



MANUAL FOR EXTERNAL USERS



OVERVIEW

These guidelines are intended for non-VDOT participants in the VDOT Materials Certification Schools (MCS). They provide information on how to register and use the VDOT University Virtual Campus (VC) to enroll in Materials Certification Schools, access training records and online Recertification Courses.

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Accessing an Existing Account

You will have an existing account if you hold current VDOT Materials Certifications. The account may have been set up by you or your employer.

If you do not know your Login ID and Password, call (804) 328-3158 or send an email request to MaterialsCertification@vdot.virginia.gov.

Once you have your Login ID and Password, use the following Internet address to log onto VDOT University Virtual Campus (VC): <https://virtualcampus.vdot.virginia.gov/external>. When this address is used, this screen will appear:

VDOT UNIVERSITY
VIRTUAL CAMPUS

If this is your first visit, please select the [Register](#) option from the navigation menu. Registration is free of charge. You can also take a [Tour](#) to learn more about the site.

Login ID:
Password:

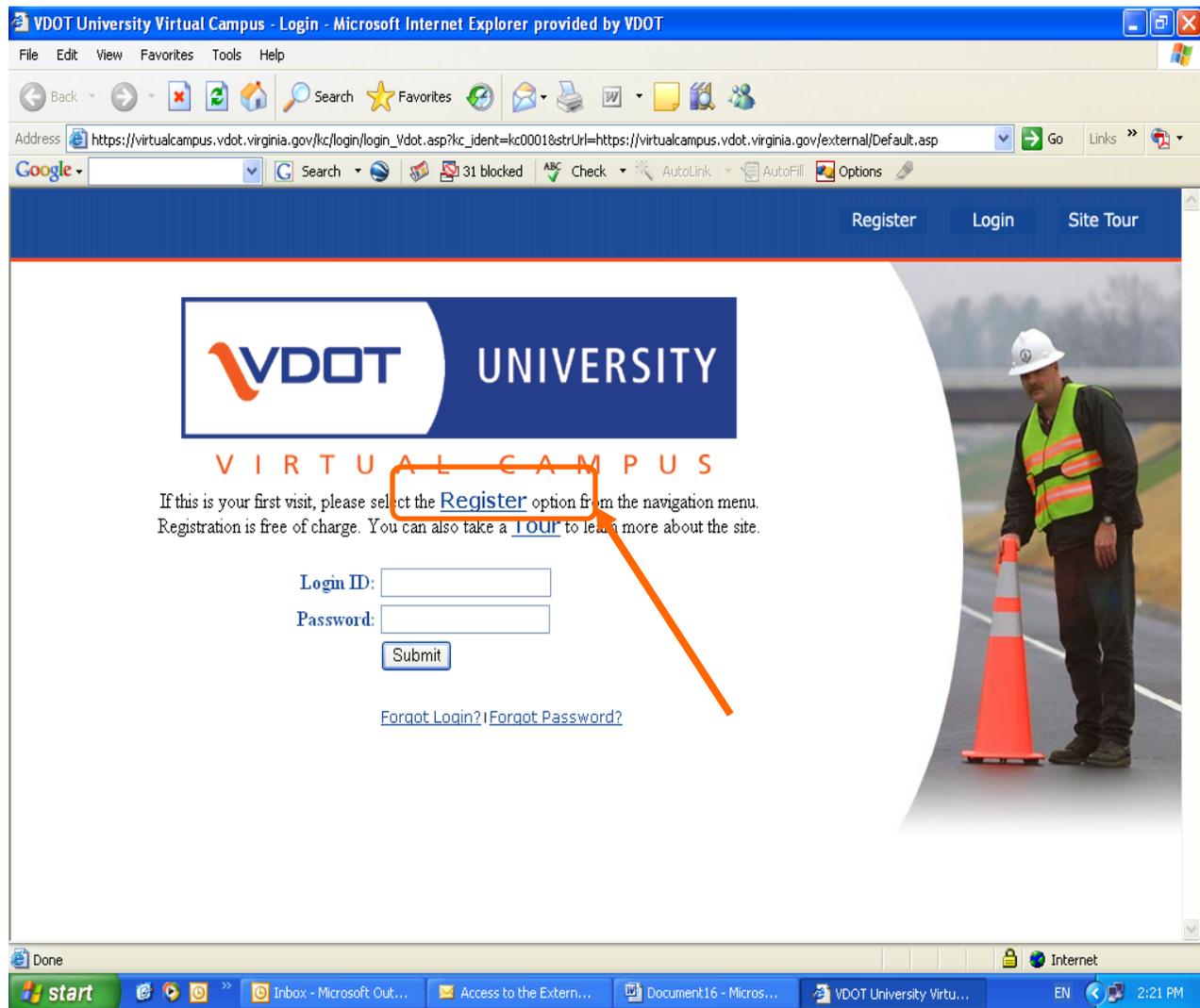
[Forgot Login?](#) | [Forgot Password?](#)

Enter your Login ID and Password on this screen, click Submit.

Registering a New Account

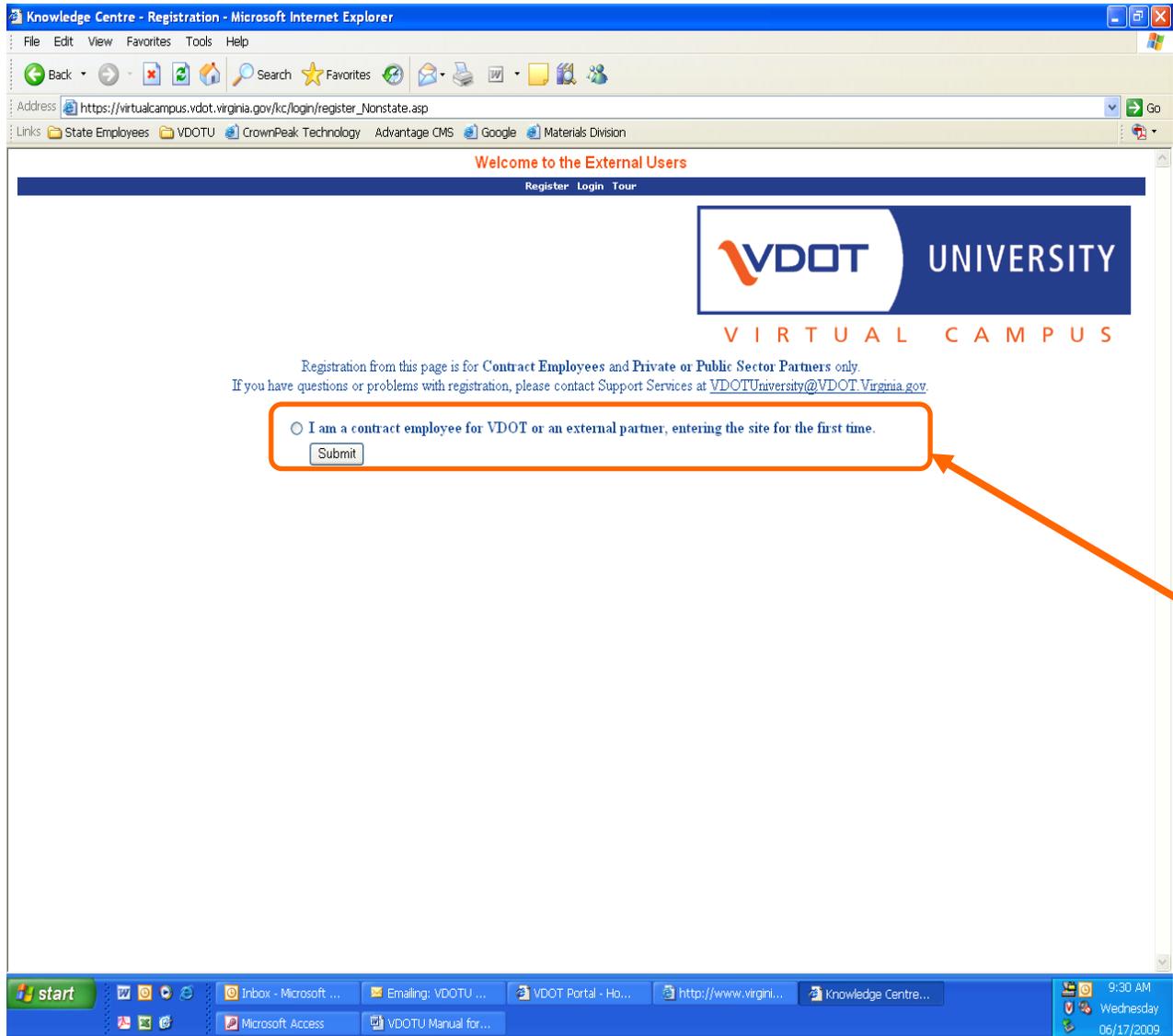
If you do not hold current VDOT Materials Certifications, you will need to register or establish an account in the VC.

Log on the VC using the following Internet address: <https://virtualcampus.vdot.virginia.gov/external>. When this address is used, this screen will appear:



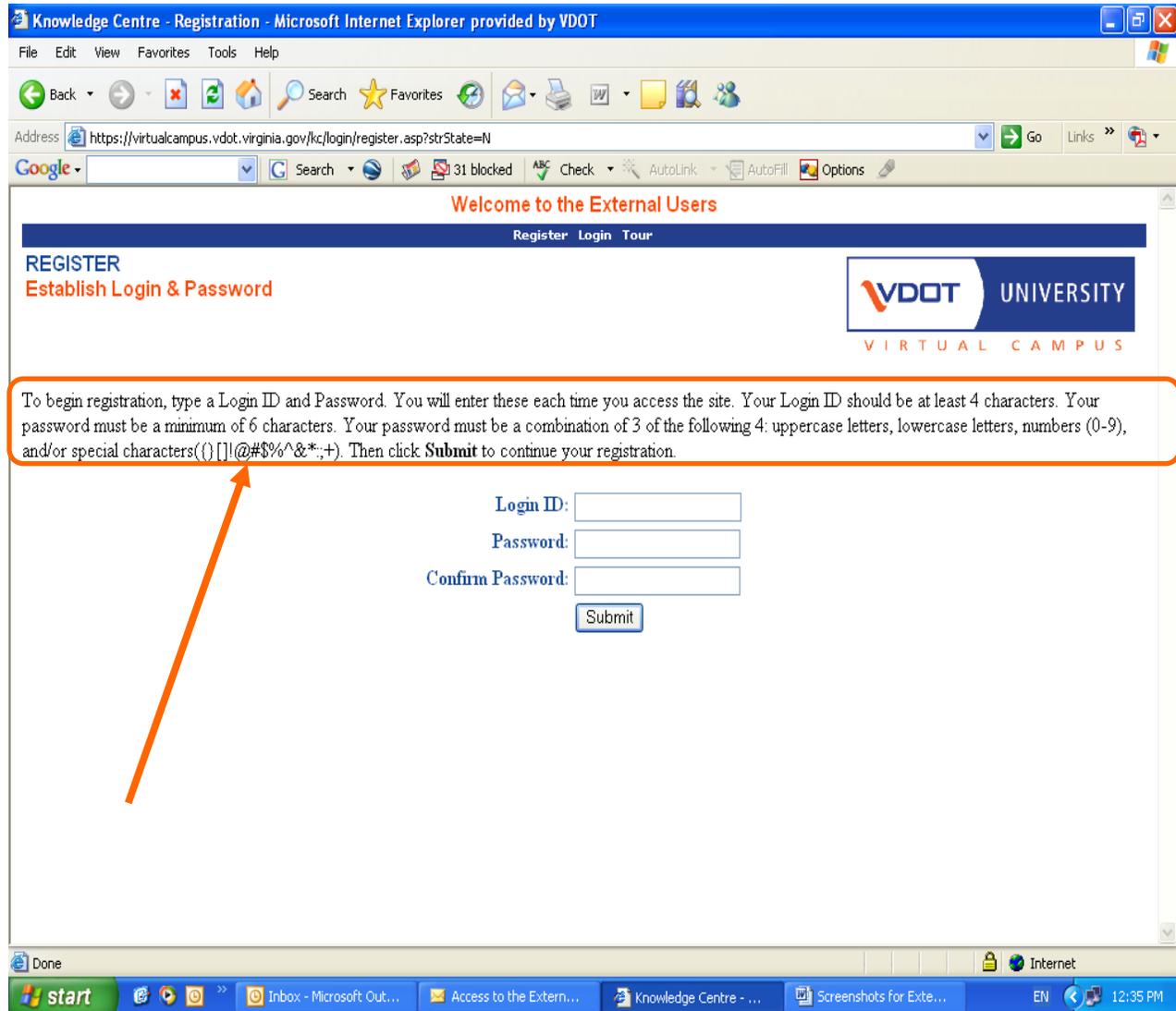
1. Click on **REGISTER**.

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2. Click the circle, and then click Submit.

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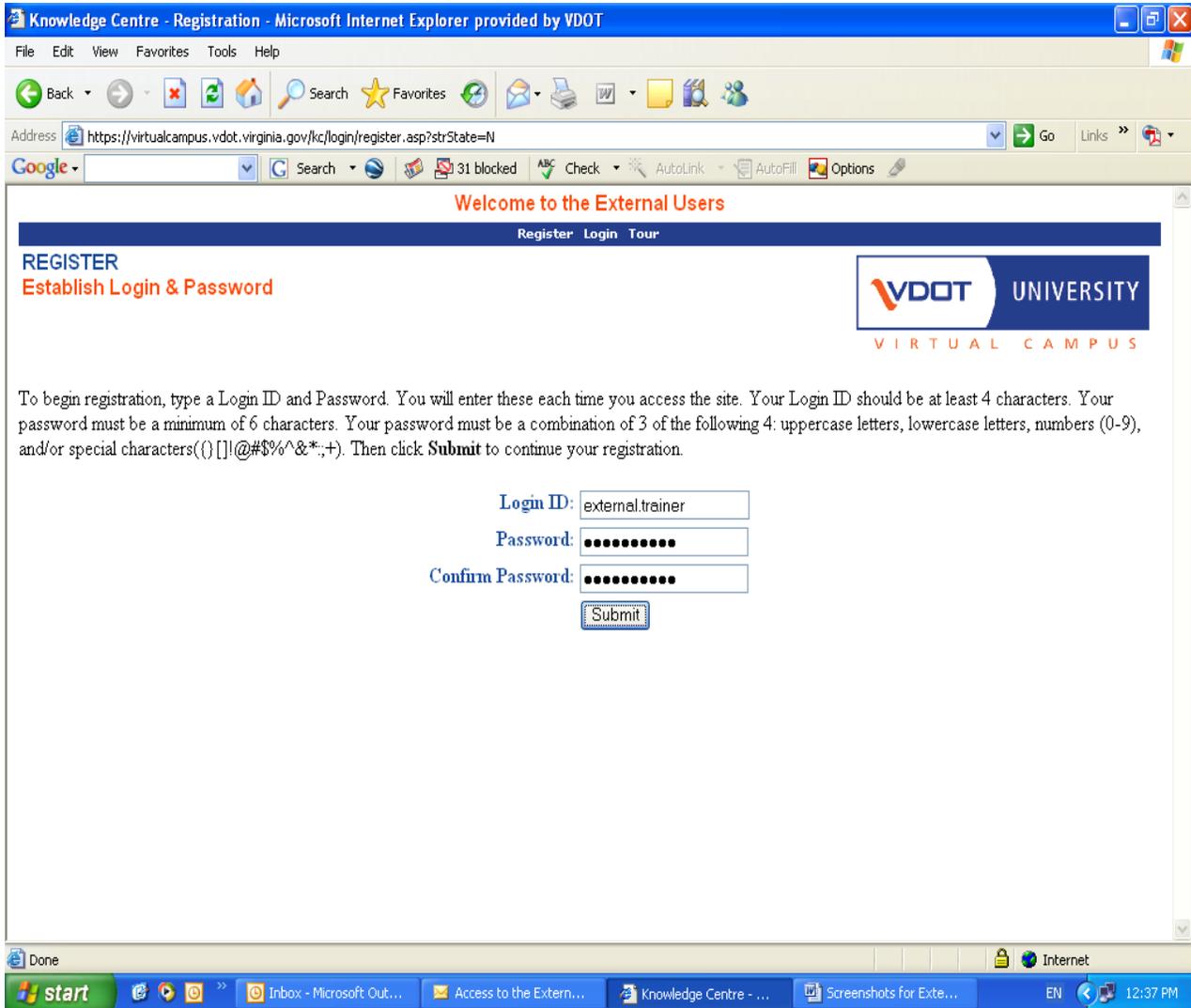


