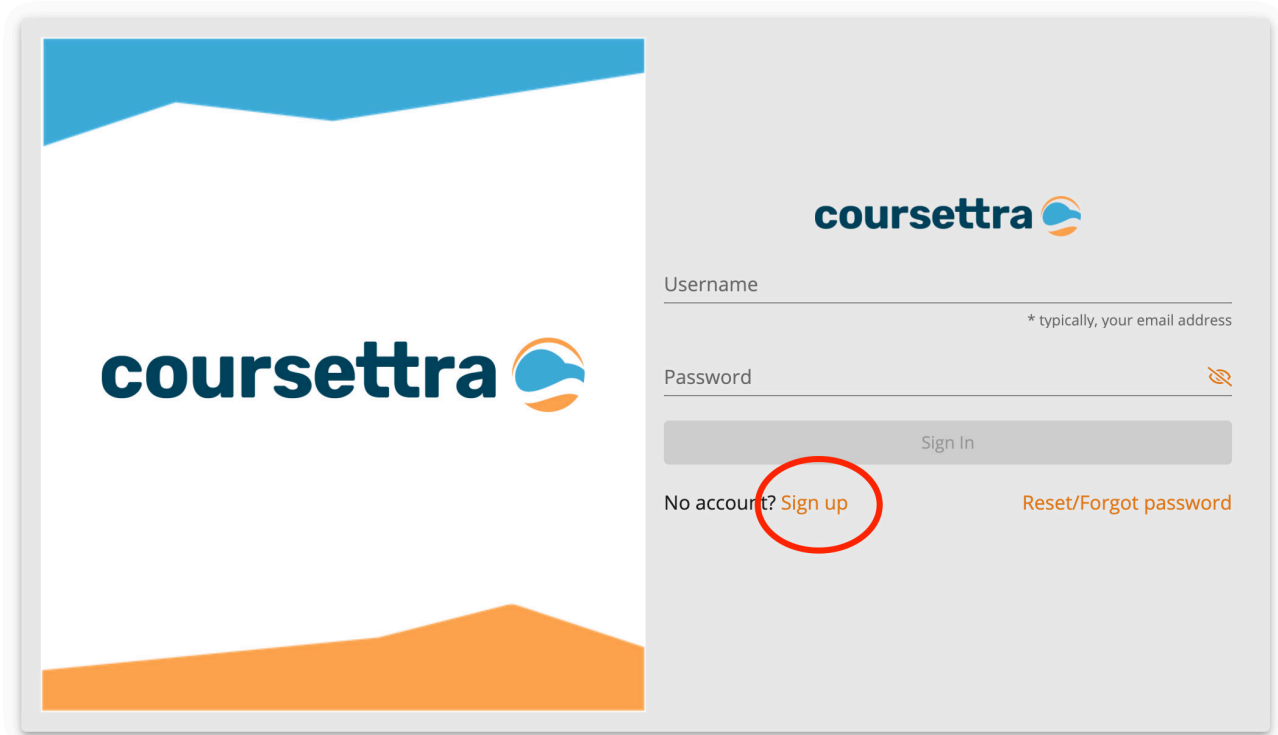


2021 Damage Prevention Meetings
Coursettra Registration Guide

Step 1

Go to the Coursettra login page at <https://app.coursettra.com/portal/login> and select Sign up

