



# PARABIT ONLINE TRAINING

## INTRODUCTION



# PARABIT TRAINING QUICK START GUIDE

This guide is provided to help you get the most from Parabit's on-line training portal.

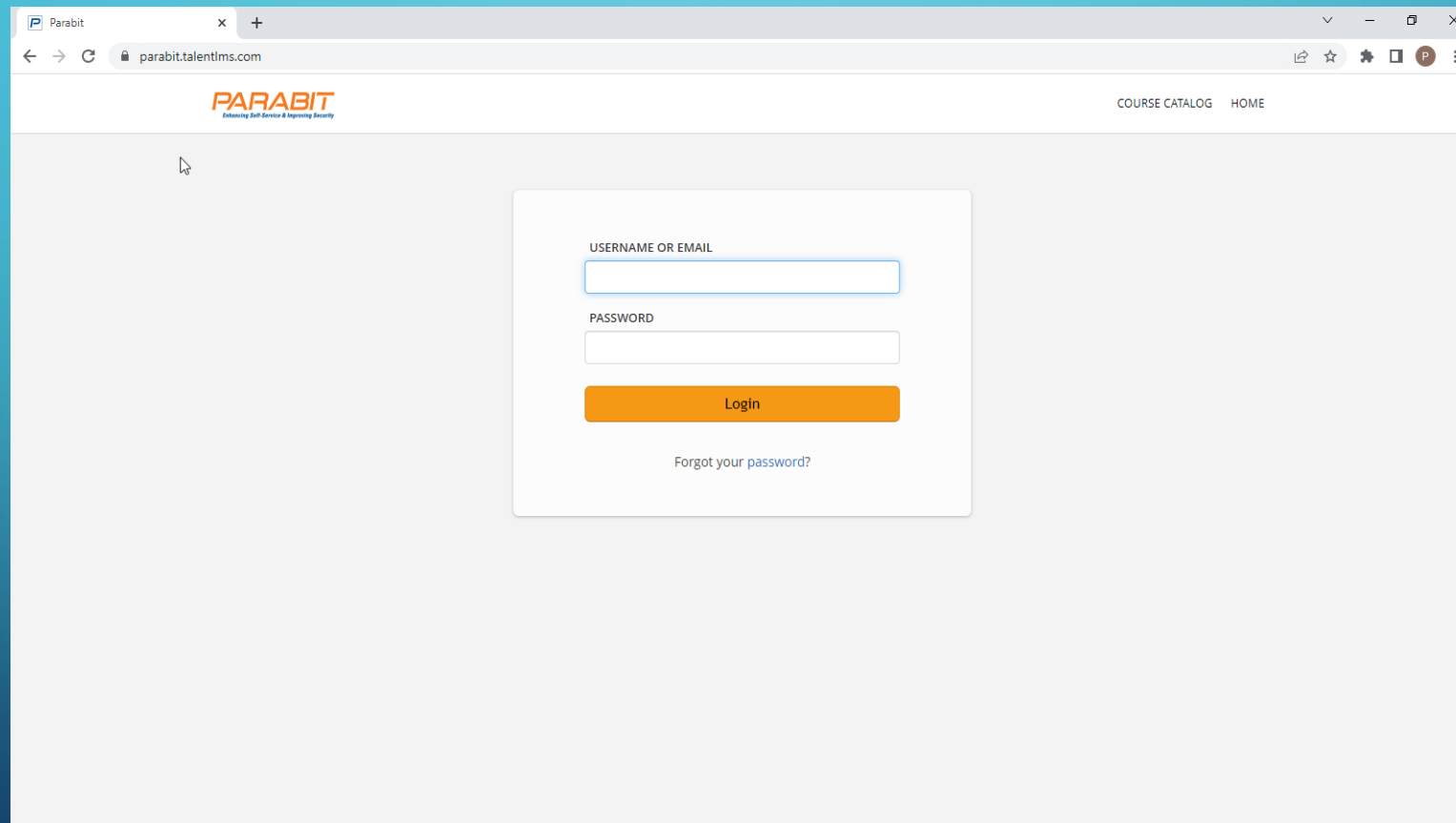
It will show you how to get started and navigate the portal to complete required training.

Even if you have already begun (or completed) the training, you may find some useful information here.



To begin, open a web browser on your computer and go to <https://parabit.talentlms.com/>  
(You may have been given a different url. It will take you to the same place).

Enter your **username** and **password** and click the **Login** button. If you forget your password, enter your username (the first part of your email, before the @), and click the **Forgot your password?** link.

