



Local Highway Technical Assistance Council

# LHTACT<sub>2</sub> Center

Course Management System (CMS) Overview

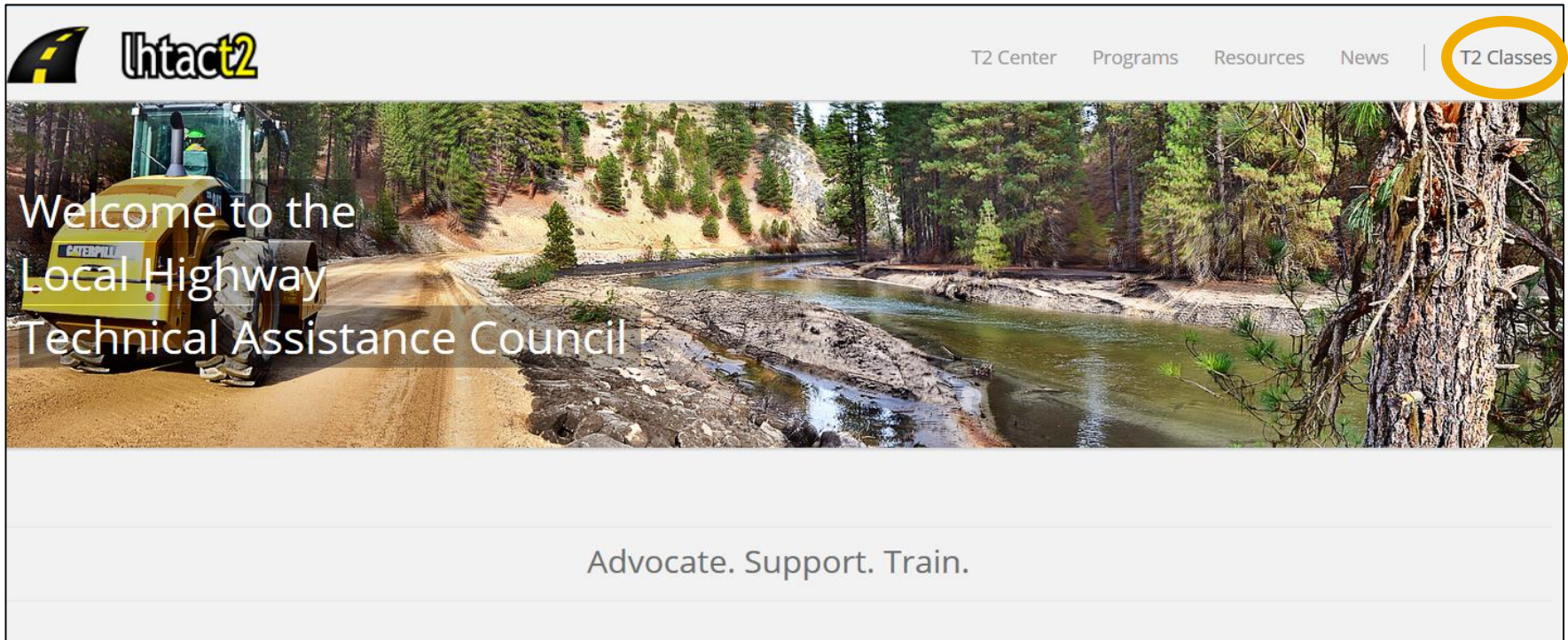
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Lorie Cover  
Training Coordinator

# Website Access



Go to <http://lhtac.org> and click the **T2 Classes** link.



# Website Access Continued



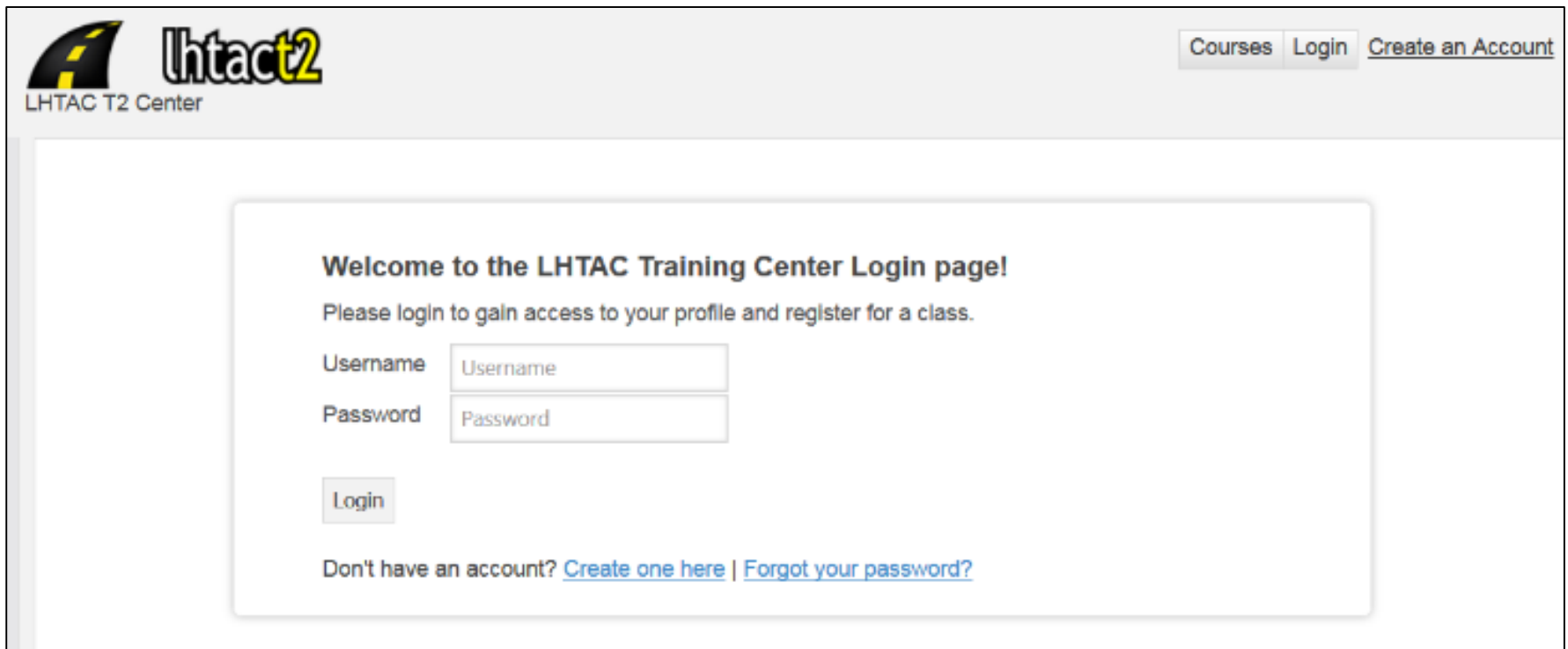
OR go to go directly to <http://t2.lhtac.org> and click **Login**.


The screenshot shows the LHTAC T2 Center website. At the top left is the Lhtact2 logo and the text "LHTAC T2 Center". At the top right are three buttons: "Courses", "Login" (circled in yellow), and "Create an Account". Below the navigation bar is a section titled "Available Classes". Under this section, there are two class listings. The first listing is for "ADA Compliance", with a start date/time of "12/2/2015 8:30 AM", instructor "Chase, Doug", and city "Pocatello". A "Details" link is provided for this class. The second listing is for "Asphalt Paving Materials", with a start date/time of "12/10/2015 8:30 AM", instructor "Chase, Doug", and city "Twin Falls". A "Details" link is also provided for this class.

Start Date/Time	Instructor	City	
12/2/2015 8:30 AM	Chase, Doug	Pocatello	<a href="#">Details</a>
12/10/2015 8:30 AM	Chase, Doug	Twin Falls	<a href="#">Details</a>

# Login

- If you or your employees have taken a class previously, [use your existing user name and password](#) to login.
- If you don't know this information, contact the T2 Center at 208-344-0565 or email [idahot2@lhtac.org](mailto:idahot2@lhtac.org).