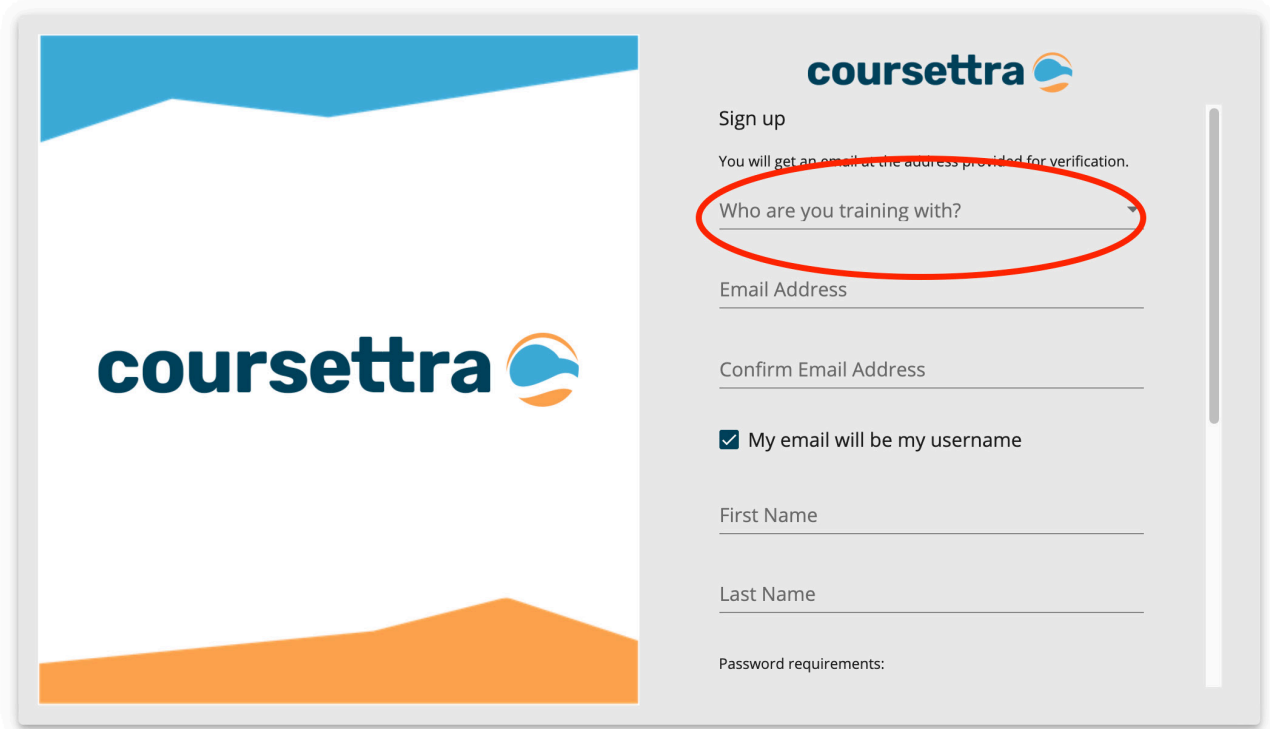


The screenshot shows the Coursettra login page. On the left, there is a large Coursettra logo. On the right, there is a login form with the following elements:

- Username** field: A text input field with a placeholder text "* typically, your email address".
- Password** field: A text input field with a password icon (an eye with a slash) on the right.
- Sign In** button: A grey button with the text "Sign In".
- Sign up** link: A link with the text "No account? Sign up" where "Sign up" is circled in red.
- Reset/Forgot password** link: A link with the text "Reset/Forgot password".

Step 2

When asked who you are training with select Minnesota Damage Prevention Meetings.



The screenshot shows the Coursettra sign-up interface. On the left is a large graphic with the Coursettra logo. On the right is the form. The 'Who are you training with?' dropdown menu is highlighted with a red circle.

coursettra

Sign up

You will get an email at the address provided for verification.

Who are you training with?

