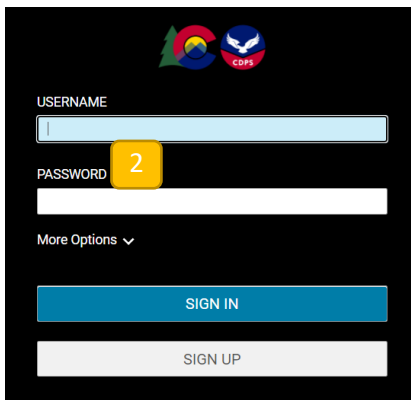
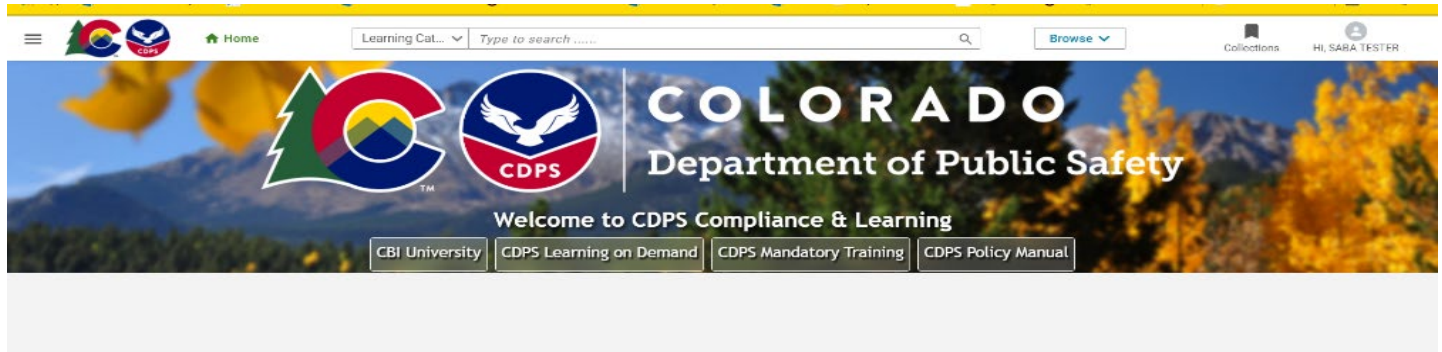


Accessing Training on SABA Instructions

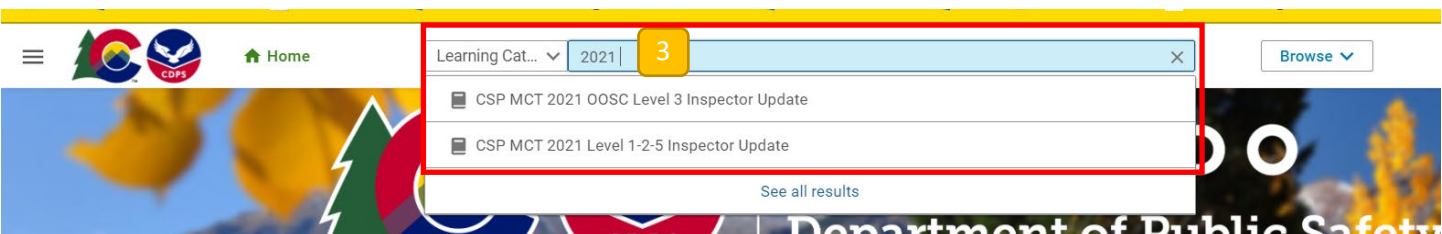
The CSP Motor Carrier Training Team is using a new online platform for getting update training out to inspectors. The name of the platform is SABA and we plan on using this system for many of our training and informational releases going forward. This document will guide you through opening and completing 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.



