



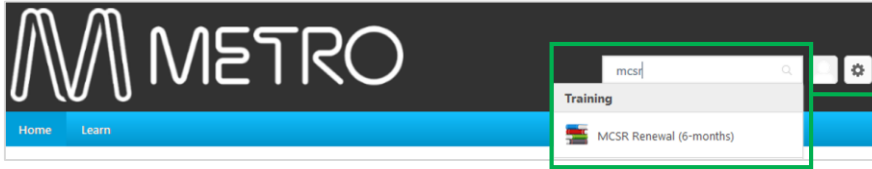
The Platform eCommerce Functionality

EXTERNAL USER GUIDE
ONLINE RAIL SAFETY RENEWAL TRAINING

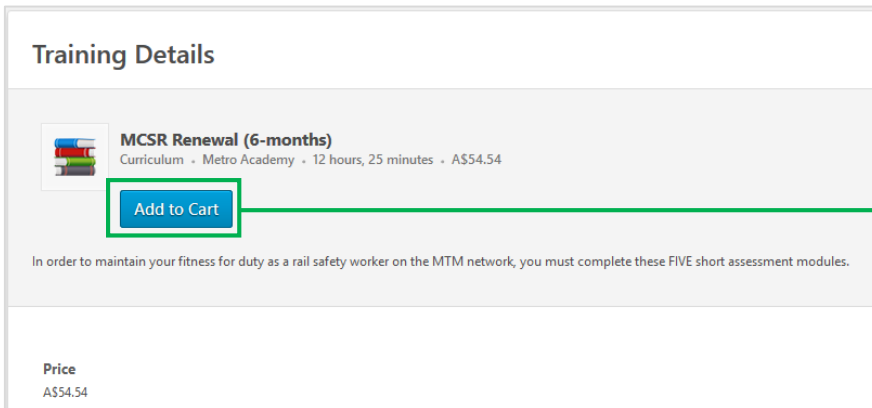
Online Rail Safety Renewals - Enrol

How to enrol on the rail safety online courses

In some cases your company administrator may have already purchased training for you, if so, start at **Step 4**.

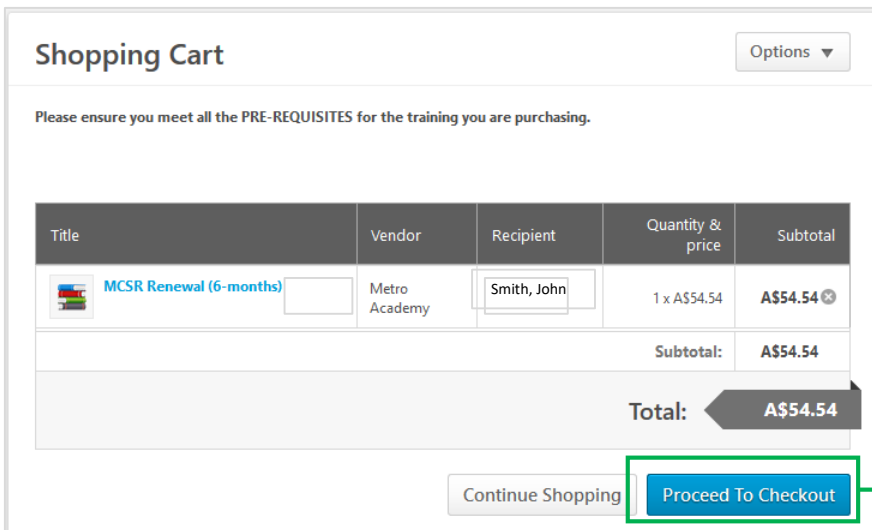


1. Search for the course using the top right search bar



2. Click on the **Add to Cart** button to purchase the course

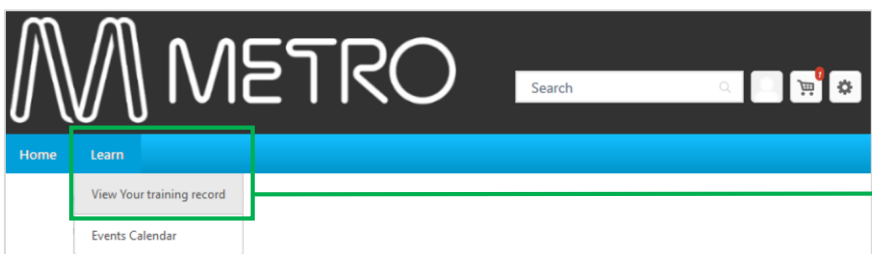
Note: Check you meet the pre-requisites prior to purchasing this course



3. Proceed with your **shopping cart** to pay for the course

Note: If you are an administrator for your organisation, you will be asked if you are purchasing this for yourself or others

When payment is complete, **continue to step 4**



4. Your course will be added to your transcript page

Go to **Learn>View Your Training Record**

Online Rail Safety Renewals - Enrol

How to launch the rail safety online courses

Active ▾ By date added ▾ All Types ▾ Search for training 🔍

Search results (10) Hide certified certifications

MCSR Renewal (6-months)
Due: No Due Date Status: Registered

Open curriculum ▾

5. Click 'Open Curriculum'

0% CURRICULUM PROGRESS

MCSR Renewal (6-months)

In order to maintain your fitness for duty as a rail safety worker on the MTM network, you must complete these FIVE short assessment modules.