Email Address

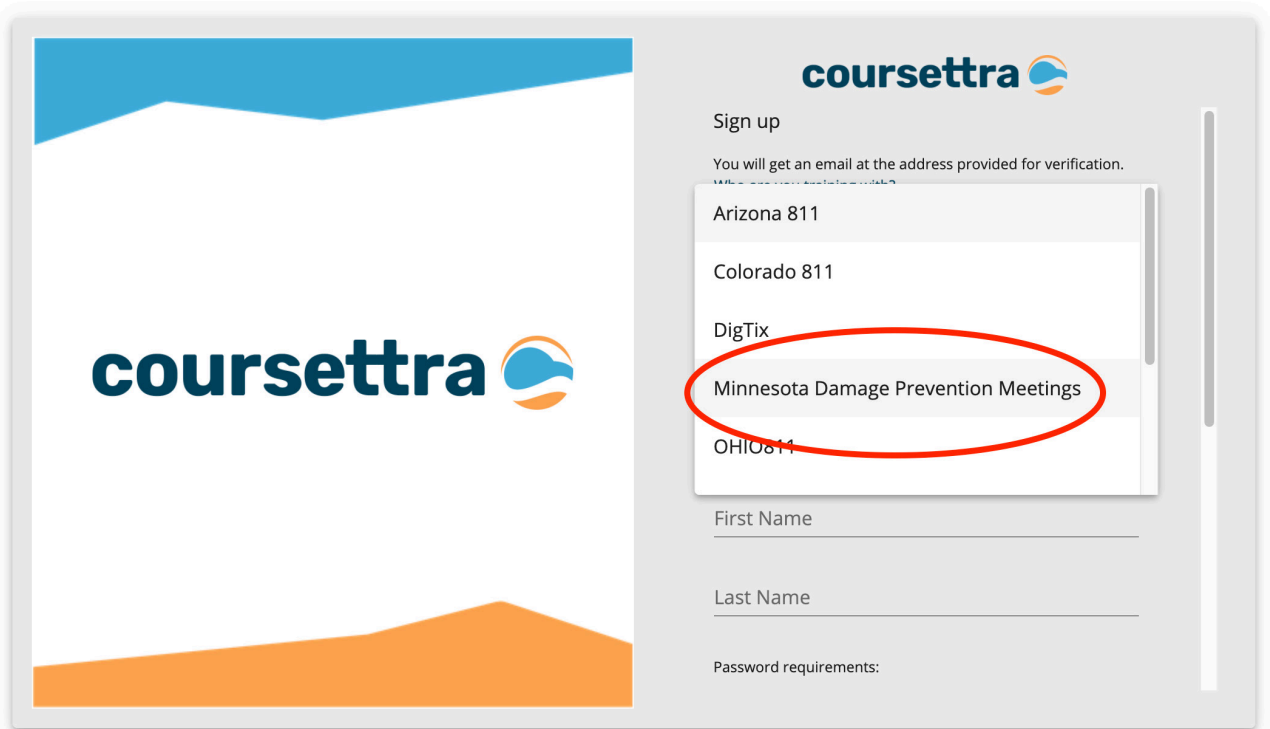
Confirm Email Address

My email will be my username

First Name

Last Name

Password requirements:



The screenshot shows the Coursettra sign-up interface with the dropdown menu open. The option 'Minnesota Damage Prevention Meetings' is highlighted with a red circle.

coursettra

Sign up

You will get an email at the address provided for verification.

Who are you training with?

- Arizona 811
- Colorado 811
- DigTix
- Minnesota Damage Prevention Meetings**
- OHIO811

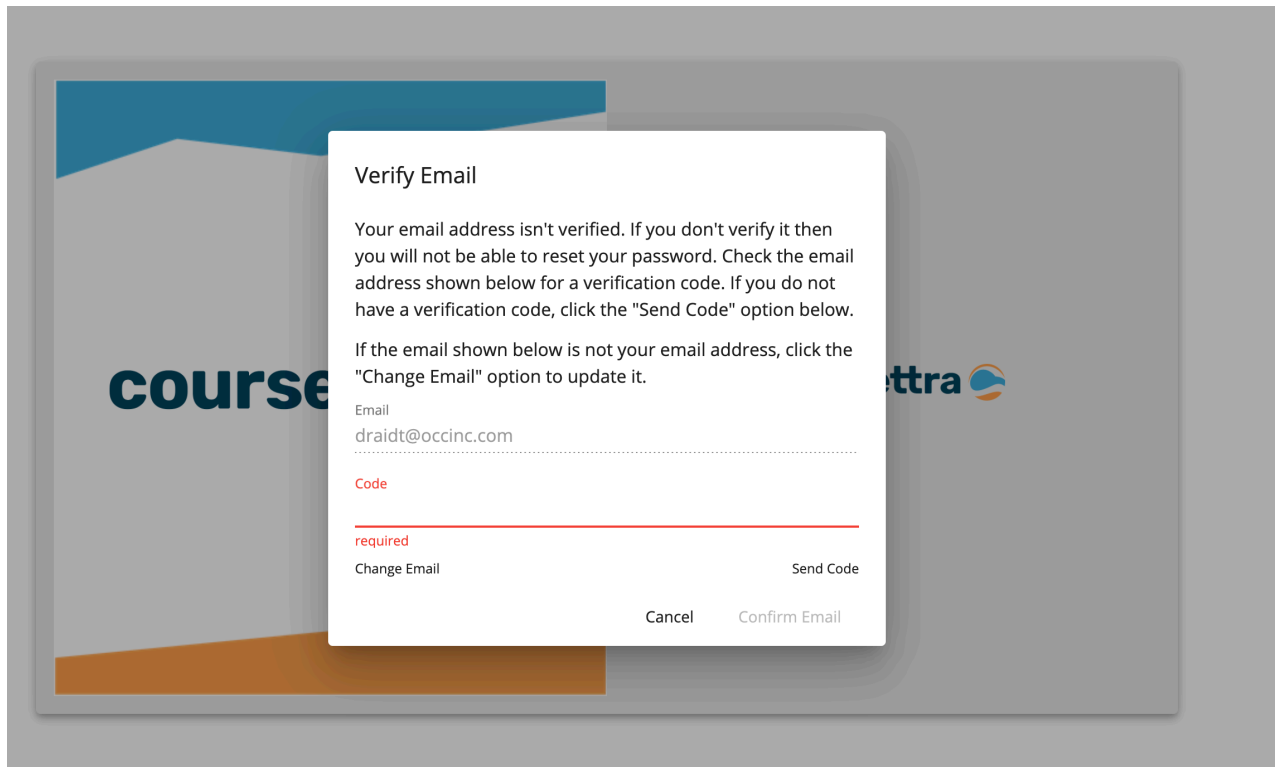
First Name

Last Name

Password requirements:

