

Getting Credit for the Course

To use (and get credit for taking) this course you must have on your computer:

- JAVA
- Flash Version 7, 8 or higher (an outdated version is not sufficient)
- Speakers
- Printer (to print a certificate of completion)
- Operating System: Windows 2000, XP, SP1 and SP2
- Additional requirements as published DLS: *web browser (Internet Explorer 5.5 or Netscape 5.0 or higher), NIPRNET or internet connection, CPU - Pentium II / III or equivalent, 233 or higher MHz speed, sound card - Sound Blaster compatible audio card, minimum screen resolution - 800 x 600 pixels, and an AKO account. Users should temporarily disable any pop-up blocking software in use. System performance will vary depending on quality and speed of network connection. Most courseware must have the Active X controls enabled in Internet Explorer.*

The purpose of this document is to ensure that your desktop is compatible with the course and you get credit for successfully completing the course.

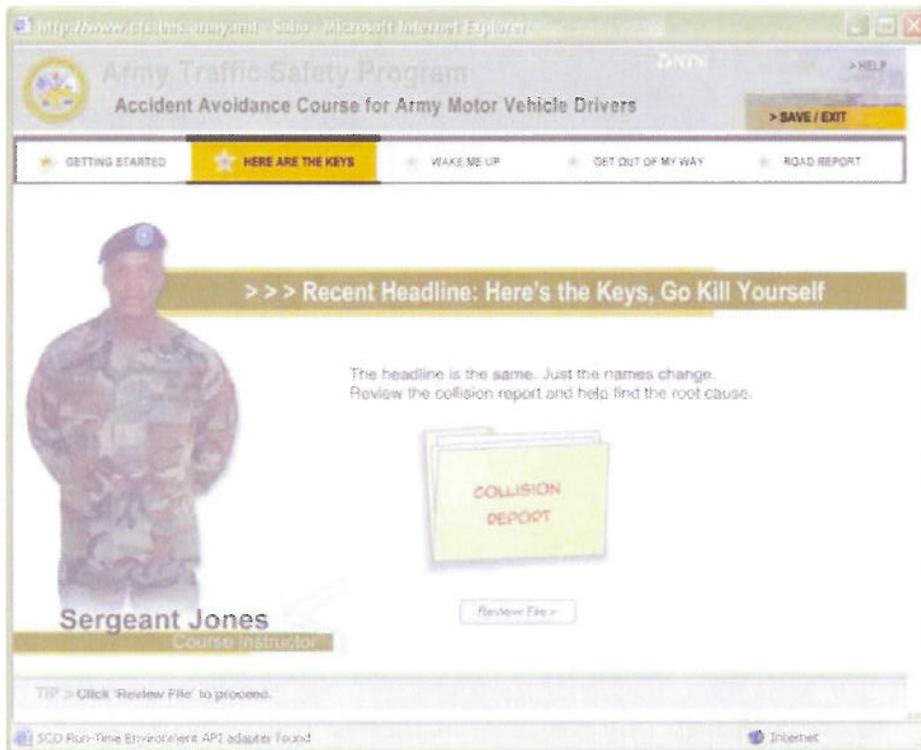
1. Conduct a functional test to ensure compatibility
2. Troubleshooting, if your desktop fails the functional test
3. Frequent Questions and Answers (FAQ)

1. Conduct a Functional Test

If you have any concerns, see for yourself if your computer is compatible with the course/LMS requirements.

- > Open the Army Traffic Safety Program course
- > Progress to the first case study, ***Here are the Keys***
- > Click **SAVE/EXIT**, look for feedback that the course has been saved & restart to verify that you are returned to the point where you exited.

If you restart the course and are returned to this same point, you have passed the functional test, if you are not, please review the troubleshooting information.



2. Troubleshooting (if your computer fails the functional test)

If you are unable to pass the functional test, try one of these options

- Java (either Sun Java or MS Java)
- Version 7 or later of Flash (version 6 or earlier is not sufficient)

If you are unable to resolve the problems change computers or contact your System Administrator. Additional support (resolving desktop or network firewalls that interfere with course functioning) is available from the DLS help desk at 1-877-251-0730.