A screenshot of the LHTAC Training Center login page. The page has a light gray header with the LHTAC T2 Center logo on the left and navigation links for "Courses", "Login", and "Create an Account" on the right. The main content area is white and contains a login form. The form includes a welcome message, instructions, input fields for "Username" and "Password", a "Login" button, and links for "Create one here" and "Forgot your password?".

 **lhtact2**  
LHTAC T2 Center

[Courses](#) [Login](#) [Create an Account](#)

**Welcome to the LHTAC Training Center Login page!**  
Please login to gain access to your profile and register for a class.

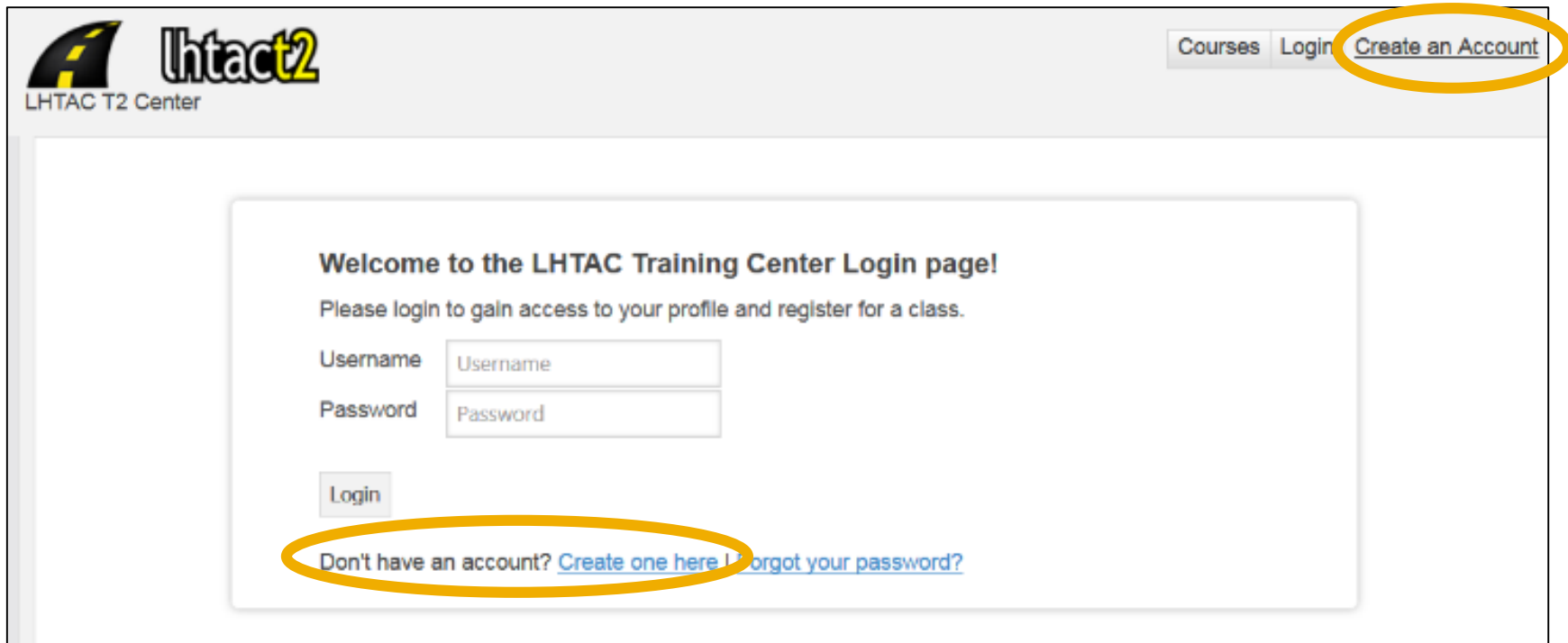
Username

Password

Don't have an account? [Create one here](#) | [Forgot your password?](#)

# Create Account

Create an account if you (or your employees) have never taken a T2 Center class.

A screenshot of the LHTAC T2 Center website's login page. The page has a header with the LHTAC T2 Center logo on the left and navigation links for "Courses", "Login", and "Create an Account" on the right. The "Create an Account" link is circled in yellow. The main content area contains a login form with the heading "Welcome to the LHTAC Training Center Login page!". Below the heading is the instruction "Please login to gain access to your profile and register for a class." The form includes two input fields: "Username" and "Password". Below these fields is a "Login" button. At the bottom of the form, there is a link "Don't have an account? Create one here" which is also circled in yellow, followed by a link "Forgot your password?".

LHTAC T2 Center

Courses Login [Create an Account](#)

**Welcome to the LHTAC Training Center Login page!**

Please login to gain access to your profile and register for a class.

Username

Password

Login

Don't have an account? [Create one here](#) | [Forgot your password?](#)

# Account Types

## Single User

- Registers only themselves

## Department Organizer

- Responsible for registering themselves and all employees within their department
- Contact the T2 Center to have your account setup as a Department Organizer

# New Features Available

## Department Organizers can:

- Manage several departments
- Register multiple students at one time
- Add and remove employees/students
- Verify registered students for a specific class
- Switch confirmed registrants with a wait listed employee
- Access a department's course history
- Submit course requests online
- Automatic email notifications for Road Scholar completions

# Update Account Information



Click the **Account Info** tab or the blue **View Profile** button to update your profile information.

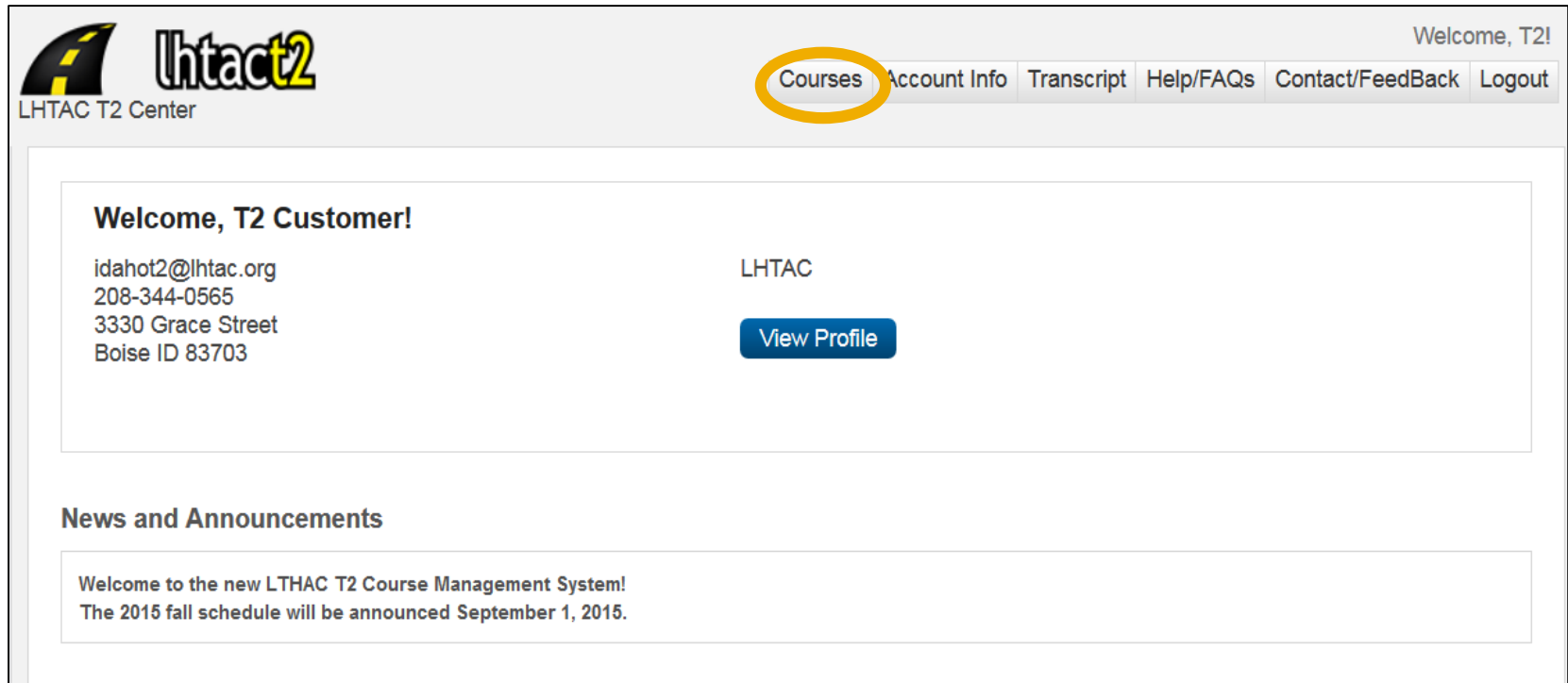
Welcome Page/Dashboard Page:


