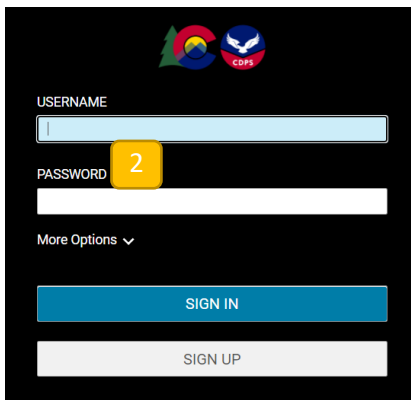# Accessing Training on SABA Instructions

The CSP Motor Carrier Training Team is using a new online platform for getting update training out to inspectors. The name of the platform is SABA and we plan on using this system for many of our training and informational releases going forward. This document will guide you through opening and completing a training experience. Please read through all the instructions and attempt to follow them throughout the training before asking for assistance. We have included screen shots of each critical portion to aid in better explain what you should be seeing and doing at each point. Please save these instructions for future trainings. If you have not set up an account yet, you will need to do the initial sign up before being able to access training. There is a separate instruction guide for your initial sign up (Setting up your SABA Account). Once you have established an account, you can then use your user name and login information to access future trainings.


1. Go to the SABA login page which is located at:

    https://cdps-external.sabacloud.com

2. This will bring you to the initial login page. It is a good idea to bookmark this page for future use. Enter your login credentials:

    USERNAME: (your work email)

    PASSWORD: (you created this when you signed up)

    Select "Sign In" to be directed to your training homepage.
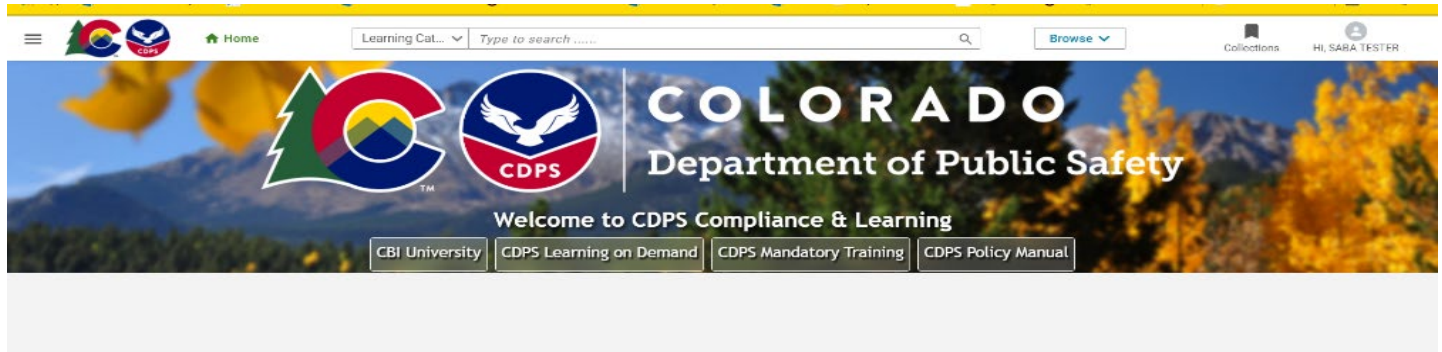
3. Your homepage will be blank if this is your first login or if you just created an account. You will need to search for training that is available for you. The title of the training, or any part of it, can be used in the top "Type to search…" field at the center of the page. Click in this field and type in the training you are looking for (this will be provided to you in an announcement email).
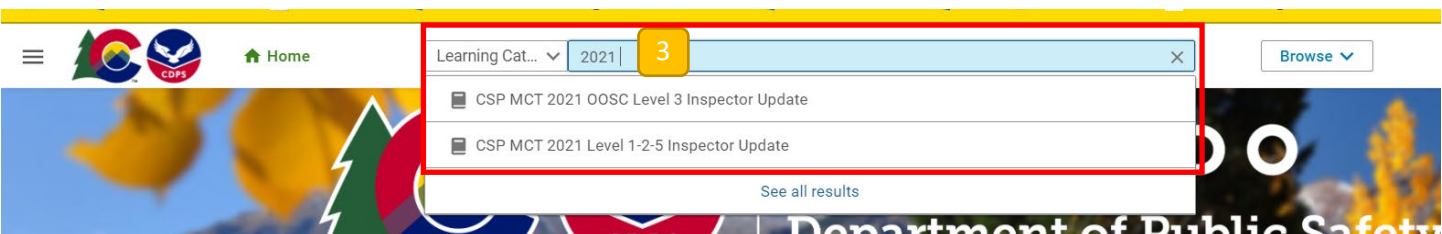

