

# Online Training (Training Player)

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**Description:** In this topic, the user will learn how to complete online courses within DCI.

**Role Required:** Employee (base user)

**Permission Required:** N/A

## Complete a New Online Training Certification

1. Log in to DCI
2. Select **Home** on the main menu
3. Select **Dashboard** on the submenu
4. Complete a new online training certification via the **Online Training** widget
  - a. The Online Training widget is a directory of all available online courses
  - b. Use the search bar at the top of the widget to locate the desired training course
5. Click the **Certification Requirement Name** to launch the training
  - a. If the training is a video, the training will be launched and the **Training Player** window will open in a new smaller window.
    - i. Click the **play symbol** in the center of the screen to begin the course
  - b. If the training is a website, the website will open in a new window.
    - i. Proceed with the necessary steps to complete the certification requirement
6. After completing the training, a new profile certification will be created for the user.
  - a. View user profile certifications
    - i. Click **Home** on the main menu
    - ii. Click **Profile Certifications** on the submenu

## Renew an Online Training Certification

1. Log in to DCI
2. Select **Home** on the main menu
3. Select **Dashboard** on the submenu
4. Renew an online training certification via the Expiring Certifications widget
  - a. The Expiring Certifications widget lists current certifications that are expiring soon
5. Click the **camera** icon listed for the expiring certification to launch the training player or select the **link** to open the website to compete the certification requirement
6. After completing the training, a new profile certification will be created for the user.
  - a. View user profile certifications
    - i. Click **Home** on the main menu
    - ii. Click **Profile Certifications** on the submenu

## Related articles

- [Time Entry - Account Type Training](#)
- [Certification - Add to or Remove Certification Requirements from a Certification Template](#)
- [Training Module - Admin Guide](#)
- [Set up Certifications - Video](#)
- [Manage Profile Certifications - Video](#)