NATIONAL TRAINING CENTER

Special Projects & Training Evaluation Department

General Procedure

Title:	Course Material Availability Portal User Guide
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Revision:	1

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REVISION HISTORY

Rev.	Date	Description of Revision
1	05/16/16	Updated to Version 2 of the attached user guide.
0	07/16/13	Original general procedure

Course Material Availability Portal
User Guide

The Department of Energy (DOE) National Training Center (NTC) Course Material Availability portal is used to provide NTC-certified instructors, instructional designers, and others with a need-to-know access to NTC course materials. Access to these materials will allow the user to present NTC courses for credit, participate in the revision of NTC courses, or use the training materials to enhance or create authorized training. Folders within the portal include course training materials (for instance, lesson plans, tests, and PowerPoint slides) for an NTC-certified instructor to conduct an instructor-led training course. Electronic learning (eLearning) courses are not included on the portal.

This document contains instructions for the following activities:

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Log In Process

1. Go to https://sites.ntc.doe.gov/SitePages/Home.aspx.
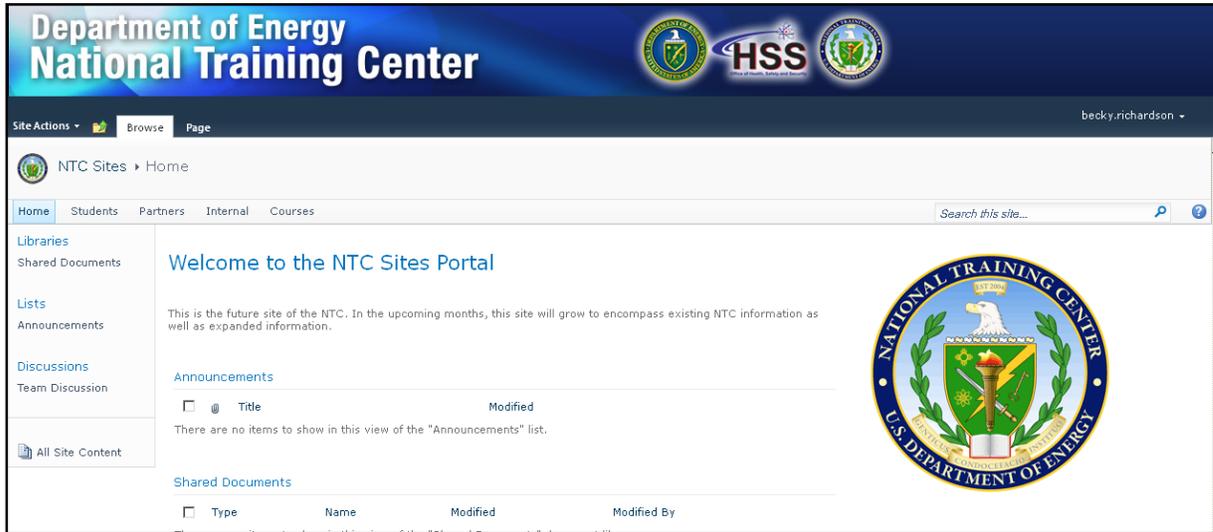
2. Click "**Sign In**".
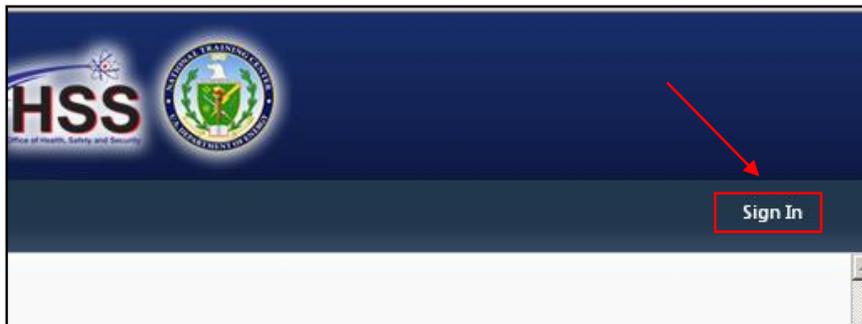
3. Log on to your site's portal page on the NTC portal.

