

Logging In: To log in to your KeyTrain account go to: www.keytrain.com. On the right side of the KeyTrain home page, click on “Run KeyTrain Online”.

Username and Password: A screen will appear that prompts you to type in a username and password. Type in the username and password that you obtained from your organization and then click the login button.

Student Home Menu Page: Congratulations! You are at your *home page* menu screen that has buttons for *My Assignments*, *My Records*, *My Account*, *Self Enrollment*, *Job Profiles*, and possibly a *Career Skills* button. For detailed information about each of these functions, please refer to your Student Manual which is located in the *Support* section and can be accessed by clicking on the *Support* button located on the top right of your KeyTrain menu screen.

Getting Started: In order to get going with KeyTrain, click on *My Assignments* and then choose which subject lesson you are going to work on (located on the far left hand side of screen) and you will see a start button on the right indicating where to start your KeyTrain activities.

Calculator: A calculator is available in the Applied Mathematics session. When you are finished using the calculator, click the *OFF* button to remove it from your screen.

Time Out Limit: KeyTrain has a time out feature. After 15 minutes of inactivity, you will receive a reminder and then your session will end. You will need to log in again to continue.

Larger Graphics: If you want to make any of the graphics larger, click on the *ENLARGE* button. When you are finished click the *CLOSE* button.

Logging Out: Your work in KeyTrain is recorded in order to measure progress. When you want to leave KeyTrain, you must log out using the KeyTrain exit buttons (not by closing the browser with the red X at the top right hand side of the screen.) If you do not log out of KeyTrain properly, your work will not be recorded.

Bookmarking Lessons: When you are in the KeyTrain lessons (Reading for Information, Applied Mathematics, and Locating Information), your work will be automatically bookmarked so that when you exit and return to the lesson, you will start at the same point. However, remember to log out properly as described above. If you are in a test, your information will not be bookmarked. If you exit before finishing a test, you will need to start the test again.

When you are in lessons other than those listed above, you must bookmark your work manually before you exit. Simply click on the book icon at the top of your screen. When you return, click on the book again and you will return to where you left off.

***The instructions above are accurate for the FLASH version of KeyTrain. In the administrator's ORGANIZATION options, FLASH LESSONS must be selected.*

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