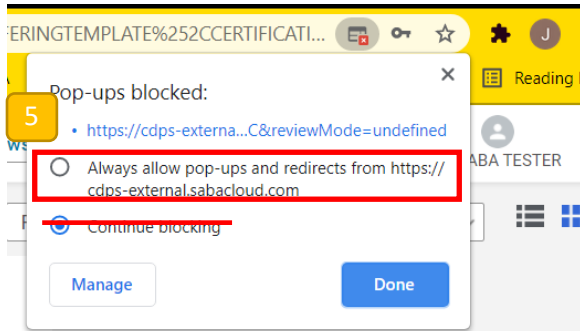
1. Go to the SABA login page which is located at:
<https://cdps-external.sabacloud.com>
2. This will bring you to the initial login page. It is a good idea to bookmark this page for future use. Enter your login credentials:
USERNAME: (your work email)
PASSWORD: (you created this when you signed up)
Select "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).

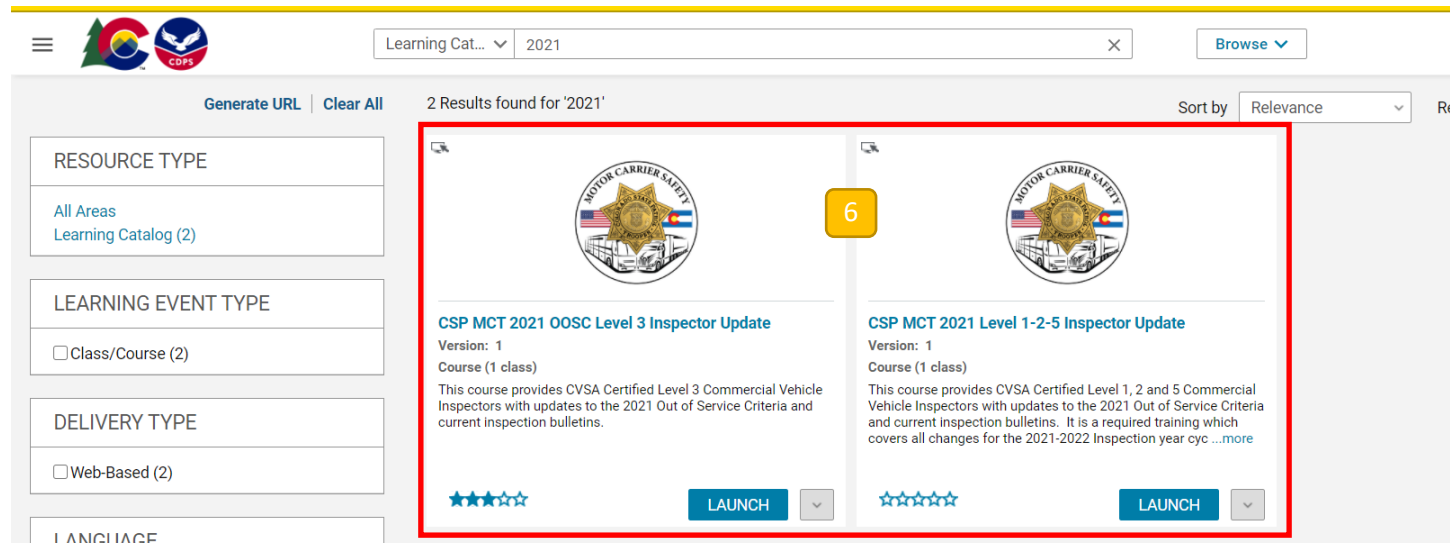


4. When typing in the name, suggestions may appear for you. You can select the training if you see the name, or select the 🔍 to search for the text you typed.