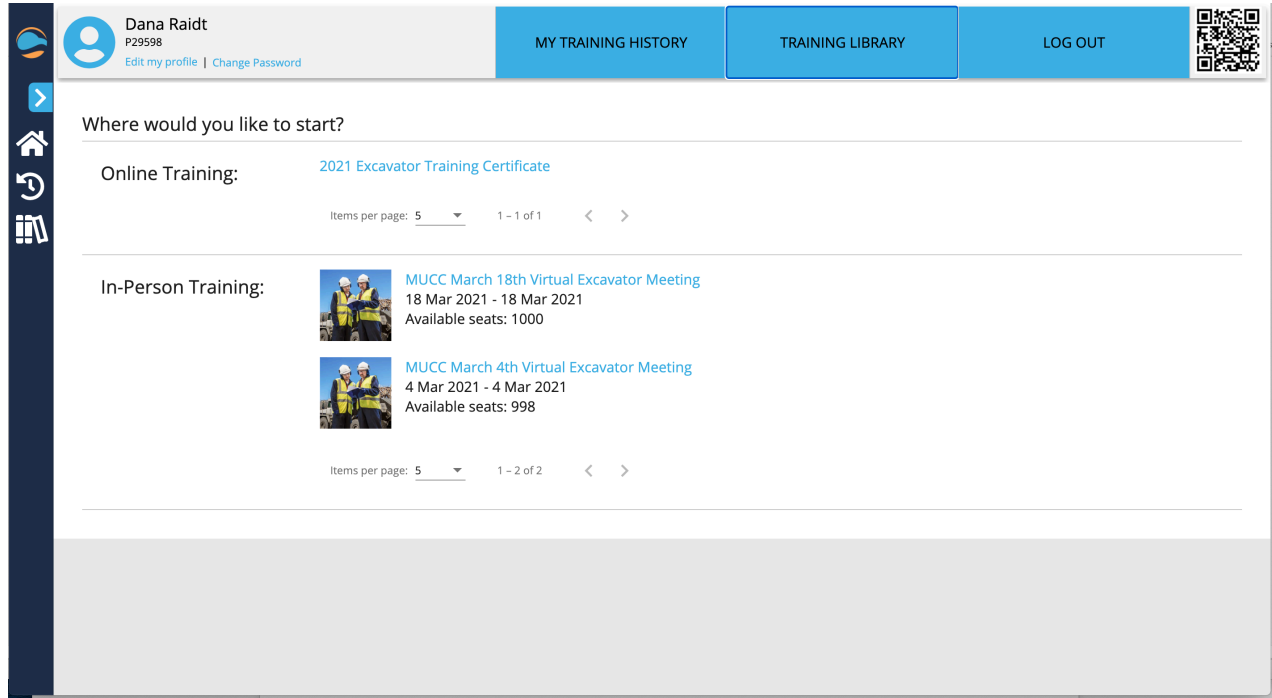
Step 3

Coursettra will send a verification code to the email you used to register. Login to your email to retrieve the code and enter it here.



Step 4

Under the Training Library tab you will find two training options. If you would prefer to go through the materials on your own, select Online Training. The In-Person Training is a scheduled virtual session where someone will guide you through the materials and you will have the opportunity to ask questions. All trainings are free and you can register for either or both.



The screenshot shows the Coursettra Training Library interface. At the top, there is a user profile for Dana Raidt (P29598) with links to 'Edit my profile' and 'Change Password'. Navigation tabs include 'MY TRAINING HISTORY', 'TRAINING LIBRARY' (which is active), and 'LOG OUT'. A QR code is visible in the top right corner. The main content area is titled 'Where would you like to start?' and is divided into two sections: 'Online Training' and 'In-Person Training'. Under 'Online Training', there is one item: '2021 Excavator Training Certificate', with a pagination of '1 - 1 of 1'. Under 'In-Person Training', there are two items: 'MUCC March 18th Virtual Excavator Meeting' (18 Mar 2021 - 18 Mar 2021, Available seats: 1000) and 'MUCC March 4th Virtual Excavator Meeting' (4 Mar 2021 - 4 Mar 2021, Available seats: 998). Each item includes a small image of two workers in safety gear. The interface also features a dark blue sidebar on the left with icons for home, search, and other navigation options.

If you have questions about Coursettra or the registration process, please contact: Jeff Law (jlaw@4iqsolutions.com) or Olivia Jensen (olivia.jensen@gopherstateonecall.org)