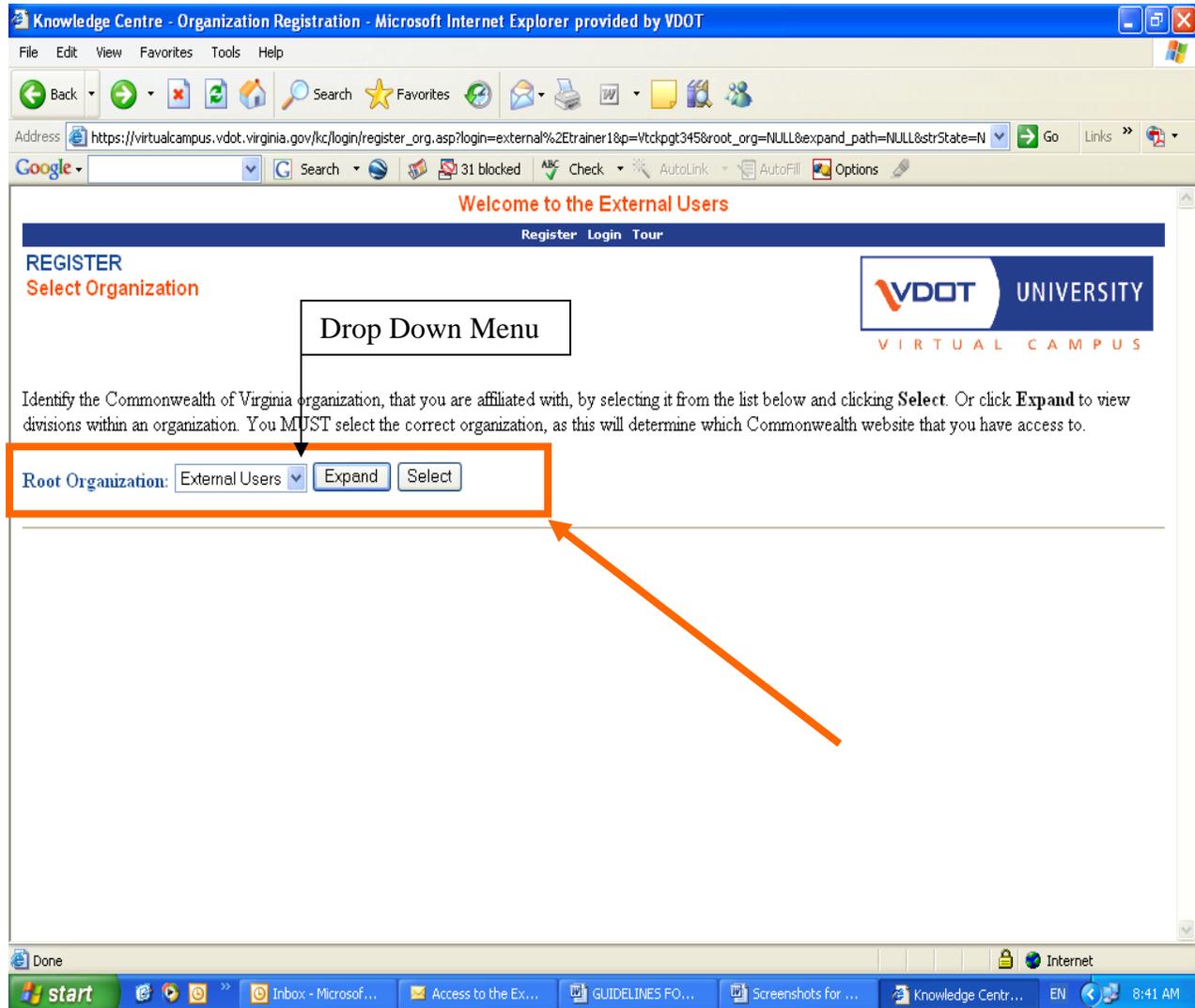
3. On this screen you will create a Login ID and Password to be used each time the VC is accessed. Pay attention to the parameters your Login ID and Password must meet. If the parameters are not met, the system will not accept the Login ID or Password.

Your Login ID is not case sensitive but the Password is case sensitive. Type in your choices and click Submit.

Example:

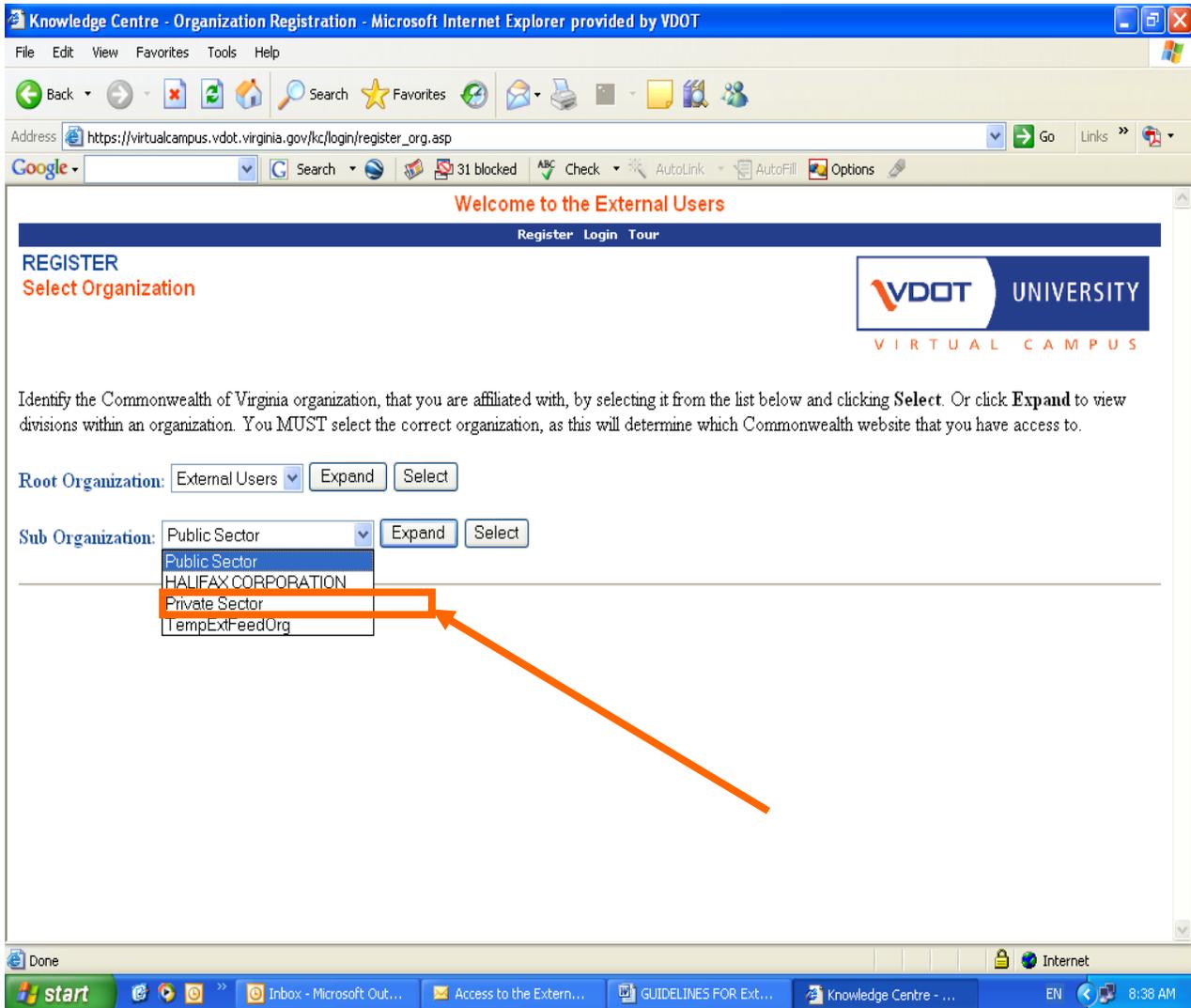
In this example, the Login ID is *external.trainer* and the password is *Trainer123*.



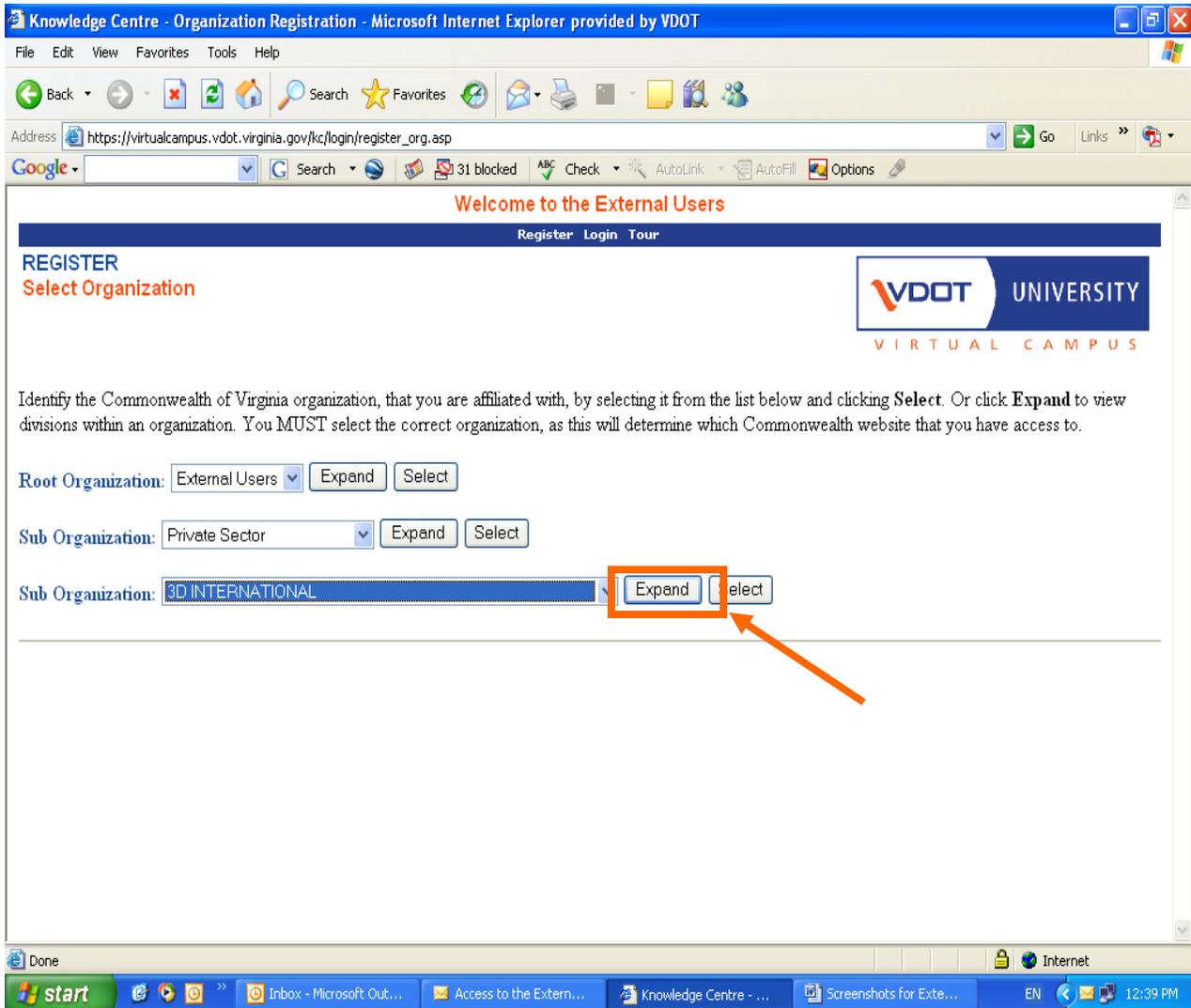


4. Now you need to associate yourself with an organization. Start at the drop down menu adjacent to *Root Organization*, select *External User* and click the *Expand* button.

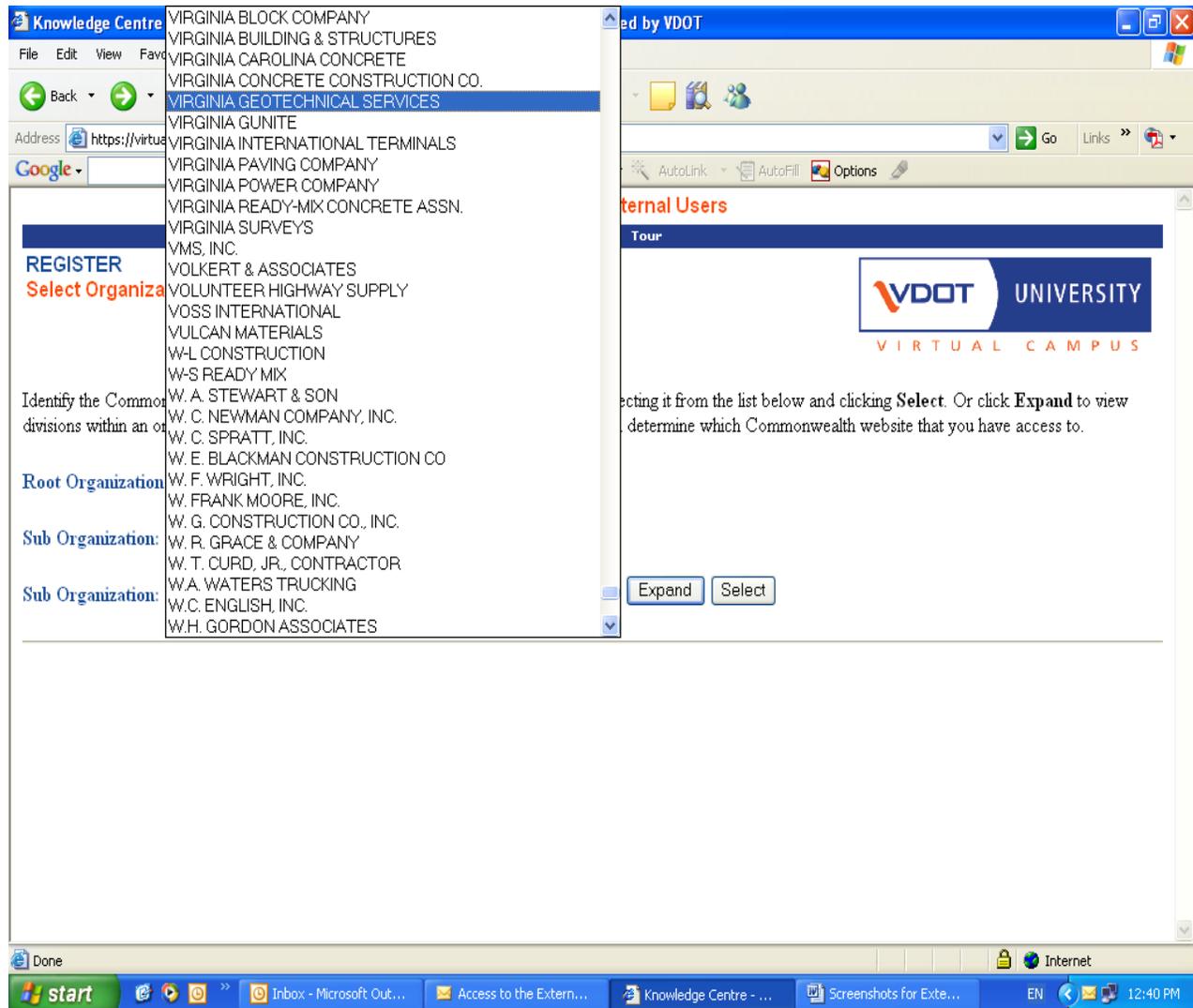
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5. From the next drop down menu beside *Sub Organization*, select *Private Sector*, click the *Expand* button. If you are employed by another public agency such as a city, town or county you would select *Public Sector*.

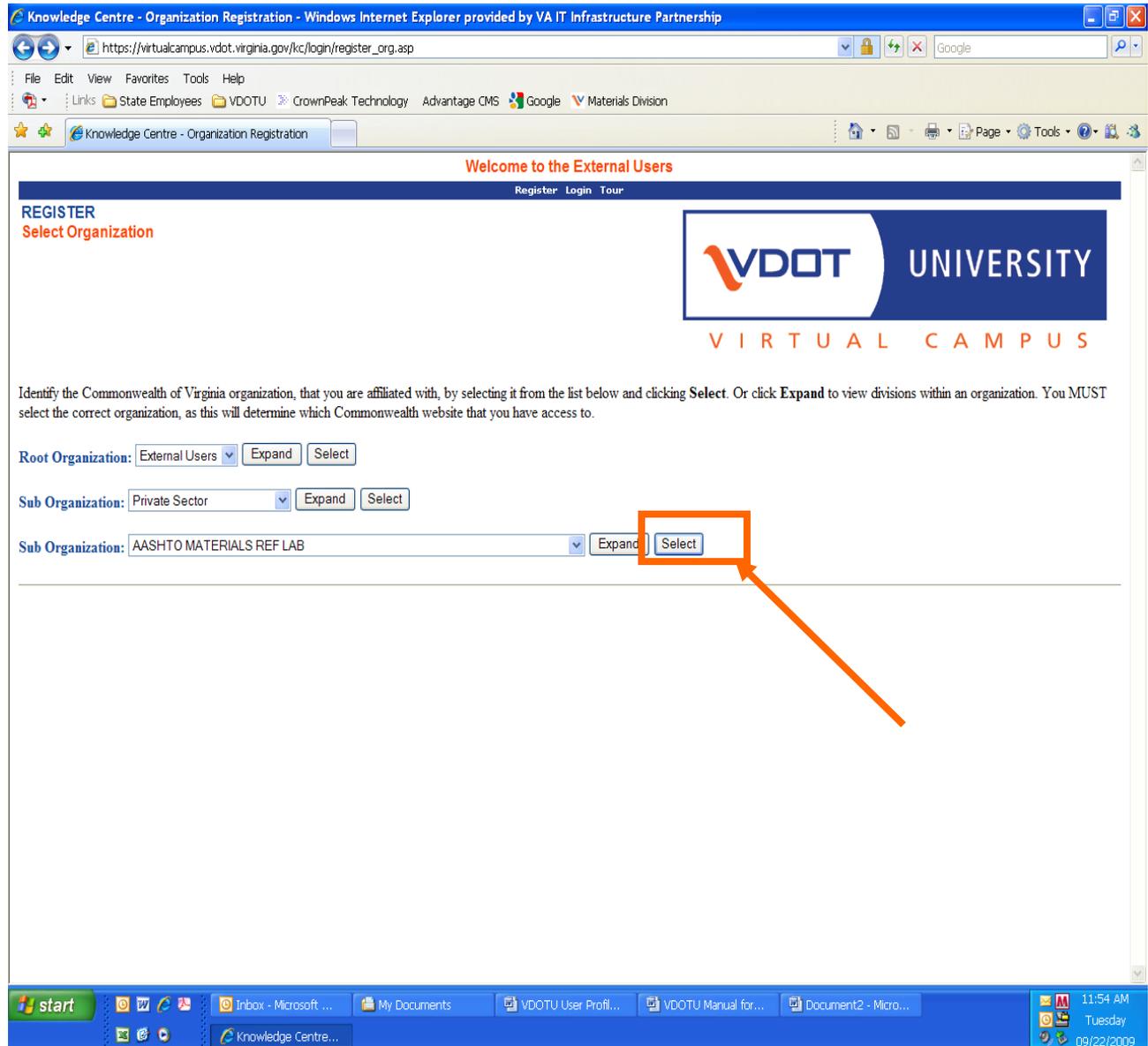


6. The next drop down menu contains all private sector organizations that are in the VC. Click the *Expand* button to view the full list.