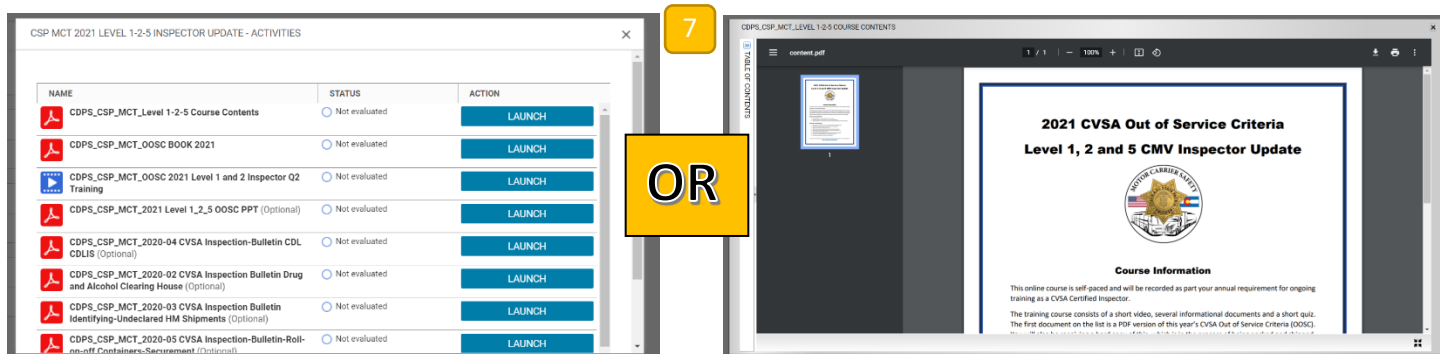


5. You may need to enable “pop-ups” for this site/domain if you have them blocked on your computer. The search results, training modules, certificates and other items will frequently open in a separate window at various points during your training.

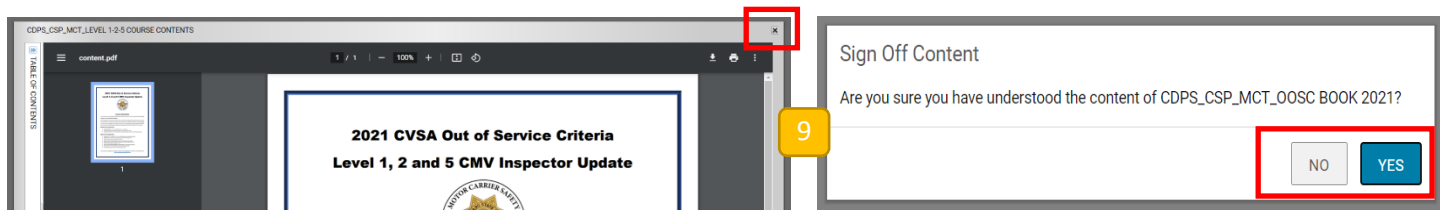
6. Your search results will display all available training related to your criteria. Find the appropriate training and select “Launch” to begin that training module.



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.











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.

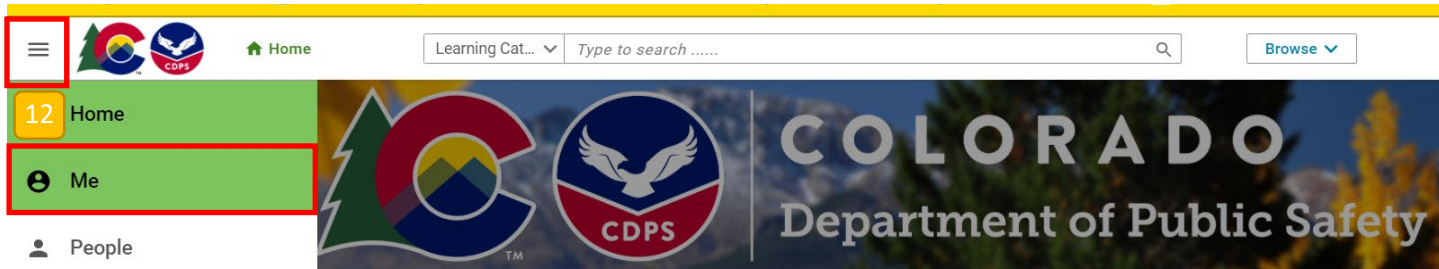


9. When you complete each document, video or other type of individual module content you can simply close the window viewer to return to the list of training items. Depending on how the content is set up, you may or may not be asked to “Sign Off” on the content. Not all content is required to be viewed for successful completion of the training as a whole.

