

# Accessing the Online Portion of the SAPST

## Important Information

There are two parts to the Substance Abuse Prevention Skills Training (SAPST): an online course, entitled *Introduction to Substance Abuse Prevention: Understanding the Basics*, followed by a 4-day face-to-face training.

**ALL PARTICIPANTS ARE REQUIRED TO COMPLETE THE ONLINE COURSE BEFORE ATTENDING THE FACE-TO-FACE TRAINING.**

Expect to devote approximately 5 hours to completing the online course. Depending on your schedule, you may complete the course in one session or over several sessions. However, we highly recommend that you try to log on to the online course at least five days before the start of the face-to-face training; this will give us time to resolve any technical issues you may encounter.

**To show that you have completed the online course, you will need to print a certificate and bring it with you to the face-to-face SAPST training.** To receive your certificate, you must complete the assessment at the end of the course and receive a passing grade (get at least 80% of the questions correct).

## Log-in Instructions

**Step 1: Create an account on the *CAPT Online Training* site (You will only need to do this once)**

1. Go to the *CAPT Online Training* site: <http://captionline.edc.org/>.
2. Once on the training site, create an account by clicking on *Create an Account* (top-right corner of page).
3. Complete all of the required fields, indicated by an \*. You will also need to create a username and password. When you are done, click *Update Profile*.
4. You will receive an email acknowledging that you have requested an account. Follow the link in the email to confirm registration. If you do not receive a confirmation email within 5 minutes, please contact **Consie English** at [CEnglish@edc.org](mailto:CEnglish@edc.org).

\*If you have already created an account (e.g., for a different CAPT course), please sign in to your previously created account.

**Step 2A: Access the Online Course (First Time)**

1. Go to the *CAPT Online Training* site: <http://captionline.edc.org/>
2. Click the *Login* tab (top-right corner of page)
3. Enter your username and password, then click *Login*.
4. Provide the following course-specific information:
  - o In the **Course ID** box type, **126**, then click **Submit**
  - o On the new page that appears, insert the following **enrollment key**: **IntroSAP-002017-VT**

**Step 2B: Access the SAPST Course (Subsequent Visits)**

1. Follow steps 1-3 in Step 2A
2. Click the My Courses button.
3. Click the course title to enter the course.

## Technical Requirements

To take full advantage of this course offering, it is important that your computer is well-equipped and configured correctly. If you have any problems meeting the requirements below, please don't hesitate to contact **Consie English** at [CEnglish@edc.org](mailto:CEnglish@edc.org).

### Computer hardware:

- Computer: 500 megahertz (MHz) processor or higher (32- or 64-bit)
- Memory: 256 MB minimum
- Display: 800 X 600 screen resolution (1,024 x 768 or higher recommended)
- Multimedia: Sound card and headphones or speakers

Internet connection: A minimum 256+ Kbps connection (higher connection speeds are recommended).

### Acceptable browsers:

- PC users running Windows can use Firefox 4 (or above), Internet Explorer 9 (or above), Safari 5 (or above), Google Chrome 11 (or above).
- Macintosh users can use Safari 5 (or above), Firefox 4 (or above), or Google Chrome 11 (or above).

Other requirements: Flash Player 16 (or above). You can download it by going to (<http://www.adobe.com/go/getflash>). Also, please don't forget to turn on your computer speakers!

## Contact

If you have any questions about these technical requirements, please don't hesitate to contact **Consie English** at [CEnglish@edc.org](mailto:CEnglish@edc.org). **Please indicate in the subject line your state and the course you are taking.**

We look forward to meeting you online!

Sincerely,  
SAPST Trainers