

Please follow these instructions for the Safety Assessment Program Online Recertification Training.

*(PS use an alternative browser to “Internet Explorer” for best results. Chrome, Safari, Firefox all seem better)

1. Go to <https://csti-ca.csod.com/default.aspx?c=caloes-recovery-sap>

2. Click on the **Register** box and enter requested information to create an account.

- You will need your SAP ID Number.
- Please register only one account.

Cal OES uses the data from your account to update your SAP contact information in the database. Therefore, it is important to use an email that you frequently check, even on weekends.

- It's possible that a SAP callout message will be sent while you are not at work.
- We do not recommend using a work email in the event you change jobs or retire.

3. After submitting your registration, you will see a message indicating your registration is Pending Approval.

- A notification is sent to Cal OES that you registered for an account.
- Cal OES must approve all SAP accounts before you can request training.
- It may take up to 48 hours to receive an approval notification. Please keep in mind that if it is a holiday or a weekend, this time frame may be longer.

4. Once you receive the **account approved email notification**, log onto the LMS system and request the SAP Online Evaluator Refresher Training.

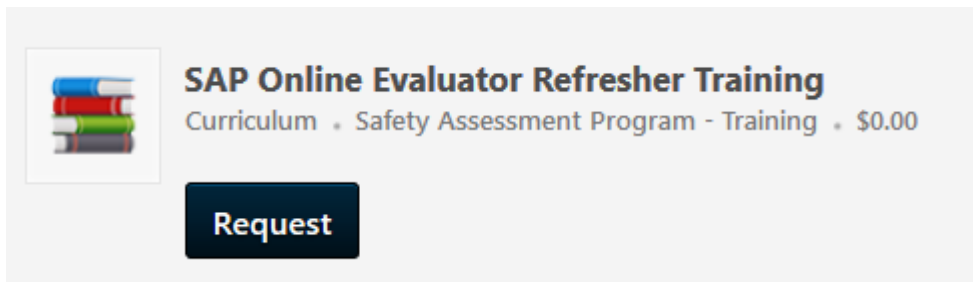


- Click on the yellow **SAP Safety Assessment Program** button,



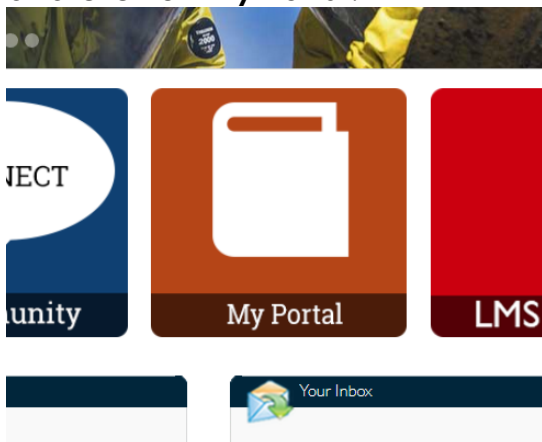
- Then click on the yellow box titled **Online Evaluator Training**.

5. Click on the **Request** button below the words **SAP Online Evaluator Refresher Training**.



It may take up to 48 hours to receive an approval notification. Please keep in mind that if it is a holiday or a weekend, this time frame may be longer.

6. After you receive the email approval notification, log on to the LMS system, and click on **My Portal**.



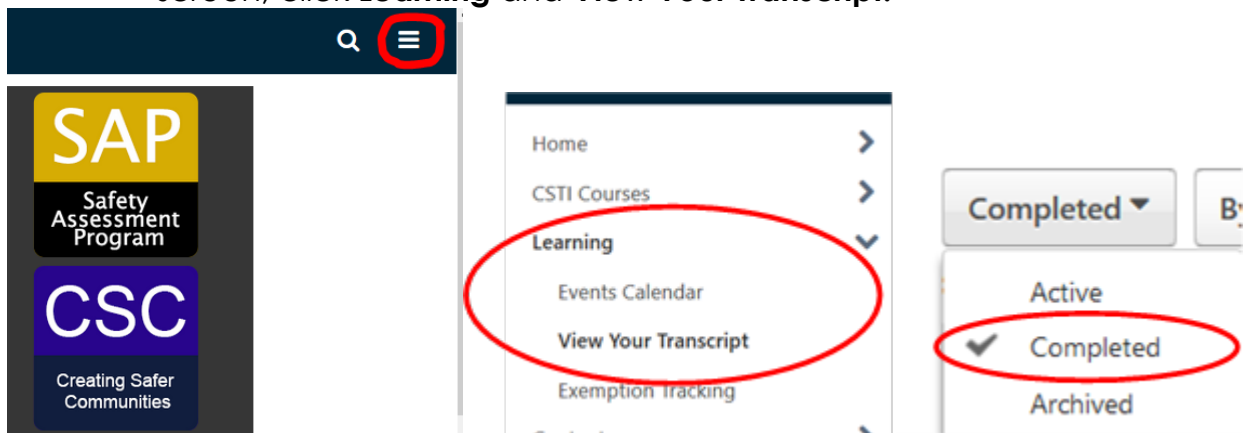
- A new window will open. Look for **Your Assigned Training** and click on

- **Open Curriculum Player/View Details/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 numerical order before moving on to the next.
- Knowledge checks inside the modules are not scored and are only used for reference.

7. 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.

8. After you have completed and passed the exam:

- Click the three horizontal lines in the upper right corner of the screen, click **Learning** and **View Your Transcript.**



- Then click the **Active** box, choose **Completed.** You will see your completed coursework. The SAP online training is now listed on your transcript as **Complete.** You can view your certificate by clicking View Completed down arrow and selecting view certificate.
- Once you complete the exam, the system will automatically notify Cal OES who will produce a new SAP ID card or certificate, and send it to you at the address listed in the Cal OES database.
- After completion of the training, nothing more is needed on your part.

To reset your password do the following:

- Visit CSTI.ORG
- Click the purple Login button center of screen
- On the Login Page, Under the Password Field, click the “Forgot Password” Link
- Enter the email you used to register in “Log In Credential” box– check the “I am not a robot” and click “Submit”. A password reset link will be sent to that email.

If you do not receive a password reset link, please check your spam folder. The LMS reset feature is functioning properly but your spam filter may be blocking the LMS **emails**.