The screenshot shows the LHTAC T2 Center dashboard. At the top left is the LHTAC T2 Center logo. At the top right, it says "Welcome, T2!". Below the logo is a navigation menu with tabs: Courses, Account Info (circled in yellow), Transcript, Help/FAQs, Contact/FeedBack, and Logout. The main content area has a "Welcome, T2 Customer!" message with contact information: idahot2@lhtac.org, 208-344-0565, 3330 Grace Street, Boise ID 83703. To the right of this is the LHTAC logo and a blue "View Profile" button (circled in yellow). Below this is a "News and Announcements" section with a message: "Welcome to the new LTHAC T2 Course Management System! The 2015 fall schedule will be announced September 1, 2015."



# Available Courses

Click the **Courses** button at the top of the page to see what classes are currently being offered.

A screenshot of the LHTAC T2 Center user interface. The top navigation bar includes the LHTAC T2 Center logo on the left and a menu on the right with items: Courses (circled in yellow), Account Info, Transcript, Help/FAQs, Contact/FeedBack, and Logout. The main content area shows a welcome message to a T2 customer, contact information for LHTAC, and a "View Profile" button. Below this is a "News and Announcements" section with a message about the new LHTAC T2 Course Management System and the 2015 fall schedule announcement on September 1, 2015.

 LHTAC T2 Center

Welcome, T2!

[Courses](#) [Account Info](#) [Transcript](#) [Help/FAQs](#) [Contact/FeedBack](#) [Logout](#)

**Welcome, T2 Customer!**

idahot2@lhtac.org  
208-344-0565  
3330 Grace Street  
Boise ID 83703

LHTAC

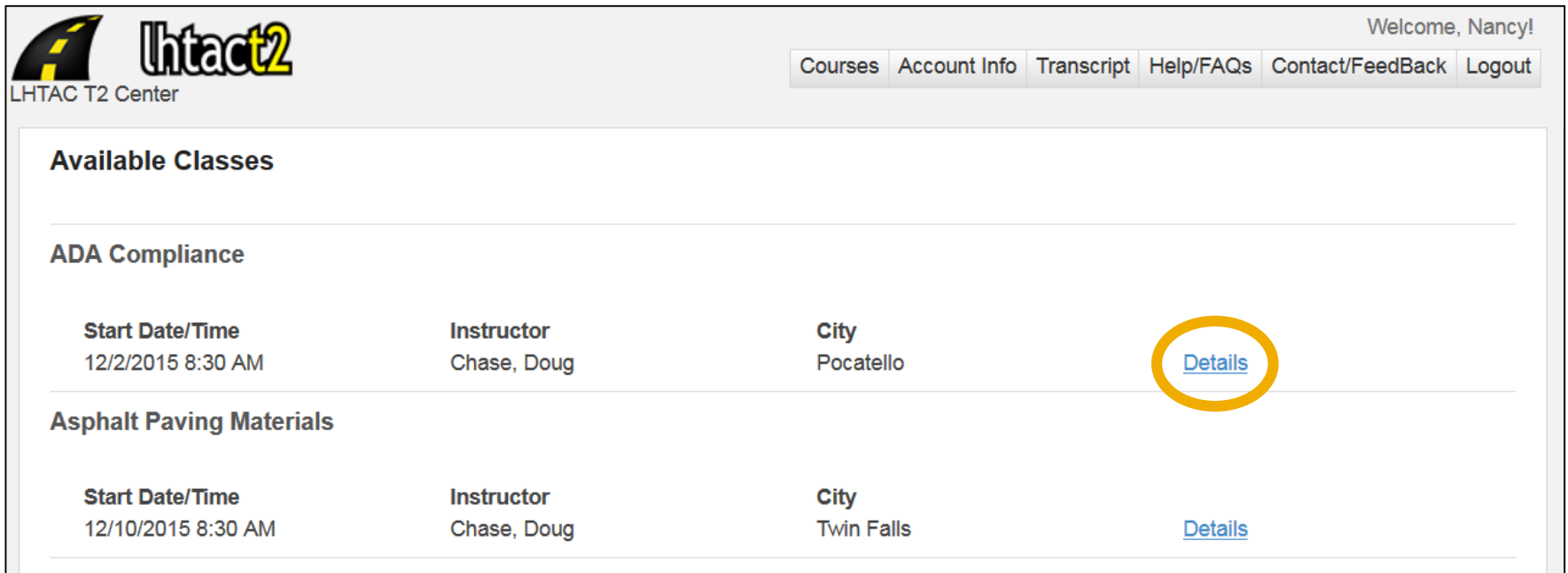
[View Profile](#)

**News and Announcements**

Welcome to the new LHTAC T2 Course Management System!  
The 2015 fall schedule will be announced September 1, 2015.

# Class Details

Click **Details** to view dates, location, course description and fees.