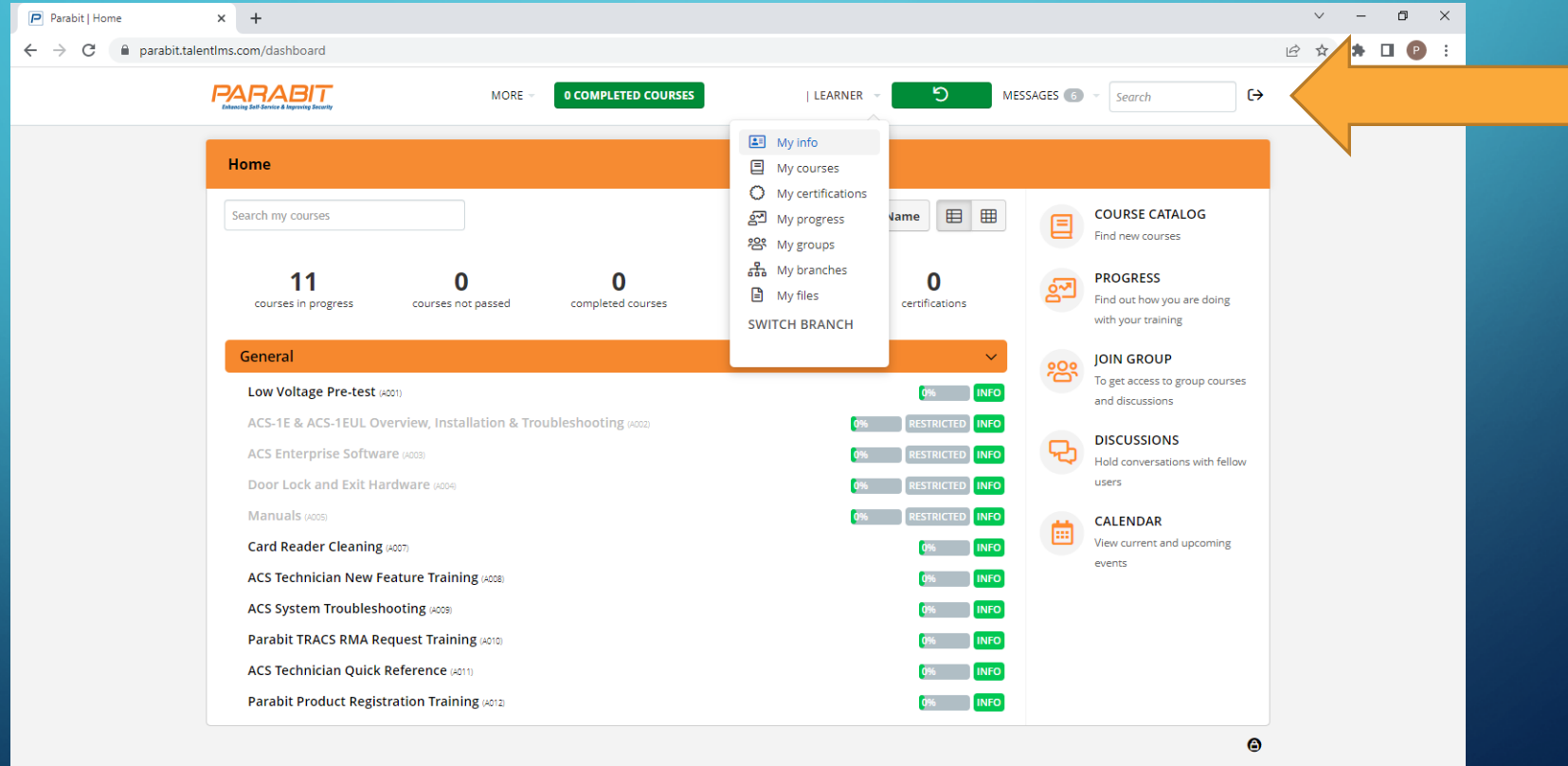


The screenshot shows a web browser window with the address bar displaying "parabit.talentlms.com". The page features the Parabit logo at the top left, which includes the tagline "Enhancing Self-Service & Improving Security". To the right of the logo are links for "COURSE CATALOG" and "HOME". The main content area is a light gray rectangle containing a white login box. Inside this box, there are two input fields: the first is labeled "USERNAME OR EMAIL" and the second is labeled "PASSWORD". Below these fields is an orange "Login" button. At the bottom of the login box, there is a link that says "Forgot your password?".

Once you log in you will see the home screen showing all of your training.

On the top menu, you will see your name (not shown here), followed by **LEARNER**. Click there to see a drop down with some helpful information. **My info** allows you to update your password, add a profile picture, set your language preference, etc. The remaining options show your progress and settings.