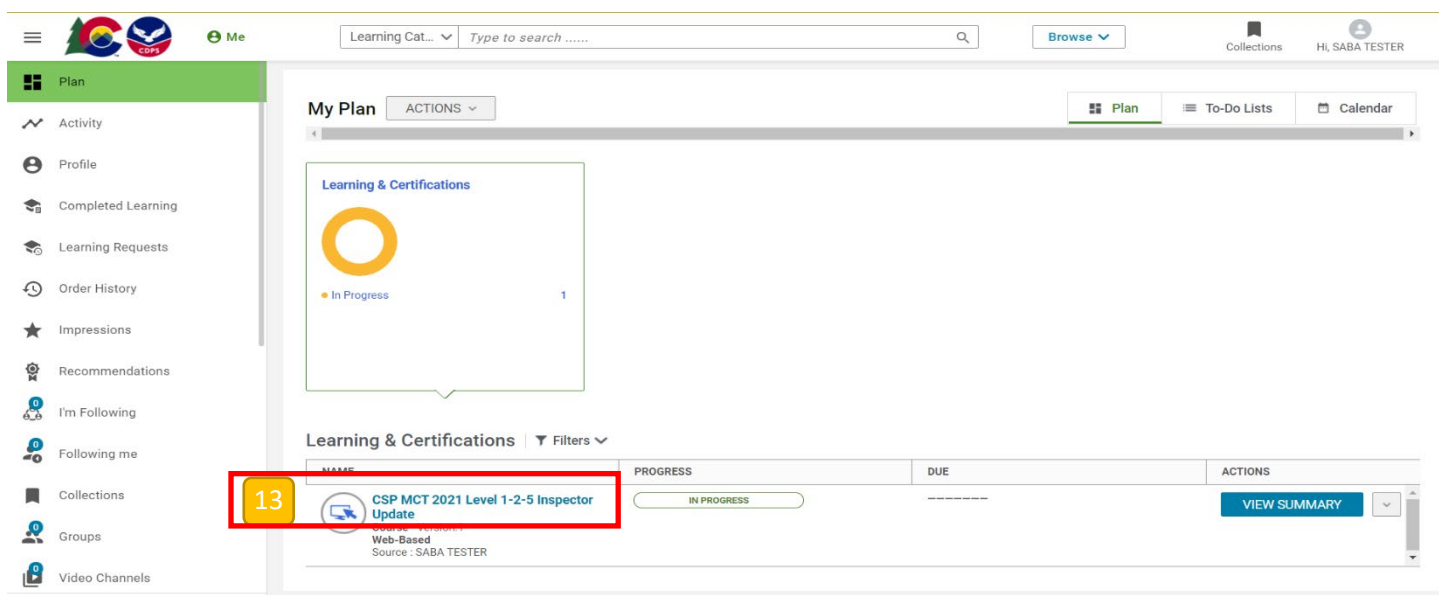
10. As you work through the individual modules, your progress will be shown and tracked on the main page for the training (you will view this when you close out of the training or initially login each time). In some cases the training may require you to complete the individual modules in a specific order 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.

ACTIVITIES			
NAME		STATUS	ACTION
 CDPS_CSP_MCT_Level 1-2-5 Course Contents completed on: 19-APR-2021	10	✓ Completed successfully	RE-LAUNCH 
 CDPS_CSP_MCT_OOSC BOOK 2021 completed on: 19-APR-2021		✓ Completed successfully	RE-LAUNCH 
 CDPS_CSP_MCT_OOSC 2021 Level 1 and 2 Inspector Q2 Training	11	○ Not evaluated Sign off pending	LAUNCH 
 CDPS_CSP_MCT_2021 Level 1_2_5 OOSC PPT (Optional) completed on: 19-APR-2021		✓ Completed successfully	RE-LAUNCH 


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.