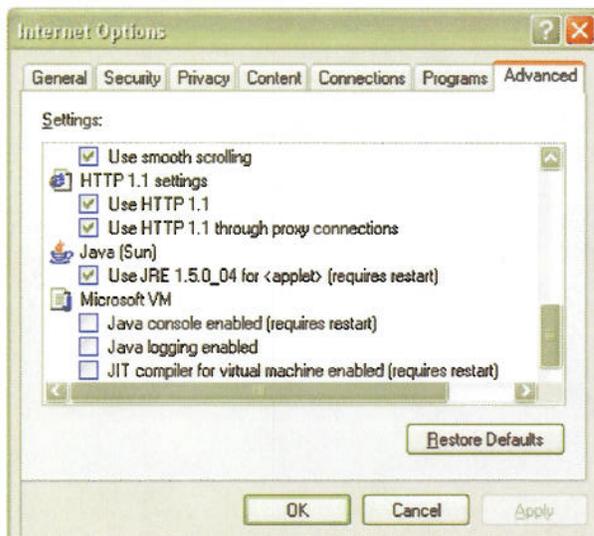
Students that are having problems with any of these items on their computers at work they should contact their System Administrator. Also,

Step A. Checking for JAVA

If you do not have JAVA, please download a free player from <http://www.java.com>. (Download takes a few minutes and you will need to restart your computer).



From your browser access **Tools, Internet Options.**



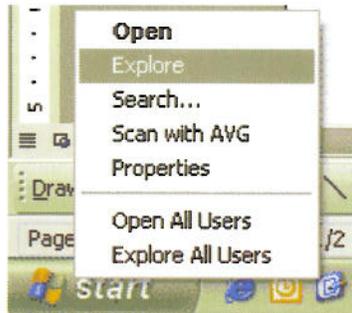
Select **Advance Tab**, and look for either **Java (Sun)** or **Microsoft VM**. Check the boxes of either **Sun** or **Microsoft VM** if unchecked.

Step B. Checking for Flash version 7 (or later)

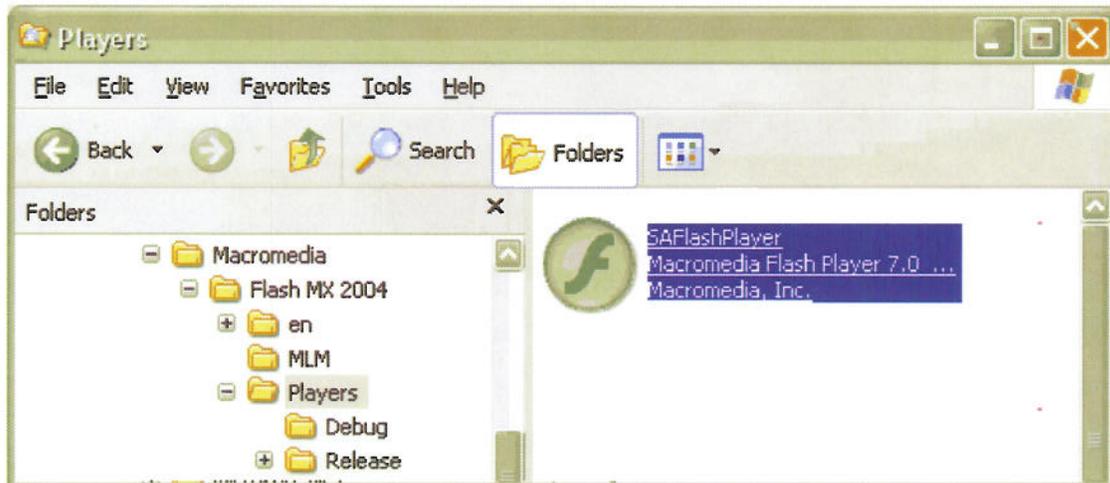
If you have any doubt about the version of your Flash player, download a free Macromedia Flash player from www.macromedia.com. (Download takes a few seconds).

Optionally: To check your current version of Flash, explore your desktop for the flash player.

Try looking in:
>> Local Disk (C:)
>> Program Files
>> Macromedia



Right Click on Start.



Verify that you have Macromedia Flash Player 7.0.

3. Frequently Asked Questions

Q 1: Can I exit and return to the course?

