

Forgotten Username or Password

If you've forgotten your username or password, there are links on the login page that will help.

1. To retrieve your username, click **Username Format**. This will open a new tab that links to the My Username menu.

- Select **Retrieve My Username**. Enter your Social Security Number (SSN) or Alternate ID. Click **Retrieve**.

➡ **Note:** An Alternate ID is used for foreign workers who do not have a SSN. Its structure is the first three letters of the last name, the six-digit birthday (mmddyy), and an alpha character (e.g., Smi052579a).

2. If you do not know your password or the password you entered is not correct, click **Forgot Password?**

- Enter your Login Credential (your username) and click **Submit**.
- If you have a NANTeL account, and have entered the correct username, enter the answers to the security questions you previously defined.

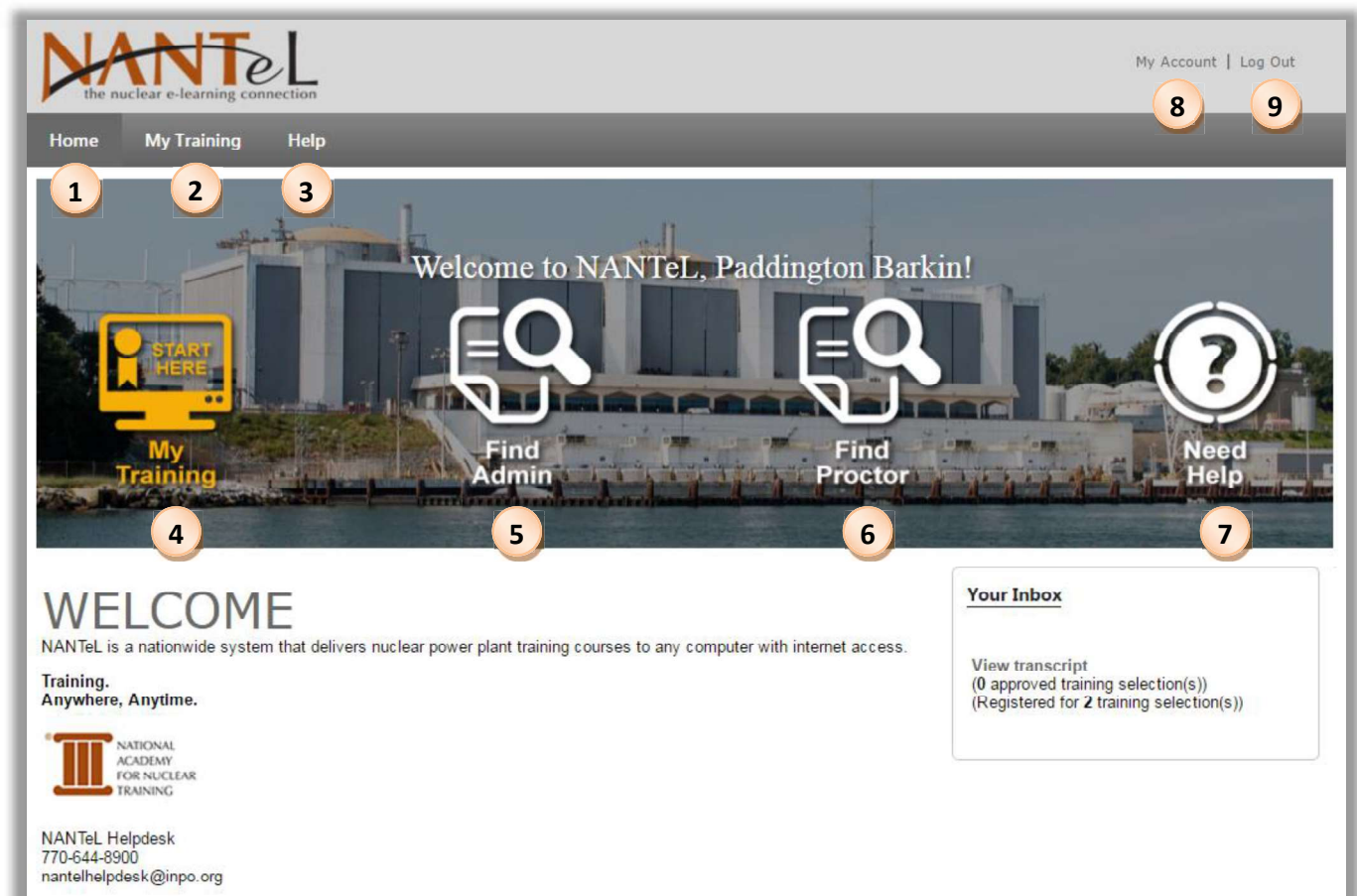
- ➡ **Note:** If you do not have a NANTeL account or have incorrectly entered your username, the following message will appear:

This is not accurate. NANTeL will not send you an email. Instead, you must return to the login page to try again or contact your NANTeL administrator for assistance. You can locate a NANTeL administrator by clicking **Find Admin on the NANTeL login page.**

Getting Started with NANTeL

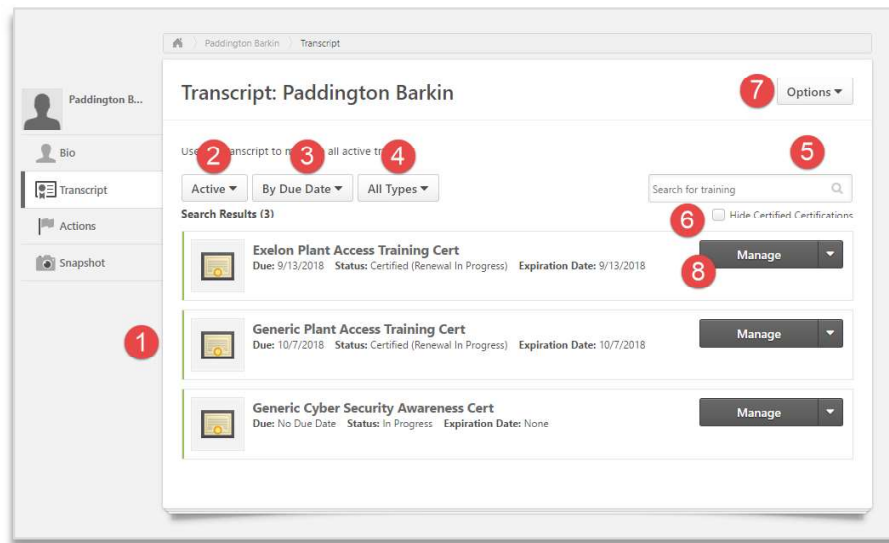
Navigating NANTeL

When you log into the NANTeL system, you will land on the Welcome page.



1. **Home:** Provides links to the Welcome page and your NANTeL profile
2. **My Training:** Provides a link to “View Your Training,” which takes you to your learning transcript
3. **Help:** Takes you to the “NANTeL User Support Page” with FAQs, policies, and helpful links
4. **My Training:** Takes you to your learning transcript to view and complete your training
5. **Find Admin:** Enables you to locate an administrator by entering the name of the company and selecting it from a drop down list; contact information for the company’s lead and student administrators will appear
6. **Find Proctor:** Enables you to locate a proctor by entering the name of the company and selecting it from the drop down list; contact information for the company’s proctors will appear
7. **Need Help:** Takes you to the “NANTeL User Support Page” with FAQs, policies, and helpful links
8. **My Account:** Takes you to your account preferences with options to change your password and edit your security questions
9. **Log Out:** Logs you out of the NANTeL system

Viewing Your Transcript



1. **Search Results** display all active certifications and training items (e.g., courses and tests) that are assigned to you or that you have enrolled in. Certifications are represented by the certificate icon, with a color-strip appearing next to the icon:

Red – Due today or past due. ➡ **Note: Contact your administrator if your certification has expired.**

Orange – Due within the next seven days but not due today.

Green – Due after seven days.

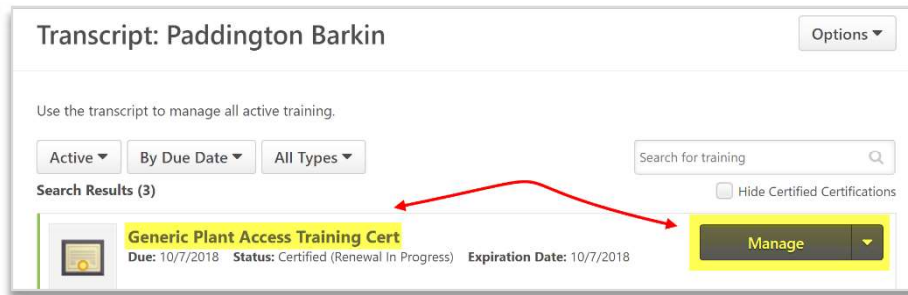
2. The **Training Categories** filter displays Active certifications and training items by default. You may use this filter to view Completed and Archived training. *Note: Certifications will always display as Active.*
3. The **Sort** filter displays certifications and training items by Due Date by default. You may also use this filter to sort by Title, Status, Date Added, Training Type.
4. The **Types** filter displays All Types of certification and training items by default. You may use this filter to target a specific type (e.g. certifications) to display.
5. The **Search** field is used to find a specific certification or training item. You may enter a portion of a title to simplify the list. For example, entering “generic” will filter the view to only Generic certs. Entering “Plant Access” will list both Generic and utility-specific Plant Access certs.
6. By checking the **Hide Certified Certifications** box, you will filter out any certifications that are fully certified, typically one-time certifications.
7. The **Options** menu provides options to output your transcript information to print. Options are Export to PDF, Print Transcript or Run Transcript Report.
8. The **Action** button is used to access the certification or training item. **Manage** is the option to open a certification. **Launch, Request and View Training Details** are options for the training items themselves.

