# QUALIFICATION COURSE E-TESTING USER GUIDE

## FOR

### EDUCATION SERVICES OFFICER (ESO)

AND

MEMBER



Force Readiness Command Coast Guard Education & Training Quota Management Command Mar 2018 This page is intentionally left blank.

### Contents

Introduction	1
Education Services Officer (ESO)	1
Procedure for the ESO	2
Member	3
Procedure for the Member	4

## Introduction

Each member of the organization shares the responsibility for ensuring that the workforce is fully capable to perform the jobs and tasks for each unique mission of the Coast Guard. Continuous improvement of job performance is accomplished through a balance of personal, professional, technical training, education, and workforce development essential to the accomplishment of all assigned missions.

Education Services Officers (ESOs) provide assistance in service members' achievement in their training and educational goals. The ESO administers all qualification courses in the Learning Management System (LMS). The LMS allows the user to register, complete, and track electronic training.

#### **Education Services Officer (ESO)**

ESOs need a Question Mark Perception (QMP) account to administer qualification exams in the LMS.

#### **Procedure for the ESO**

Step	Action
1	Send an email request to ETQC-SMB-CST@USCG.MIL requesting a QMP account. Include a copy of their ESO Designation Letter. CG Institute will provide QMP Account information via email to ESO. Once the ESO receives their initial password from CG Institute, a new password will be required. Use the following steps to change password.
2	Go to https://etesting.uscg.mil. Click AGREE.
	US Coast Guard Testing
	US Department of Defense Warning Statement State accessing a U.S. Government (USG) Information System (IS) that is provided for USGs intherized use only. By using this IS (which includes any device attached to the IS), you consent to the following conditions: <ol> <li>The USG routinely intercepts and monitors communications on this IS for purposes including, but not finited to, penetration testing, COMISEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintefluguence (CI) investigations.</li> <li>At any time, the USC may inspect and seize data stored on this IS.</li> <li>Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG. Authorized purpose.</li> <li>This IS includes security measures (e.g. authentication and access controls) to protect USG interests — not for your personal benefit or privacy.</li> <li>Notwithstanding the above, using this IS does constitute consent to PM, LE or CI investigation searching or monitoring of the context of privaleged communications, or work product, related to personal representation or services by attorneys, psychotherupits, or clergy, and their assistants. Such communications and work product are private and confidential. See User Agreement for details.</li> </ol> Identified
2	Select QMP2 Enterprise Manager Login. US Coast Guard Testing  Enterprise Manager Login Workplace Observer Login Participant Login  OMP2 Enterprise Manager Login OMP2 Enterprise Manager Login OMP2 Enterprise Manager Login OMP2 Enterprise Manager Login Enterprise Mana
3	Login using username/password provided from CG ETQC.
4	Change your Password and log out. This is the only option.

#### Member

All Coast Guard active duty and reserve members take all qualification courses in the Coast Guard LMS.



#### **Procedure for the Member**

5	Launch the course.
5	HEIU       With Transcript.         LEXENTING ACTUTIES       Wy REDUE (0) COMPLETED (0) COMPLET
6	<b>ESO will login as monitor.</b> After you launch the course, <b>the ESO</b> will be required to enter their username/password before you can proceed with the exam.
	Monitor Login         Please wait for a monitor to enter their name and password before starting         Participant 1142360531         Assessment SAR Fundamentals - 0431 Ed. 4         Monitor Name         Monitor Password         Start
	Go Back
7	The ESO will proctor the exam and will go over all instructions with the member prior to allowing them to click submit to begin the actual exam. The ESO will proctor the exam from a position that allows them to visibly see the member's computer screen at all times.
8	<b>Print Results.</b> Upon completion of the exam, an Assessment Feedback page will appear on your screen. This page will show a breakdown of how you did on the various sections of the test, as well as an Assessment Result score. Click <b>Print Feedback</b> in the bottom right corner of the page. Keep this

	page for your records.
	Your official test score will appear in Direct Access within 48.72
	Your official test score will appear in Direct Access within 48-72
	hours.
9	View Examination Results.
	Login to Direct Access:
	https://portal.direct-
	access.us/psp/EPPRD/?cmd=login&errorPg=ckreq&languageCd=ENG.
	$\rightarrow$ Sign in to People Soft $\rightarrow$ Enter USER ID & Password
	$\rightarrow$ Click "My Profile" under the "Employee" paglet $\rightarrow$ Click on the
	"Qualifications" tab $\rightarrow$ Scroll down to the "Tests/Examinations"
	section