When you are done for the day, click the **logout icon** at the far right. (See arrow).

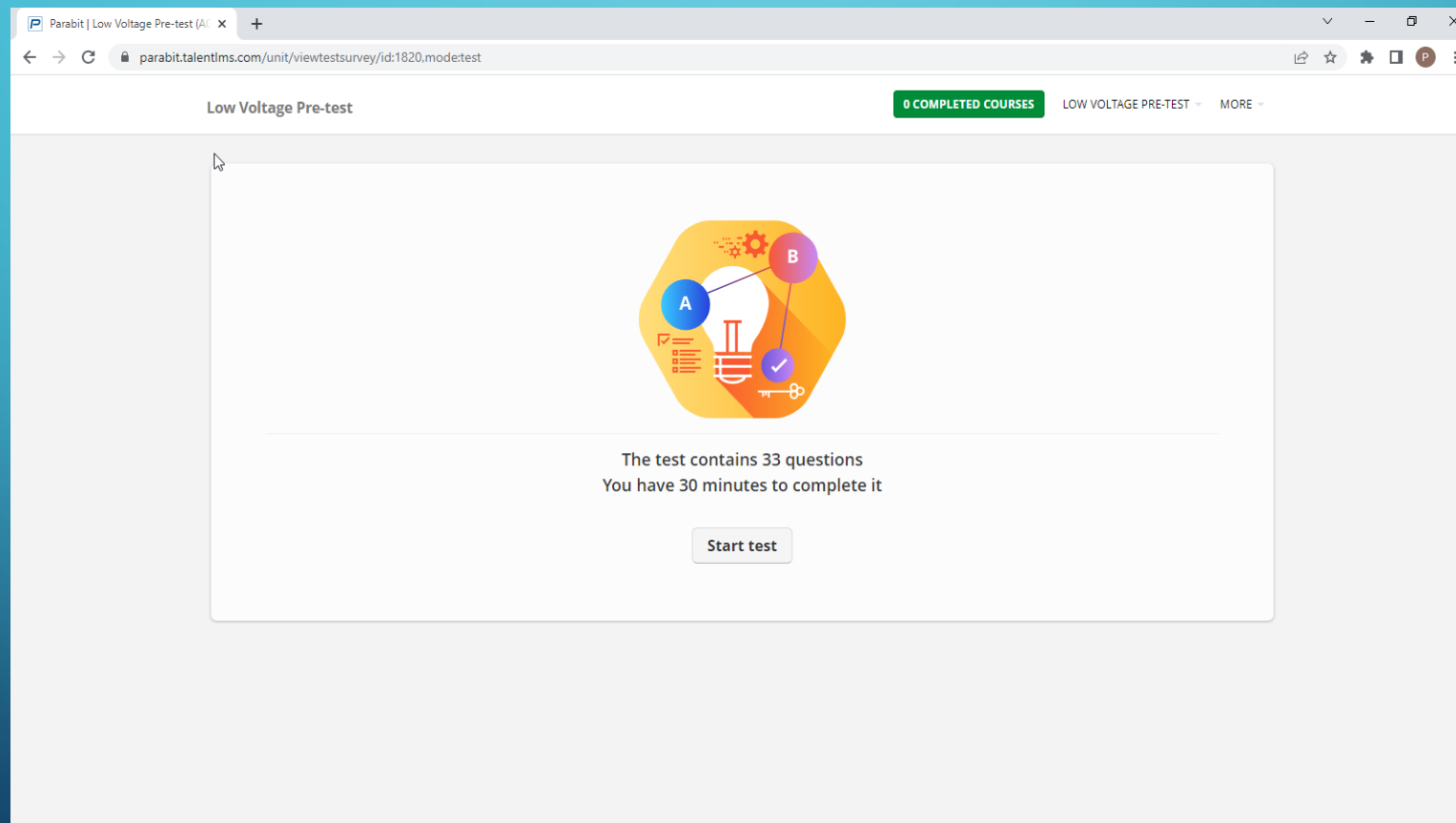


When you are ready to start training, it is best to go in the order listed. Start with the **Low Voltage Pre-test**. Once complete the next module will be unlocked. Once you complete the 4 modules in the core training, the **Manuals** module will be unlocked. This provides access to all of Parabit's service manuals. The remainder of the training is optional. But it is designed to add information to the core training to improve your knowledge and help you do your job. It is highly recommended to continue and complete every module.