➡ **Note:** The individual training items within the certification (e.g. the course and exam) will also display on the transcript once it has been requested. Once each is completed they will drop from this view.

Completing Your Certification

Click **My Training** on the Welcome Page to view your transcript.

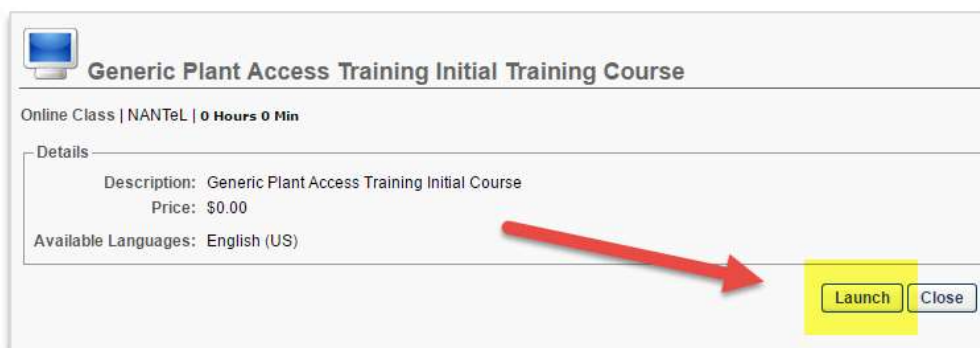
1. On the Transcript page, identify the certification you wish to access and click either the title or the Manage button to open it. The Training Details page will display.



2. On the Training Details page, the status of your first training item in your certification will be **Not Activated**. Click the **Request** option to activate it.

CERTIFICATION				
TITLE	TYPE	UNIT	STATUS	OPTIONS
Initial (Required Unit: Min = 2.00, Max = 2.00 / Acquired Unit: 0.00)				
Generic Plant Access Training Initial Training Course	Online Class	1.00	Not Activated	Request
Generic Plant Access Training Initial Exam	Online Class	1.00	Pending Prior Training	
Course Feedback Plant Access Training	Online Class	0.00	Pending Prior Training	

3. On the next screen, click **Launch** to open the training item.



🔔 **Note:** If the module doesn't launch, make sure the pop-up blocker is turned off.

4. Once the item is launched, progress through and complete it, following the instructions at the end of the module for exiting. If you must exit before you have completed, the system will bookmark where you ended and return you to that location when you relaunch it at a later time.

5. Back on the Training Details view, your first training item will have a status of **Completed** with the option to **Launch** again. If the current status is not displayed, press F5 to refresh your browser and see the updated status.
6. To complete the exam, click **Request** to activate it, then **Launch** to open it.

CERTIFICATION				
TITLE	TYPE	UNIT	STATUS	OPTIONS
Initial (Required Unit: Min = 2.00, Max = 2.00 / Acquired Unit: 1.00)				
Generic Cyber Security Awareness Training Course	Online Class	1.00	Completed	Launch
Generic Cyber Security Awareness Utility Employee Exam	Online Class	1.00	Not Activated	Request
Course Feedback Cybersecurity Awareness	Online Class	0.00	Pending Prior Training	



Generic Cyber Security Awareness Utility Employee Exam

Online Class | Institute of Nuclear Power Operations (INPO) | 0 Hours 0 Min

Details

Description:
Price: \$0.00
Available Languages: English (US)

[Launch](#) [Close](#)

7. Like the course module, the exam will open in a new window. During the time this takes to process you may see this message:

Do not delete. This page will redirect the user to the TestCraft exam.
Loading test...

8. The exam will open in TestCraft and you may proceed to complete it. If your exam does not launch, please contact your training administrator.
9. Once completed, use the **> Transcript** link at the top of the page to return to the Transcript view. If **> Transcript** does not appear, click **My Training > View Transcript** from the menu bar to return to the Transcript page.

➡ **NOTE: DO NOT** click the **Back** button as it may result in relaunching the test.



the nuclear e-learning connection

[Home](#) [My Training](#) [Help](#)

[> Transcript](#) Click on this link to return to the Transcript

Generic Cyber Security Awareness Cert

Certification Details

Title: Generic Cyber Security Awareness Cert
Current Period: Initial
Family: NANTeL

Modification History

 Using the Back button may relaunch an Exam so click on Transcript as noted above.

Getting Started with NANTeL

10. On the Transcript view, your certification's status will display as **Certified** (for one-time certifications) or **Certified (Renewal in Progress)** (for certifications with a requalification path.)