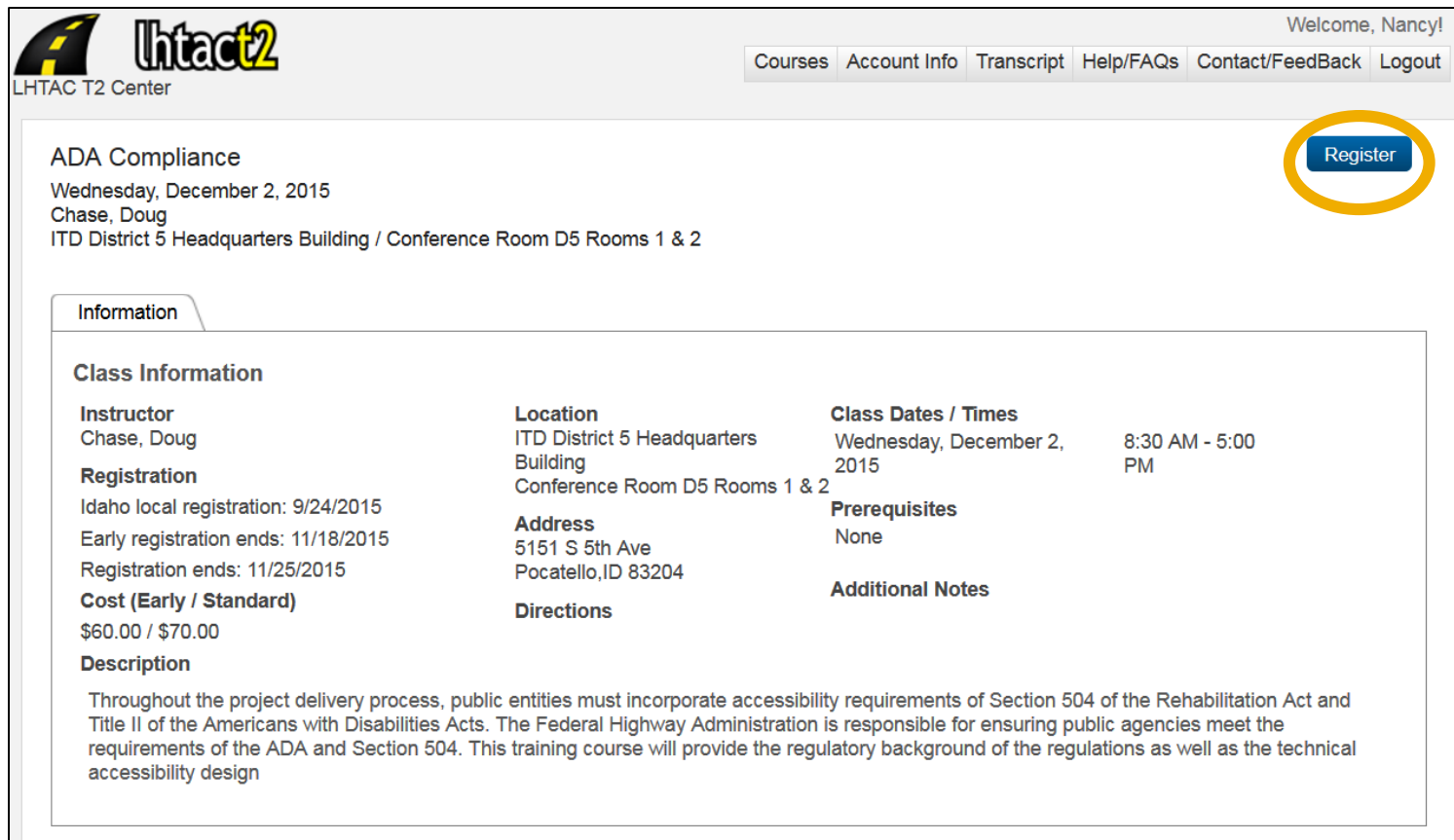


The screenshot shows the LHTAC T2 Center website interface. At the top left is the logo for 'Lhtact2' with the text 'LHTAC T2 Center' below it. At the top right, it says 'Welcome, Nancy!' and has a navigation menu with buttons for 'Courses', 'Account Info', 'Transcript', 'Help/FAQs', 'Contact/FeedBack', and 'Logout'. The main content area is titled 'Available Classes' and lists two classes. The first class is 'ADA Compliance' with a start date of 12/2/2015 at 8:30 AM, instructor Chase, Doug, and location Pocatello. A blue 'Details' link is circled in yellow. The second class is 'Asphalt Paving Materials' with a start date of 12/10/2015 at 8:30 AM, instructor Chase, Doug, and location Twin Falls. A blue 'Details' link is also present.

Start Date/Time	Instructor	City	
12/2/2015 8:30 AM	Chase, Doug	Pocatello	<a href="#">Details</a>
12/10/2015 8:30 AM	Chase, Doug	Twin Falls	<a href="#">Details</a>

# Register

After clicking on the course **Details** button, click the blue **Register** button.



The screenshot shows the LHTAC T2 Center website interface. At the top left is the logo for LHTAC T2 Center. At the top right, it says "Welcome, Nancy!" and has navigation links for Courses, Account Info, Transcript, Help/FAQs, Contact/FeedBack, and Logout. The main content area displays course details for "ADA Compliance" on Wednesday, December 2, 2015, at the ITD District 5 Headquarters Building. A blue "Register" button is circled in yellow. Below the course details is an "Information" tab with a "Class Information" section containing details about the instructor, location, class dates, registration, cost, and description.

**ADA Compliance**  
Wednesday, December 2, 2015  
Chase, Doug  
ITD District 5 Headquarters Building / Conference Room D5 Rooms 1 & 2

**Register**

**Information**

**Class Information**

<b>Instructor</b> Chase, Doug	<b>Location</b> ITD District 5 Headquarters Building Conference Room D5 Rooms 1 & 2	<b>Class Dates / Times</b> Wednesday, December 2, 2015 8:30 AM - 5:00 PM
<b>Registration</b> Idaho local registration: 9/24/2015 Early registration ends: 11/18/2015 Registration ends: 11/25/2015	<b>Address</b> 5151 S 5th Ave Pocatello, ID 83204	<b>Prerequisites</b> None
<b>Cost (Early / Standard)</b> \$60.00 / \$70.00	<b>Directions</b>	<b>Additional Notes</b>

**Description**  
Throughout the project delivery process, public entities must incorporate accessibility requirements of Section 504 of the Rehabilitation Act and Title II of the Americans with Disabilities Acts. The Federal Highway Administration is responsible for ensuring public agencies meet the requirements of the ADA and Section 504. This training course will provide the regulatory background of the regulations as well as the technical accessibility design

# Department Organizers

- Register multiple students at one time
- Email confirmation includes their registrations status
- Add new employee while registering

## Registration Page:

**ADA Compliance**

<b>Instructor</b> Chase, Doug	<b>Location</b> ITD District 5 Headquarters Building / Room D5 Rooms 1 & 2
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**Dates / Times**  
Wednesday, December 2, 2015 8:30 AM - 5:00 PM

**Register the following individuals for this class:**

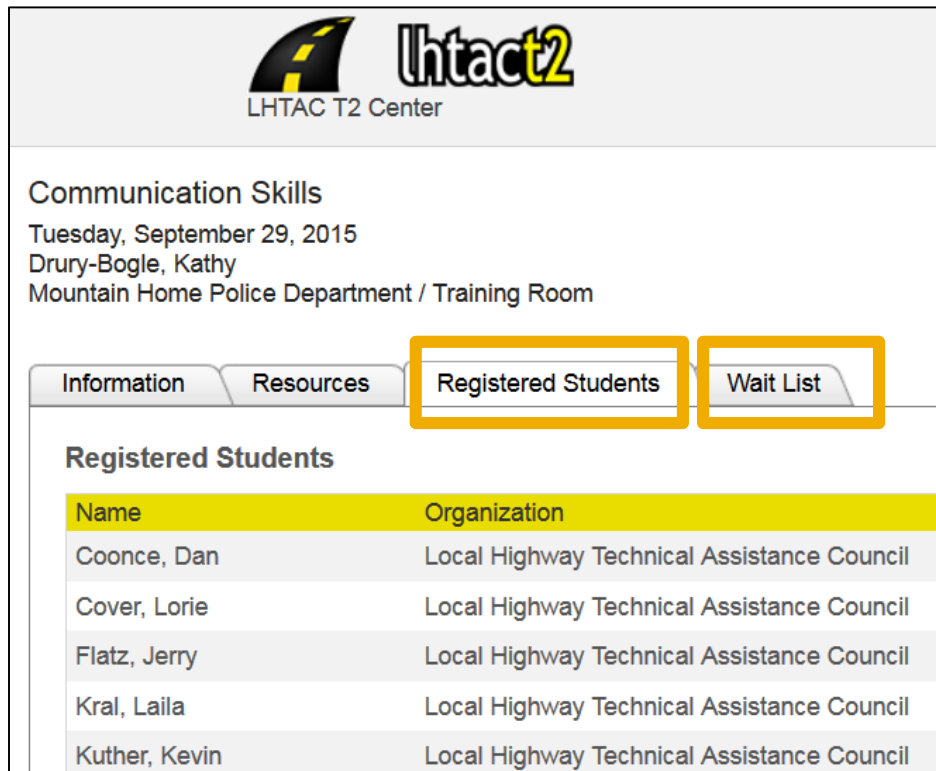
- Chase, Doug
- Christensen, Dawn
- Coonce, Dan
- Cover, Lorie
- Ellsworth, Scott
- Flatz, Jerry
- Grandi, Odo
- Herbel, Wayne

**Missing someone?**  
[Add Individual](#)

[Submit registrations](#)

# Verify Registered Students

After registering, new tabs are available in the class details page. Click on the **Registered Students** or **Wait List** tab to verify your employees status.