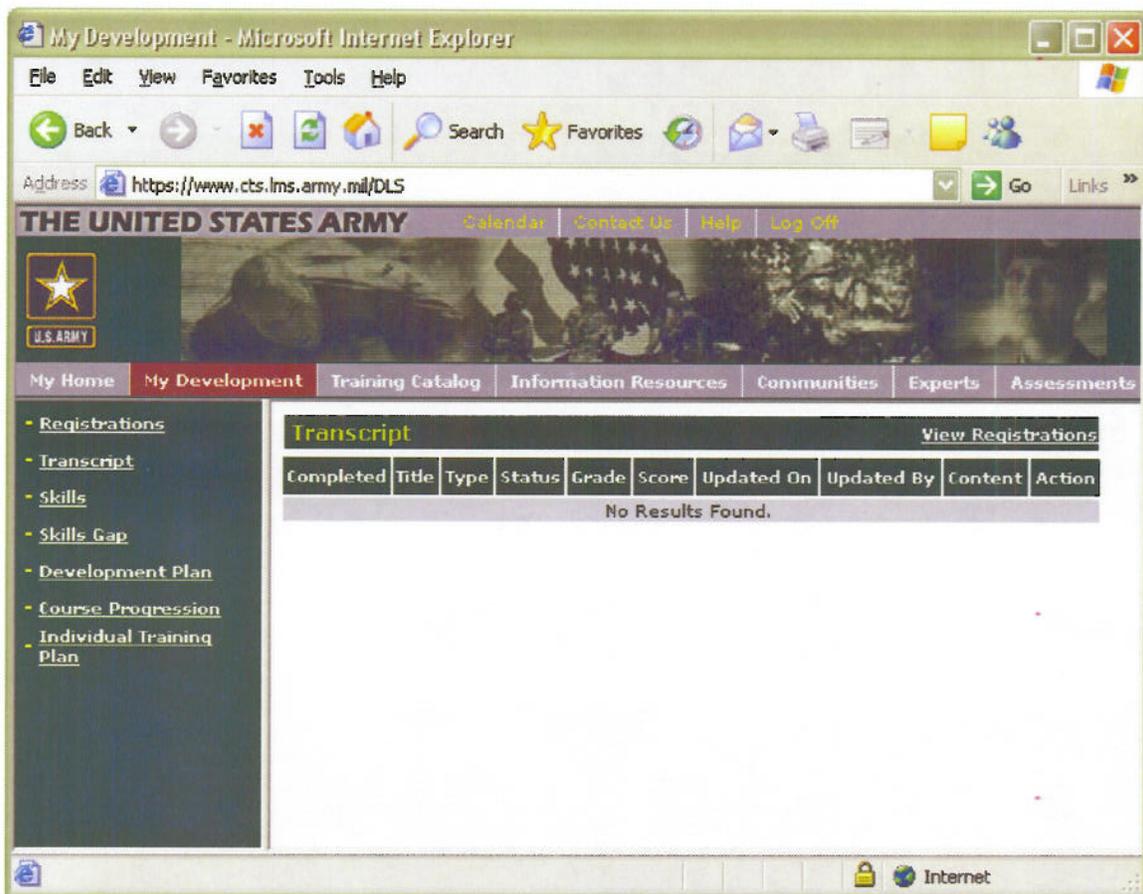
Yes. Please use the **save/exit** button to bookmark the course.

Q 2: What do I do if I am unable to take the course from work or home?

If you are unable to take the course at work or home please contact your local DTF. See <http://www.dls.army.mil/pdf/DTFContacts.pdf>

Q 3: How do I re-print a Certificate of Completion?

Certificates of Completion are only available to print at the end of the course. However, at all times, your "transcript" is available for printing. While it may not be as suitable for framing, it does demonstrate course completion.



Student Transcripts available at all times.



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
INSTALLATION MANAGEMENT AGENCY
2511 JEFFERSON DAVIS HIGHWAY
ARLINGTON VA 22202-3926

SEP 08 2005

IMAH-SO

MEMORANDUM FOR REGIONAL DIRECTORS

SUBJECT: Army Traffic Safety Program – Online Accident Avoidance Course

1. In an effort to respond to the growing number of vehicle accidents in the Army, the Installation Management Agency Safety Office recently deployed an Army-wide web-based Accident Avoidance Course designed to empower personal responsibility and positive attitudes behind the wheel. One of the many unique characteristics of this course is that it has a strong foundation in behavior modification, and is a standardized program throughout the United States and around the world. The course content is relevant everywhere to everyone.
2. The course, consistent with Army policy, is required for all Soldiers, DA civilians, and contract personnel that are required to operate Army owned, leased, or rented vehicles. Some examples of these vehicles include passenger cars, vans, station wagons, trucks, ambulances, buses, motorcycles, fire trucks, and refueling vehicles to name a few. Personnel operating any Army owned, leased, or rented vehicle must take this training upon entry into government service and every four years thereafter.
3. To enroll in the course, visit Army Knowledge Online, <https://www.us.army.mil> and register through the Army's Learning Management System for the Army Traffic Safety Program, Accident Avoidance Course for Army Motor Vehicle Drivers. This method of delivery provides us the capability to provide this training in the most expeditious manner. The enclosure provides additional details on how to access the course.
4. My Safety Officer is working with the Army Driver's Task Force on a communiqué to publicize this course via all Army media sources. I encourage you to jumpstart this effort by circulating the availability of this course to all of your components.

