KS-TRAIN, http://ks.train.org
Course #: (1013654)

1. This online course will take **1 hour** to complete.

2. Use high speed Internet service

3. Turn **OFF** your Pop-Up blockers.

4. Every time you see a ⬛ click on it for additional information.

5. After taking the course you will be asked to take a test with 20 multiple choice questions. A score of 70% is considered passing. This is intended to be an open book test, and it is acceptable to review the Quick Guide for answers.

6. Print out the Quick Guide by clicking on the button on the second slide.

7. **Important!** Check the compatibility of your computer with this online course!
a. Click **Help** in the TRAIN taskbar on the homepage
b. In the left-hand menu, click 'Test Your Environment'
c. Follow the prompts if you do NOT see all **green** buttons.

8. Be sure that your computer has the latest version of Adobe Reader. Go to http://www.adobe.com/products/acrobat/readstep2.html and click the download now button.

9. **Important**: If you 'Quit' or exit the course, remember that to return to the course, login to TRAIN at http://ks.train.org
a. Click '**My Learning**' on the right hand side of the homepage
b. Click the **course title**
c. When returning to the course there will be a popup box with the following language: You have previously been in this lesson. Would you like to return to the last visited location in the lesson? You must click OK. This will ensure that the previous information you completed is recorded.

1. After you finish the post assessment you are required to complete the course evaluation, the link (Pending Evaluation) is located below the Seal of Kansas on the homepage.

1. For questions about this course contact Steve Samuelson, CFM NFIP Specialist Kansas Department of Agriculture 785-296-4622 steve.samuelson@kda.ks.gov

1. For course navigation difficulties contact the KS-TRAIN Administrator, Debbie Nickels at 785-291-3457 or dnickels@kdhe.ks.gov