7. From this drop down menu select the organization you work for. If the organization you work for is not on the list, call (804) 328-3158 or send an email request to MaterialsCertification@vdot.virginia.gov.

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8. For this example *AASHTO Materials Ref Lab* is chosen. Choose your organization, click the *Select* button.

User Registration - Windows Internet Explorer provided by VA IT Infrastructure Partnership

https://virtualcampus.vdot.virginia.gov/kc/login/register_rest.asp?login=revision&p=Tgxlukqp345&strState=&org_id=ORG00338

File Edit View Favorites Tools Help

Links State Employees VDOTU CrownPeak Technology Advantage CMS Google Materials Division

User Registration

As part of the registration process, you need to provide some general information. Please fill in the fields below and click the **Submit** button. All required are marked with *.

* First Name:

* Last Name:

Middle Initial:

Suffix:

* Last 4 Digits of SSN:

* Email Address:

Company/Agency Name: AASHTO MATERIALS REF LAB

Send me updates and notification of content changes at this email address.

Secondary Email Address:

Address 1:

Address 2:

City:

State:

Province/Other:

Zip:

Country: (Select one)

Phone:

Fax:

Registrant Classification: Contractor

Manager's Email:

Please use the following area to highlight your area of expertise and professional items of interest. This may include qualifications and certifications, as well as a brief biography.

Qualifications:

Make this information available to others in the PeerNet.

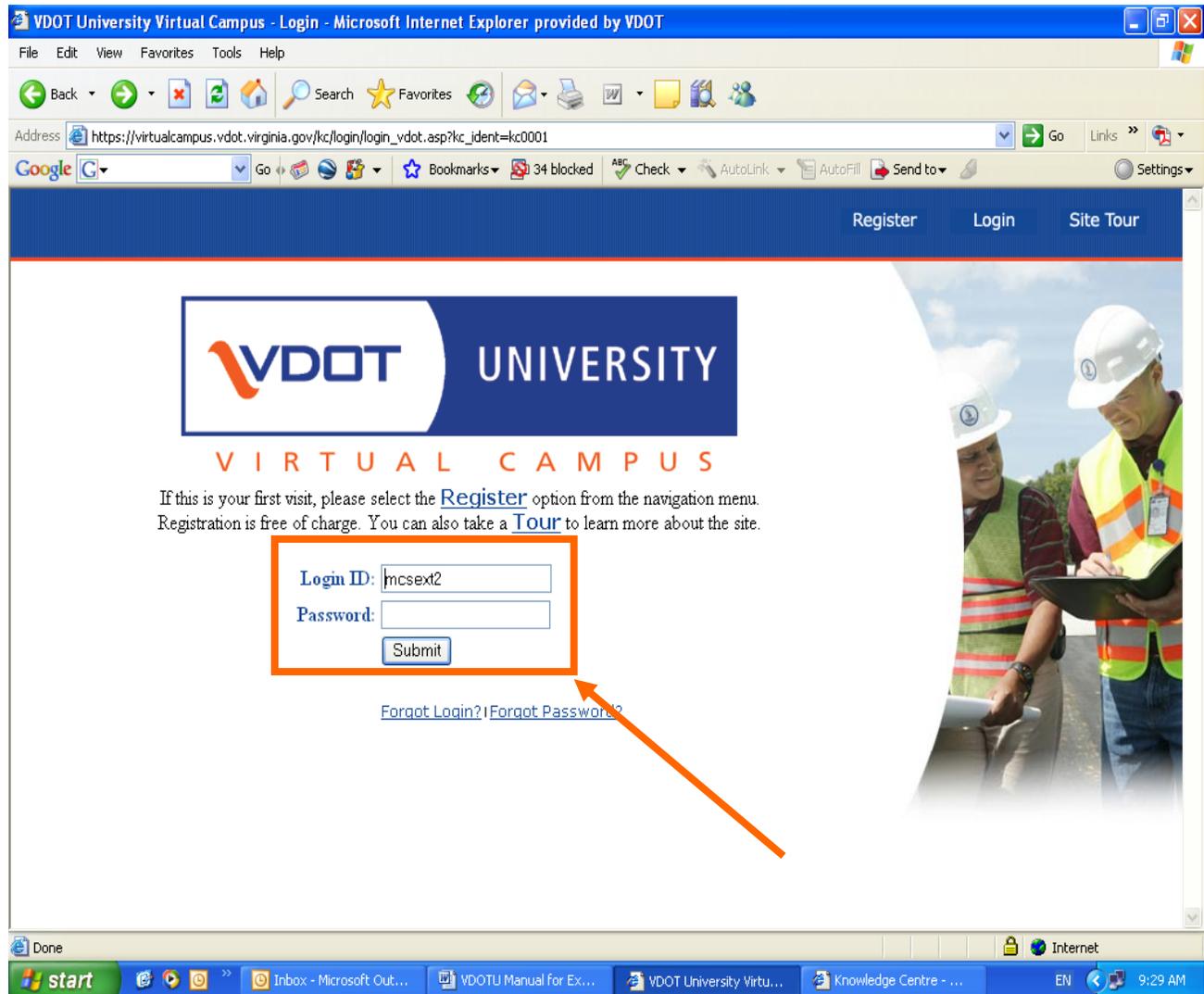
start | Inboxes - Microsoft ... | My Documents | VDOTU User Profil... | VDOTU Manual for... | Document2 - Micro... | 11:57 AM Tuesday 09/22/2009

9. Next, you are asked to fill out your *User Profile*. The *User Profile* contains your personal contact information; the boxes with an asterisk beside them are required fields and must be filled in. You must give an email address. If you do not have an email address, you must enter a false email to satisfy the system. In this case, type in the following email format using your own first and last name (Example: Jon.Doe@noemail.com). Supply as much of the other information as possible since this will allow us to contact you in the event there is a problem with your email.



10. Once you submit your User Profile, this screen will appear. Your request for an account must be approved by a system administrator. You will receive an email confirming or denying your access to the system. If you are denied access you will receive a second email with details on why your access was denied and what you will need to do to gain access.

Enrolling in Classes



1. To enroll in a class, log on to the VC at <https://virtualcampus.vdot.virginia.gov/external> using your *Login ID* and *Password* you set up in the VC. You must have an account in the VC to enroll in a class. If you do not have an account, follow the directions on Pages 4-14 of this manual and wait until you receive confirmation of your registration. This may take several days.

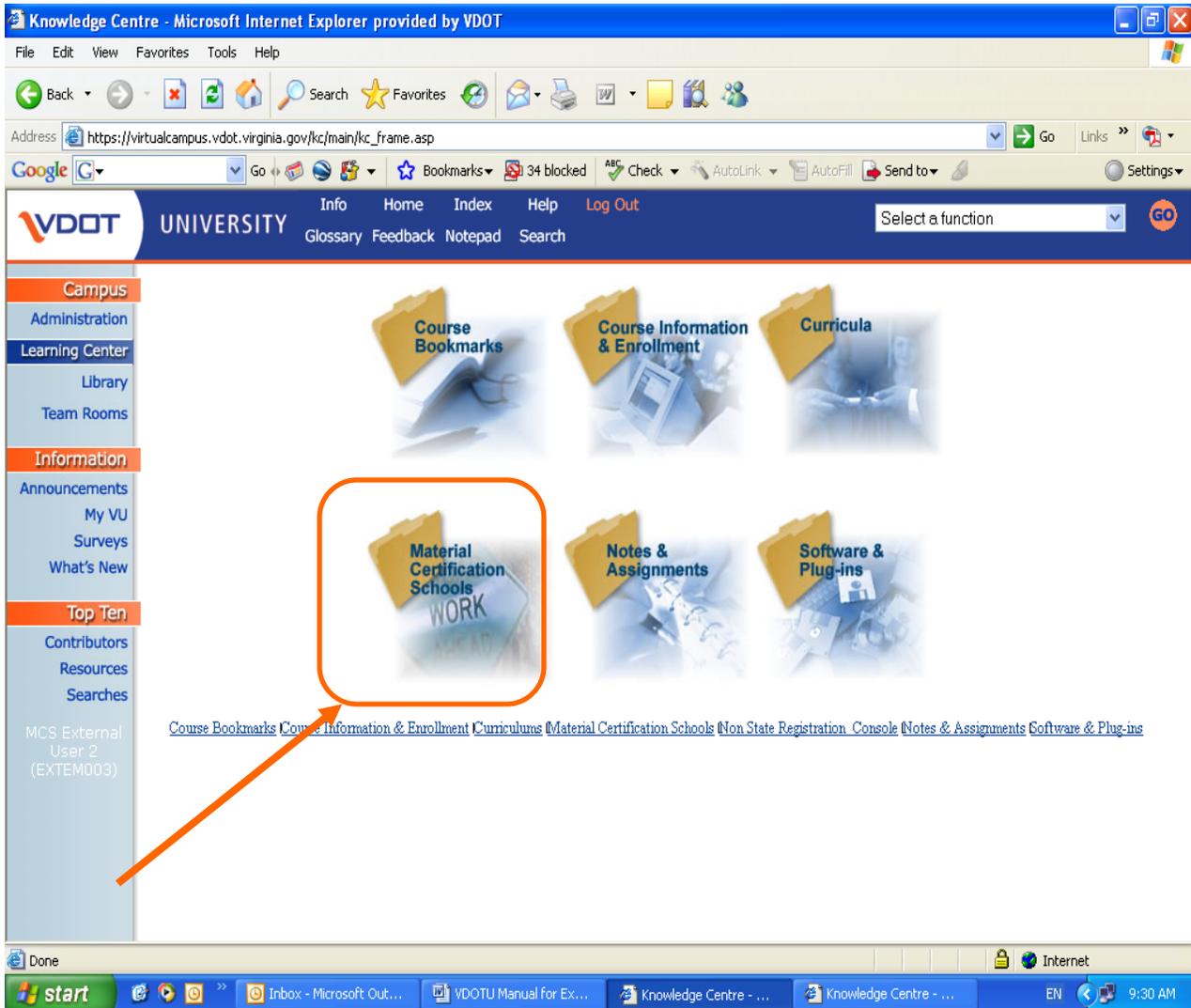
For this example we used a test account **mcsex2**.

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Use for viewing schedule, registering for classes, paying for classes.

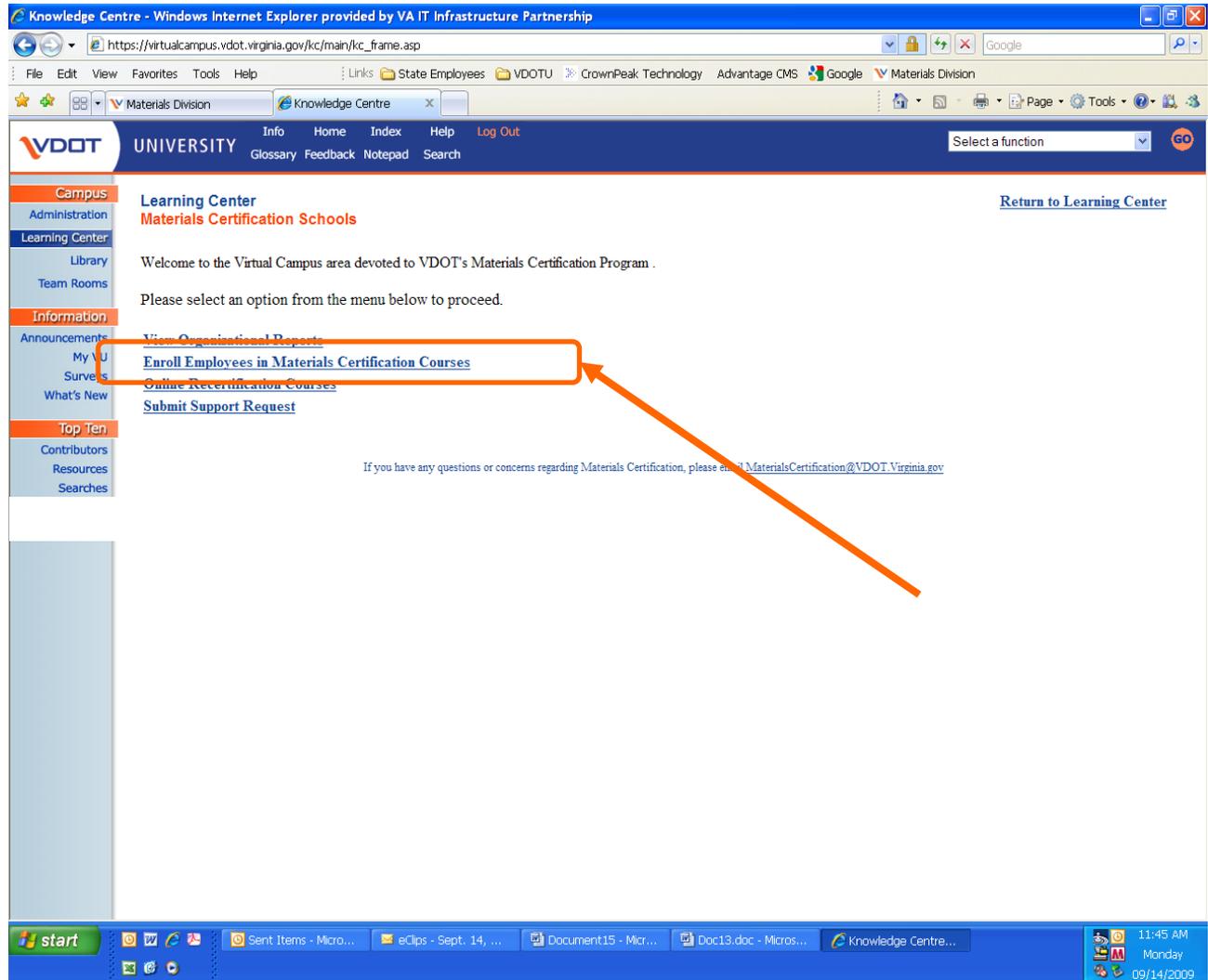
2. This is the first screen you will see when logging into the VC, it is called *My VU*. *My VU* gives access to the rest of the VC. The *Learning Center* button is used to sign up for classes. Click on *Learning Center*.