The screenshot displays the LHTact2 interface for the LHTAC T2 Center. The page title is 'Communication Skills', dated Tuesday, September 29, 2015, at Mountain Home Police Department / Training Room, led by Drury-Bogle, Kathy. A navigation bar contains four tabs: 'Information', 'Resources', 'Registered Students', and 'Wait List'. The 'Registered Students' and 'Wait List' tabs are highlighted with yellow boxes. Below the tabs, a table lists the registered students.

Name	Organization
Coonce, Dan	Local Highway Technical Assistance Council
Cover, Lorie	Local Highway Technical Assistance Council
Flatz, Jerry	Local Highway Technical Assistance Council
Kral, Laila	Local Highway Technical Assistance Council
Kuther, Kevin	Local Highway Technical Assistance Council

# Change Wait Listed Students



Use the **Cancel/Replace** feature to cancel registrations, **OR** to replace a confirmed employee with someone who is on the wait list.

Information Resources Registered Students Wait List

Registered Students [Print Class Roster](#) [Send Email](#)

Name	Organization	Attended	Grade	Amount Due	Certificate
Coonce, Dan	Local Highway Technical Assistance Council	<input type="checkbox"/>		\$105.00	<a href="#">Cancel / Replace</a>
Cover, Lorie	Local Highway Technical Assistance Council	<input type="checkbox"/>		\$105.00	<a href="#">Cancel / Replace</a>
Flatz, Jerry	Local Highway Technical Assistance Council	<input type="checkbox"/>		\$105.00	<a href="#">Cancel / Replace</a>
Kral, Laila	Local Highway Technical Assistance Council	<input type="checkbox"/>		\$95.00	<a href="#">Cancel / Replace</a>
Kuther, Kevin	Local Highway Technical Assistance Council	<input type="checkbox"/>		\$105.00	<a href="#">Cancel / Replace</a>
Shields, Denise	Local Highway Technical Assistance Council	<input type="checkbox"/>		\$105.00	<a href="#">Cancel / Replace</a>
Sprague, Steve	Local Highway Technical Assistance Council	<input type="checkbox"/>		\$105.00	<a href="#">Cancel / Replace</a>
Ziebarth, Nancy	Local Highway Technical Assistance Council	<input type="checkbox"/>		\$105.00	<a href="#">Cancel / Replace</a>

# Change Wait Listed Students

**Continued:** Use the drop down list to choose an employee name on the wait list.

Communication Skills

Tuesday, September 29, 201  
Drury-Bogle, Kathy  
Mountain Home Police Depa

Information Resource

Registered Students

Name

Coonce, Dan

Cover, Lorie

Flatz, Jerry

Kral, Laila

Kuther, Kevin

Shields, Denise

Sprague, Steve

Ziebarth, Nancy

Notify this student via email that their registration is being cancelled?

Please select from the following wait list students if you are replacing the registration.

**Herndon, Craig** (*Local Highway Technical Assistance Council / Safety*)

**Syphus, Matthew** (*Local Highway Technical Assistance Council / none*)

OK Cancel

Roster Send Email

Cancel / Replace

Cancel / Replace

Cancel / Replace

Cancel / Replace

Cancel / Replace

Cancel / Replace

Cancel / Replace

Cancel / Replace

# Account Info



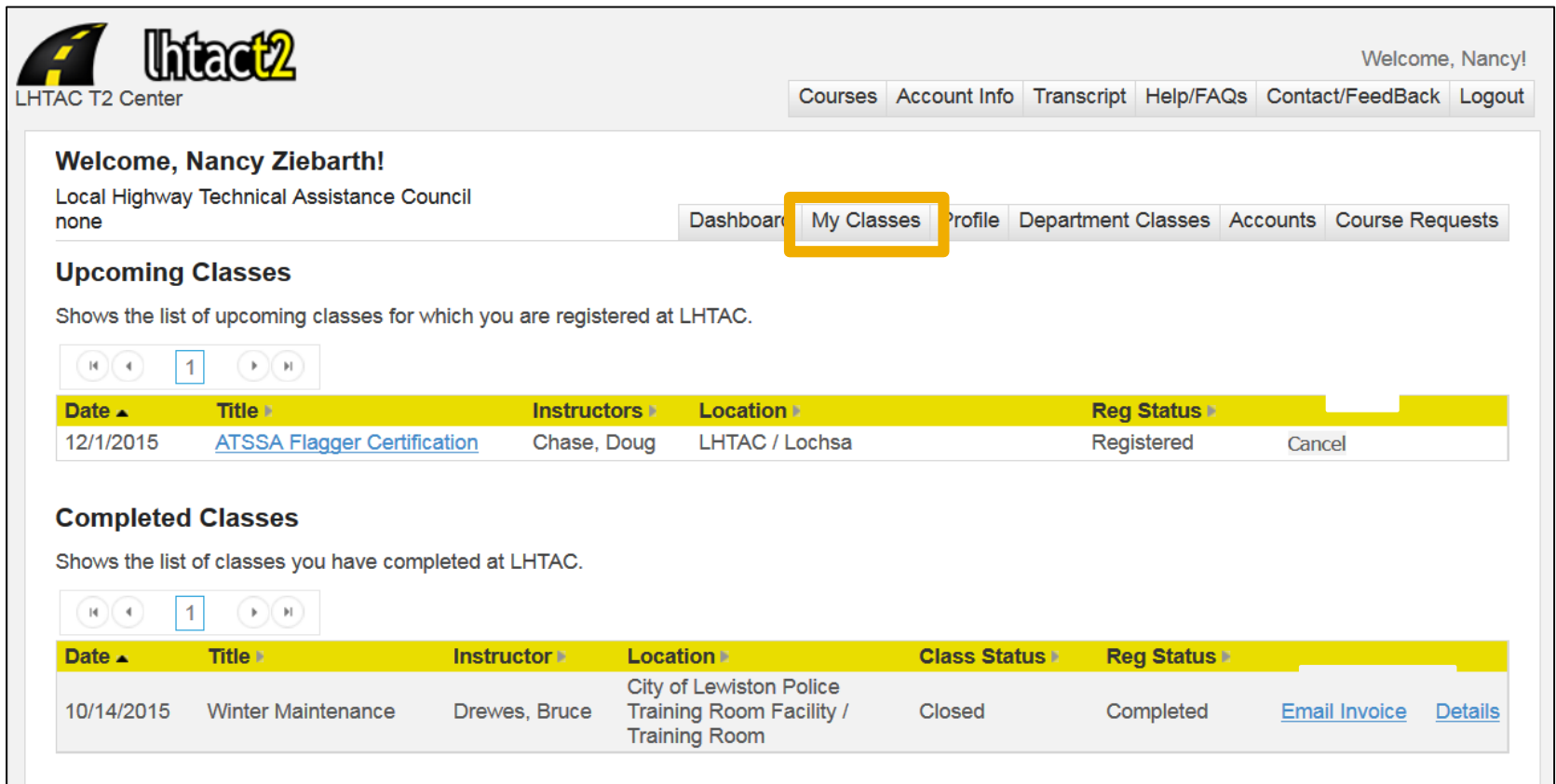
When you click **Account Info**, new tabs will appear below.

The screenshot displays the lhtact2 user interface. At the top left is the lhtact2 logo and "LHTAC T2 Center". At the top right, it says "Welcome, Nancy!". A navigation bar contains buttons for "Courses", "Account Info" (highlighted with a yellow box), "Transcript", "Help/FAQs", "Contact/FeedBack", and "Logout". Below this, a secondary navigation bar contains buttons for "Dashboard", "My Classes", "Profile", "Department Classes", "Accounts", and "Course Requests" (all highlighted with a yellow box). The main content area is divided into sections: "Welcome, Nancy Ziebarth!" with "LHTAC / T2 Center" and "none" below it; "Account Information" with "Personal Information" (First Name: Nancy, Last Name: Ziebarth, Email: idahot2@lhtac.org) and "Employment Information" (Organization: LHTAC / T2 Center, with a "Change" button).