The screenshot displays the Parabit Talent Management System dashboard. The top navigation bar includes the Parabit logo, a 'MORE' dropdown, a '0 COMPLETED COURSES' badge, a 'LEARNER' dropdown, a 'MESSAGES' dropdown, and a search bar. The main content area is titled 'Home' and features a search bar for courses. Below this, a summary section shows: 11 courses in progress, 0 courses not passed, 0 completed courses, 0h 0m training time, and 0 certifications. A 'General' dropdown menu is active, showing a list of courses with their progress status (0% or 100%) and an 'INFO' button. The course list includes: Low Voltage Pre-test (A001), ACS-1E & ACS-1EUL Overview, Installation & Troubleshooting (A002), ACS Enterprise Software (A003), Door Lock and Exit Hardware (A004), Manuals (A005), Card Reader Cleaning (A007), ACS Technician New Feature Training (A008), ACS System Troubleshooting (A009), Parabit TRACS RMA Request Training (A010), ACS Technician Quick Reference (A011), and Parabit Product Registration Training (A012). On the right side, there are links to 'COURSE CATALOG', 'PROGRESS', 'JOIN GROUP', 'DISCUSSIONS', and 'CALENDAR'.

Course Name	Progress	Status	Info
Low Voltage Pre-test (A001)	0%	0%	INFO
ACS-1E & ACS-1EUL Overview, Installation & Troubleshooting (A002)	0%	RESTRICTED	INFO
ACS Enterprise Software (A003)	0%	RESTRICTED	INFO
Door Lock and Exit Hardware (A004)	0%	RESTRICTED	INFO
Manuals (A005)	0%	RESTRICTED	INFO
Card Reader Cleaning (A007)	0%	0%	INFO
ACS Technician New Feature Training (A008)	0%	0%	INFO
ACS System Troubleshooting (A009)	0%	0%	INFO
Parabit TRACS RMA Request Training (A010)	0%	0%	INFO
ACS Technician Quick Reference (A011)	0%	0%	INFO
Parabit Product Registration Training (A012)	0%	0%	INFO

Clicking the link for the **Low Voltage Pre-test** opens the start page. This test is a simple review to determine whether you have basic electronic and installation knowledge. The test is timed, but it provides more than enough time to complete, so no need to rush. Click **Start test** to begin.





Here is a sample test question. All of the questions are multiple choice or true/false. Select the correct answer and click **Submit answer**. Once the test is complete you will see the results. When you pass the test, you will see a Congratulations message.

Low Voltage Pre-test

0 COMPLETED COURSES

LOW VOLTAGE PRE-TEST ▾

MORE ▾

In a simple DC circuit with a constant voltage, where the resistance increases current will:

