

# Quick Tips: On-line Training

## Microsoft Office Online Training

## Florida Online



### • How to Sign-in

1. Open your web browser and go to [www.customguide.com](http://www.customguide.com).
2. Click Sign-in (right hand-side of the page)
3. Enter your e-mail address (i.e. gosneym@daytonastate.edu)
4. Enter your Password (defaulted to your network username: gosneym)
5. Click **Sign in**.
6. Once logged in Instructions on how to take classes and assessments are available on the home page

### • How to get Credit

- Option 1: Complete all the chapters in a class **Or**  
Option 2: Complete and achieve a grade of 90% or higher on all of the assessments in a class

### • How to Log-in

Open your web browser and go to: <http://online.daytonastate.edu/>

1. Click on Students or Faculty button
2. On the course access enter your Username (falconmail email without the "@" sign and domain name)
3. Enter your Password (defaulted to your College ID number). If your password is not working, use the forgot password link.
4. Click Login.
5. Once logged in, under My Courses, change the tab to ODT if needed.
6. Select the course name for the course that you want to take.

### • How to take a Class

1. Under the "My Course" heading located on the middle of the screen:
  - If needed click on change the tab to "ODT"
  - If needed click on the "+" sign beside Organizational Development and Training
2. Select the desired class
3. Read the information at the beginning of the page and follow the instructions.

## Humanic Employee Self-Service (ESS) Tracking your Training

### • How to Log-in

1. Open your web browser and go to: <http://ess.DaytonaState.edu>
2. Enter your user id (CARS id)
3. Enter your Password (defaulted to your birth year, i.e. 1969)
4. Click **Log-in**

### • How to Access Your Training Records

1. Click on "Training" link on the left hand-side of the screen (not Enroll) - this will take you to the training records and training enrollment page

### • How to Enroll in Training

1. Click on "Training" link
2. Select a course by clicking on the dropdown arrow and highlighting the course
3. Click on show available classes
4. Click Enroll
5. Click Submit. Once you click the submit button, it will take you back to the Training page and it should show your enrollment.

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