Pre-requisite Requirements ①
0% Completed: 0 Min. required: 1 Total courses: 2

View Details

Metro Contractor Safety Recertification (TTSA Renewal) - Online ②
0% Completed: 0 Min. required: 5 Total courses: 5

View Details

6. Click 'View Details' for the Pre-Requirement Requirements Section

50% CURRICULUM PROGRESS

MCSR Renewal (6-months)

Pre-requisite Requirements ①
100% Completed: 1 Min. required: 1 Total courses: 2

Metro Contractor Safety Recertification (TTSA Renewal) ②
Status: Not Activated Due: No Due Date Training Hours: 4 hrs
This course is for people who wish to renew their Train Track Safety Awareness (TTSA) tickets. Tickets have a life of two years, or the individual's medical,...

Activate ▾

Train Track Safety Awareness ③
Status: Completed Due: No Due Date Duration: 8 hrs
This course is the minimum requirement for employees who work within the rail corridor. Tickets for TTSA have a life of two years, or the individual's medical,...

View Training D... ▾

7. If you have met the pre-requisites of this course as you have training records in the system that met the requirements, you will be automatically marked complete for this section.

Click on the next section to proceed to the online learning modules

Note: refer to page 4 if you do not meet the pre-requisite training requirements

50% CURRICULUM PROGRESS

MCSR Renewal (6-months)

Metro Contractor Safety Recertification (TTSA Renewal) - Online ①
0% Completed: 0 Min. required: 5 Total courses: 5

MCSR Renewal - Fit for Work ②
Status: Not Activated Due: No Due Date Training Hours: 5 min
Check your understanding of the principles of being fit for work in the rail corridor, and brush up on your knowledge if needed.

Activate ▾

MCSR Renewal - Rail Corridor Fundamentals ③
Status: Pending Prior Training Due: No Due Date Training Hours: 5 min

8. Click on the Activate button

Note: the button will change to display 'Launch'

50% CURRICULUM PROGRESS

MCSR Renewal (6-months)

Metro Contractor Safety Recertification (TTSA Renewal) - Online ①
0% Completed: 0 Min. required: 5 Total courses: 5

MCSR Renewal - Fit for Work ②
Status: Registered Due: No Due Date Training Hours: 5 min
Check your understanding of the principles of being fit for work in the rail corridor, and brush up on your knowledge if needed.

Launch ▾

MCSR Renewal - Rail Corridor Fundamentals ③
Status: Pending Prior Training Due: No Due Date Training Hours: 5 min
Check your understanding of rail corridor fundamentals, and brush up on your knowledge if needed.

9. Click on the Launch button

Your course will now open in a new browser window

Note: eLearning modules must be completed in the order displayed.

Online Rail Safety Renewals - Enrol

Pre-requisite Check Information

You must meet the *pre-requisites* to enable enrolment onto your desired rail safety renewal course.

Our system will check if you have records on your transcript matching the required pre-requisites. If you do not have the required records in our system you can still purchase and enrol into the course following **steps 1 to 6**. When you get to **Step 7** you will not be able to proceed until Metro Academy try and verify that you hold the required pre-requisites. If this cannot be verified, you will be contacted by Metro Academy. Metro Academy will endeavour to complete the pre-requisite check within 2-3 business days of you registering for the training – the time this takes will vary depending on the number of users registering for training at any given time.

Please ensure your profile in our system has your RIW # and DOB listed as this is the main reason for delays in the verification process. If you are not associated with Metro in the RIW system, we will not be able to verify your pre-requisites without having your RIW # and DOB.

If you have more than one profile in our system - it will only check your transcript for the profile where this training is located. It is in your best interest to request your multiple profiles are consolidated. Metro Academy are not always in a position to know if multiple profiles actually belong to the same person as identifying information is not always available on each profile.

Once Metro Academy complete the pre-requisite check and process your enrolment, you can continue from **Step 4** on the previous page to complete your training. You will receive an email notification stating your pre-requisite was marked exempt and you can progress through your training.