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# The Platform eCommerce Functionality

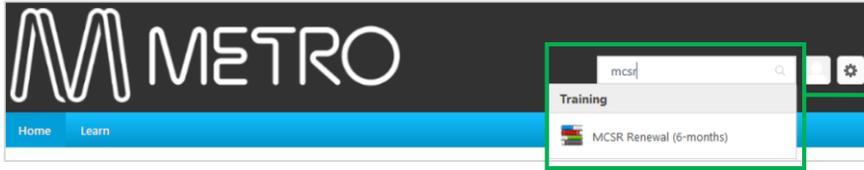
EXTERNAL USER GUIDE  
ONLINE RAIL SAFETY RENEWAL TRAINING

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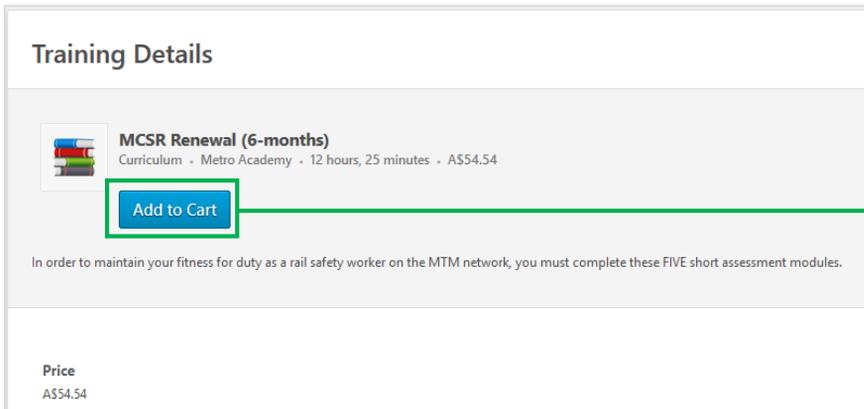
# Online Rail Safety Renewals - Enrol

## How to enrol on the rail safety online courses

In some cases your company administrator may have already purchased training for you, if so, start at **Step 4**.

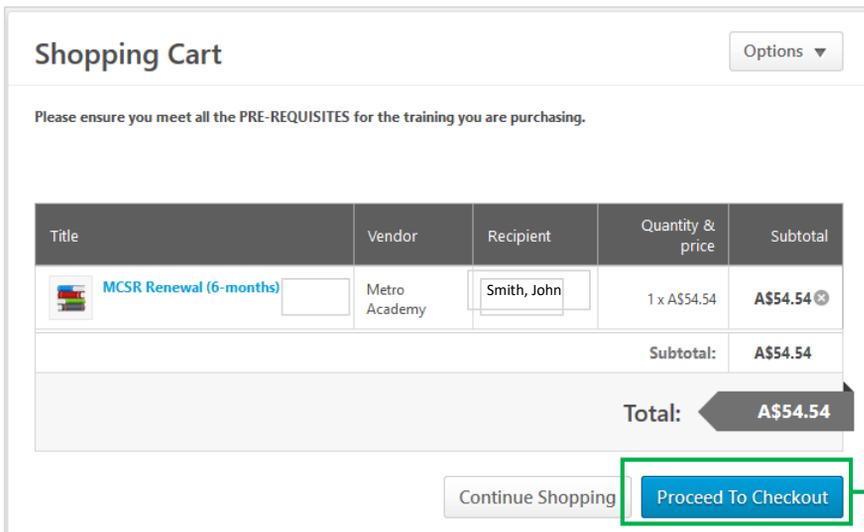


1. Search for the course using the top right search bar



2. Click on the **Add to Cart** button to purchase the course

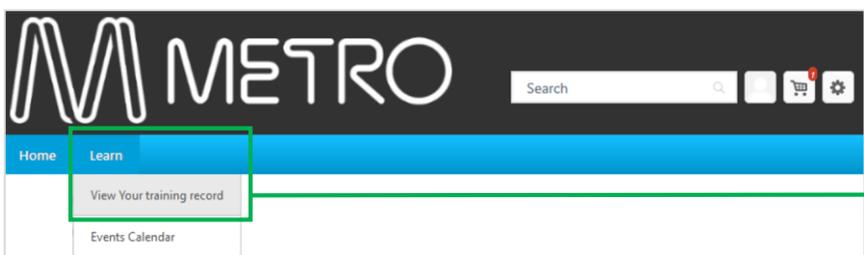
**Note:** Check you meet the pre-requisites prior to purchasing this course



3. Proceed with your **shopping cart** to pay for the course

**Note:** If you are an administrator for your organisation, you will be asked if you are purchasing this for yourself or others

When payment is complete, **continue to step 4**



4. Your course will be added to your transcript page

Go to **Learn>View Your Training Record**

# Online Rail Safety Renewals - Enrol

## How to launch the rail safety online courses

Active ▾ By date added ▾ All Types ▾ Search for training

Search results (10)  Hide certified certifications

**MCSR Renewal (6-months)**  
Due: No Due Date Status: Registered

Open curriculum ▾

5. Click 'Open Curriculum'

0% CURRICULUM PROGRESS

**MCSR Renewal (6-months)**

In order to maintain your fitness for duty as a rail safety worker on the MTM network, you must complete these FIVE short assessment modules.