- ☐ decrease
- ☐ stop
- ☐ increase
- ☐ remain constant

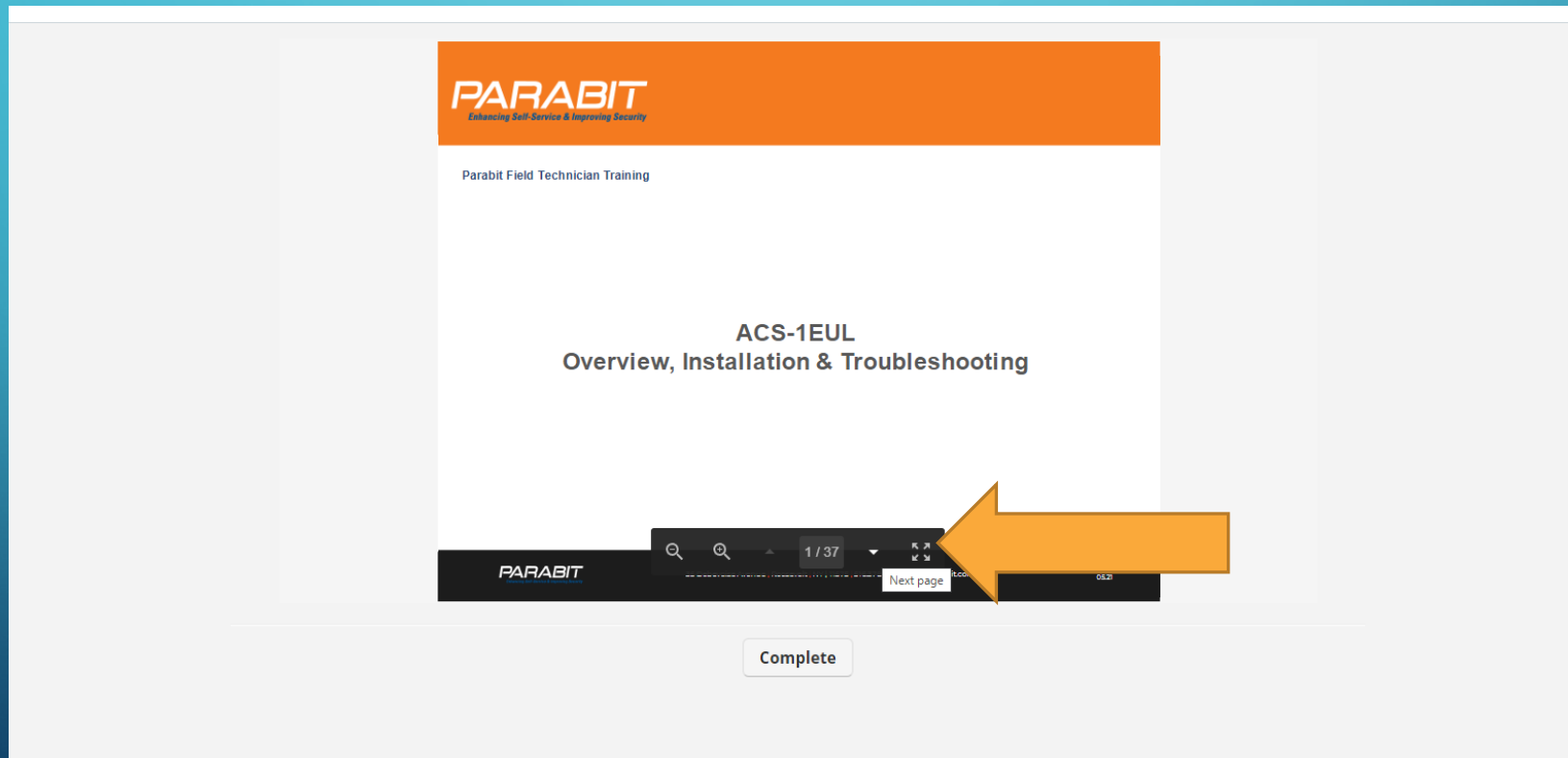
Submit answer

Question 1 of 33

25m 52s remaining

Once you finish the test you can go on to the next module. Be careful, if you click the **Complete** button, **you will not see the training!**

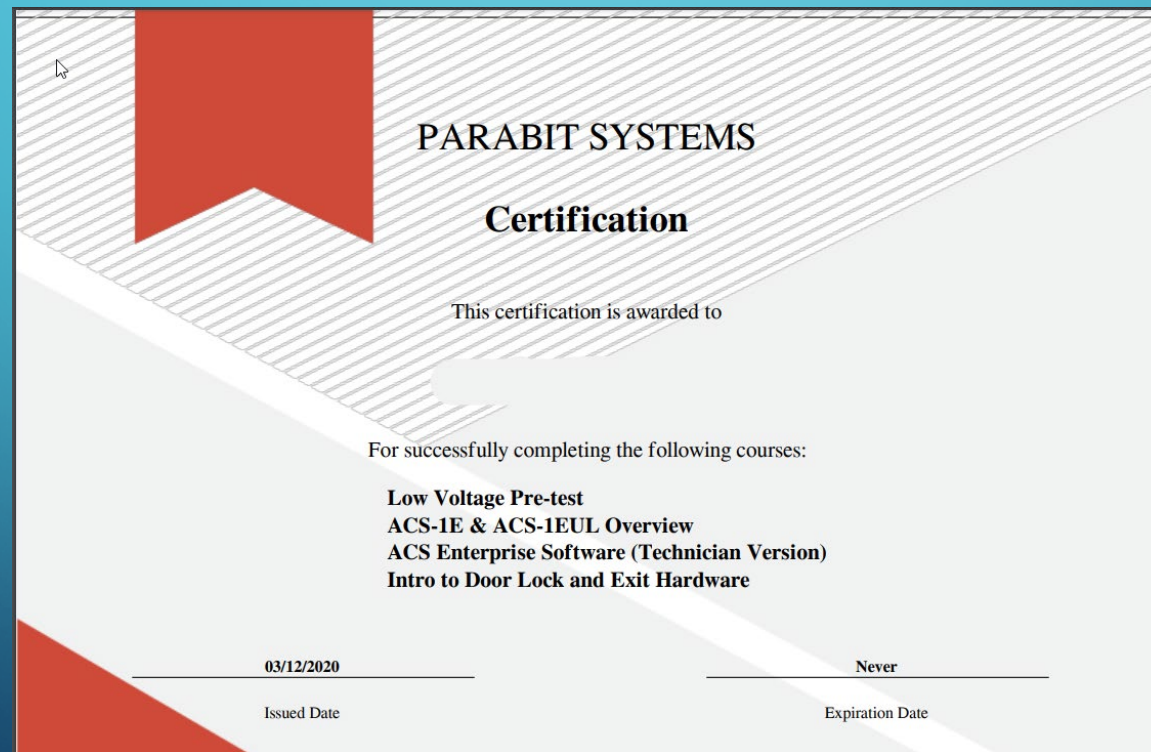
Instead, hover your mouse near the bottom of the training presentation, and you will see the black box shown. (see arrow). Click the arrow to page through the training. You can also make the training bigger or smaller or click the icon to the right for a full screen view.



