep in mind that if it is a holiday or a weekend, this time frame may be longer.
6. After receiving an email notification that your account is approved, you now need to request the SAP Online Evaluator Refresher Training. Click on the yellow **SAP Safety Assessment Program** button, then click on the yellow box titled **Online Evaluator Training**.
7. Click on the **Request** button below the words **SAP Online Evaluator Refresher Training**.
It may take up to 48 hours for the request to be approved. Please keep in mind that if it is a holiday or a weekend, this time frame may be longer.
8. After you receive the email approval notification, log on to the LMS system and click on **My Portal**.
Look for **Your Assigned Training** and click on **Launch**.
You may see a screen that asks you to **disable your popup blocker**.
Click **agree** next to the green check mark to access the training.
Your refresher training is now available.
 - The modules are separated into 6 different sections.
Every slide and link in each module must be viewed before the module is considered complete.
 - Each module must be completed in order before moving on to the next.
 - Knowledge checks inside the modules are not scored and are only used for reference.
9. Once all modules are complete, you may then take the final exam.
 - If you fail the exam, you **MUST** review the modules to retake the exam.
 - You may retake the exam up to three times before you need to wait a week before retaking the exam.
10. After you have completed and passed the exam, you can click the three horizontal lines in the upper right corner of the screen and click **Home**, then click on **Universal Profile**. Once you are taken to the new page, click on the header bar choice **Transcript**. Click the **Active** box, choose **Completed**, and you will see your completed coursework. The SAP online training is now listed on your transcript as **complete** and you can print your certificate as many times as you'd like.