0% **Pre-requisite Requirements**  
Completed: 0 Min. required: 1 Total courses: 2

View Details

0% **Metro Contractor Safety Recertification (TTSA Renewal) - Online**  
Completed: 0 Min. required: 5 Total courses: 5

View Details

6. Click 'View Details' for the Pre-Requirement Requirements Section

50% CURRICULUM PROGRESS

**MCSR Renewal (6-months)**

100% **Pre-requisite Requirements**  
Completed: 1 Min. required: 1 Total courses: 2

**Metro Contractor Safety Recertification (TTSA Renewal)** Activate ▾  
Status: Not Activated Due: No Due Date Training Hours: 4 hrs  
This course is for people who wish to renew their Train Track Safety Awareness (TTSA) tickets. Tickets have a life of two years, or the individual's medical,...

**Train Track Safety Awareness** View Training D... ▾  
Status: Completed Due: No Due Date Duration: 8 hrs  
This course is the minimum requirement for employees who work within the rail corridor. Tickets for TTSA have a life of two years, or the individual's medical,...

7. If you have met the pre-requisites of this course, you will be automatically marked complete for this section.

**Note:** refer to page 4 if you do not meet the pre-requisite training requirements

Click on the next section to proceed to the online learning modules

50% CURRICULUM PROGRESS

**MCSR Renewal (6-months)**

0% **Metro Contractor Safety Recertification (TTSA Renewal) - Online**  
Completed: 0 Min. required: 5 Total courses: 5

**MCSR Renewal - Fit for Work** Activate ▾  
Status: Not Activated Due: No Due Date Training Hours: 5 min  
Check your understanding of the principles of being fit for work in the rail corridor, and brush up on your knowledge if needed.

**MCSR Renewal - Rail Corridor Fundamentals**  
Status: Pending Prior Training Due: No Due Date Training Hours: 5 min

8. Click on the Activate button

**Note:** the button will change to display 'Launch'

50% CURRICULUM PROGRESS

**MCSR Renewal (6-months)**

0% **Metro Contractor Safety Recertification (TTSA Renewal) - Online**  
Completed: 0 Min. required: 5 Total courses: 5

**MCSR Renewal - Fit for Work** Launch ▾  
Status: Registered Due: No Due Date Training Hours: 5 min  
Check your understanding of the principles of being fit for work in the rail corridor, and brush up on your knowledge if needed.

**MCSR Renewal - Rail Corridor Fundamentals**  
Status: Pending Prior Training Due: No Due Date Training Hours: 5 min  
Check your understanding of rail corridor fundamentals, and brush up on your knowledge if needed.

9. Click on the Launch button

Your course will now open in a new browser window

**Note:** eLearning modules must be completed in the order displayed.

# Online Rail Safety Renewals - Enrol

## Requesting Exemption (Pre-Requisites Not Met)

You must meet the *pre-requisites* to enable enrolment onto your desired rail safety course (prior learning, medical category etc.).

The system will check if you have records on your transcript matching the required pre-requisites. If you do not have the required records in the system you can still enrol on the course following **steps 1 to 6**. At **Step 7** follow the below instructions to request an exemption for the pre-requisites.

The screenshot shows the 'MCSR Renewal (6-months)' course page. On the left, there is a 'CURRICULUM PROGRESS' section with a '0%' indicator and a sidebar with 'PRE-REQUISITE REQUIREMENTS' selected. The main content area is titled 'Pre-requisite Requirements' and shows a progress bar at 0%. Below the progress bar, there are two pre-requisite courses listed: 'Metro Contractor Safety Recertification (TTSA Renewal)' and 'Train Track Safety Awareness'. The 'Metro Contractor Safety Recertification (TTSA Renewal)' course has a status of 'Not Activated' and a '4 hrs' training duration. A green box highlights the 'Activate' button for this course.

**a.** Click 'Activate' for the course you wish to request exemption for

The screenshot shows the 'MCSR Renewal (6-months)' course page. On the left, there is a 'CURRICULUM PROGRESS' section with a '0%' indicator and a sidebar with 'PRE-REQUISITE REQUIREMENTS' selected. The main content area is titled 'Pre-requisite Requirements' and shows a progress bar at 0%. Below the progress bar, there are two pre-requisite courses listed: 'Metro Contractor Safety Recertification (TTSA Renewal)' and 'Train Track Safety Awareness'. The 'Metro Contractor Safety Recertification (TTSA Renewal)' course has a status of 'Approved' and a '4 hrs' training duration. A green box highlights the 'Request Exemption' button for this course.

**b.** From the drop-down select 'Request Exemption'

When you request an exemption, Metro Academy will conduct a pre-requisite check. If Metro Academy can verify that you hold the required pre-requisites, your exemption request will be granted. *(Metro Academy may request further information prior to approval being granted)*

Once **Granted**, continue from **Step 4** to complete your training.

If your request is **denied**, the training will remain on your transcript and once you satisfy the pre-requisites you can request exemption again following the steps **(a & b)** above.