Attachment 2

Instructions for Enrolling in CIRSA on-line training courses for SMART Volunteer Drivers

1. Go to the CIRSA online training portal login page at: https://www.cirsa.org/

2. Select the on-line training.

3. You will now be prompted to select a municipality. From the first drop-down menu select "City of San Miguel" (not the right name, but that is what shows up).

4. You will then be prompted to select a department. From the second drop-down menu select "All Departments".

5. Fill in all required fields on the User Registration form on the next page then click the "Submit Information" button at the bottom of the page.

6. You will now receive a confirmation that shows a successful registration for the training portal.

Instructions for Completing the required online course "Defensive Driving Basics".

1. Click the "Safe at Driving Strategies" picture on the lower left side of the page under Workplace Colleges.

2. The list is now further expanded. Click on the course titled "Defensive Driving Basics". A course summary window will appear.

3. Click the "Start Course" tab. Begin the course and continue through the program as directed.

4. Complete the online course, the exam at the end and the survey. Once the course has been completed and the post course assessment has been passed, go to the "View My Dashboard" tab.

5. Under the Course column for this course listing, select "Download pdf", download the pdf.

6. Email the pdf it to kari.distefano@smarttelluride.com

7. If the Course column does not appear on your dashboard, you have not successfully completed the course or passed the post-course assessment.

8. Congratulations – you have completed this required training course.

Instructions for Completing the required online course "Advanced Defensive Driving Techniques".

1. Click the "Safe at Driving Strategies" picture on the lower left side of the page under Workplace Colleges.

2. The list is now further expanded. Next, click on the course titled "Advanced Defensive Driving Techniques". A course summary window will appear.

3. Click the "Start Course" tab. Begin the course and continue through the program as directed.

4. Complete the online course, the exam at the end and the survey. Once the course has been completed and the post course assessment has been passed, go to the "View My Dashboard" tab.

5. Under the Course column for this course listing, select "Download pdf", download the pdf to your computer.

6. Email pdf it to kari.distefano@smarttelluride.com

7. If the Course column does not appear on your dashboard, you have not successfully completed the course or passed the post-course assessment.

8. Congratulations – you have completed this required training courses.