CSP MCT 2021 Level 1-2-5 Inspector Update

(ID: 0000010640)

Course description :
This course provides CVSA Certified Level 1, 2 and 5 Commercial Vehicle Inspectors with updates to the 2021 Out of Service Criteria and current inspection bulletins. It is a required training which covers all changes for the 2021-2022 Inspection year cycle.

You have registered for the following class







 Class ID : 0000019621
Web-Based

Class description :
This course provides CVSA Certified Level 1, 2 and 5 Commercial Vehicle Inspectors with updates to the 2021 Out of Service Criteria and current inspection bulletins. It ...
[more...](#)

Language : English
Duration : 00:45
[Attachments >](#)

★★★★★ [Share](#) [Drop](#)

ACTIVITIES

NAME	STATUS	ACTION
 CDPS_CSP_MCT_Level 1-2-5 Course Contents completed on: 19-APR-2021	✓ Completed successfully	RE-LAUNCH 
 CDPS_CSP_MCT_OOSC BOOK 2021 completed on: 19-APR-2021	✓ Completed successfully	RE-LAUNCH 
14  CDPS_CSP_MCT_OOSC 2021 Level 1 and 2 Inspector Q2 Training	○ Not evaluated	LAUNCH
 CDPS_CSP_MCT_2021 Level 1_2_5 OOSC PPT (Optional)	○ Not evaluated	LAUNCH

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.

CSP_MCT 2021 INSPECTOR OOSC TEST


SABA TESTER Question 1 of 5

During an inspection, you check the license status of a driver through CDLIS. There is a flag that indicates the driver is prohibited from operating a CMV under 49 CFR 382.501(1)(a) based on their drug and alcohol clearing house(DACH) status. What course of action should you take?

- ☐ Place the driver OOS and document a violation of 390.3(e) on the roadside inspection.
- ☐ Place the driver OOS and document a violation for 392.4(a) on the roadside inspection.
- ☐ You know the driver is in trouble, but you are not sure which regulations he violated, so you decide to tow his stuff and sort it all out later. You'll probably just issue a violation, 'one of everything', and let it all get sorted out with a DataQ.
- ☐ Place the driver OOS and document a violation of 382.501(1)(a) on the roadside inspection.

Comment

[EXIT](#) [NEXT](#)

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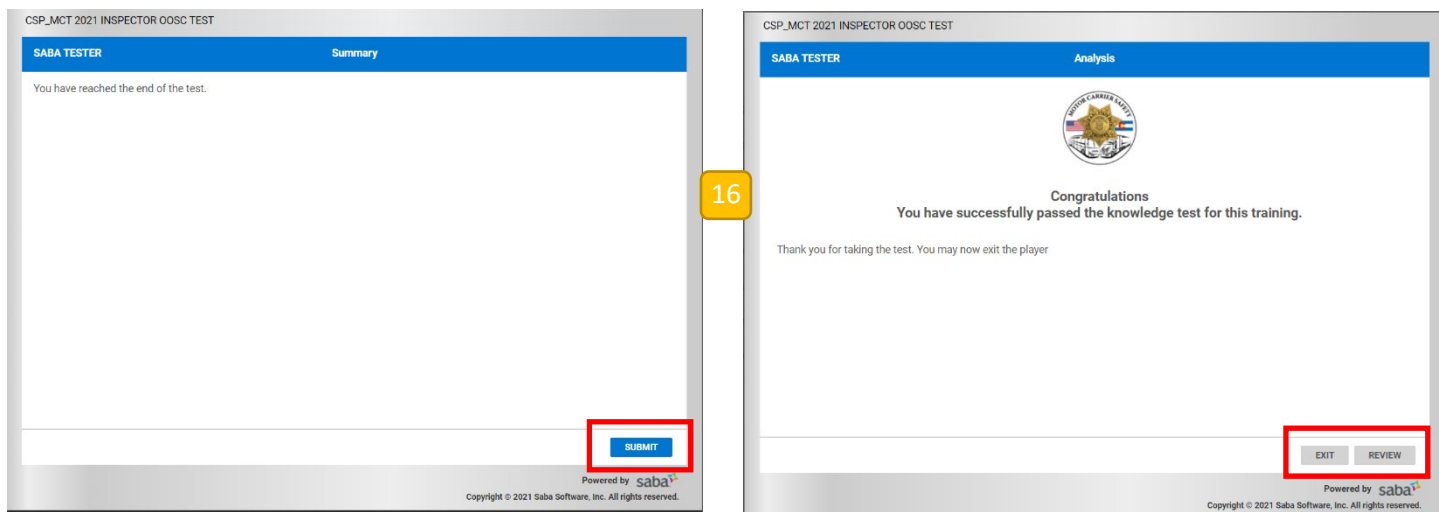
INSPECTOR OOSC TEST