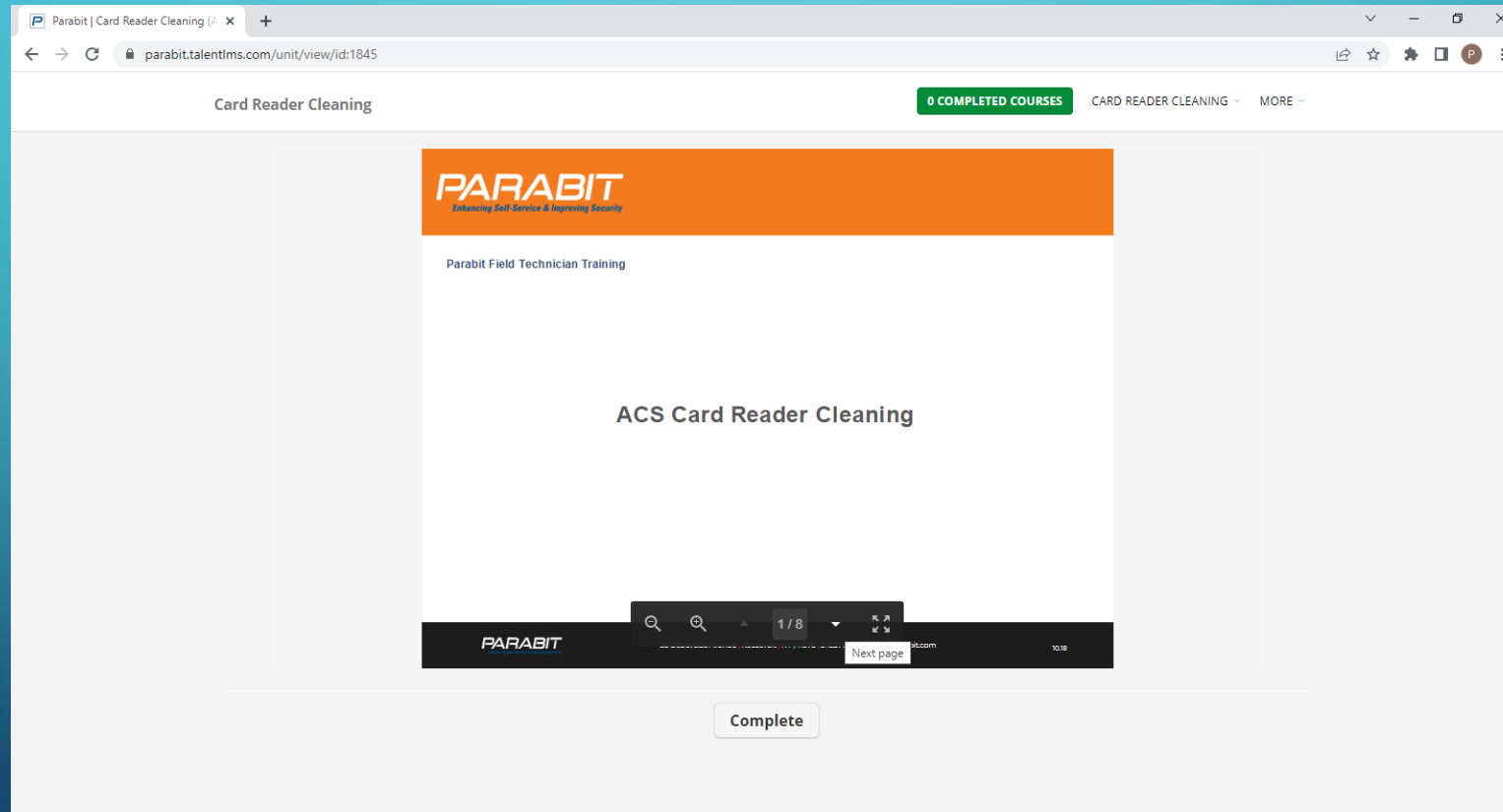


As you complete each module in the core training, you must pass a test to continue to the next one. Some are easy, some are challenging. But all of the answers are in the training module. If you are struggling, go back and review the training again.

