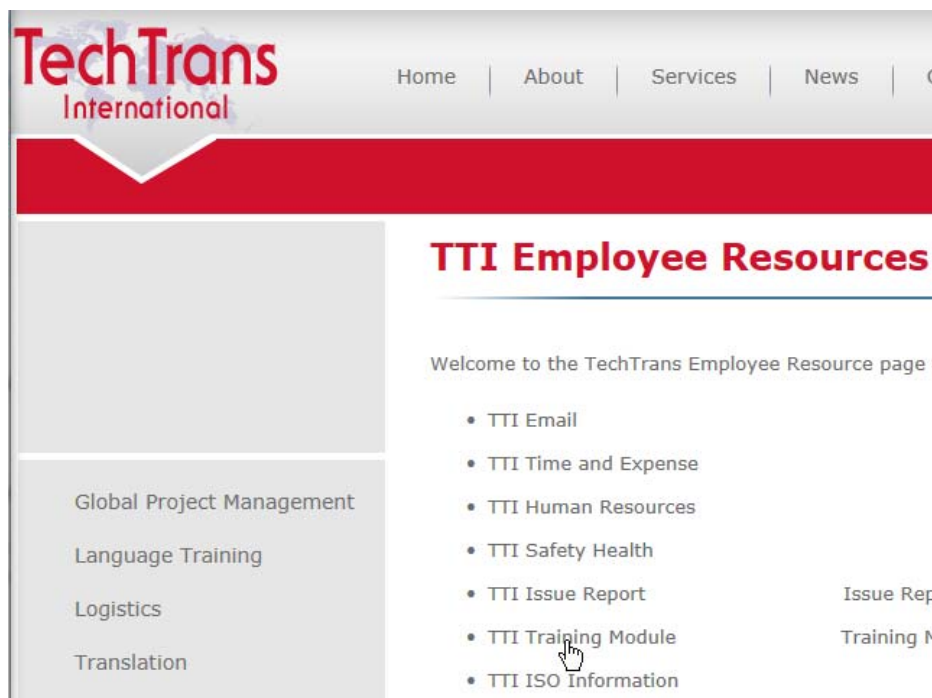


**Introduction to the TTI Training Module:**

How to log-in:

From Main TTI-CORP.COM Page.



**USER ID:** Employee ## (U0xxx)

**Password:** Training

*Please remember to capitalize the T in Training.*



**TechTrans International**



**My Tasks Summary: My Training for** [Redacted]

Course Code	Location	Course Name	Course Type
<a href="#">00040</a> #1	Logistics - Non-MIC	Interpretation Training for Logistics - Commercial	Meeting
<a href="#">00114</a>	TechTrans International	First Quarter 2011 EEO Training	EEO
<a href="#">00032</a>	TechTrans International	Online TTI Issue Report Guide	ISO

**Course Code:** Training Record. Please click on the number to enter each record.  
**Location:** Department. Some training is department specific while others are TTI General.  
**Course Name:** Name of Training  
**Course Type:** Type of Training.

*\*\* Note: If you click on overdue – It will only show you courses which are overdue.*

Setup IE Help Logout

Location Logistics - Non-MIC

Course Type	Last Date	Next Date	Scheduled Date	Mandatory
Meeting		Thursday, April 21, 2011		Yes
EEO		Monday, June 06, 2011		Yes
ISO		Friday, January 27, 2012	Friday, January 27, 2012	Yes

**Last Date:** Last time you took the course.  
**Scheduled Date:** When you should take the course. If your scheduled is sooner than your Next date, please do your training on your Scheduled date.  
**Next Date:** When the course will be overdue.

INTELEX My Training TTI-CORP.COM

**My Tasks Summary: My Training for** [Redacted]

Overdue Find List All

Course Code	Location	Course Name	Course Type	Last Date
<a href="#">00042</a>	Logistics	TTI-QP 9.4 Non-NASA Logistics Procedure	ISO	

You can use the search fields to search for a specific training record. Type anything in and press 'ENTER' or use the Find the button.

## Training Record

**My Tasks Summary: My Training Details**

[Back to My Training](#)

Training Course Details

Course Code	00019
Course Name	TTI Employee Handbook
Frequency	1 Year(s)
Last Date	
Scheduled Date	Friday, January 27, 2012
Next Due Date	Friday, January 27, 2012
Date Not Required	
Instructor	Self-reading
Course Notes	Self-reading and questions to HR Manager Charge Code: No charge applicable

You can mark this course as complete by entering the date of the Course, and clicking the Update button.

\*Course Date

Clicking here signifies I have completed this training course.

**Associated Documents**

To associate documents with this report, please select the appropriate button below:

Click to View	Document Name	Select Deselect
<input type="checkbox"/>	TTI Employee Handbook	<input type="checkbox"/>

Training Course History

Last Date	Course Code	Course Name	Duration	Results	Instructor	Documents
No Data Returned						

**Course Code:** Training Record. Please click on the number to enter each record.

**Course Name:** Name of Training

**Frequency:** Once a year, one time only training, etc

**Last Date:** Last time you took the course. **Next**

**Date:** When the course will be overdue **Scheduled**

**Date:** When you should take the course

**\*\*Course Notes:** *Will include any specific direction your manager would like you to know. This place will also include direction for charging time. Please make a habit of reading the course notes.*

**Associated Documents:** This field will include links or documents which accompany your training. If you are asked to log-in, it will be your typical TTI Login information. This happens because you are being rerouted to a TTI secure site such as the ISO page.

**Once you have completed the training – you will indicate it by pressing the 'Completed' button.**

**Back to my training:** Returns you to your list of training.