4. When typing in the name, suggestions may appear for you. You can select the training if you see the name, or select the 🔍 to search for the text you typed.
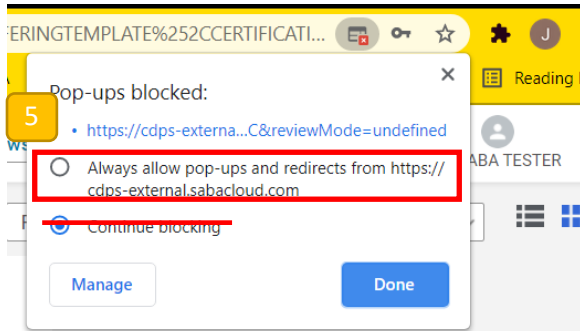
5. You may need to enable "pop-ups" for this site/domain if you have them blocked on your computer. The search results, training modules, certificates and other items will frequently open in a separate window at various points during your training.

6. Your search results will display all available training related to your criteria. Find the appropriate training and select "Launch" to begin that training module.
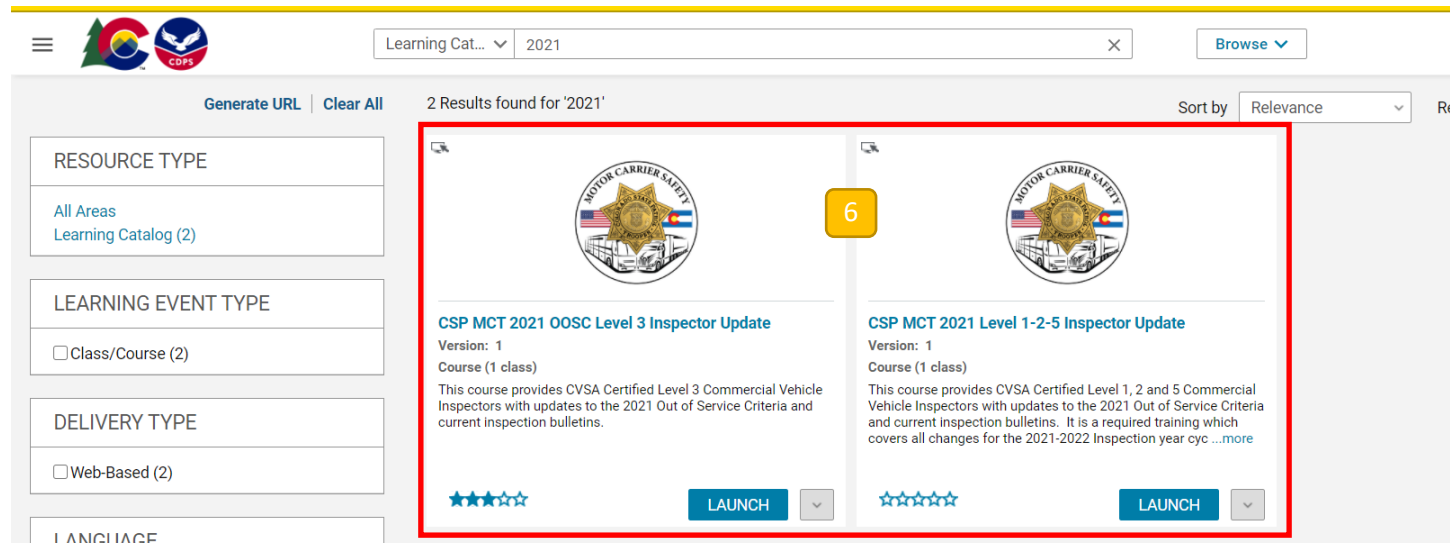
7. The training you launch will start in a separate window. Depending on how the training is set up, you may be shown all the contents to select from, or it may take you to the first item of required content.

