

INSTRUCTIONS FOR DEFENSIVE DRIVER TRAINING (ONLINE)

To take the defensive driver training online go to:

- <http://emptest.mco.edu/>
- Login using UTAD login. The password is your UTAD password.
- Click on “Select Test”. Defensive Driving is test #144.

The training will take approximate 1 ½ hours to complete. Students/employees can exit the test before completing it by clicking on “Score test or exit for now to finish later” on the left side of the page. A dialog box will open asking, “Are you ready to have your test scored?” and they will click “later” if they need to exit the system before completing the test. Their answers will be saved until they log in again.

Access to the Safety Test Bank is also available through the **myUT** portal from any location. Click on the Employee tab, go to the Training & Career Development section, then select Training Testbank. A new window will open then follow the directions outlined above from the 2nd bulleted item forward.

The screenshot shows a web browser window titled "Luminis Platform - Windows Internet Explorer" with the address bar displaying "http://myut.utoledo.edu/cp/render.userLayoutRootNode.uP". The page content is organized into several columns and sections:

- Employee** (selected tab), **UT Community**, **Library**, **Dashboard**
- October 14, 2010**
- My Toolkit**: Personal Information (Name Change, SSN Change, etc.), Pay Details & Leave Balances, Benefits Information, Staff Employment Resources.
- Email and UTAD Account**: Outlook Web Access, My UT Account, Access your junk mail, NOTE.
- My Announcements**: You currently have no personal announcements.
- My Banner**: Banner INB Production Login (PROD), Banner ODS Self Service Reporting.
- Systems Access Forms**: Banner DEVL Instance Access Request, Banner/Lawson Finance Access Request, etc.
- Work Life Resources**: Accounts Payable, Expense Reimbursement Guidelines, Lawson.
- Training & Career Development**: Center for Teaching and Learning, Cultural Competence & Diversity Training, FERPA Presentation, HIPAA Security Training, HIPAA Training, Information Security Awareness Video, Professional Development for Academic Administrators (PDAA), Professional Development for Employees, Serena Collage Content Management System Tutorial, **Training Testbank** (indicated by a red arrow).

Please call 419-530-3600 if you have questions.