Once all 4 modules are complete you will receive a Certificate like the one below. This is a record that you are Parabit certified. You can always access and download your training certificate from the **Progress** tab in **My info**.



Continue with your training. It may be tempting to simply click **Complete** to finish the additional modules. But you will be missing out on important information. These training modules have been prepared to help you learn. Take the time to go through each one. Most only take a few minutes. And what you learn will save you time on your next service call.



One problem you may encounter is a blank screen when starting a training module as shown.

This is due to security settings on your computer. The training LMS uses 3<sup>rd</sup> party APPs to display content.

If you see this, have your IT department whitelist the following domains from their firewall:

[cdn01.boxcdn.net](https://cdn01.boxcdn.net) - [cdn20.boxcdn.net](https://cdn20.boxcdn.net)

[api.box.com](https://api.box.com)

[status.box.com](https://status.box.com)

[view-api.box.com](https://view-api.box.com)

[view.box.com](https://view.box.com)

[public.boxcloud.com](https://public.boxcloud.com)

[dl.boxcloud.com](https://dl.boxcloud.com)

[dl2.boxcloud.com](https://dl2.boxcloud.com) - [dl20.boxcloud.com](https://dl20.boxcloud.com)

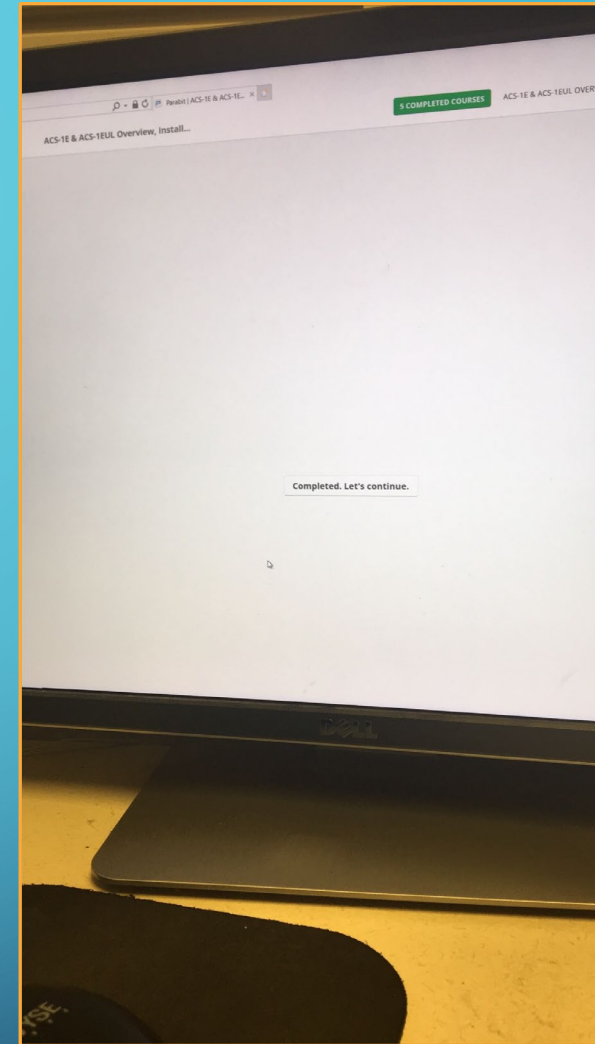
[e3.boxcdn.net](https://e3.boxcdn.net)

[cdn01.boxcdn.net](https://cdn01.boxcdn.net) - [cdn20.boxcdn.net](https://cdn20.boxcdn.net),

[cloudfront.net](https://cloudfront.net)

