

ONLINE PROFESSIONAL DEVELOPMENT TRAINING

Welcome to Missouri S&T's Online Training! This document is a quick reference resource that will show you how to navigate the site, register a user account and purchase and access your online professional development courses.

Content list



Click on the topics below to quickly navigate this document.

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Home Screen



Welcome to Missouri S&T's Online Training! This is the Site Home.

A screenshot of a web browser displaying the Missouri S&T Online Training home screen. The browser's address bar shows the URL "online training.mst.edu/ets/home". The page features a dark blue header with the Missouri S&T logo and the text "Online Training NEVER STOP LEARNING". Below the header, there is a large banner image of a man working on a laptop, with the text "ONLINE TRAINING TO STAY COMPETITIVE IN YOUR CAREER." and "24/7 ACCESS" overlaid. A yellow arrow points to the home icon in the left sidebar.

Missouri University of Science and Technology

Language ▼

MISSOURI S&T | Online Training
NEVER STOP LEARNING

Home

ONLINE TRAINING TO
**STAY COMPETITIVE
IN YOUR CAREER.**
24/7 ACCESS

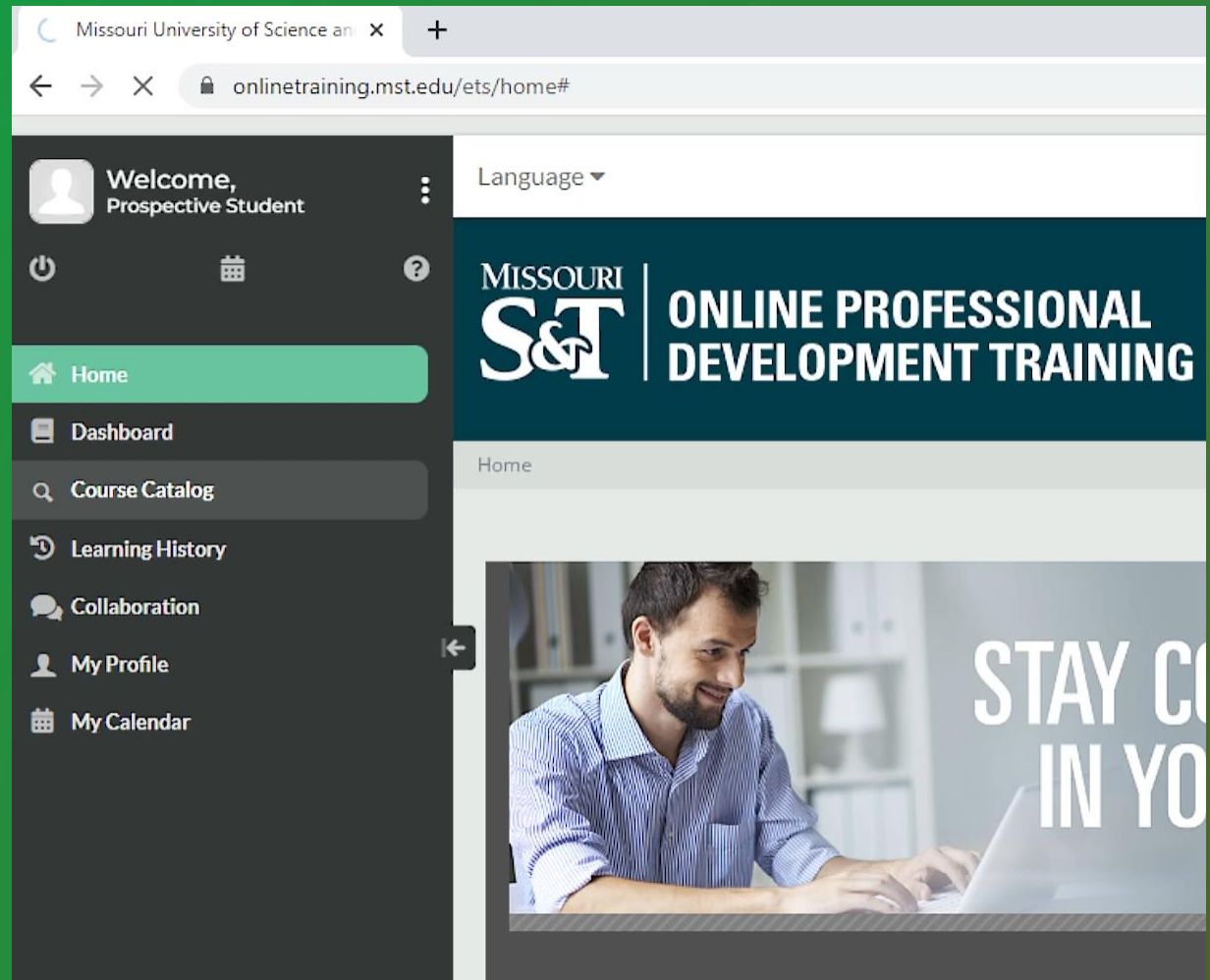
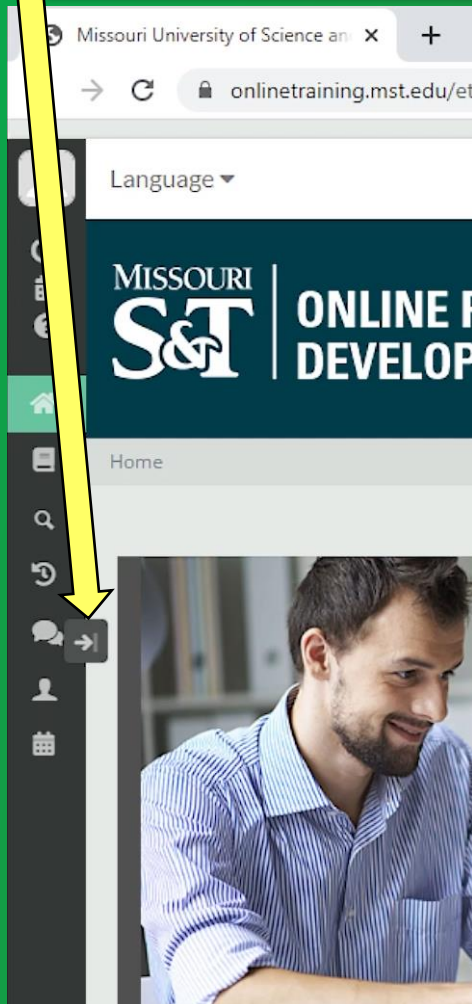
3