Encl
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RONALD L. JOHNSON
Major General, U.S. Army
Director

CF:

Assistant Secretary of the Army (Installations and Environment) (w/encl)
Assistant Chief of Staff of Installation Management (w/encl)
Installation Management Agency Public Affairs Office (w/encl)
Commander, U.S. Army Combat Readiness Center (w/encl)

ARMY TRAFFIC SAFETY PROGRAM

ACCIDENT AVOIDANCE COURSE - ACCESS INSTRUCTIONS

1. Open your web browser to the Army Homepage: <http://www.army.mil>
2. Once the Army Homepage has opened, click on the AKO link, which is located under the SEARCH option on the home page
3. After the AKO page has opened, click on "Login to AKO."
4. When the user name and password dialogue box appears, enter your AKO user name and password.
5. Once logged into AKO, scroll down to the Self Service menu located on the far left of the screen and click on the arrow located to the left of the Self Service menu to reveal the drop down menu. (If not already displayed)
6. Once the drop down menu is displayed, click on My Training.
7. After the My Training page has loaded, you will see a blue globe with the letters DLS with in the globe. Scroll down in that menu until you see highlighted in red or blue Access the ALMS. Click on the ALMS link.
8. The next page you will have a header bar where you will find the link to the Training Catalogue, click on the Training Catalogue.
9. At this point on the far left you will see a number of different boxes where you can enter Product Number, Group, Service/Branch, etc. You want to type Army in the PRODUCT NAME BOX, and click on the highlighted yellow Go button.
10. The next page will provide you with 3 possible links. The link you need to click on is the Army Traffic Safety Program; Accident Avoidance Course for Army Motor Vehicle Drivers. You may either click on the register button to the left or click directly on the Accident Avoidance link.
11. Next, click on the NEXT button.
12. Next, click on the REQUEST button.
13. The following page will show you a summary of your request. Listed are Items Requested, Student Name, Quantity Requested, Status and Manager Approval. If all the information is correct, click on Registrations.
14. On the next page, move the cursor over to "content" and click on the icon that looks like a man running to access the course.
15. The last step to begin taking the course is clicking on Army POV 1 - 3.

Copy ___ of ___ Copies
IMA KORO
Building 4331, Yongsan
261102(I) Sep 05

IMA KORO FRAGO 05-180 (Accident Avoidance Course).

Reference.

Time Zone. INDIA

Task Organization. N/A

1. SITUATION. In an effort to respond to the growing number of vehicle accidents in the Army an Army-wide web-based Accident Avoidance Course has been deployed and must be implemented NLT 30 Oct 05. The course is designed to empower personal responsibility and positive attitudes while driving. All Soldiers, DA civilians and DA contract personnel operating any Army owned, leased, or rented vehicle must complete the subject course upon entry into government service and every four years thereafter. Korean National and Korean Service Corps (KSC) employees are exempt from this requirement until such time as an equivalent course is available in Korean.

2. MISSION. NLT 30 Oct 05 KORO implements the Army web-based Accident Avoidance Course in order to reduce the number of vehicle accidents within the Korea Region.

3. EXECUTION.

a. Concept of Operation.

b. Tasks to Area Commanders. NLT 30 Oct 05 Area Commanders will implement the Army web-based Accident Avoidance Course. All Soldiers, DA Civilians and DA Contract personnel that operate a government owned, leased or rented vehicle must complete the course. Area Transportation Motor Pools (TMPs) will verify completion of subject course prior to issuance of an OF-346. Personnel with a valid OF-346 are exempt from this requirement until their next driver's license renewal. Instructions on access to web based training in AKO are at Enclosure 1.

c. Coordinating Instructions.

4. SERVICE AND SUPPORT. N/A

5. COMMAND AND SIGNAL. POC KORO Safety is Mr. Don Paglioni, at 738-3101, or: <mailto:donald.paglioni@korea.army.mil>.

IMA KORO FRAGO 05-180 (Accident Avoidance Course)

ACKNOWLEDGE: Verify receipt to KORO Operations Mr. Leslie at 738-3151.

1. Encl

LANDWERMEYER
BG

OFFICIAL:

/signed/

STUART

OPERATIONS

DISTRIBUTION:

KORO Director

KORO Deputy Director

KORO Chief of Staff

KORO CSM

KORO OPS

KORO RM

KORO PW

KORO LOG

Area I DGC

Area I DPTMS

Area II Commander

Area II DGC

Area II DPTMS

Area III Commander

Area III DGC

Area III DPTMS

Area IV Commander

Area IV DGC

Area IV DPTMS

Coordinated with:

KORO Log

Area I Safety

Area II Safety

Area III Safety

Area IV Safety