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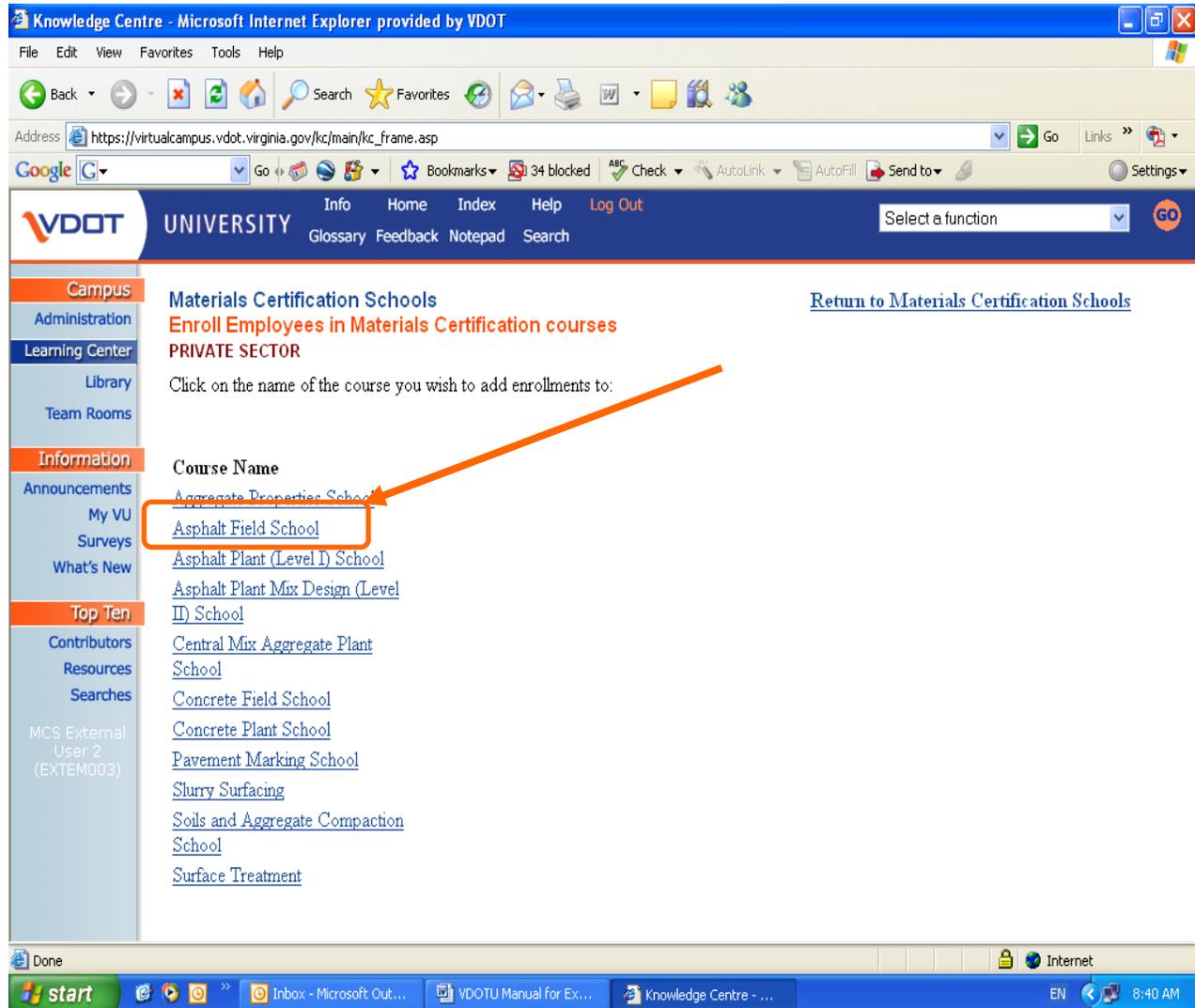


3. This icon is used to access the Materials Certification Schools information. Click the *Materials Certification Schools* icon.

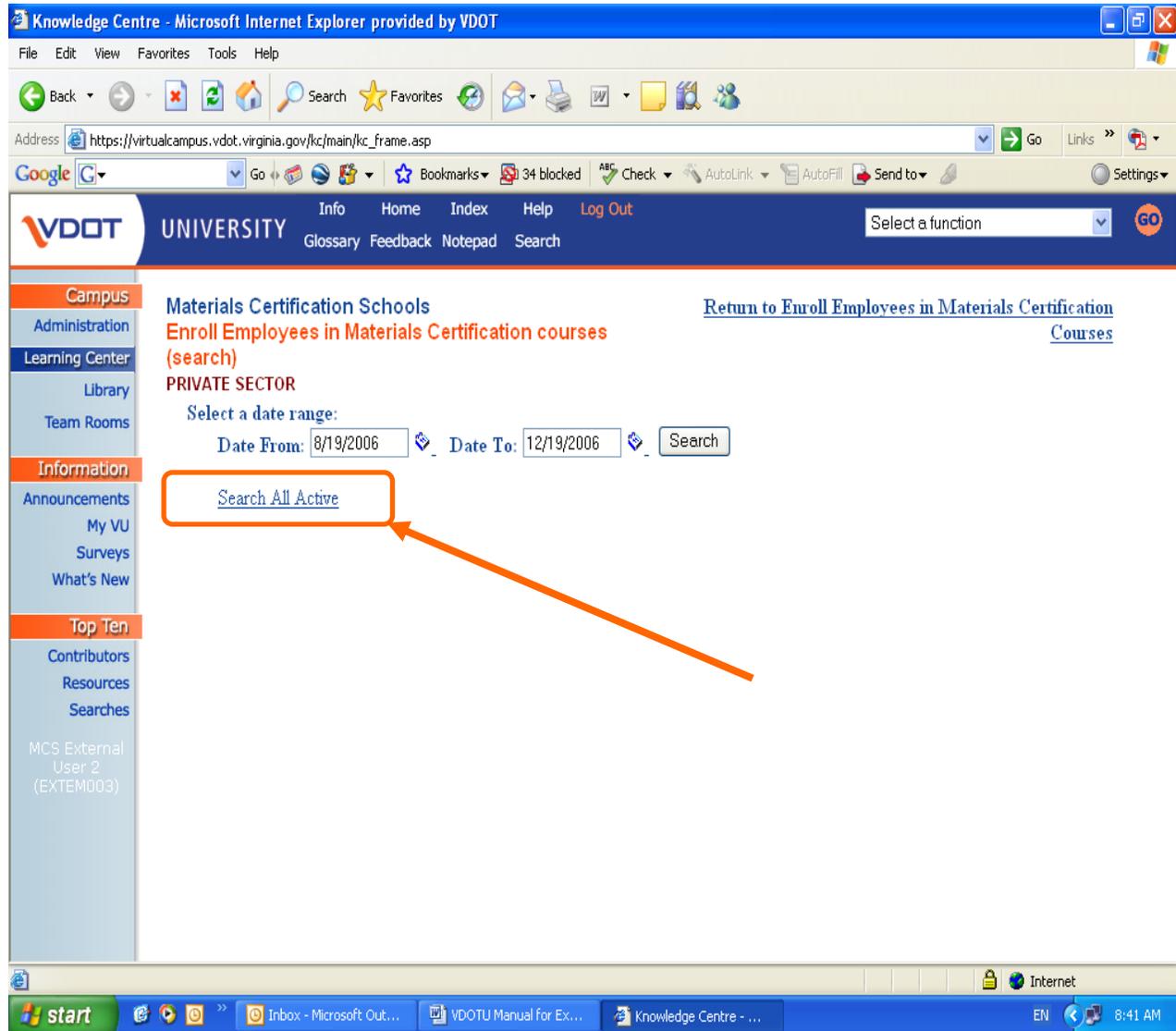
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4. The *Enroll Employees in Materials Certification Courses* tool is the tool you will use to enroll in the Materials Certification Schools. Click on *Enroll Employees in Materials Certification Courses*.

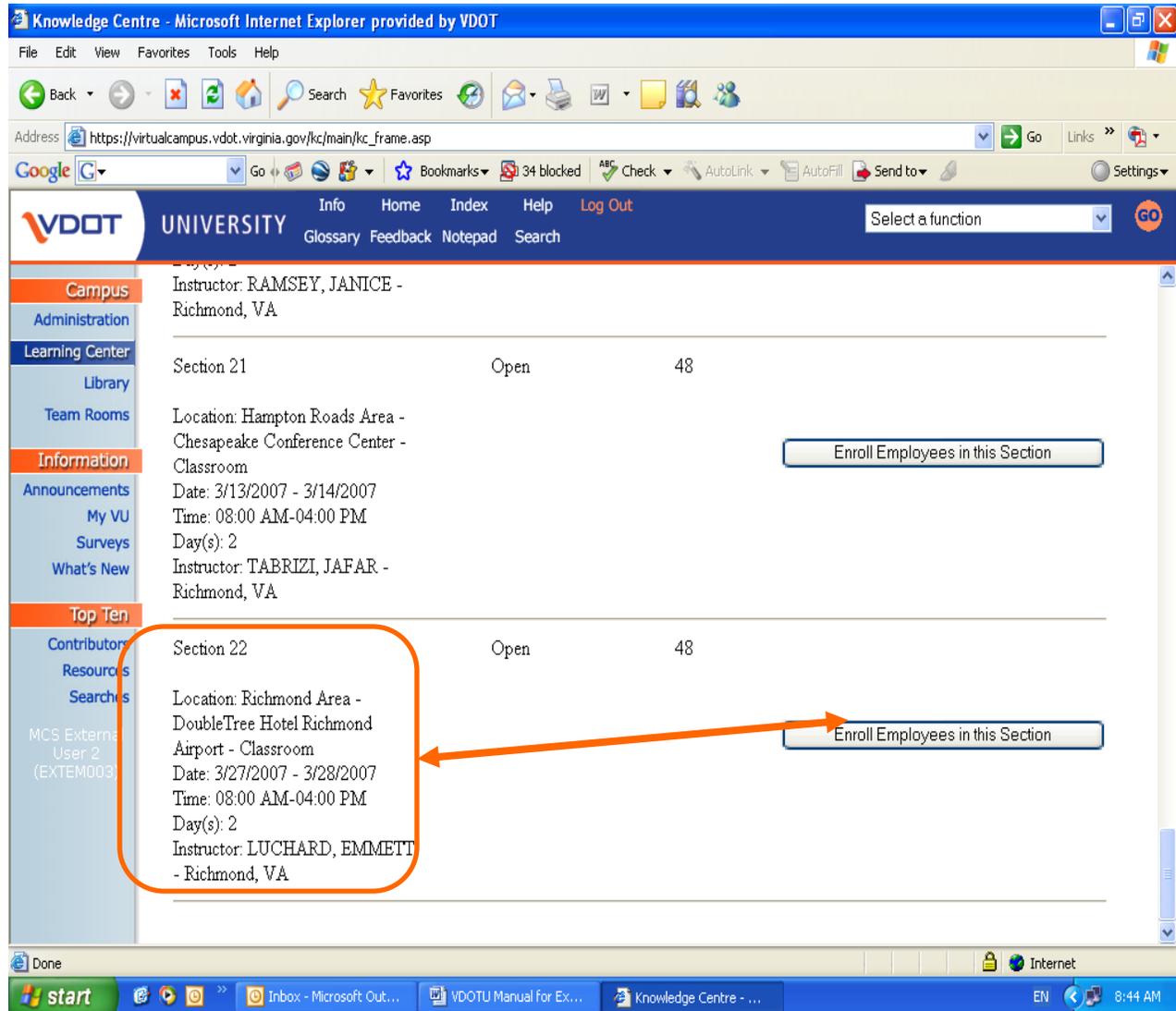


5. Select the school you want to enroll in from the list. As an example, we have chosen *Asphalt Field School*.

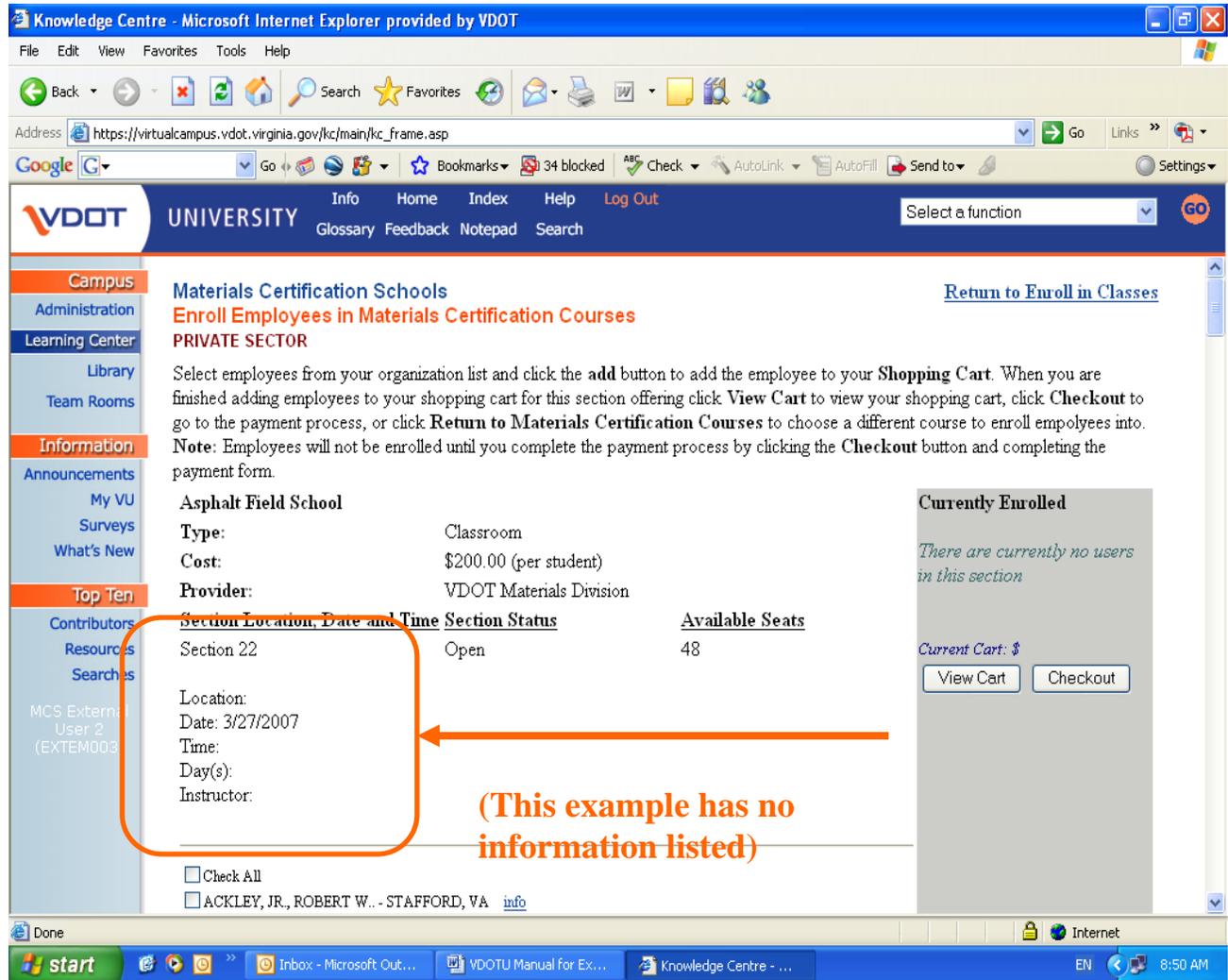


6. Next, click on *Search All Active* to bring up the available sections.

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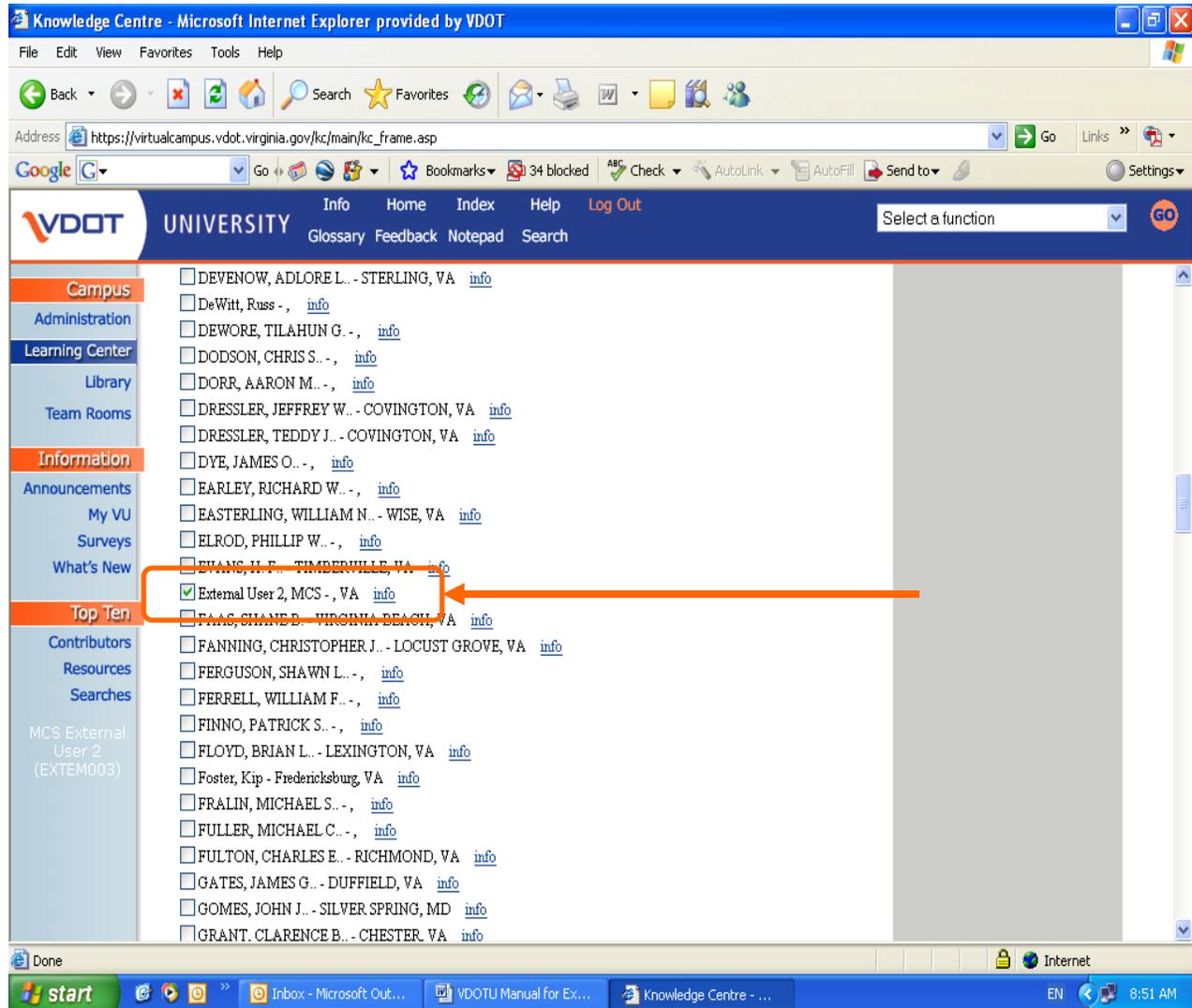


7. Find the section you want to enroll in from the list. For this example, we have selected Section 22. Click the *Enroll Employees in this Section* button.