Expand Menu



Click Arrow on the side navigation menu icons to expand the menu.

Clicking again will minimize the menu.



Account Registration

Clicking on the green “power” icon takes you to this screen.

Before you can purchase courses, a free-of-charge, one-time registration is required.

The screenshot shows a web browser window with the URL `onlinetraining.mst.edu/ets/login.aspx?goto=%2fets%2fhome`. The page features the Missouri S&T logo and the text "Online Training NEVER STOP LEARNING". A sidebar on the left contains a green "power" icon, which is highlighted by a yellow arrow. Below the logo, there is a "Log-In" section with a form titled "Please Enter Your Log-In Information". The form has two input fields: "User Name" (with a placeholder "Login") and "Password (min 8 characters including one number)" (with a placeholder "Password"). To the right of the form, there is a link "Don't have an account?" and a blue "Register Now!" link, which is also highlighted by a yellow arrow.

Language ▾

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Home > Log In

Log-In

Please Enter Your Log-In Information

User Name

Login

Password (min 8 characters including one number)

Password

Don't have an account?

[Register Now!](#)

To begin the registration process, click the “Register Now!” link.

Account Registration



Our corporate partners will issue a registration key for access control.

Select "Register as Corporate Partner" to enter that registration key.

A screenshot of a web browser showing the Missouri S&T online training registration page. The browser's address bar displays the URL: onlinetraining.mst.edu/ets/loginregistrationgateway.aspx?action=register&goto=/ets/home. The page header includes the Missouri S&T logo and the text "Online Training NEVER STOP LEARNING". Below the header, there is a "Register Now" button. A yellow arrow points from the "Register Now" button to the "Register as Corporate Partner" option. Another yellow arrow points from the "Register as Corporate Partner" option to the "Enter your Registration Key:" text box. The "Register as Corporate Partner" option is selected, indicated by a blue checkmark in a circle next to it. The "Register as an Individual" option is also visible, with an unselected radio button. The "Enter your Registration Key:" text box is empty.

Language ▼

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Register Now

Select Registration Type

☐ Register as an Individual

☒ Register as Corporate Partner

Enter your Registration Key:

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Account Registration

To create an account, follow the instructions.

Be sure to complete all required fields before saving.

Home

Register Now

1. Account Details

* User Name: Demo_Account

* Password:

* Confirm Password:

Prefix Name: Mrs.

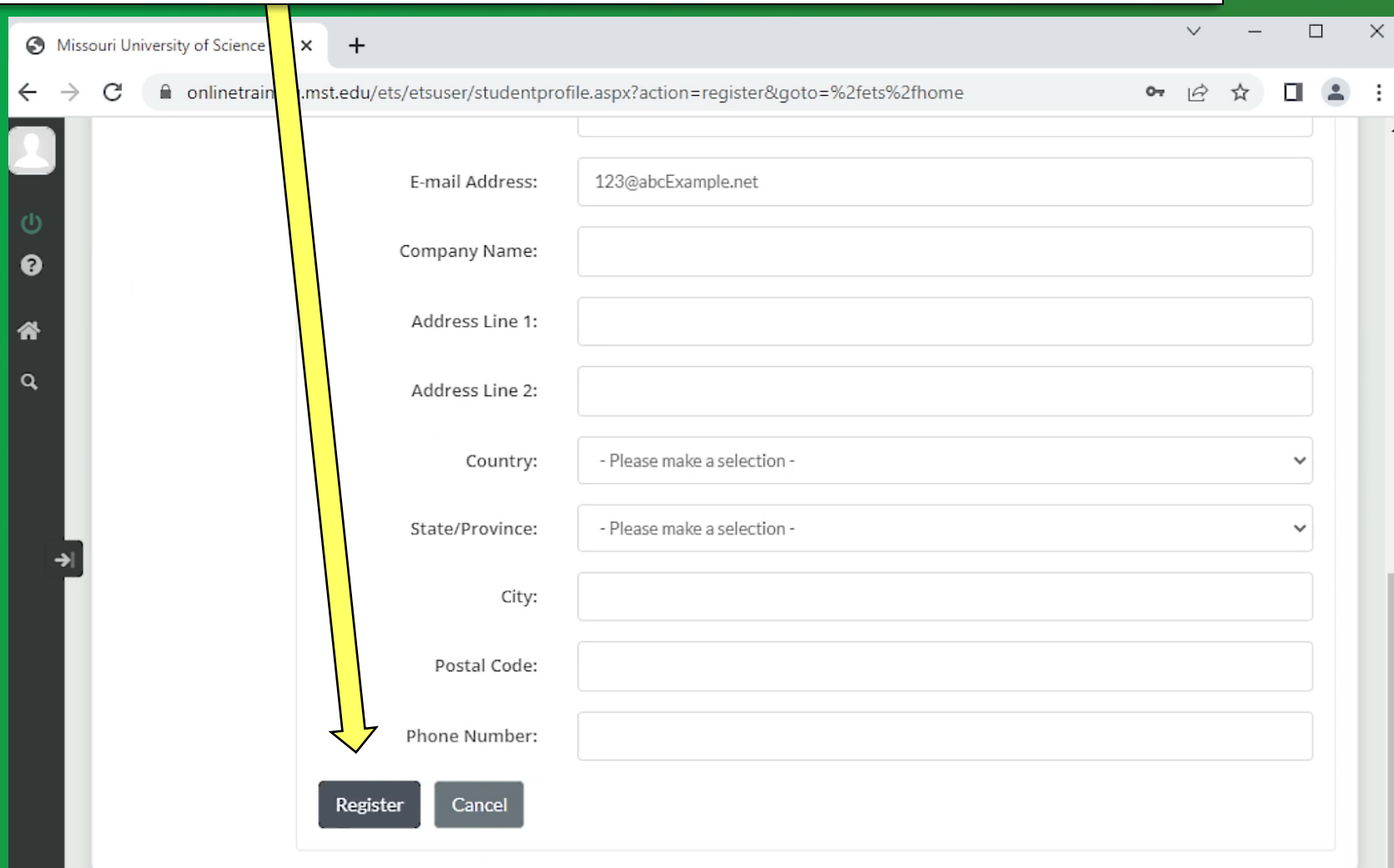
* First Name: As you would like it to appear on your certificate.
Prospective