WARNING X

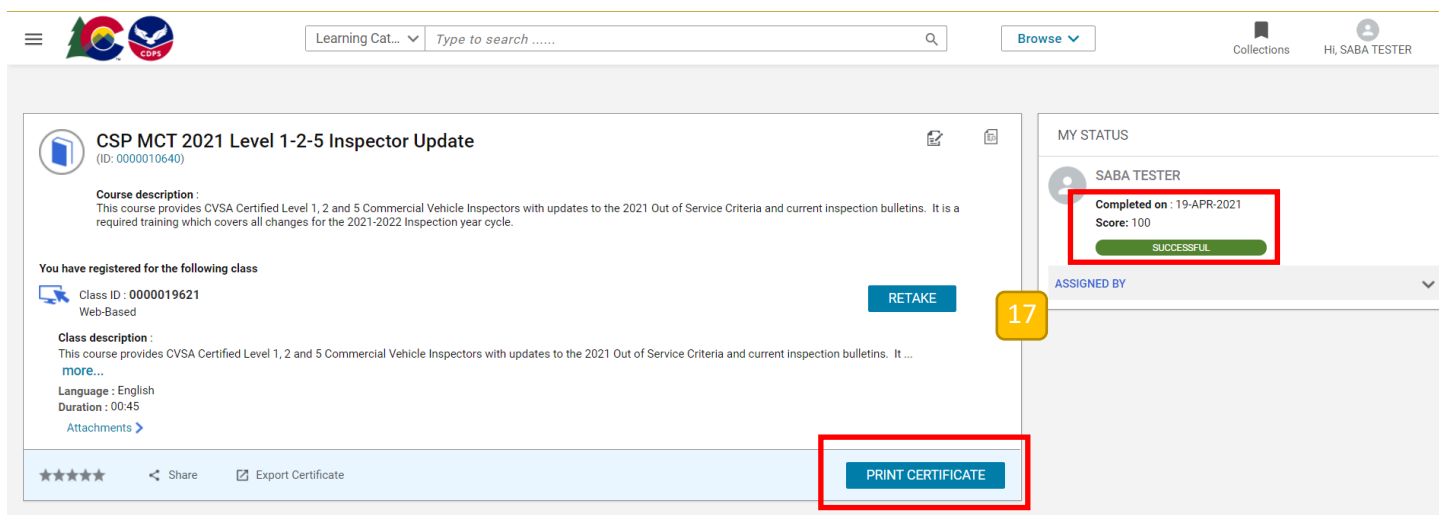
You will not be able to return to this question. Leave this question unanswered?

[NO](#) [YES](#)

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:

cdps_comcsaptraining@state.co.us



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