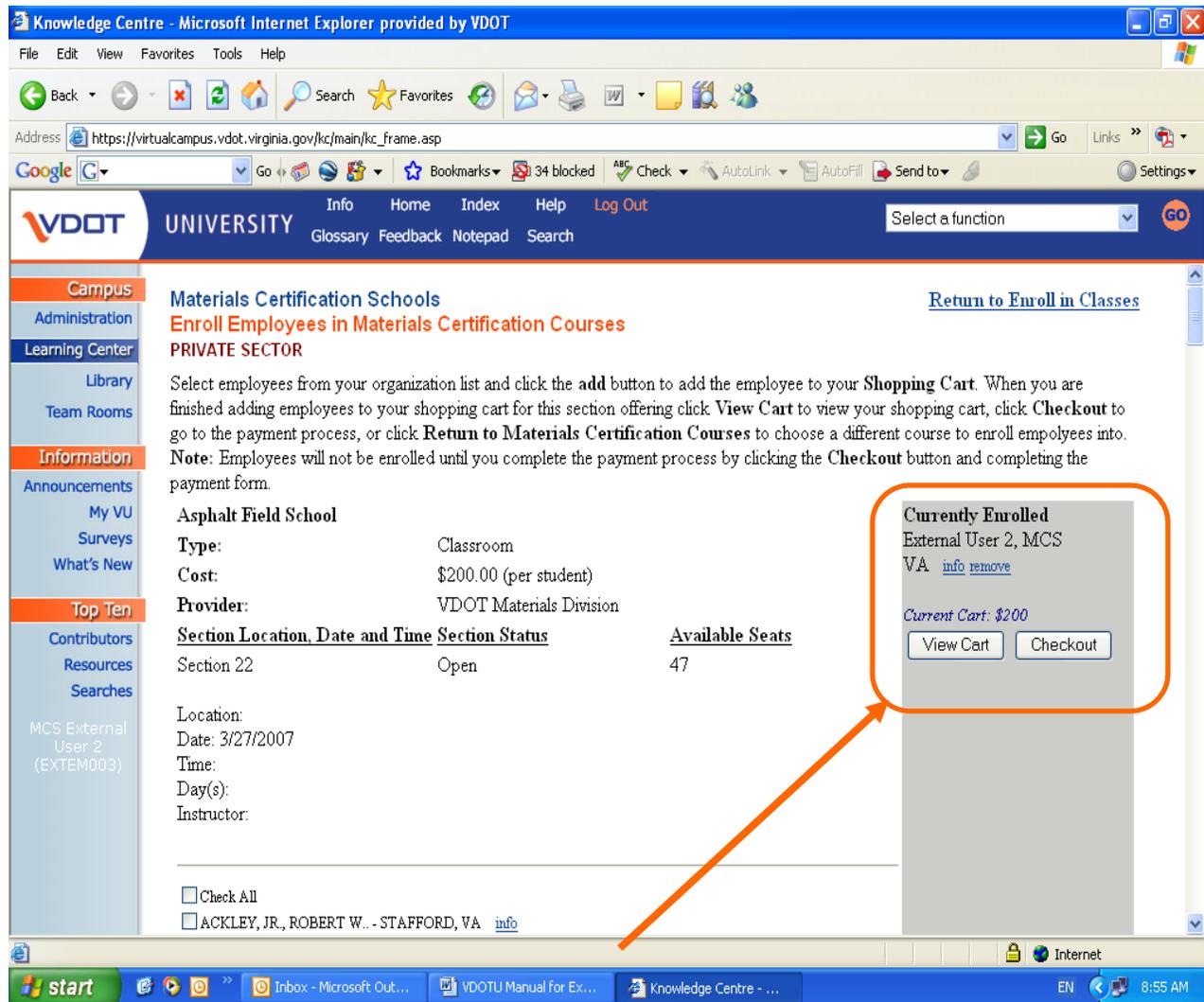


8. Double check the location, date, and time of the Section to make sure you are choosing the right one; then scroll down until you see all the employees in your organization.

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9. Click the box beside your name, and then click the *Enroll* button at the bottom of the employee list.

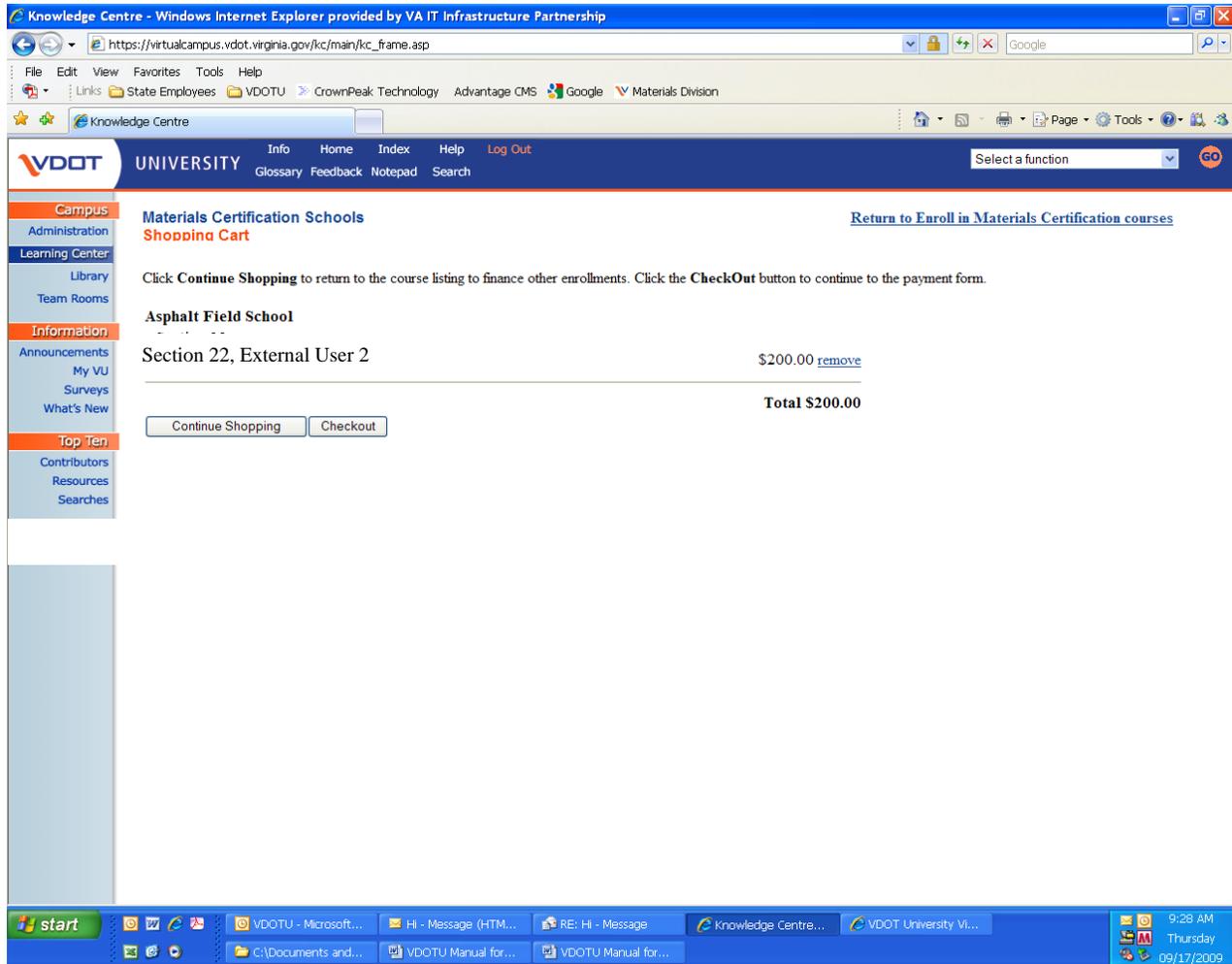


10. Now look at the gray column to the right. This area shows that you are currently enrolled in this section. It also shows the amount due in your *Shopping Cart*.

If you have made a mistake and do not want to enroll in this course, click on Remove. You will be removed from the section.

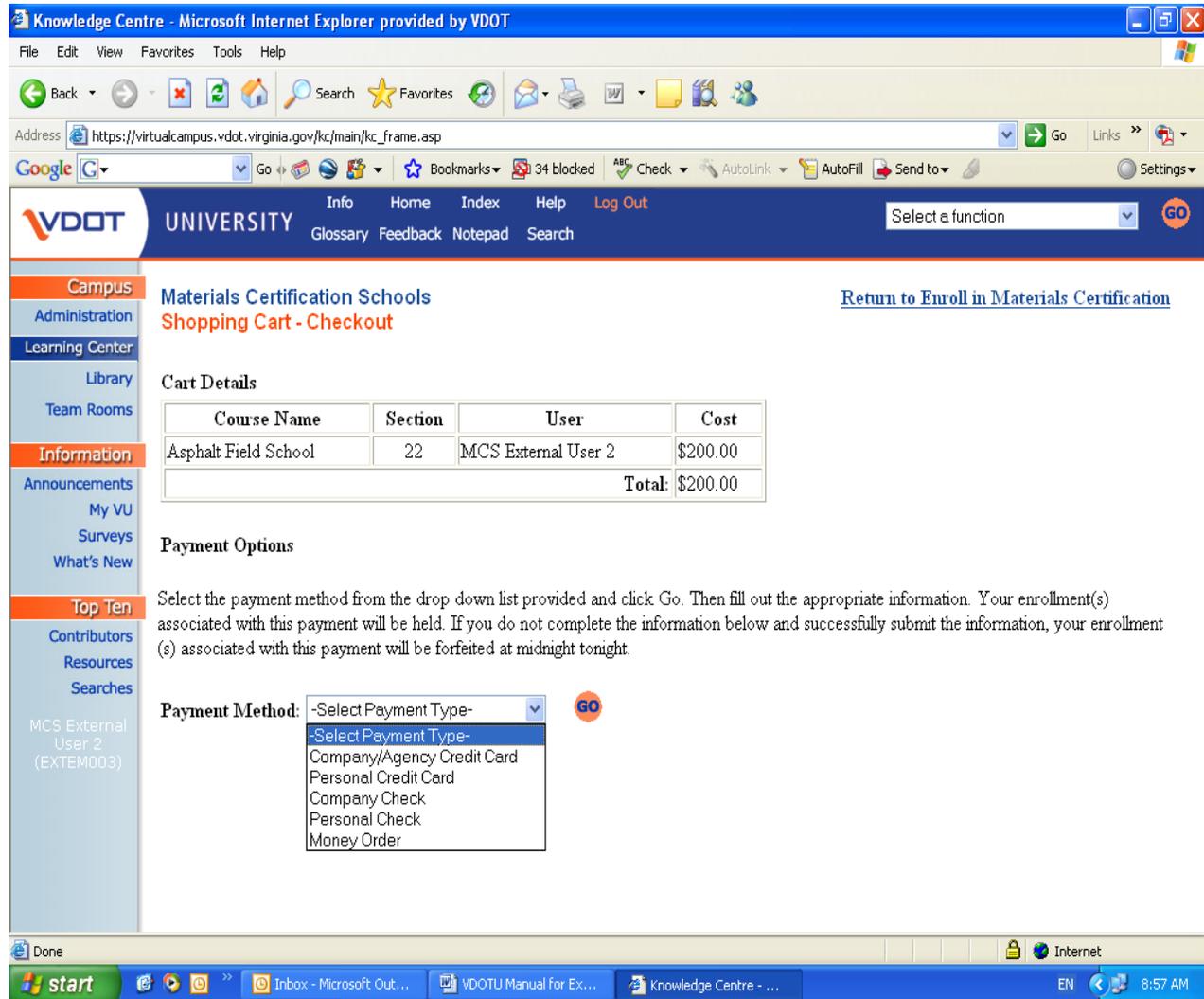
To see the details of your *Shopping Cart*, click the *View Cart* button.

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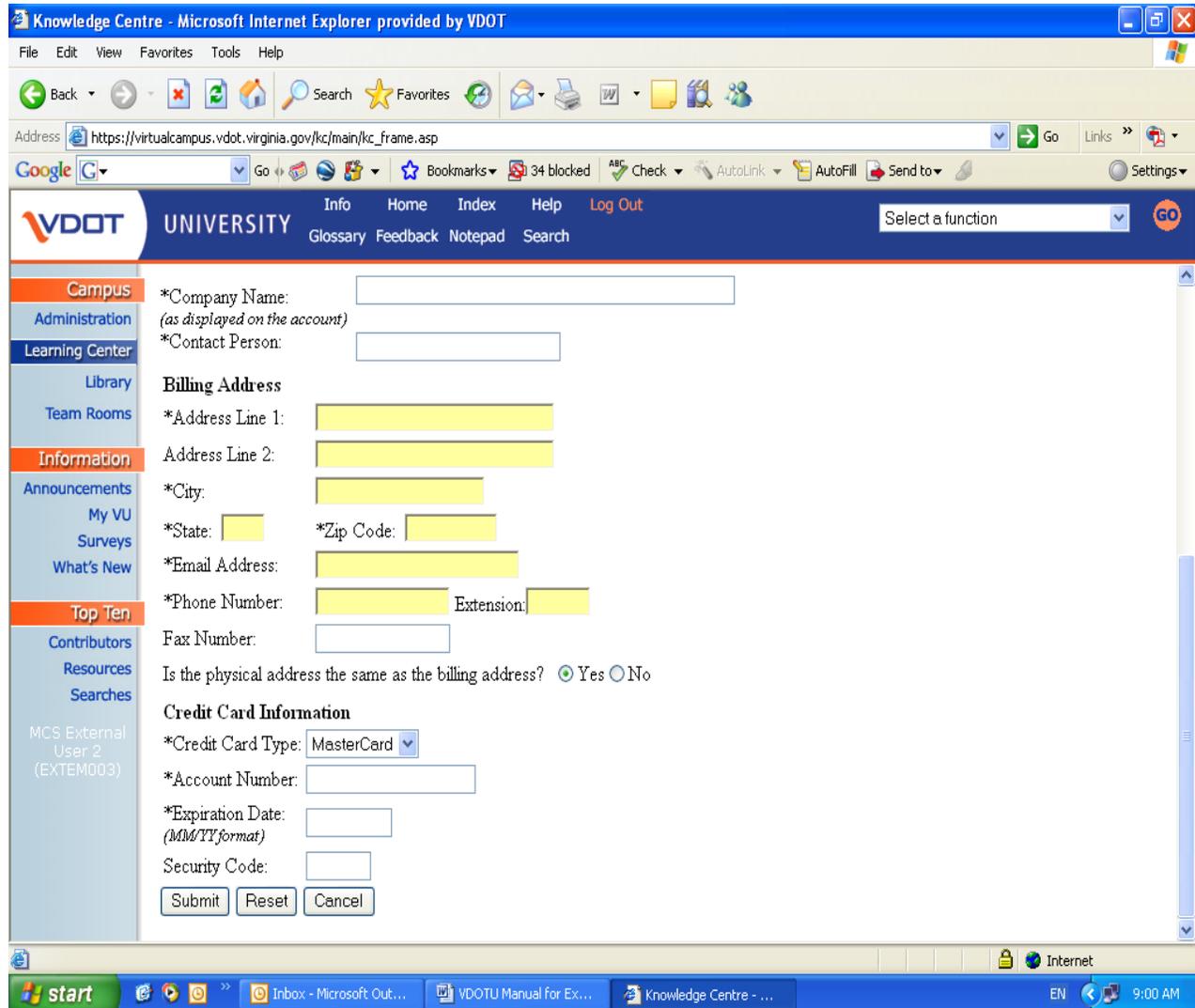


11. The *Shopping Cart* screen shows the course you are enrolled in and the cost of the course. Clicking the *Continue Shopping* button will take you back to the *Enroll Employees in Materials Certification Courses* screen and you may continue to enroll in other sections or other schools. Clicking the *Checkout* button will take you to the payment section. Let's check out.