* Last Name: As you would like it to appear on your certificate

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Account Registration

Click “Register” button at bottom of the form to complete your registration.



The screenshot shows a web browser window with the URL `onlinetraining.mst.edu/ets/etsuser/studentprofile.aspx?action=register&goto=%2fets%2fhome`. The form contains the following fields:

- E-mail Address:
- Company Name:
- Address Line 1:
- Address Line 2:
- Country:
- State/Province:
- City:
- Postal Code:
- Phone Number:

At the bottom of the form are two buttons: **Register** and **Cancel**. A yellow arrow points from the instruction text to the **Register** button.

Log-in



Once your registration is complete, you should be logged in.

Logging back in later will require your User Name and Password.

A screenshot of the Missouri S&T online training login page. The page has a dark blue header with the Missouri S&T logo and the text "Online Training NEVER STOP LEARNING". Below the header is a "Log-In" section with a form titled "Please Enter Your Log-In Information". The form has two input fields: "User Name" and "Password (min 8 characters including one number)". The "User Name" field contains the text "Demo_Account". To the right of the login form is a box with the text "Don't have an account?" and a link "Register Now!". A yellow arrow points from the text "Logging back in later will require your User Name and Password." to the "User Name" input field. Another yellow arrow points from the text "Email support at PCE@mst.edu if you encounter any problems accessing the site." to the "Log-In" section header. The browser address bar shows the URL "online training.mst.edu/ets/login.aspx?goto=%2fets%2fetsuser%2fstudentprofile.aspx".

Email support at PCE@mst.edu if you encounter any problems accessing the site.

Course Selection

You may now purchase and take courses. Click on "Course Catalog"...

Scroll over the picture or click the course title to view more details.

Missouri University of Science and Technology | onlinetraining.mst.edu/ets/store/

Purchase/Access Courses
A one time registration is required to create a User Account. This account will allow you to purchase and access your courses.

To Create User Account:
STEP 1:
Click the **Log In** button on the top left of the browser.

STEP 2:
Click **"Don't have an account? Register Now"** and follow instructions to set up your account.

REMINDER: the user name and password you create should be used to Log In to the site.

Course Title	Price	Action
Computer Science Bootcamp I	\$2,000.00	Shopping Cart - Check Out
Corrosion Engineering	\$150.00	Shopping Cart - Check Out
Differential Leveling (CIV1)	\$40.00	Shopping Cart - Check Out
Introduction to Programmable Logic Controllers	\$690.00	Shopping Cart - Check Out
Introduction to the Coatings System	\$1,380.00	Shopping Cart - Check Out
Lean Green Belt short course	\$750.00	Shopping Cart - Check Out

Course Selection

...select your course and click "Shopping Cart - Checkout"...

The screenshot shows a web browser window with the URL onlinetraining.mst.edu/ets/store/. The page features a sidebar with navigation icons and a main content area with five course cards. A yellow arrow points from the text above to the 'Shopping Cart - Check Out' button of the 'Statistical Process Control & Data Analysis' course.