# My Classes

The **My Classes** tab contains the class information for the Department Organizer.



**Welcome, Nancy Ziebarth!**  
Local Highway Technical Assistance Council  
none

Navigation: [Dashboard](#) **[My Classes](#)** [Profile](#) [Department Classes](#) [Accounts](#) [Course Requests](#)

**Upcoming Classes**  
Shows the list of upcoming classes for which you are registered at LHTAC.

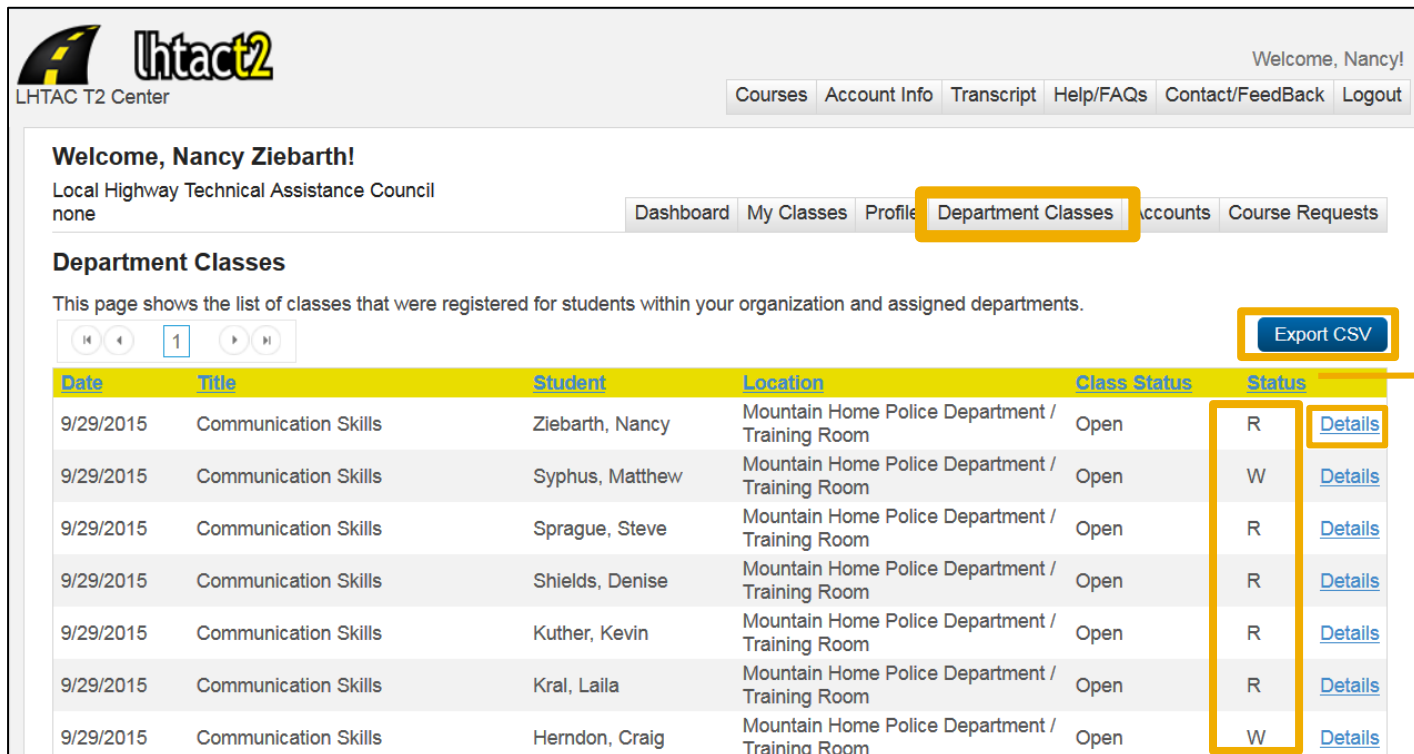
Date ▲	Title ▶	Instructors ▶	Location ▶	Reg Status ▶	
12/1/2015	<a href="#">ATSSA Flagger Certification</a>	Chase, Doug	LHTAC / Lochsa	Registered	<a href="#">Cancel</a>

**Completed Classes**  
Shows the list of classes you have completed at LHTAC.

Date ▲	Title ▶	Instructor ▶	Location ▶	Class Status ▶	Reg Status ▶	
10/14/2015	Winter Maintenance	Drewes, Bruce	City of Lewiston Police Training Room Facility / Training Room	Closed	Completed	<a href="#">Email Invoice</a> <a href="#">Details</a>

# Department Classes

The **Department Classes** tab contains class information for all employees. It can be exported into an CSV/Excel file. The class **Details** are available and there is a column showing everyone's registration status.



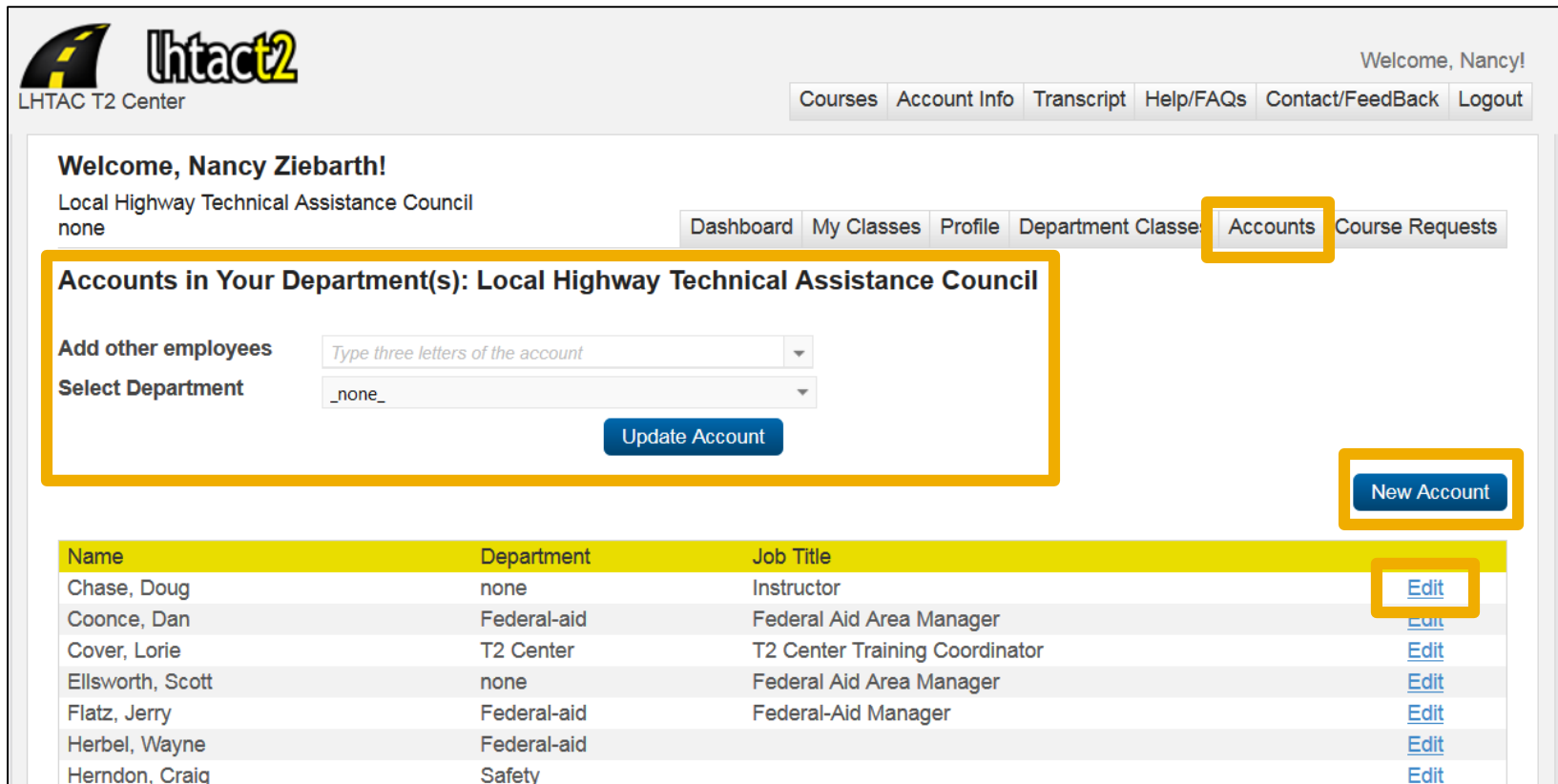
The screenshot shows the Lhtact2 interface for the Department Classes tab. The page includes a navigation menu with 'Department Classes' highlighted, a welcome message for Nancy Ziebarth, and a table of registered classes. An 'Export CSV' button is visible in the top right of the table area. A legend on the right side explains the registration status abbreviations.