OR
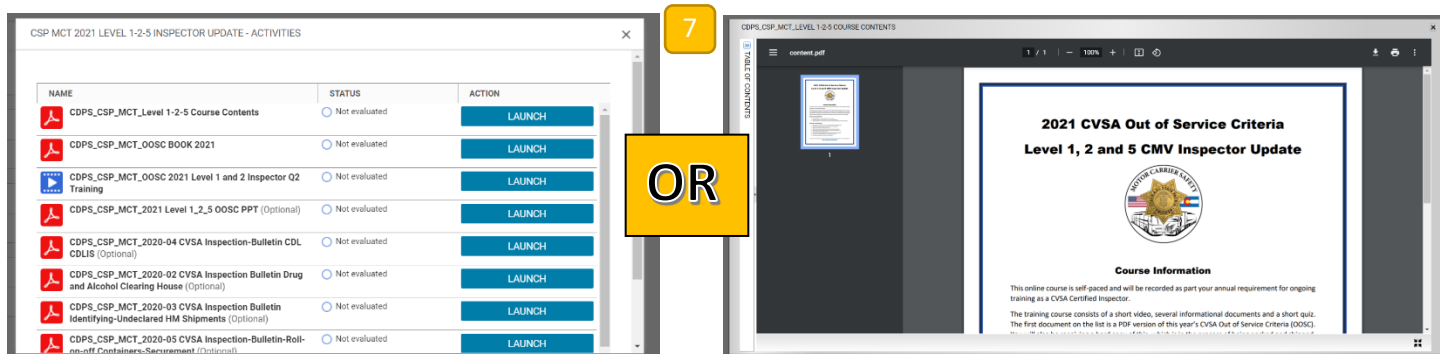
8. From this point you can continue with the training or stop at any point and it will save your position so that you can log in and continue from where you left off at a later point.
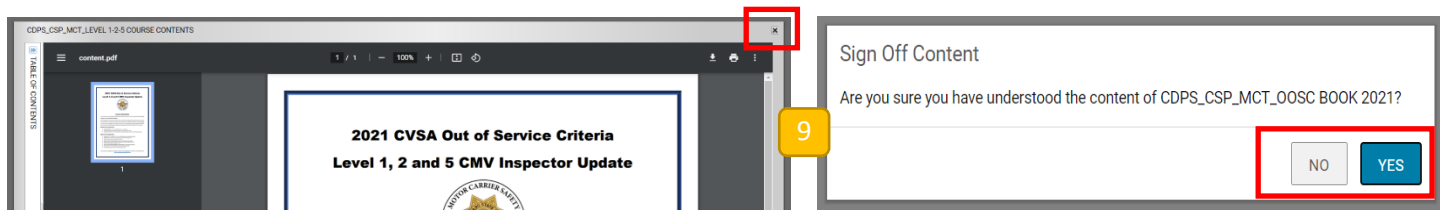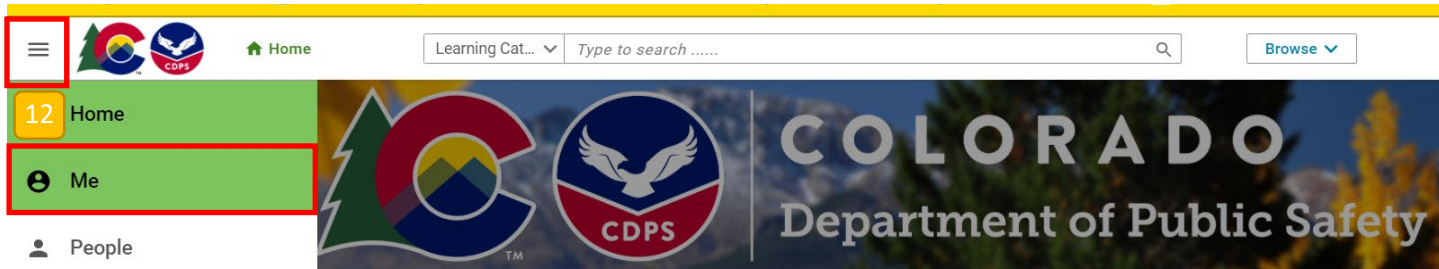