Course Title	Price	Action
LGBTQ+ Basics	\$59.00	Shopping Cart - Check Out
Paint Booth Sludge Systems and Energy Conservation	\$920.00	Shopping Cart - Check Out
Paint Shop Sealer Material Delivery Systems Overview	\$380.00	Shopping Cart - Check Out
What are your pronouns?	\$49.00	Shopping Cart - Check Out
Statistical Process Control & Data Analysis	\$1,150.00	Shopping Cart - Check Out

Course Selection

... the course will be placed in your shopping cart.

Click "View Cart" to proceed with your transaction...

The screenshot shows the online training store interface. At the top, a navigation bar includes the Missouri University of Science and Technology logo and the URL onlinetraining.mst.edu/ets/store/. A yellow arrow points from the text "Click 'View Cart' to proceed with your transaction..." to a blue button labeled "View Cart (1)" in the top right corner. The main content area is divided into two columns. The left column contains a sidebar with a search icon and a list of icons for navigation. The right column displays a grid of course cards. Each card features a thumbnail image, the course title, the price, and a "Shopping Cart - Check Out" button. The courses listed are: Computer Science Bootcamp I (\$2,000.00), Corrosion Engineering (\$150.00), Differential Leveling (CIV1) (\$40.00), Introduction to Programmable Logic Controllers (\$690.00), Introduction to the Coatings System (\$1,380.00), and Lean Green Belt short course (\$750.00). A "Purchase/Access Courses" section on the left provides instructions for creating a user account and logging in.

Purchase/Access Courses
A one time registration is required to create a User Account. This account will allow you to purchase and access your courses.

To Create User Account:
STEP 1:
Click the **Log In** button on the top left of the browser.

STEP 2:
Click "**Don't have an account? Register Now**" and follow instructions to set up your account.

REMINDER: the user name and password you create should be used to Log In to the site.

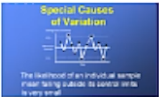
Course Title	Price	Action
Computer Science Bootcamp I	\$2,000.00	Shopping Cart - Check Out
Corrosion Engineering	\$150.00	Shopping Cart - Check Out
Differential Leveling (CIV1)	\$40.00	Shopping Cart - Check Out
Introduction to Programmable Logic Controllers	\$690.00	Shopping Cart - Check Out
Introduction to the Coatings System	\$1,380.00	Shopping Cart - Check Out
Lean Green Belt short course	\$750.00	Shopping Cart - Check Out

Course Selection

** If you registered as a Corporate Partner, you will be given a Discount Code to enter here.*

Click "Apply Discount Code" and then click "Finish" to complete the purchase...

The following is a listing of items you have added to your Shopping Cart

Image	Item Name	Price	Quantity	Action
	Statistical Process Control & Data Analysis	\$1,150.00	Quantity: 1	Remove

Discount Code Entry

6E37-D353-88D6-878D | [Apply Discount Code](#)

Gift Code

☒ Do Not Use Gift Code Balance towards Payment
☐ Use Gift Code Balance towards Payment
Current Available Balance: \$0

[Need to apply a Gift Code to your account? Click here!](#)