Date	Title	Student	Location	Class Status	Status	Details
9/29/2015	Communication Skills	Ziebarth, Nancy	Mountain Home Police Department / Training Room	Open	R	<a href="#">Details</a>
9/29/2015	Communication Skills	Syphus, Matthew	Mountain Home Police Department / Training Room	Open	W	<a href="#">Details</a>
9/29/2015	Communication Skills	Sprague, Steve	Mountain Home Police Department / Training Room	Open	R	<a href="#">Details</a>
9/29/2015	Communication Skills	Shields, Denise	Mountain Home Police Department / Training Room	Open	R	<a href="#">Details</a>
9/29/2015	Communication Skills	Kuther, Kevin	Mountain Home Police Department / Training Room	Open	R	<a href="#">Details</a>
9/29/2015	Communication Skills	Kral, Laila	Mountain Home Police Department / Training Room	Open	R	<a href="#">Details</a>
9/29/2015	Communication Skills	Herndon, Craig	Mountain Home Police Department / Training Room	Open	W	<a href="#">Details</a>

- W:** Wait List
- R:** Registered
- C:** Cancelled
- CO:** Completed
- NS:** No Show

# Accounts

In the **Accounts** tab, you can pull someone from another department into yours, create a new account, and you can edit existing accounts. You can also push someone from your department to a different one under the edit feature.

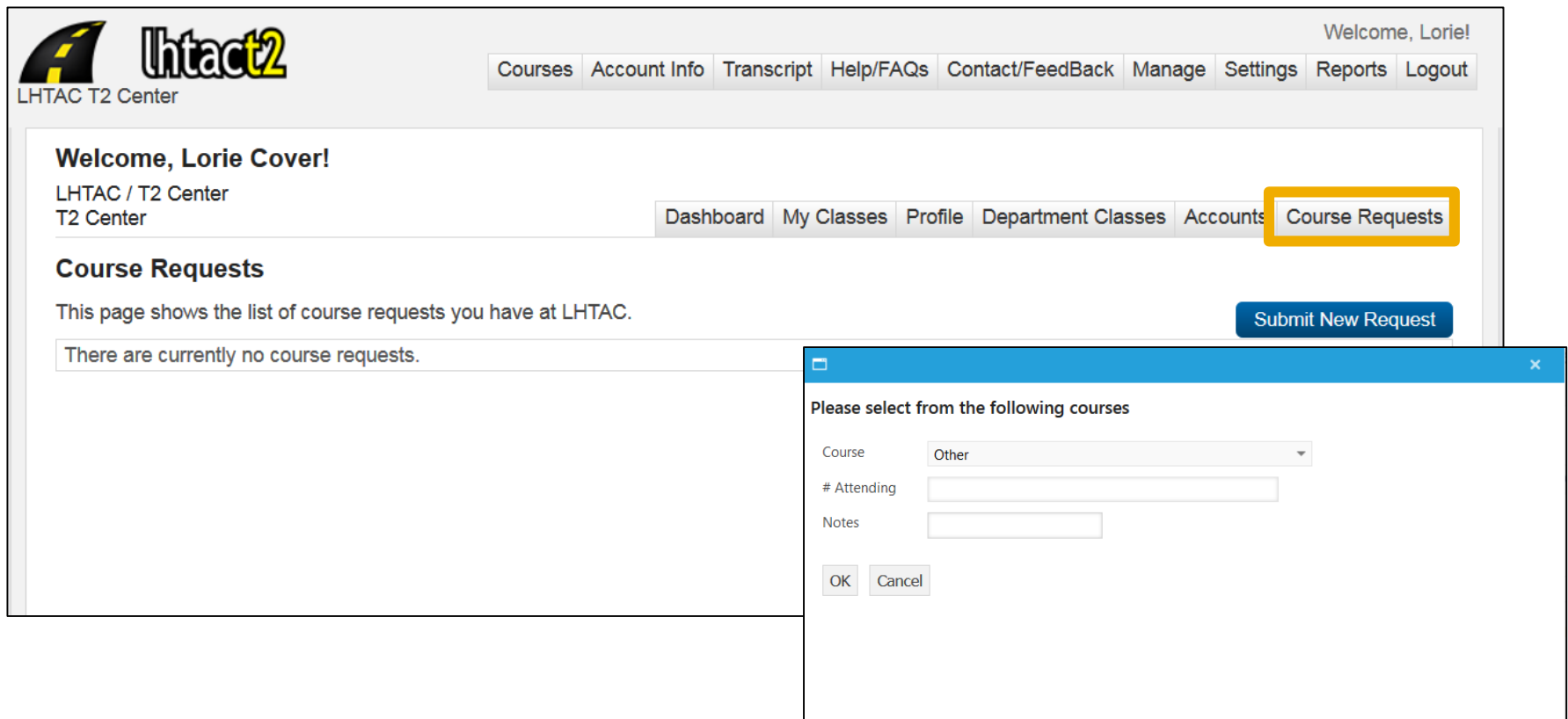


The screenshot shows the Lhtact2 user interface. At the top left is the Lhtact2 logo and 'LHTAC T2 Center'. At the top right, it says 'Welcome, Nancy!' and has a navigation menu with 'Courses', 'Account Info', 'Transcript', 'Help/FAQs', 'Contact/FeedBack', and 'Logout'. Below this, a secondary navigation menu includes 'Dashboard', 'My Classes', 'Profile', 'Department Classes', 'Accounts' (highlighted with a yellow box), and 'Course Requests'. The main content area is titled 'Welcome, Nancy Ziebarth!' and 'Local Highway Technical Assistance Council none'. It features a form for adding employees with a dropdown for 'Type three letters of the account', a 'Select Department' dropdown set to '\_none\_', and an 'Update Account' button. A 'New Account' button is also present. Below the form is a table of accounts with columns for Name, Department, Job Title, and an Edit link (highlighted with a yellow box).

Name	Department	Job Title	Edit
Chase, Doug	none	Instructor	<a href="#">Edit</a>
Coonce, Dan	Federal-aid	Federal Aid Area Manager	<a href="#">Edit</a>
Cover, Lorie	T2 Center	T2 Center Training Coordinator	<a href="#">Edit</a>
Ellsworth, Scott	none	Federal Aid Area Manager	<a href="#">Edit</a>
Flatz, Jerry	Federal-aid	Federal-Aid Manager	<a href="#">Edit</a>
Herbel, Wayne	Federal-aid		<a href="#">Edit</a>
Herndon, Craig	Safety		<a href="#">Edit</a>

# Course Requests

Use the **Course Request** feature to ask for a specific class in your area. For courses not listed, use the **Contact/Feedback** button.