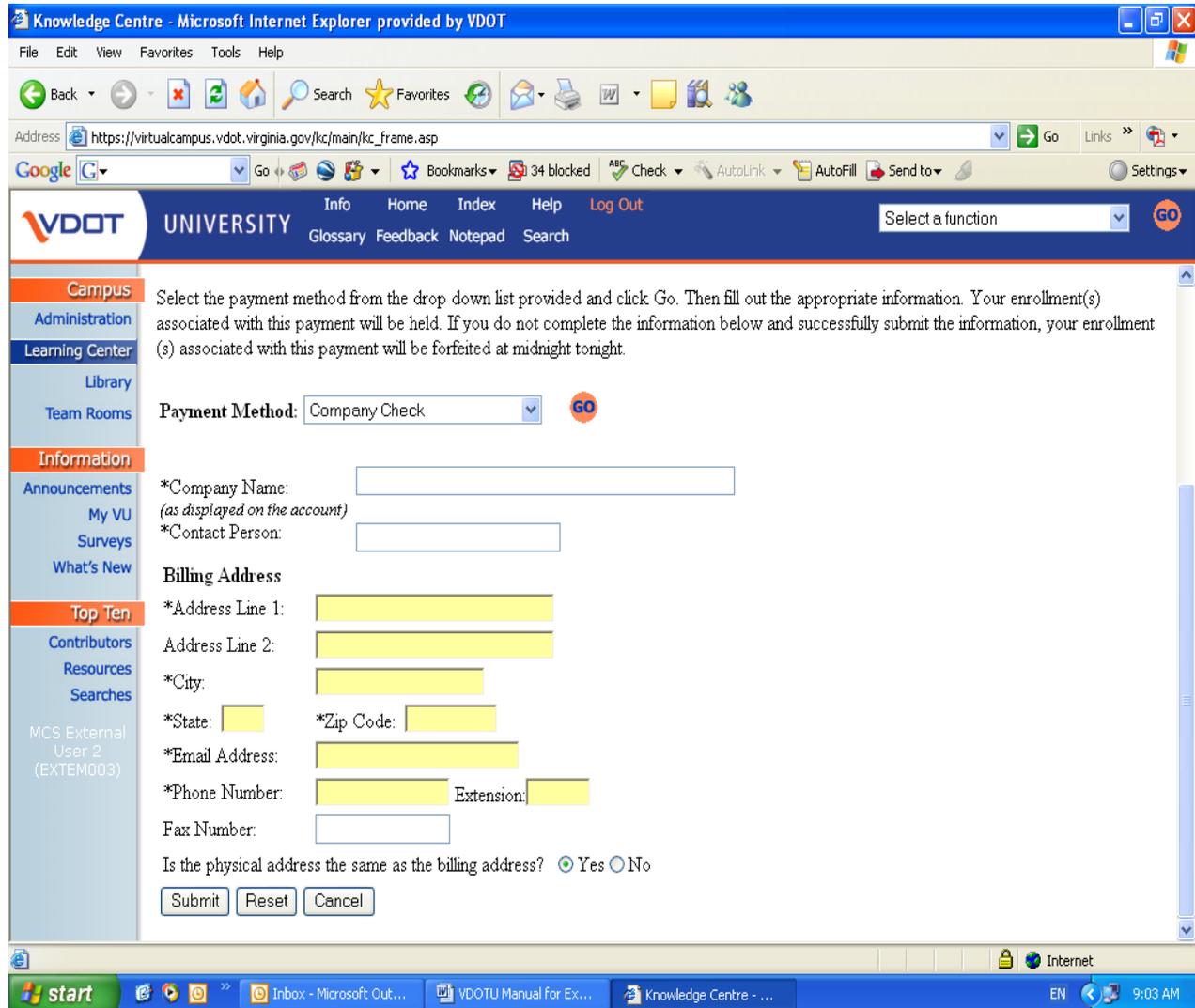
If you have made a mistake and do not want to enroll in this course, click on Remove. You will be removed from the course.



12. This screen shows a summary of your Shopping Cart charges and asks you to select a payment type.

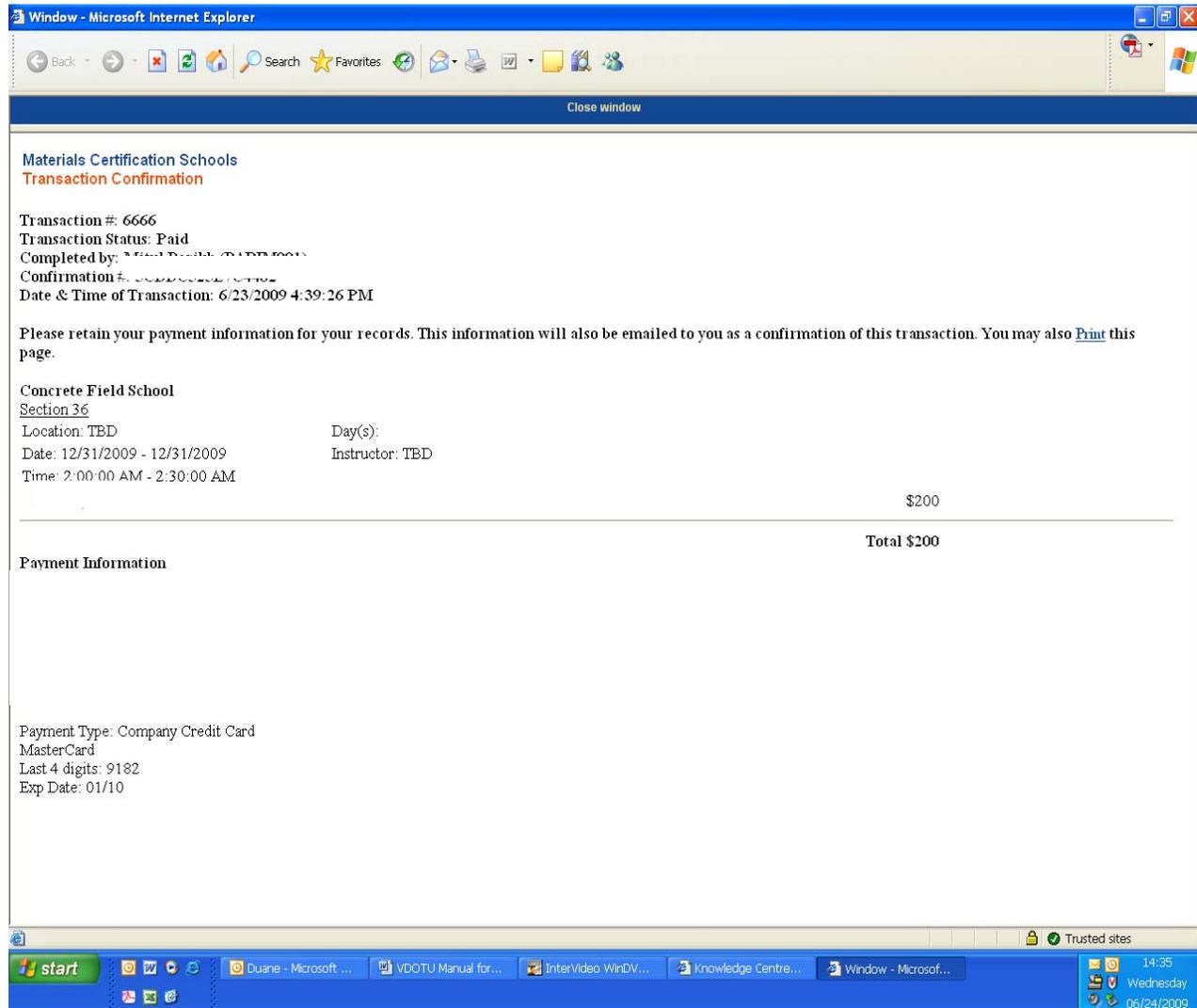


13. Selecting a credit card payment will show you this screen and ask you for your credit card information. **PAYING BY CREDIT CARD GUARANTEES A SPOT IN THE CLASS AS SOON AS YOU FINISH THE PAYMENT PROCESS.**



14. Selecting to pay by check or money order will show you this screen and ask you for your billing information. **PAYING BY CHECK OR MONEY ORDER DOES NOT GUARANTEE A SPOT IN THE CLASS UNTIL THE PAYMENT IS RECEIVED.** Once you enter your billing information and click *Submit*, a transaction receipt will appear (see example on next page).

Example of a Transaction Receipt

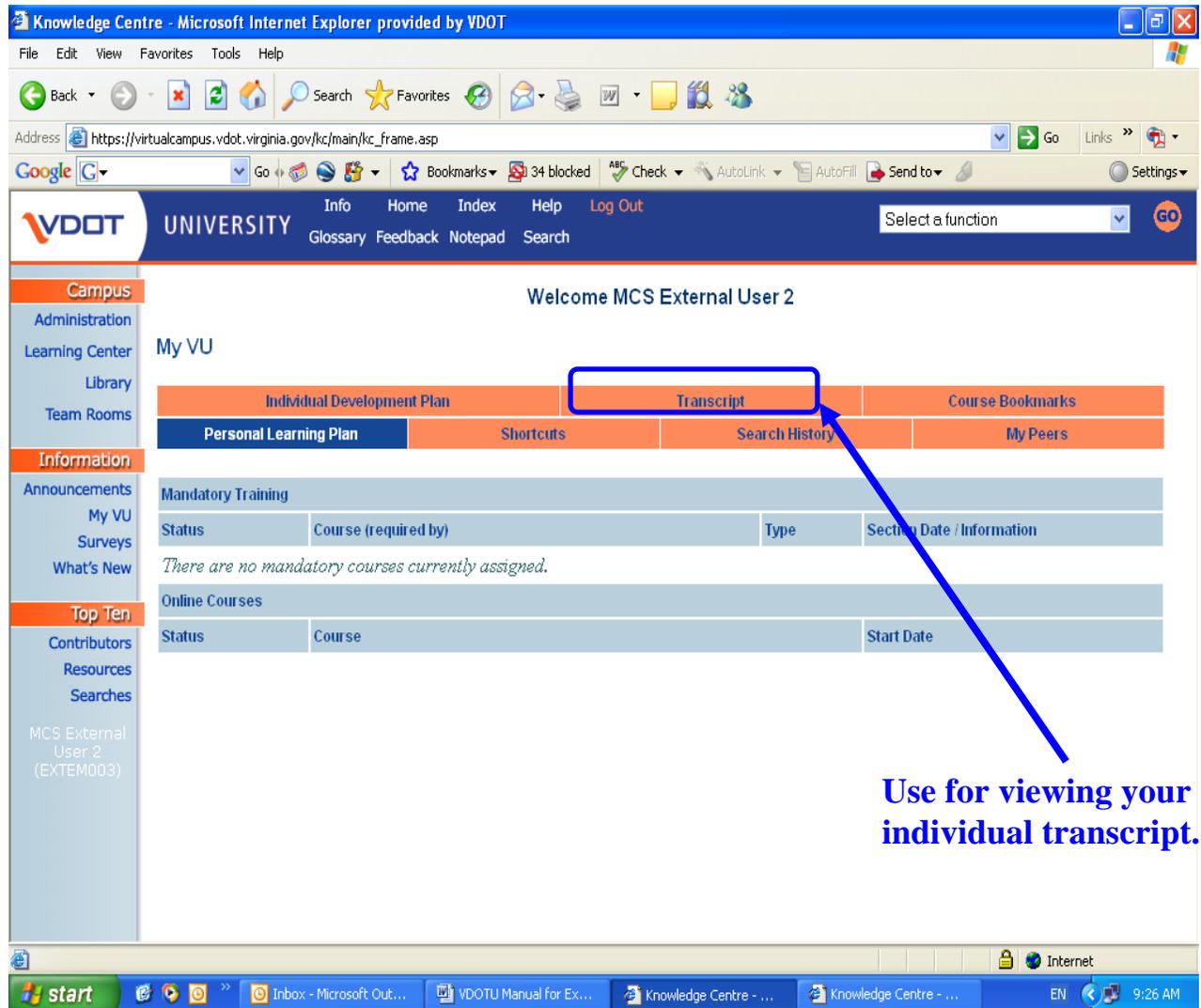


Mail Payment To:

Materials Certification Schools, Attention: Veronica Hendricks, 1401 E. Broad Street, Richmond, VA 23219. Include a copy of the Transaction Receipt with your payment and note the transaction number on the check/money order.

Contact the Materials Certification Schools by e-mail MaterialsCertification@vdot.virginia.gov or phone (804) 328-3158 for verification of enrollment or questions.

Transcript and Certification Card



1. This is the first screen you'll see after logging into the VC, it is called *My VU*. To access your individual transcript, which contains all of your VDOT Training Records, click on *Transcript*.

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The screenshot shows the VDOT University Knowledge Centre interface. The page title is "ADMINISTRATION Student Transcript". Below the title, there is a navigation menu with "Campus" (Administration, Learning Center, Library, Team Rooms), "Information" (Announcements, My VU, Surveys, What's New), and "Top Ten" (Contributors, Resources, Searches). The main content area displays a "Student Transcript" for the period "As of: June 24, 2009". It lists "C: Classroom Courses" and "O: Online Courses". A blue arrow points to the link "View Material Certification Card". Below this, there is a table of courses with columns for Title, Type, Start Date, End Date, Pretest Score, Final Score, Status, Credit Hrs, CEU, and Performance. The table lists various courses such as "Virginia State and Local Conflict of Interests Act Training (SOEI) - 2008 Edition", "Fire Extinguisher - Section #1138", "Asphalt Field Recertification", "Slurry Surfacing Recertification", "Surface Treatment Recertification", "Virginia State and Local Conflict of Interests Act Training (SOEI) - 2007 Edition", "Concrete Field Recertification", "Soils and Aggregate Compaction Recertification", "Asphalt Plant (Level 1) Recertification", "Concrete Plant Recertification", "Pavement Marking Recertification", "Virginia State and Local Conflict of Interests Act Training (SOEI)", "Mid-Atlantic Quality Assurance Workshop - Section #2", "Pavement Marking School - Section #7", "Soils and Aggregate Compaction School - Section #6", "Instructional Design for New Designers by Langevin, Inc. - Section #2", "VDOT University Virtual Campus: Orientation - Section #5", "Concrete Field School - Section #4", "Concrete Plant School - Section #4", and "Technology Security Awareness Training - Section #254".

Title	Type	Start Date	End Date	Pretest Score	Final Score	Status	Credit Hrs	CEU	Performance
Virginia State and Local Conflict of Interests Act Training (SOEI) - 2008 Edition	O	12/03/2008	12/03/2008			Pass			Details
Fire Extinguisher - Section #1138	C	04/09/2008	04/09/2008			Complete			
Asphalt Field Recertification	O	01/11/2008	01/11/2008			Pass			Details
Slurry Surfacing Recertification	O	01/11/2008	01/11/2008			Pass			Details
Surface Treatment Recertification	O	01/11/2008	01/11/2008			Pass			Details
Virginia State and Local Conflict of Interests Act Training (SOEI) - 2007 Edition	O	10/30/2007	10/30/2007			Pass			Details
Concrete Field Recertification	O	04/11/2007	01/06/2009			Pass			Details
Soils and Aggregate Compaction Recertification	O	02/12/2007	11/20/2008			Pass			Details
Asphalt Plant (Level 1) Recertification	O	02/07/2007	02/07/2007			Pass			Details
Concrete Plant Recertification	O	01/30/2007	12/31/2008			Pass			Details
Pavement Marking Recertification	O	01/16/2007	12/17/2008			Pass			Details
Virginia State and Local Conflict of Interests Act Training (SOEI)	O	11/20/2006	11/21/2006			Pass			Details
Mid-Atlantic Quality Assurance Workshop - Section #2	C	02/07/2006	02/09/2006			Complete			
Pavement Marking School - Section #7	C	12/31/2005	12/31/2005			Complete			
Soils and Aggregate Compaction School - Section #6	C	12/31/2005	12/31/2005			Complete			
Instructional Design for New Designers by Langevin, Inc. - Section #2	C	04/21/2005	04/22/2005			Complete		2	
VDOT University Virtual Campus: Orientation - Section #5	C	04/11/2005	04/11/2005			Complete			
Concrete Field School - Section #4	C	12/31/2004	12/31/2004			Complete			
Concrete Plant School - Section #4	C	12/31/2004	12/31/2004			Complete			
Technology Security Awareness Training - Section #254	C	11/01/2004	11/01/2004			Complete			view

- This is a Student Transcript. It shows the classes taken and the results. To view your Materials Certification Card, click on *View Material Certification Card*.

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The screenshot shows the VDOT University Knowledge Centre interface. The main page displays the 'ADMINISTRATION Student Transcript' section with a list of courses. A blue arrow points from the 'Return to Student Records' link to a pop-up window titled 'Window - Microsoft Internet Explorer'. This window displays a 'Materials Certification Card' for a qualified Technician. The card includes a table of certifications and their expiration dates.

Certification	Expires
Concrete Field School	12/31/2009
Concrete Plant School	12/31/2009
Pavement Marking School	12/31/2010
Soils and Aggregate Compaction School	12/31/2010

3. The Materials Certification Card shows your current Certifications and their expiration dates.

Recertification

OVERVIEW

These guidelines are intended for participants in the VDOT Materials Certification Schools (MCS), who currently hold a Certification and need to recertify. The online recertification courses are accessed through the VDOTU/VC and are available to both VDOT and external students. There is **NO CHARGE** for the online courses.

Individuals seeking recertification in Asphalt Field, Concrete Field, Concrete Plant, Soils & Aggregate Compaction, and Pavement Marking are required to successfully complete an online course and pass the appropriate proficiency examination for that school (see next page). Each online course has multiple modules with a quiz at the end of each module. Successful completion of all modules and quizzes is required to pass the course. Proficiency examinations are scheduled through the Central Office Materials Training Section. The proficiency examination for Pavement Marking is included in the online recertification course. Recertification in Surface Treatment and Slurry Surfacing only requires completion of the online course. Individuals seeking recertification in Aggregate Properties, CMA Plant, Asphalt Plant (Level I), and Asphalt Plant Mix Design (Level II) require completion of an online “information only” module. The required proficiency examinations in these areas are extensive (see next page) and need to be scheduled through the Central Office Materials Training Section.