Order Summary

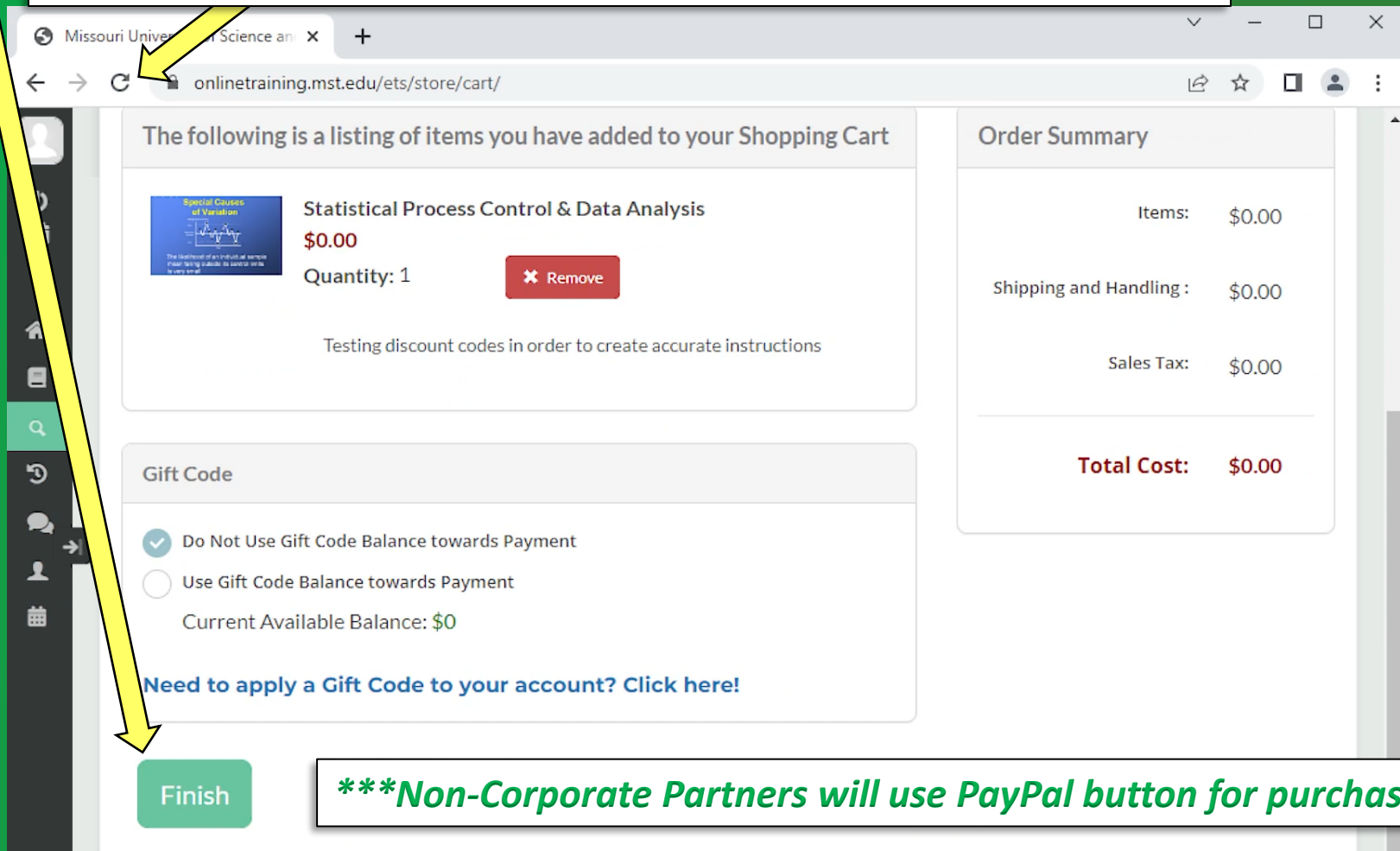
Items:	\$1,150.00
Shipping and Handling :	\$0.00
Sales Tax:	\$0.00
Total Cost:	\$1,150.00

Course Selection



****If you do not see the “Finish” button, after applying the Discount Code...**

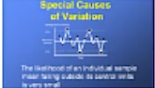
...click the “Refresh” button on the browser and it will load properly.

A screenshot of a web browser showing the Missouri S&T online training shopping cart. The browser address bar shows "online training.mst.edu/ets/store/cart/". The page title is "The following is a listing of items you have added to your Shopping Cart". The cart contains one item: "Statistical Process Control & Data Analysis" with a price of "\$0.00" and a quantity of 1. A red "Remove" button is next to the item. Below the item, it says "Testing discount codes in order to create accurate instructions". To the right of the cart is an "Order Summary" section showing "Items: \$0.00", "Shipping and Handling: \$0.00", "Sales Tax: \$0.00", and a "Total Cost: \$0.00". Below the cart is a "Gift Code" section with two radio buttons: "Do Not Use Gift Code Balance towards Payment" (selected) and "Use Gift Code Balance towards Payment". Below these is "Current Available Balance: \$0". At the bottom of the page is a green "Finish" button. A yellow arrow points from the "Refresh" button in the browser to the "Finish" button. A text box at the bottom right says "***Non-Corporate Partners will use PayPal button for purchase.".