The screenshot shows the Lhtact2 user interface. At the top left is the Lhtact2 logo and 'LHTAC T2 Center'. A navigation bar contains links for Courses, Account Info, Transcript, Help/FAQs, Contact/Feedback, Manage, Settings, Reports, and Logout. A user greeting 'Welcome, Lorie!' is in the top right. Below the navigation bar, a secondary menu includes Dashboard, My Classes, Profile, Department Classes, Accounts, and Course Requests (highlighted with a yellow box). The main content area is titled 'Welcome, Lorie Cover!' and 'LHTAC / T2 Center'. It features a 'Course Requests' section with a 'Submit New Request' button. A message states 'There are currently no course requests.' An inset dialog box titled 'Please select from the following courses' is open, containing a 'Course' dropdown menu (set to 'Other'), a '# Attending' text input field, a 'Notes' text input field, and 'OK' and 'Cancel' buttons.

# Transcripts

Transcripts reflect completed certifications and course certificates are now available online.

**Cover, Lorie**  
Local Highway Technical  
Assistance Council / T2 Center

**Certifications**

- Level 1 - Road Scholar (2/24/2009)
- Level 2 - Road Master (10/6/2009)

[Print Transcript](#)

Course name	Credits	Hours	Instructor	Passed	Grade	Class Date
ATSSA Flagger Certification	1.00	4.00	Bruce Drewes	Yes	100	4/23/2014
Basic Math	1.00	7.00	Doug Chase	Yes	100	4/10/2014
Basic Survey	1.00	7.00	Doug Chase	Yes	100	5/20/2014
Communication Skills	1.00	7.00	Kathy Drury-Bogle	Yes	0	3/20/2013
CPR	1.00	4.00	Jack Handy	Yes	0	9/28/2015
First Aid	1.00	0.00		Yes	0	9/2/2015
iWorQ Pavement & Sign Maintenance	1.00	3.00		Yes	0	4/3/2014
LHTAC FY2015 Workshops	1.00	4.00	N/A	Yes		10/9/2014
Pavement Maintenance I	1.00	7.00	Doug Chase	Yes	100	3/5/2014
Roadway Materials	1.00	0.00		Yes	0	<a href="#" style="border: 2px solid orange; padding: 2px;">Certificate</a> 9/9/2015
Small Structure Inspection & Maintenance	1.00	7.00	Ed Mael	Yes	0	<a href="#" style="border: 2px solid orange; padding: 2px;">Certificate</a> 3/26/2015
Supervising with Confidence	1.00	6.50	Kathy Drury-Bogle	Yes	0	5/12/2015

# Help/FAQs Are Available



Welcome, Lorie!

[Courses](#) [Account Info](#) [Transcript](#) [Help/FAQs](#) [Contact/FeedBack](#) [Manage](#) [Settings](#) [Reports](#) [Logout](#)

## Help/ FAQ

### Courses

#### ▪ **When do you offer classes?**

Idaho's road crews are busiest in the summer and winter so our courses are scheduled in between. The majority of classes are offered from March through May and then again in October through November. Additional classes may be added so please be sure to check our website for new classes and updates.

#### ▪ **What is your cancellation policy?**

A cancellation notice must be received at least two (2) business days prior to the class; all no-shows will be charged. Registration cancellations can be completed by logging on to our site with your user name and password or by contacting the LHTAC T2 Center directly at 208-344-0565 or at 1-800-259-6841 or by email: idahot2@lhtac.org.

### FAQ Course Fees

#### ▪ **What is the cost of a course?**

The pricing structure can vary depending on the agency type and the course offered. Please note that the cost for Specialized Courses are different and they are not eligible for the early registration discount.

Agency	Early Registration	After Reg. Deadline
Local Highway Jurisdiction:	\$60	\$70
State & Federal:	\$95	\$105
Private:	\$190	\$200

#### **Fees for Specialized Courses (early registration discount does not apply):**

Hot Mix Asphalt Workmanship (1 1/2 Days)  
LHJ: \$100 / Outside Organizations: \$250

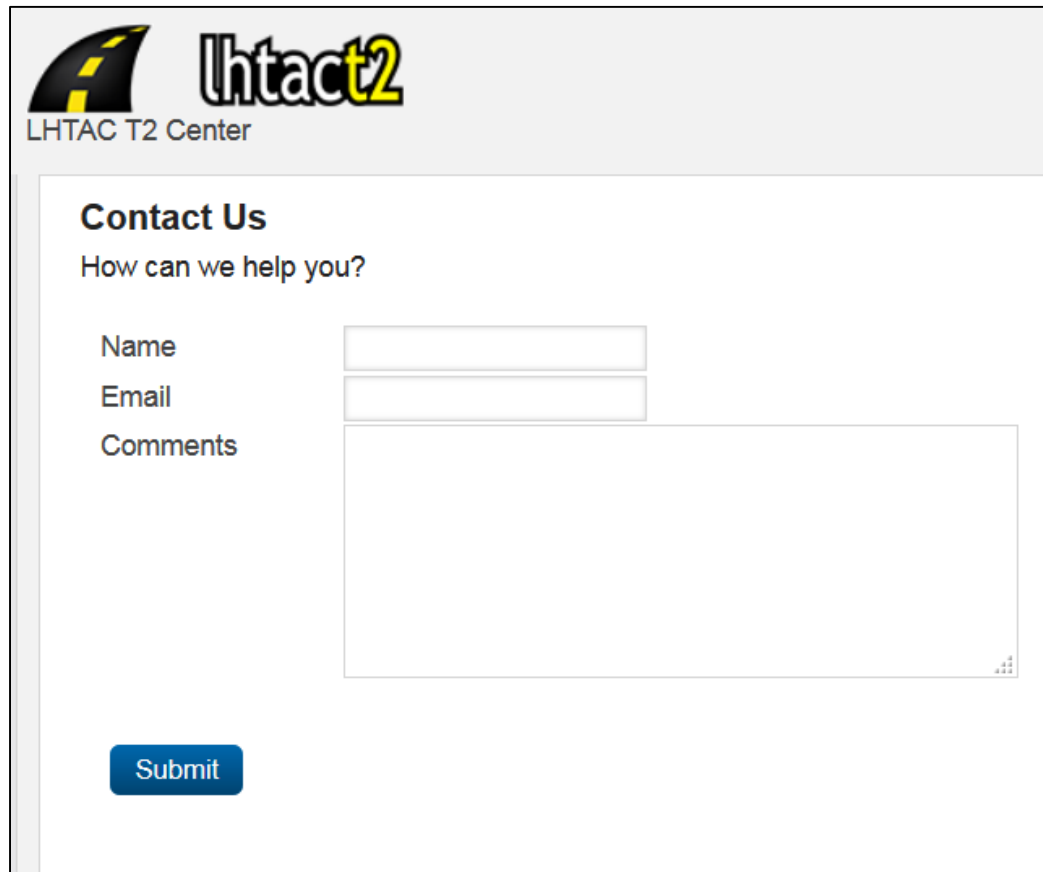
Heavy Equipment Courses (3 Days):  
LHJ: \$320 / Outside Organizations: \$470


Speed Limits & Speed Zones: (2 Days): Any Agency \$80

Environmental BMP (2 Days): Any Agency: \$140

# Contact/Feedback

Send a message directly to the T2 Center by using the **Contact/Feedback** button.

A screenshot of a web form titled "Contact Us" from the LHTAC T2 Center. The form includes a header with the Lhtact2 logo and the text "LHTAC T2 Center". Below the header, the text "Contact Us" is followed by the question "How can we help you?". The form contains three input fields: "Name", "Email", and "Comments". The "Comments" field is a larger text area. A blue "Submit" button is located at the bottom left of the form.

 Lhtact2  
LHTAC T2 Center

**Contact Us**  
How can we help you?

Name

Email

Comments