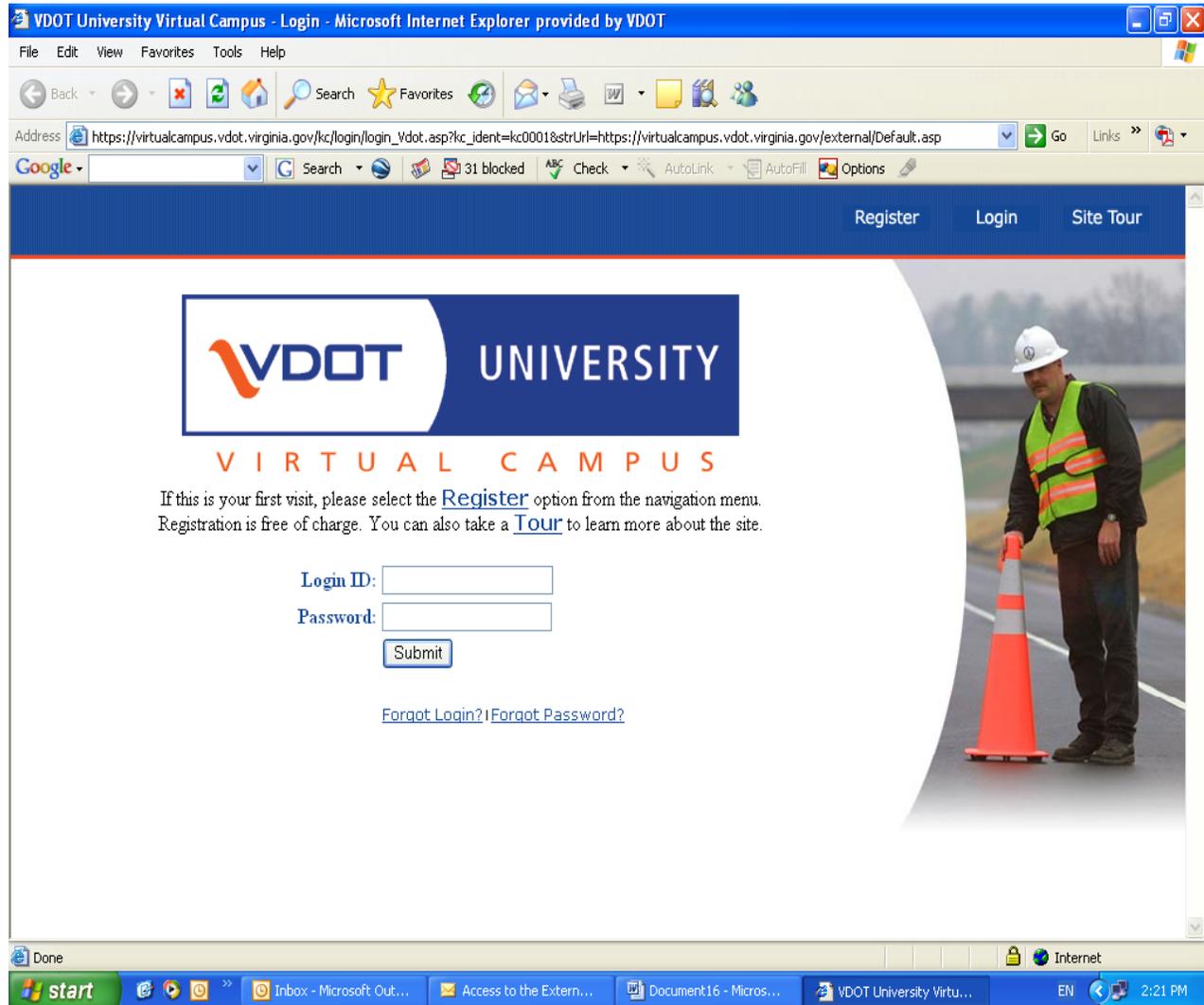
The individual has the last 12 months of their current certification period to complete the requirements for recertification. Example: A person with a Soils & Aggregate Compaction Certification that expires in 2009 has from January 1, 2009 till December 31, 2009 to complete the requirements for recertification.

Recertification Proficiency Examinations

Materials Certification Title	School	Proficiency Requirements	Contact Information
Aggregate Properties	Asphalt Plant Mix Design Level II	ASTM D4791, ASTM D5821, AASHTO T176, AASHTO T304, AASHTO T84, AASHTO T85, AASHTO T19	Materials Certification Schools
Asphalt Field Technician	Asphalt Field	VTM-6, VTM-22, VTM-76 Stratified Random Numbering	Materials Certification Schools
Asphalt Plant Technician	Asphalt Plant (Level I)	AASHTO T30, AASHTO T166, AASHTO T269, AASHTO T312, VTM-102	Materials Certification Schools
Asphalt Plant Mix Design Technician	Asphalt Plant Mix Design (Level II)	ASTM D4791, ASTM D5821, AASHTO T176, AASHTO T304, AASHTO T84, AASHTO T85, AASHTO T19, AASHTO T30, AASHTO T312, VTM-102, AASHTO T209, AASHTO T166, AASHTO T283	Materials Certification Schools
Concrete Field Technician	Concrete Field	ACI Concrete Field Level I (ASTM C172, ASTM C1064, ASTM C143, ASTM C31, ASTM C231, ASTM 173, ASTM C138)	Virginia Ready Mixed Concrete Association (VRMCA) (434) 977-3716 www.vrmca.com
Concrete Plant Technician	Concrete Plant	Mix Design & Adjustment Sieve Analysis & Fineness Modulus Free Moisture Mix Design Weights to Batch Weights Plant Portion of TL-28A Coding Form	Materials Certification Schools
Soils Compaction Technician	Soils and Aggregate Compaction	AASHTO T217, VTM-10, VTM-12, MARTCP SA-1.3, ASTM D1556	Materials Certification Schools

Accessing an Online Recertification Course

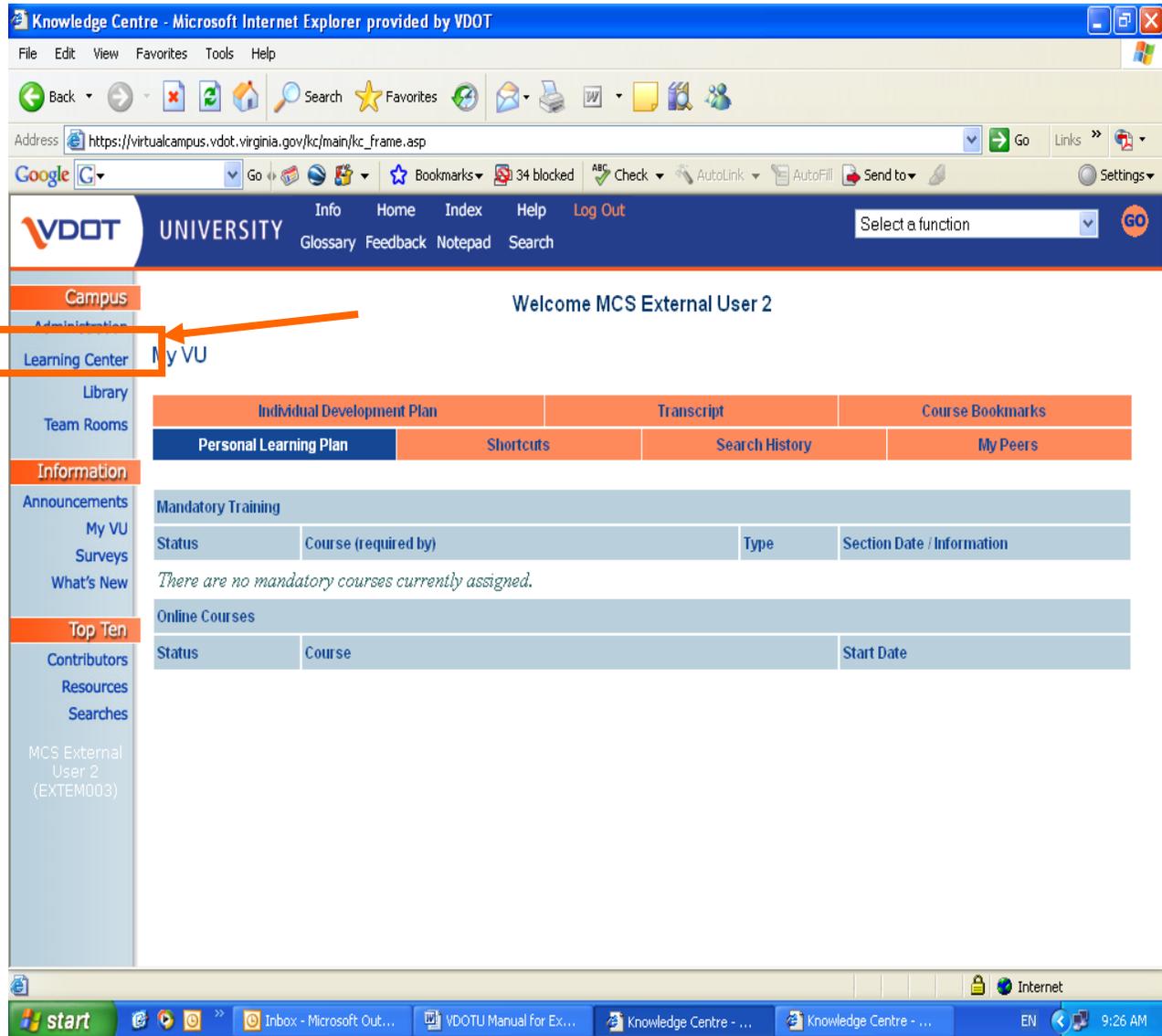
Log onto the VC using this Internet address: <https://virtualcampus.vdot.virginia.gov/external>.
When this address is used, this screen will appear:



1. If you know your Login ID and Password enter it here, and then click Submit. If you do not know your Login ID and Password or if you are having problems accessing your account, please contact the Materials Certification Schools by phone (804) 328-3158 or e-mail MaterialsCertification@vdot.virginia.gov for verification and questions.

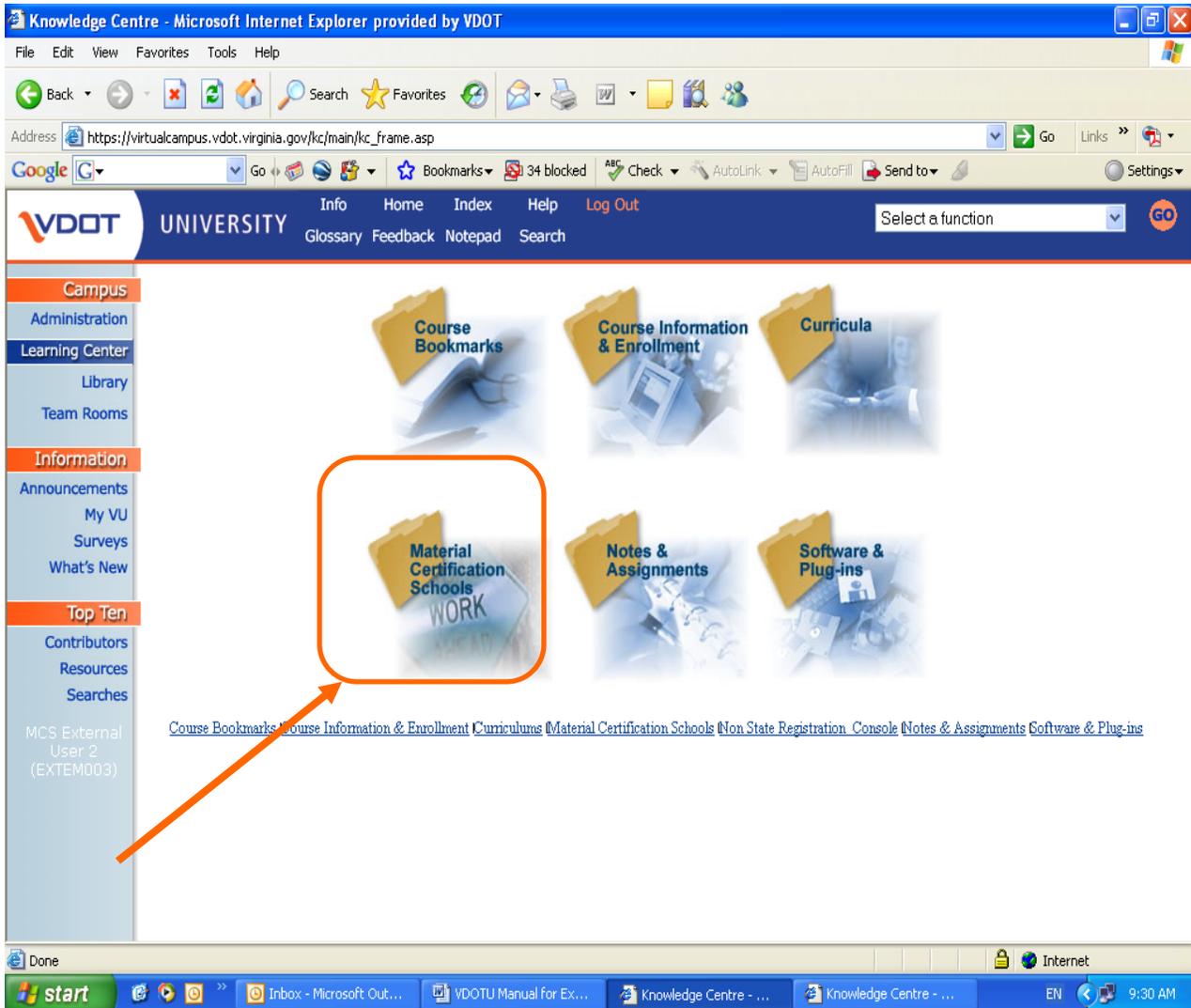
DO NOT CREATE A NEW ACCOUNT AS THIS WILL MEAN YOU WILL HAVE TWO ACCOUNTS IN THE SYSTEM.

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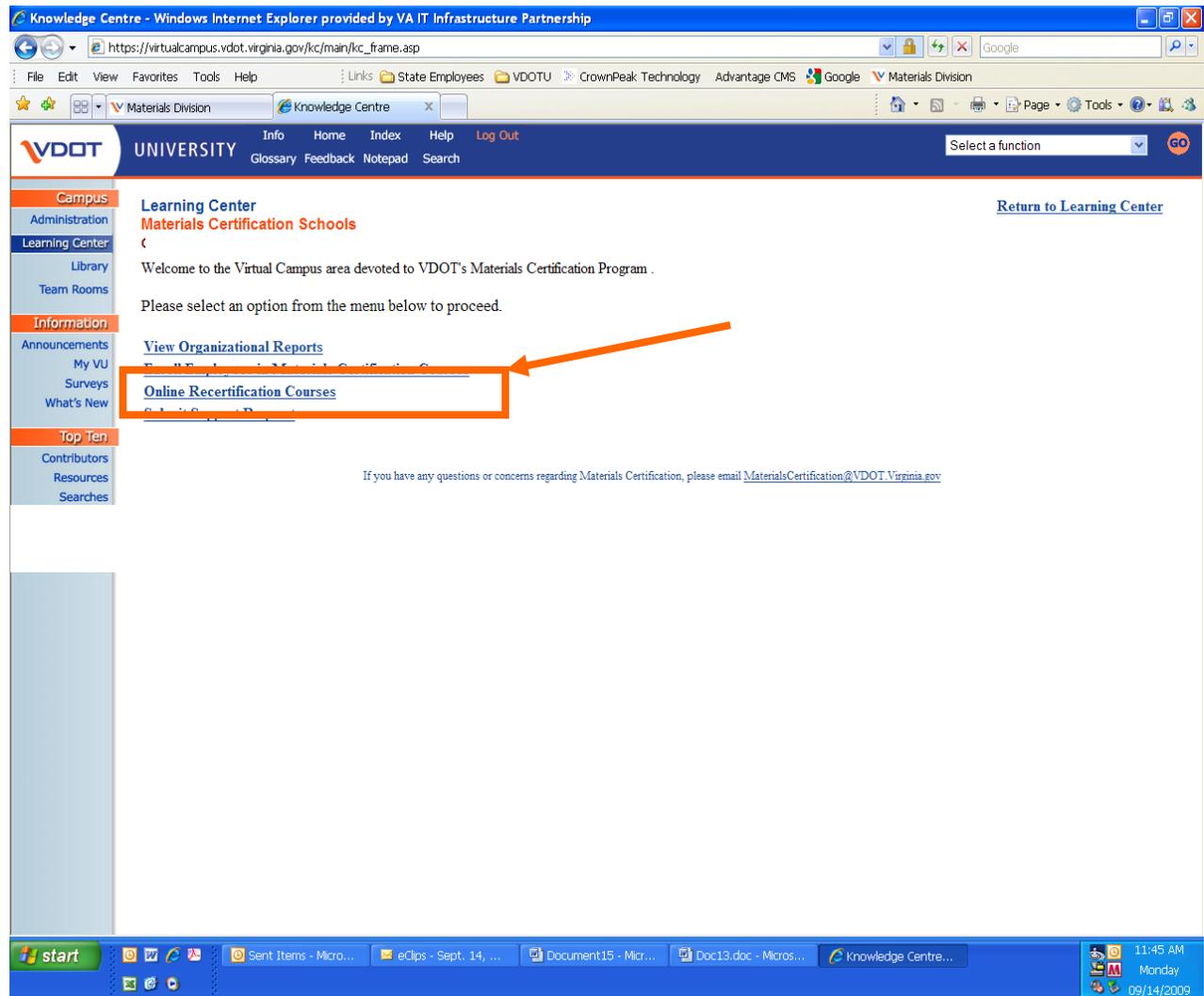
2. After logging into the VC, you will see this screen, it is called *My VU*. *My VU* gives access to the rest of the VC. Click on *Learning Center* to sign up for classes.

