

ePLAN REVIEW: PROJECTDOX COMPUTER-BASED TRAINING MODULES FOR EMPLOYEES

To access the modules:

1. Go to the City of Austin [Adobe Connect site](#)
2. Log in using your username and password
3. Click the “My Training” Tab (if necessary)
4. Locate the ProjectDox training modules
5. Click the Green Button to begin the course

You should see something similar to the screen shot below once you are logged into Adobe Connect.

The screenshot displays the City of Austin Adobe Connect interface. At the top, there is a navigation bar with links for Home, Content, Training, Meetings, Reports, and Administration. Below this, there is a 'Create New' button for 'MEETING'. The main content area shows the 'My Training' tab selected, displaying a list of training modules. The table below shows the details of these modules:

| St... | Name: | Op... | Clo... | Co... | Score |
|-------|-------------------|--------|--------|-------|--------|
| | 2015 FLEET ... | 09/... | 12/... | False | |
| | AMANDA v6 | 07/... | | False | 0/0 |
| | 2015 Cyber... | 06/... | 06/... | True | 260... |
| | Continuity of ... | 07/... | | False | |
| | Securing Th... | 06/... | 06/... | True | 900... |
| | COOP Overv... | 05/... | 07/... | False | |
| | KME_CBT | 11/... | 11/... | False | |
| | City Ethics P... | 10/... | 11/... | False | 110... |
| | Adobe Conn... | 04/... | | True | 80/... |

To the right of the table, there is a detailed view of the '2015 FLEET Driver Training' module. This view includes fields for Title (2015 FLEET), URL for Viewing (<https://afs>), Course ID, Summary, Open Date (09/01/2015), Close Date (12/31/2015), Max Attempts (Unlimited), Duration (-), and Language (English).

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If you do not have or remember your Adobe Connect password:

Click on “Forgot your Password?” on the Adobe Connect home page and a generic password will be sent to you (you can change it once you are logged in).

If you do not see the ProjectDox training modules in your “My Training” tab or experience any other technical issues:

Submit a [helpdesk ticket](#) or call the CTM Helpdesk at (512) 974-HELP (4357).