Accessing the Course Catalog

1. Click "**Courses**" in the portal menu bar to the right of the "**Home"** button.
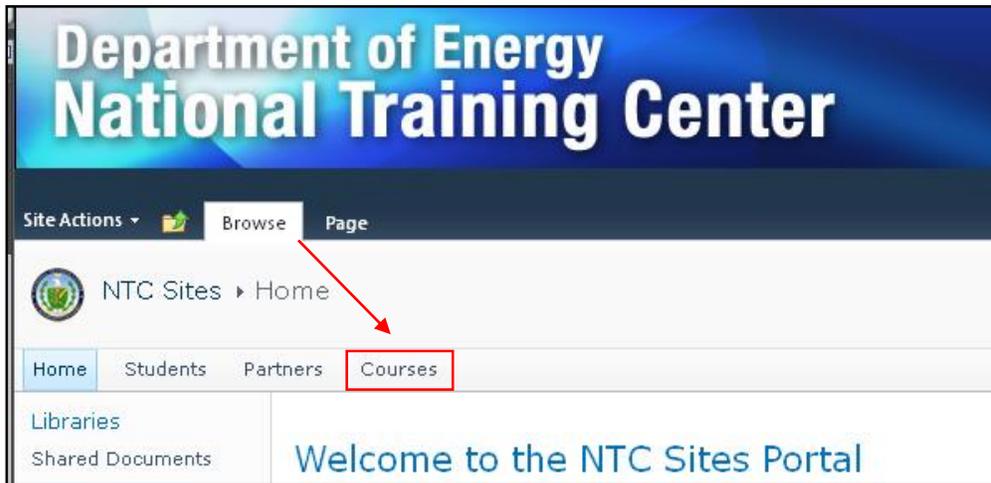
2. Click on "**Course Catalog**" under the "**Lists**" sub menu on the left.
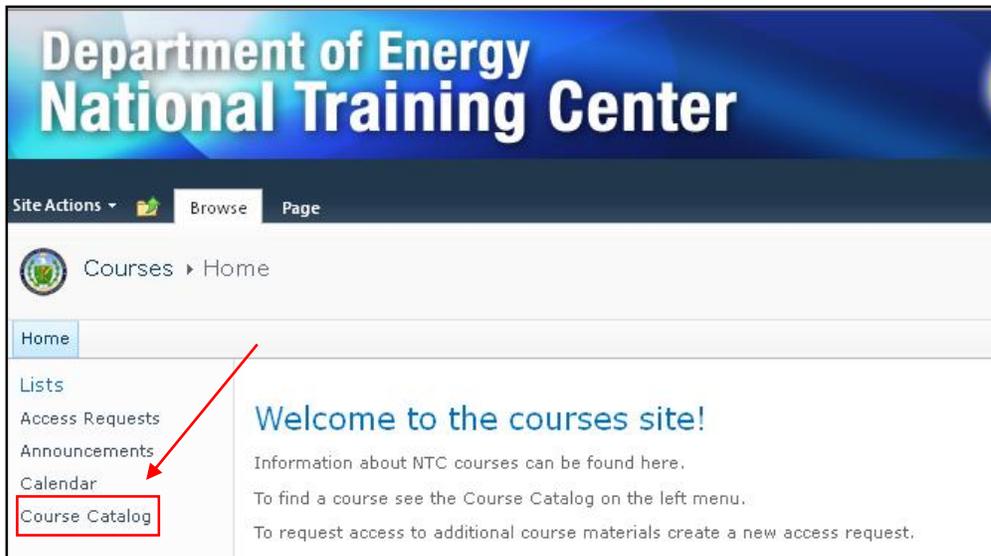
3. Locate the course you wish to download, and click on the **Link** hyperlink in the last column.

Requesting Access

1. If you need course material for a listed course and receive an error message because you do not have access, click on "**Request access**".
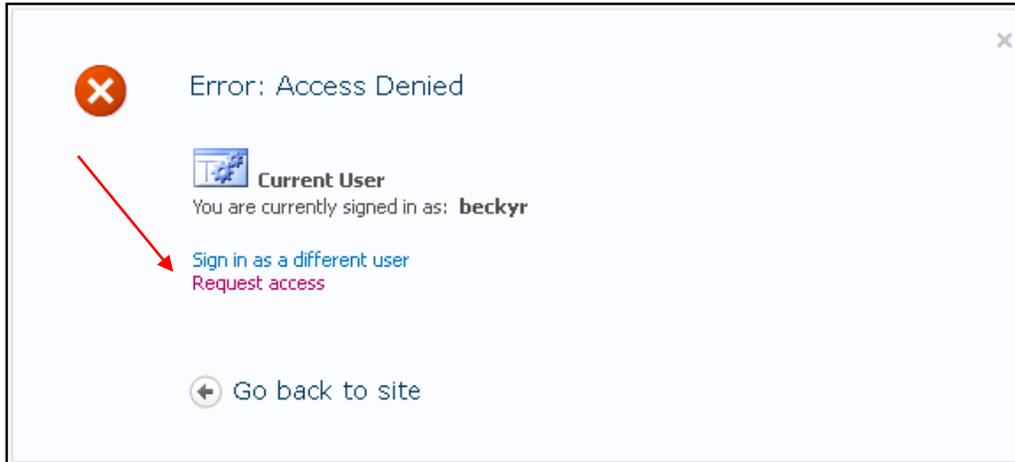