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online training.mst.edu/ets/store/cart/

The following is a listing of items you have added to your Shopping Cart

 Statistical Process Control & Data Analysis
\$0.00
Quantity: 1 [Remove](#)

Testing discount codes in order to create accurate instructions

Order Summary

Items: \$0.00

Shipping and Handling: \$0.00

Sales Tax: \$0.00

Total Cost: \$0.00

Gift Code

☒ Do Not Use Gift Code Balance towards Payment
☐ Use Gift Code Balance towards Payment
Current Available Balance: \$0

[Need to apply a Gift Code to your account? Click here!](#)

Finish

*****Non-Corporate Partners will use PayPal button for purchase.**

Course Access

Access to all course activity is found under “My Dashboard”.

Active enrollments will be listed under “To Do”.

The screenshot shows the 'My Dashboard' page of the Missouri S&T online training system. The browser address bar shows the URL: <https://onlinetraining.mst.edu/ets/LearningEngine/CourseInstanceHome.aspx?ciid=924f6b71-aaa4-4ab8b-b048545566b6>. The dashboard features a left sidebar with navigation icons, including a calendar, a home icon, and a document icon. The main content area is titled 'My Dashboard' and includes a search bar, a 'Sort by' dropdown set to 'Enroll Date', and a 'Desc' dropdown. Below these are two summary cards: '1 Pending Completion' and '0 Past Due'. The 'To Do' section lists a course titled 'Statistical Process Control & Data Analysis', which was enrolled on 05/04/2023 and has a 'Not Yet Viewed' status. A red button labeled 'Drop This Course' is visible next to the course title. The right sidebar contains a 'Quick links' section with links to 'Learning History', 'My Badges', 'Video Library', 'My Profile', and 'References'. Yellow arrows point from the text boxes to the 'My Dashboard' title, the 'To Do' section, and the course title.

Home > Dashboard

My Dashboard

1 Pending Completion

0 Past Due

Search

Sort by: Enroll Date Desc

To Do

[Statistical Process Control & Data Analysis](#)

Enrolled On 05/04/2023,

Not Yet Viewed

Drop This Course

Quick links

- Learning History
- My Badges
- Video Library
- My Profile
- References

Click on the course title to open the course.

Course Access

Set your browser to "Allow Pop-ups" from onlinetraining.mst.edu

The screenshot shows a web browser window with the URL onlinetraining.mst.edu/ets/LearningEngine/CourseInstanceHome.aspx?ciid=924f6b71-aaa4-11ed-ab8b-b048545566b6. The page title is "Statistical Process Control & Data Analysis". A red button labeled "Drop This Course" is in the top right. A notification bar states: "Course Notification: The modules for this course are listed below. Click the links below to view the contents of the course." Below this, it says "Enrolled On 05/04/2023". A sidebar on the left contains icons for home, search, and other functions. The main content area is titled "Modules" and lists three items:

Module	Progress	Due Date
Module 1 Lecture Videos (4)	Not Yet Viewed	N/A
Module 1 Quiz	Not Yet Viewed	N/A
Module 2 Lecture Videos (7)	Not Yet Viewed	N/A

At the bottom right of the page, the number "16" is displayed.

Course Access

*Modules required for course completion are denoted with a red asterisk (*).*

The screenshot displays a web browser window with the URL onlinetraining.mst.edu/ets/LearningEngine/CourseInstanceHome.aspx?ciid=924f6b71-aaa4-11ed-ab8b-b0485.... The interface shows a list of course modules with their progress and due dates. A yellow arrow points from the text box to the 'Feedback Survey' module, which is marked with a red asterisk.