9. When you complete each document, video or other type of individual module content you can simply close the window viewer to return to the list of training items. Depending on how the content is set up, you may or may not be asked to "Sign Off" on the content. Not all content is required to be viewed for successful completion of the training as a whole.
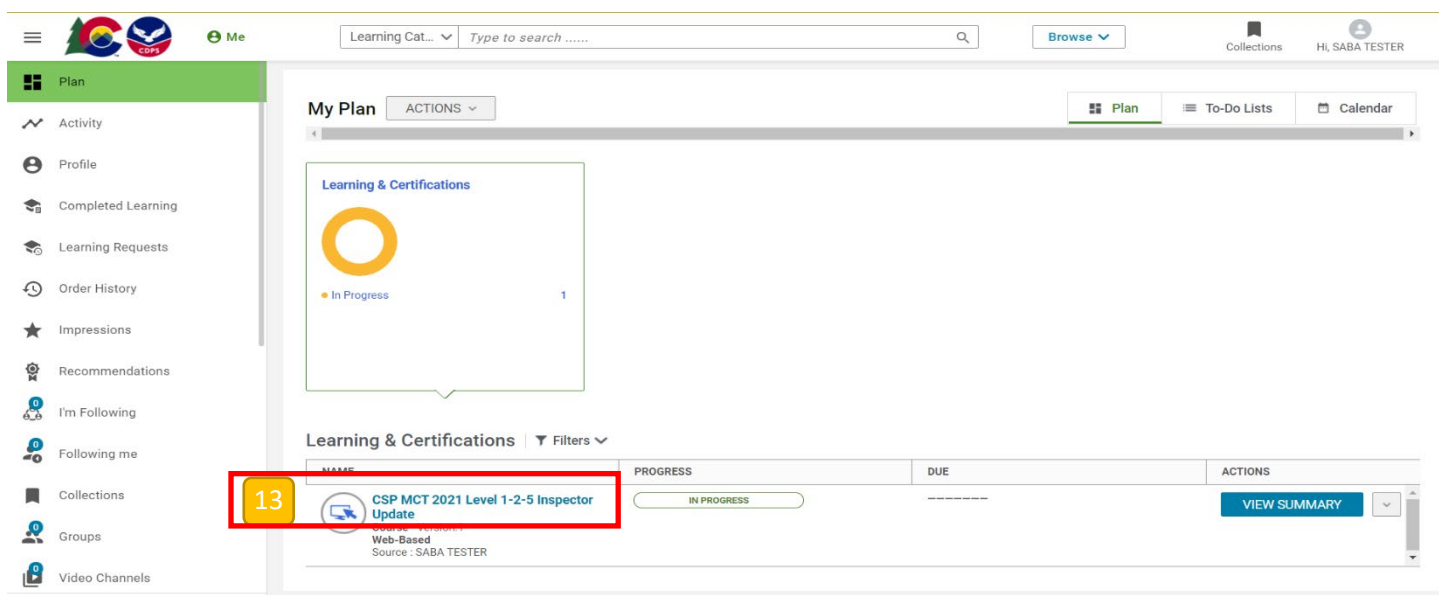
10. As you work through the individual modules, your progress will be shown and tracked on the main page for the training (you will view this when you close out of the training or initially login each time). In some cases the training may require you to complete the individual modules in a specific order and other times you can select modules at random. However, if you are unsure, it is always best to complete the modules in the order that they are listed.

11. You may also encounter a "Not Evaluated" listing for a training that you know that you have completed. Rather than re-launching the training, you can click on the "Sign off pending" link to sign and complete that module of training.

12. If you leave the training at some point and need to log back in to continue, you will need to navigate back to the training class using the menu found in the upper left corner of your homepage. Select the ☰ menu navigation and then select "Me" from that menu. This will bring you to the training which you had started earlier.

13. Selecting the training title link will bring you back to the class summary where it will show you what you have completed and have left to do.

14. Click "Launch" on the next module which you need to complete to continue the training.

15. When you get to the end of a class you may encounter a test to pass for completion. Questions will be shown in various methods and depending on the settings, you may or may not be able to skip answering questions to return to later or be able to review your answers. You will need to read the instructions and follow all prompts to guide you through this process.