2. Enter an explanation justifying your need for the course material, and click "**Send Request**".
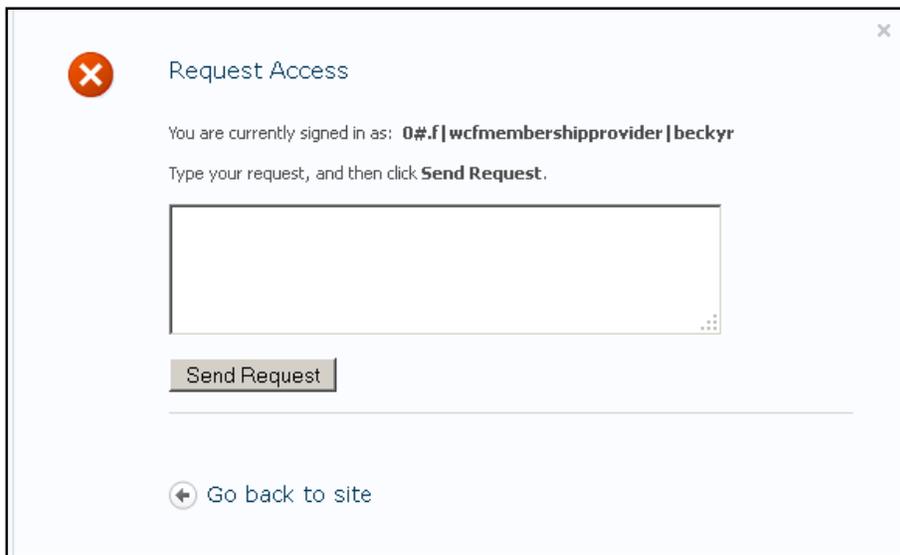
Accessing Course Materials

1. Click "**Course Materials**" from the "**Libraries**" sub menu.
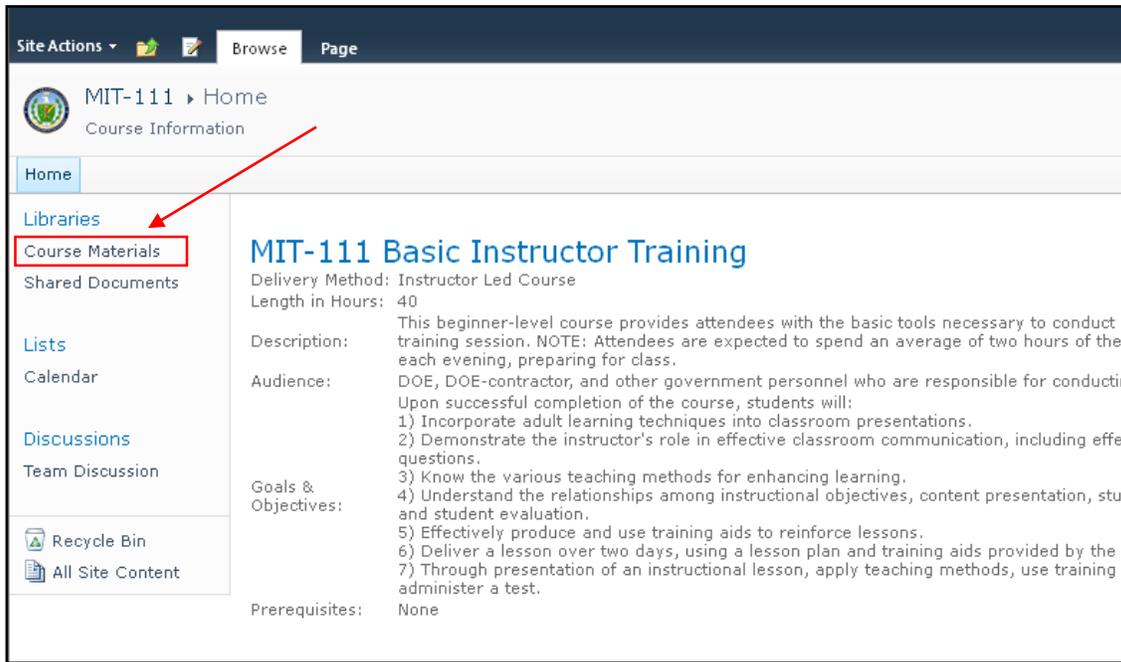
2. Folders containing available course material are listed. Click on the specific folder you want to download (for example, **Handouts**).

3. Click on the specific document you want to download (for example, **HO 2-2 Favorite Instructor Presentation Performance Checklist**).