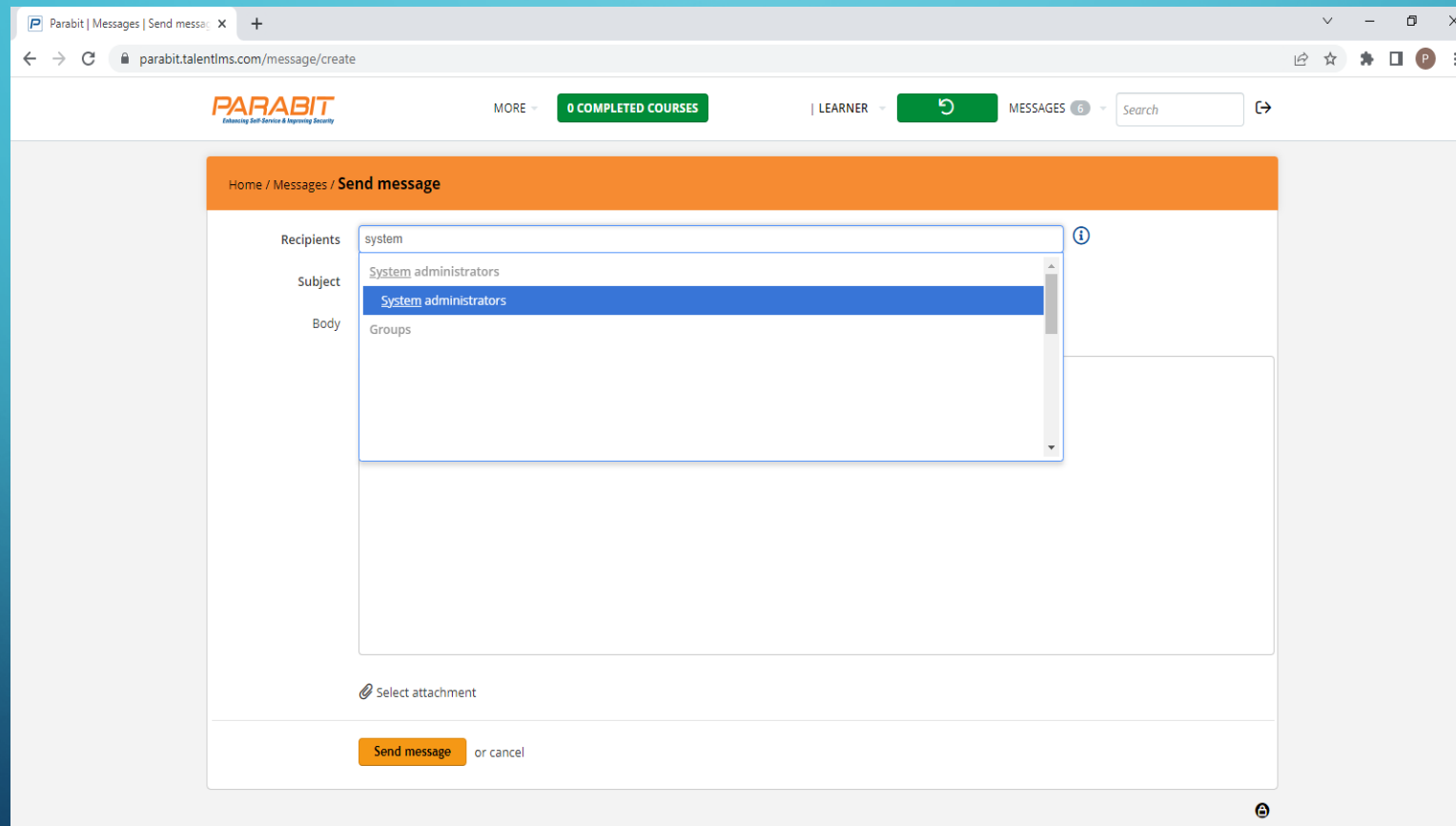
[d3j0t7vrtr92dk.cloudfront.net](https://d3j0t7vrtr92dk.cloudfront.net) , [dvrr2y3n5h8wd.cloudfront.net](https://dvrr2y3n5h8wd.cloudfront.net), [d32tjif0oo862w.cloudfront.net](https://d32tjif0oo862w.cloudfront.net)

If they cannot or will not do this, you will have to try another computer to complete training.





Need help? You can request assistance using the Messages function. Select **MESSAGES** at the top, and **Send message**. Start typing in the **Recipients** field and select **System administrators**. Create your message and attach a screenshot if relevant. When ready, click the **Send message** button at the bottom of the screen. Someone will get back to you soon.



The screenshot shows a web browser window with the URL `parabit.talentlms.com/message/create`. The page header includes the Parabit logo, navigation links for 'MORE', '0 COMPLETED COURSES', 'LEARNER', and 'MESSAGES 6', along with a search bar. The main content area is titled 'Home / Messages / Send message'. It features a form with the following fields:

- Recipients:** A dropdown menu with 'system' selected. A list of suggestions is shown, with 'System administrators' highlighted in blue.
- Subject:** A text input field containing 'System administrators'.
- Body:** A large text area for composing the message.
- Groups:** A section for selecting groups, currently empty.

Below the form fields is a 'Select attachment' button. At the bottom of the form, there is a 'Send message' button and a link to 'or cancel'.