Module	Progress	Due Date
Module 7 Lecture Videos (2)	Not Yet Viewed	N/A
Module 7 Quiz	Not Yet Viewed	N/A
Module 8 Lecture Videos (2)	Not Yet Viewed	N/A
Module 9 Lecture Videos (4)	Not Yet Viewed	N/A
Final Exam *	Not Yet Viewed	N/A
Feedback Survey *	Not Yet Viewed	N/A

Course Access

“Supplemental Resources” contain course specific document downloads.

Scroll to bottom of course page (below the course modules) to access these links.

The screenshot shows a web browser window with the URL onlinetraining.mst.edu/ets/LearningEngine/CourseInstanceHome.aspx?ciid=924f6b71-eea4-11ed-ab8b-b048545566b6. The page displays course information: Language: English, Course Number: 0003. Below this is a section titled "Supplemental Resources" which contains a list of downloadable files. A yellow arrow points from the text "Scroll to bottom of course page" to the "Supplemental Resources" section. The list of files includes:

- SPC_Conclusions.pdf
- SPC_Control_Charts-Formulas.pdf
- SPC_M1-3_Excel_A.xlsx
- SPC_M1-3_Excel_B.xlsx
- SPC_M2-1.xlsx
- SPC_M2-2.xlsx
- SPC_M2-5.xlsx
- SPC_M5-4.xlsx
- SPC_M8_Ball_Excel.xlsx
- SPC_M9-1.xlsx
- SPC_M9-2and3.xlsx
- SPC_Mod_1.pdf

Transcript & Certificate

Access previously completed courses and certificates of completion in “Learning History”.

The screenshot shows the user's dashboard at onlinetraining.mst.edu/ets/mydashboard. The page features a dark blue header with the Missouri S&T logo and the text "ONLINE PROFESSIONAL DEVELOPMENT TRAINING". A left sidebar contains navigation icons. The main content area is titled "My Dashboard" and includes a "Language" dropdown, a "Home > Dashboard" breadcrumb, and two summary cards: "1 Pending Completion" and "0 Past Due". A search bar and "Sort by" options (Enroll Date, Desc) are also present. A "To Do" section lists the course "Statistical Process Control & Data Analysis", which is currently "In Progress". On the right, a "Quick links" menu lists "Learning History", "My Badges", and "Video Library".

Language ▾

MISSOURI S&T ONLINE PROFESSIONAL DEVELOPMENT TRAINING

Home > Dashboard

My Dashboard

1 Pending Completion

0 Past Due

Search

Sort by Enroll Date Desc

To Do

[Statistical Process Control & Data Analysis](#)
Enrolled On 05/04/2023, Assigned By Patrick Fehrenbach

In Progress

Quick links ▾

- [Learning History](#)
- [My Badges](#)
- [Video Library](#)

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“Learning History” is linked within “My Dashboard”.

Transcript & Certificate

Click on "View Certificate" for a chosen course...

The screenshot shows a web browser window with the URL `onlinetraining.mst.edu/ets/etsuser/StudentTranscript.aspx?`. The page displays a transcript for a "Prospective Student" with 1 result found. The result is for the course "Energy Pipelines", which was completed on April 21, 2015, with a score of 100% (Passed). The course details include: Credit Type: Professional Development Hours, Credit Hours: 1.50 hours, and Course Provider: Missouri University of Science and Technology. A "View Certificate" link is visible next to the course details. A yellow arrow points from the instruction box to this link.

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onlinetraining.mst.edu/ets/etsuser/StudentTranscript.aspx?

0hr 23m 1.50

Search

Status Types (+1) Completion Date Certificate Credit

Prospective Student

1 results found Sort by Completion Date Desc

[Energy Pipelines](#)

Score - 100% - Passed Completed April 21, 2015 [View Certificate](#)

Credit Type: Professional Development Hours Credit Hours: 1.50 hours Course Provider: Missouri University of Science and Technology

External Training

Transcript & Certificate

... and you will be able to print it out to paper or as pdf.



Contact

Please contact us if you have any questions.

pce@mst.edu
573-341-4200