**Generic Cyber Security Awareness Cert**
Due: 10/13/2021 **Status: Certified (Renewal In Progress)** Expiration Date: 10/13/2021 Manage

11. Certifications with a requalification path will display as follows on the Training Details view. Complete this path as you did the initial path (Steps 2-7.) :

CERTIFICATION						
TITLE	TYPE	UNIT	STATUS	OPTIONS	CREDITED	DETAILS
Requal (Required Unit: Min = 2.00, Max = 2.00 / Acquired Unit: 0.00)						
Generic Cyber Security Awareness Training Course	Online Class	1.00	Not Activated	Request	No	
Generic Cyber Security Awareness Exam	Online Class	1.00	Pending Prior Training		No	

🔗 **Note:** If the items in a path both show **Request** as an option, it means that there is not a dependency to complete the first one before completing the second. This is true in the case of many requalification paths. In other words, If you do not wish to complete the course, you may skip that item and move to the exam. You can tell which item is required by the value shown in the **Unit** column.

CERTIFICATION						
TITLE	TYPE	UNIT	STATUS	OPTIONS	CREDITED	DETAILS
Requal (Required Unit: Min = 1.00, Max = 1.00 / Acquired Unit: 0.00)						
Generic Plant Access Training Requal Training Course	Online Class	0.00	Not Activated	Request	No	
Generic Plant Access Training Requal Exam	Online Class	1.00	Not Activated	Request	No	

If you do request the course but do not complete it before you complete the exam, the training item will appear on your Transcripts as *In Progress* until you complete it. This will have no impact on your requal certification status.

**Generic Plant Access Training Cert**
Due: 10/27/2018 **Status: Certified** Expiration Date: 10/27/2018 Manage

**Generic Plant Access Training Requal Training Course**
Due: No Due Date **Status: In Progress** Launch

Viewing Your Certification Training Details

Home My Training Help

> Transcript > 7

Generic Cyber Security Awareness Cert

Move to Archived Transcript

Certification Details

Title: Generic Cyber Security Awareness Cert
 Current Period: Requal
 Family: NANTel
 Category: Cyber
 Description: Generic Cyber Security Awareness Cert 1
 Current Status: Certified (Renewal In Progress)
 Due Date: 10/13/2021
 Version: 1.0
 Required Unit: 2.00
 Earned Unit: 0.00
 External Training: Add New External Training Add External Training from Transcript
 Expiration Date: 10/13/2021

6 Progress Report

CERTIFICATION 2

TITLE	TYPE	UNIT	STATUS	OPTIONS	CREDITED	DETAILS
Requal (Required Unit: Min = 2.00, Max = 2.00 / Acquired Unit: 0.00)						
Generic Cyber Security Awareness Training Course	Online Class	1.00	Completed	ReRequest	No	4
Generic Cyber Security Awareness Utility Employee Exam	Online Class	1.00	Pending Prior Training		No	

History 5

PERIOD	VERSION	UNIT REQUIRED	UNIT ACQUIRED	CARRY OVER	COMPLETION DATE	EXPIRATION
Initial	1.0	2.00	2.00	0.00	10/13/2016 EST	10/13/2016 EST

Approval History

Modification History

Back

1. The **Details** section provide information about your certification, including the Current Period, Current Status, and Expiration Date.
2. The **Certification** section displays the current period (Initial or Requal), the Required Unit/Acquired Unit, the Training Items that make up that period.
3. Adjacent to each Training Item is the **Type** (e.g., Online Class, Event, External Training), the assigned **Unit** value (e.g., 1.00), the **Status** and **Options**.
Status values are Not Activated, In Progress, Completed, and Pending Prior Training
Options are Request (e.g., enroll), Launch, and ReRequest (e.g., re-enroll)
4. The **Details** icon present module-level details on the training item, including version, progress (%), and status.
5. The **History** section displays all of the past certification periods for the certification.
6. The **Progress Report** displays a printable view of each path in the certification.

Progress Report

Progress Report

Required: 2.00 Unit Earned: 2.00 Unit

Initial (Required Unit: Min = 2.00, Max = 2.00 / Acquired Unit: 2.00)

	Acquired
Generic Cyber Security Awareness Training Course	1.00
Generic Cyber Security Awareness Utility Employee Exam	1.00
Course Feedback Cybersecurity Awareness	0.0

View Period Initial Initial Requal

Getting Started with NANTeL

Logging out of NANTeL

When you have completed your training or you do not wish to continue, ensure that you log out of NANTeL.

1. Click the **Log Out** link, at the top of the page.



2. The NANTeL Login page will display.

If you have any questions about the information described in this guide, please contact your NANTeL administrator for assistance. You can locate a NANTeL administrator by clicking Find Admin on the Welcome page or the NANTeL Login page.

For additional assistance, contact the NANTeL Help Desk:

- Phone: 770-644-8900
- Email: nantelhelpdesk@inpo.org