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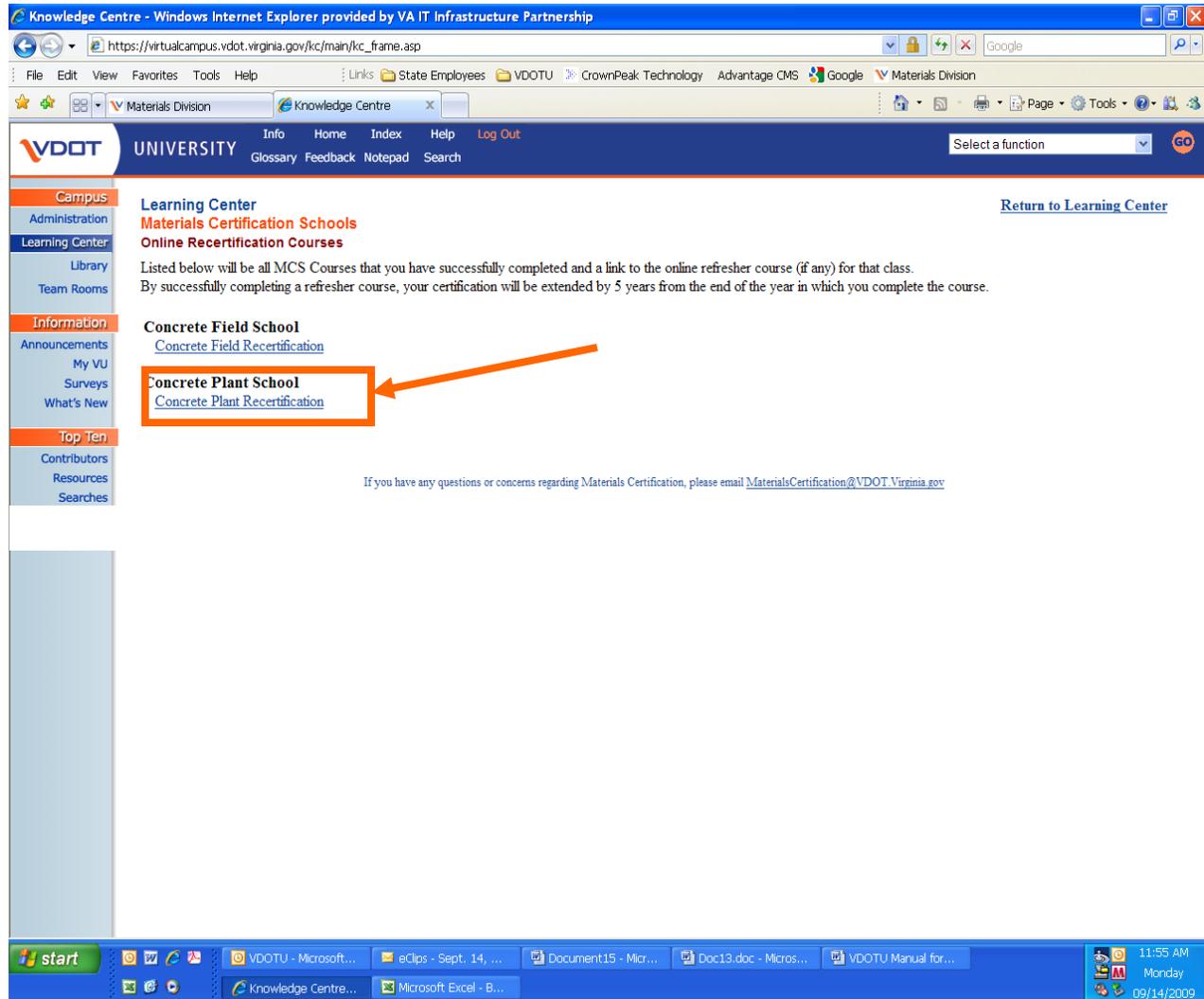


3. Next, click the Material Certification Schools icon.

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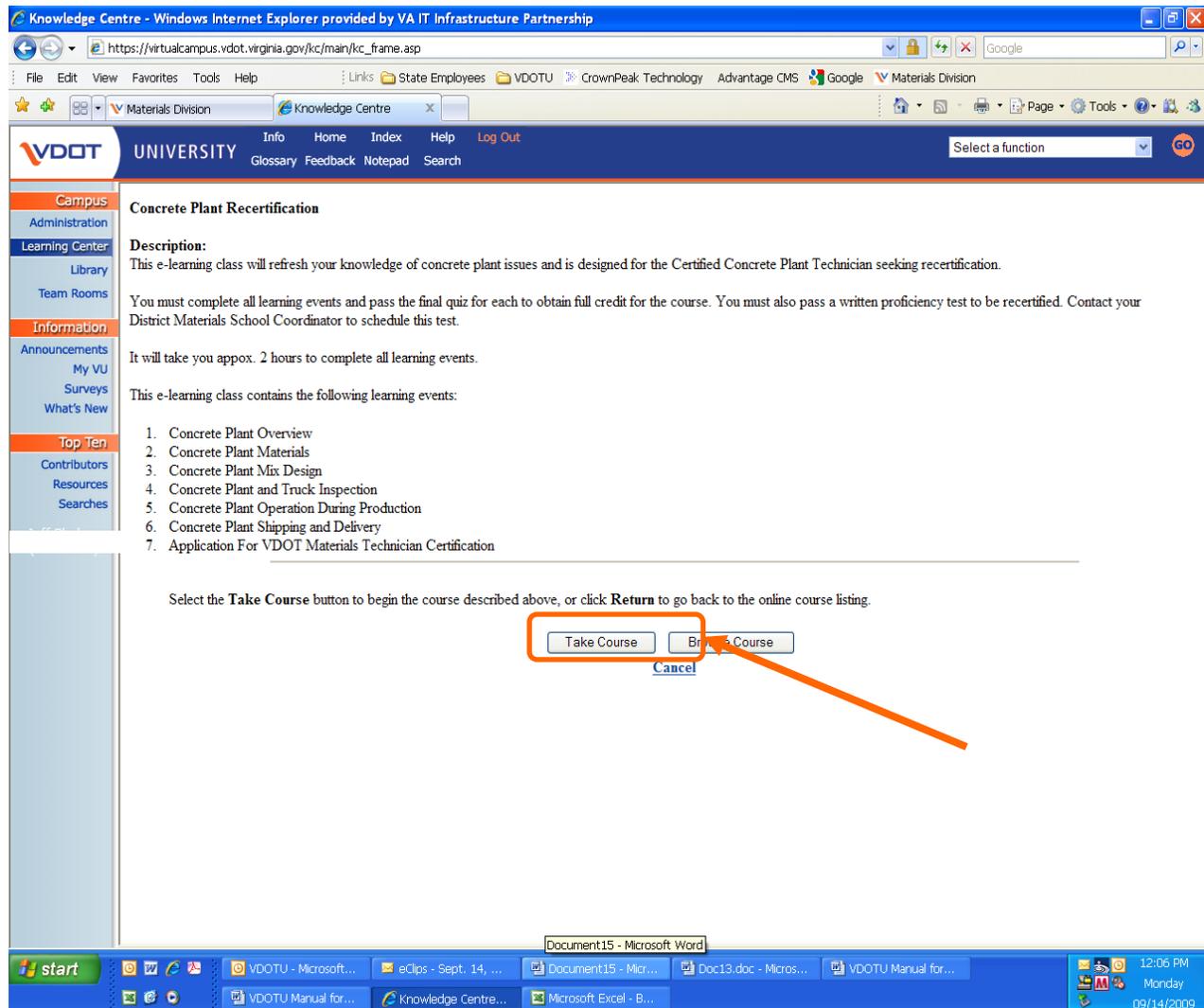
4. From this screen, click *Online Recertification Courses*.



5. This screen will list only the Recertification Courses you are eligible to take. Select the Recertification Course you wish to take. In this example, we have selected the *Concrete Plant Recertification* course.

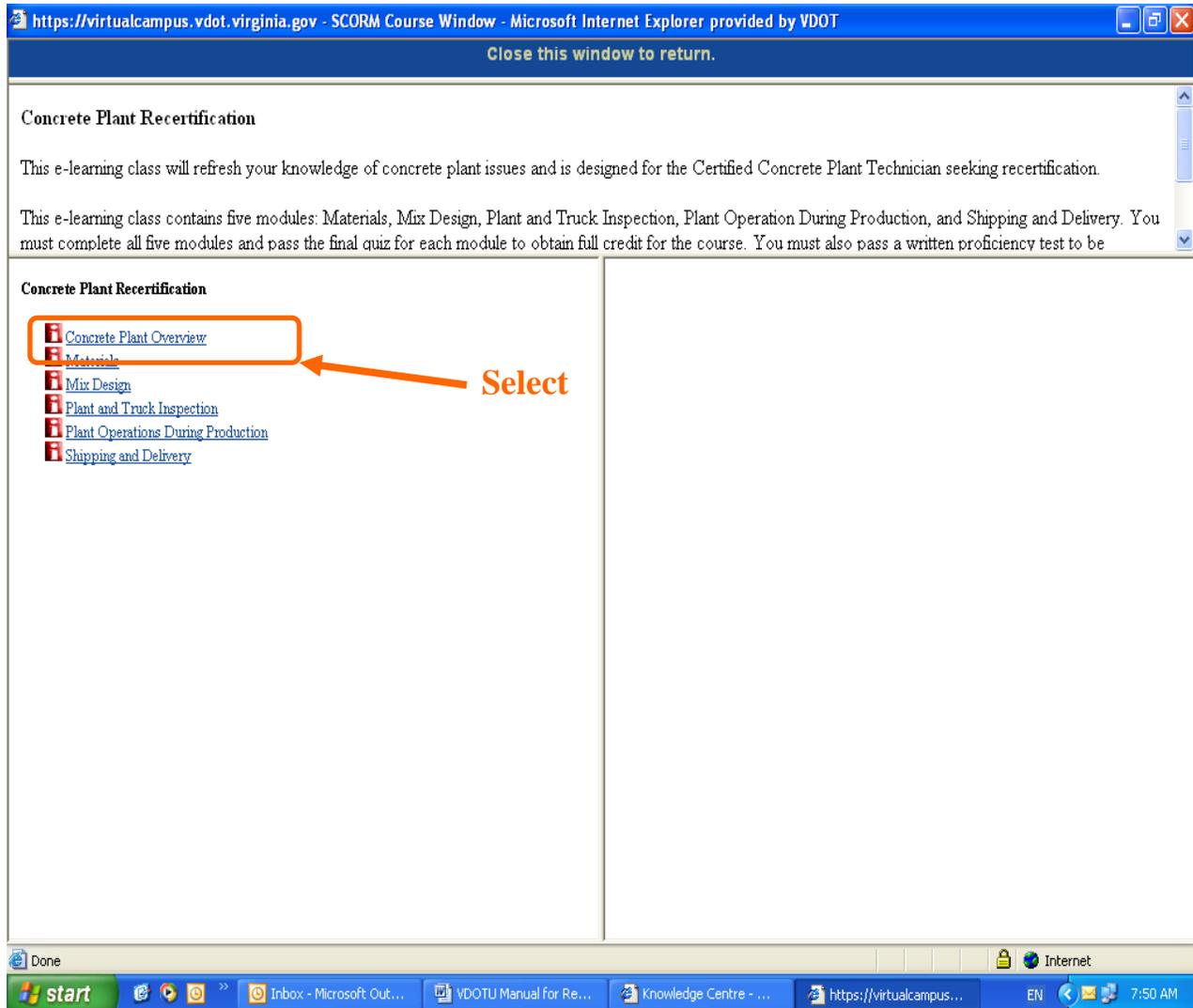
Remember to be eligible to take a Recertification Course you must be in the last 12 months of your current certification in that area.

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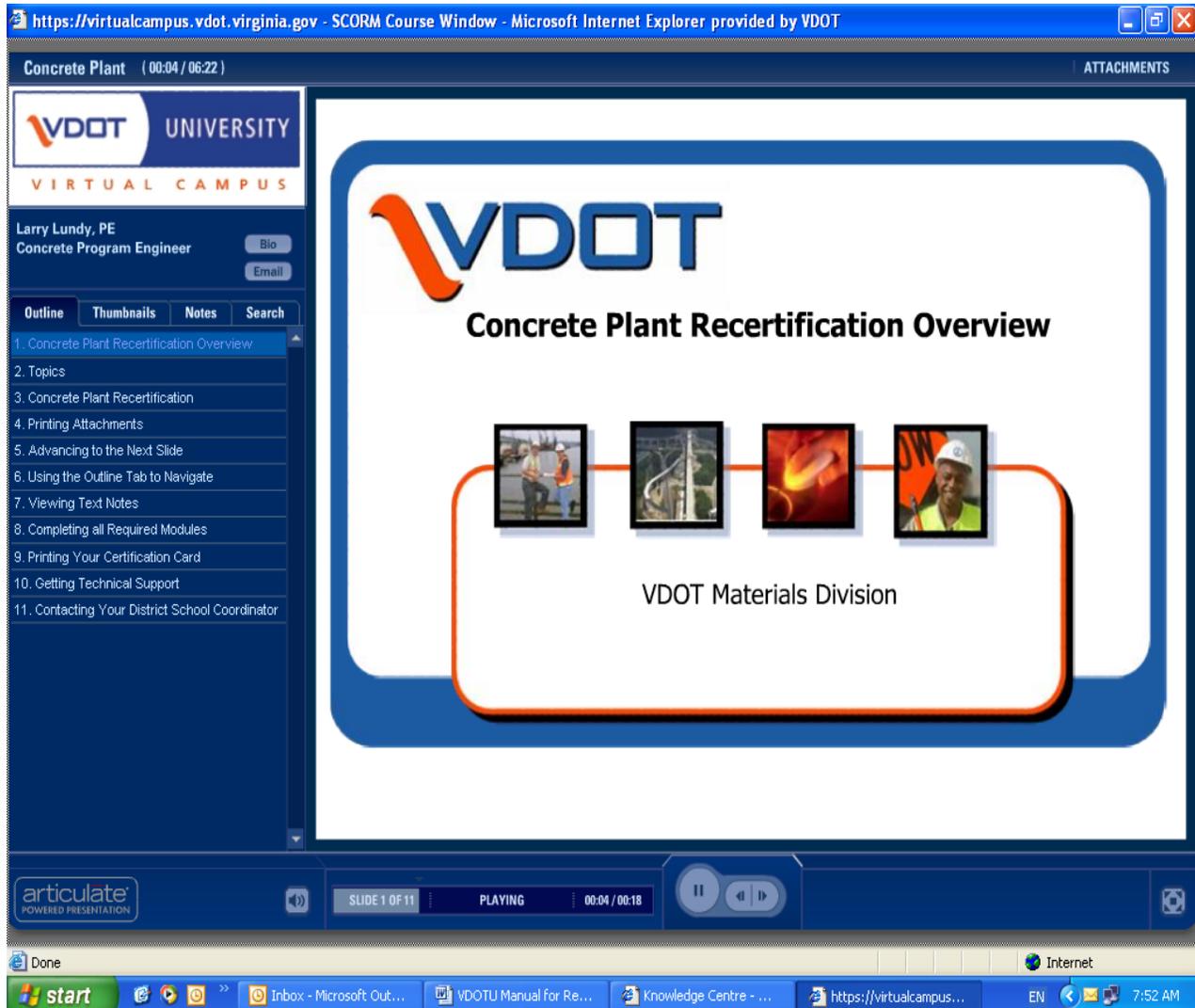


6. This screen gives a brief description of the course. In the lower half of the screen there are two options available to access the course. If you want to take the course for credit, click the *Take Course* button.

The Browse Course button will only let you view the course; you will not receive credit for the course if you choose the browse course option.



7. From the list of modules select the first module, Concrete Plant Overview. You must successfully complete all of the modules to receive credit for the course.



8. This is the first screen of the Concrete Plant Overview module. View and listen to each screen in its entirety, use the buttons at the bottom of the screen to advance the screens. There is a quiz at the end of each module that you must pass before you will be allowed to proceed. When you have successfully completed this module go to the list of modules and select the next module. Once you have completed the online course and all the modules, you will need to complete any proficiency requirements for the specific Certification you are recertifying in.

Contact the Materials Certification Schools by phone (804) 328-3158 or e-mail MaterialsCertification@vdot.virginia.gov for more information on the proficiency requirements.

This manual was developed by the Virginia Department Transportation's Materials Division as an aid in registering, enrolling and recertifying in the Materials Division's Certification School Program. If you encounter difficulties or have questions please contact the Materials Certification Schools by e-mail MaterialsCertification@vdot.virginia.gov or phone (804) 328-3158.