16. Upon completion of the test, you will be asked to submit your answers. When you submit your answers, your test will be graded and your results will be shown. In some cases you will be able to review and/or retake the exam depending on the settings of that exam.
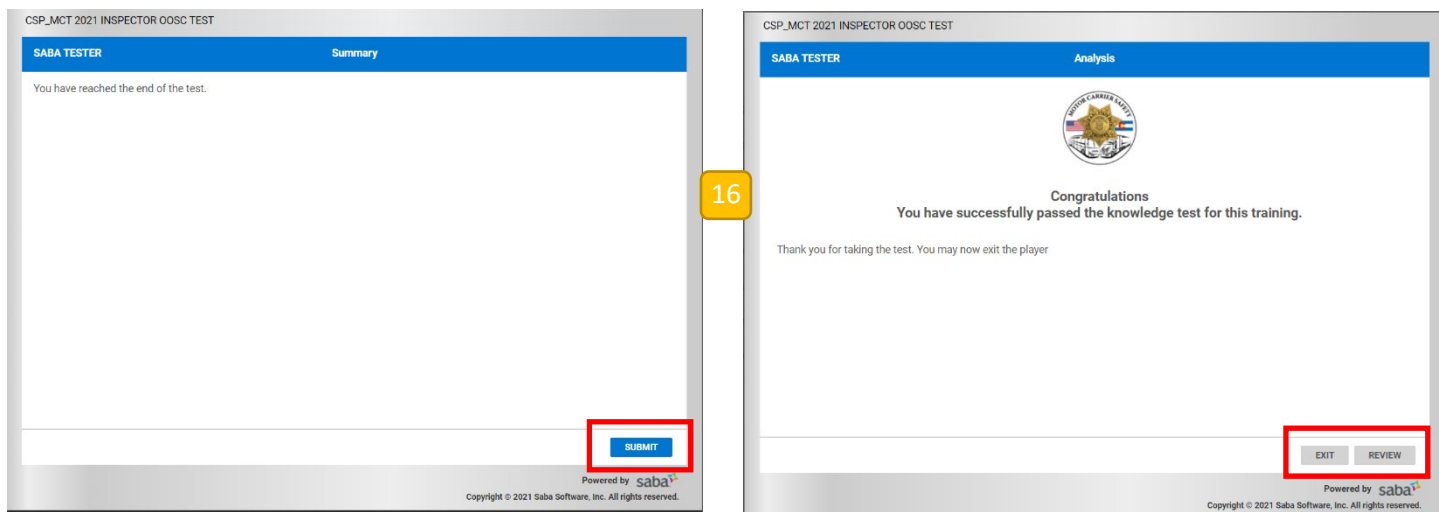
17. Once you have successfully completed all required modules and any tests, the class will show "Successful" for completion and you will be able to view/print your certificate. You are not required to send anything or notify the Training Team in any way as your records will be retained in the system for review.
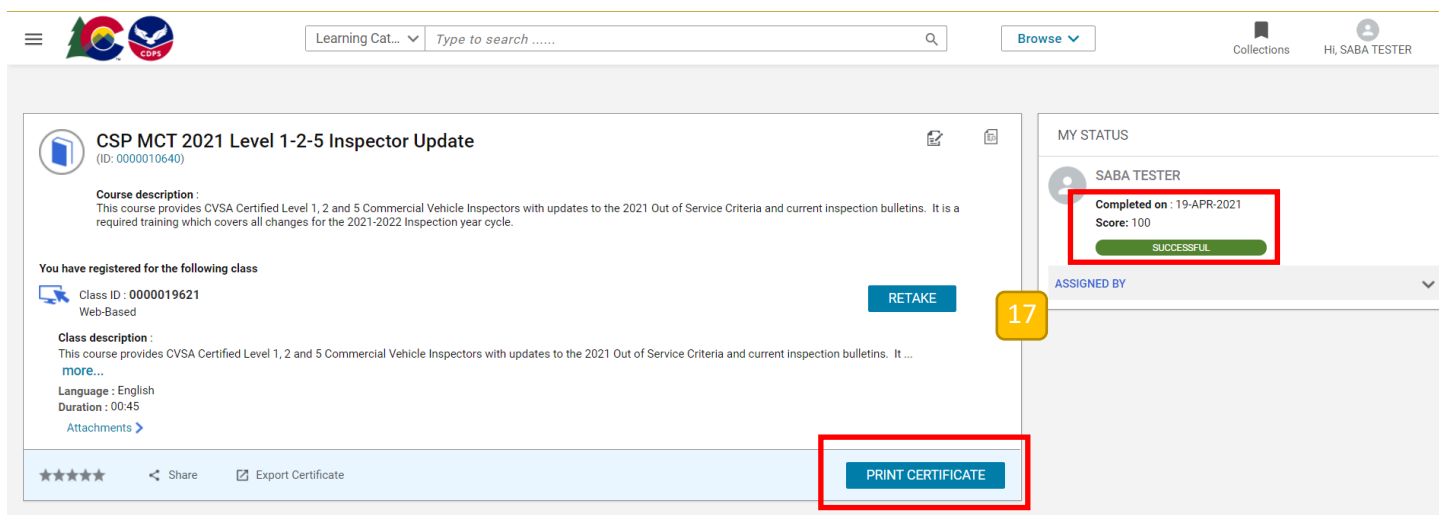
Thank you for reading through this instructional document completely. Please retain a copy of this for your records and future reference in the case where you may need to refresh your memory. If you experience problems or circumstances that are not covered in this guide, please contact our Training Team via email for further assistance. You can send the email request to:

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