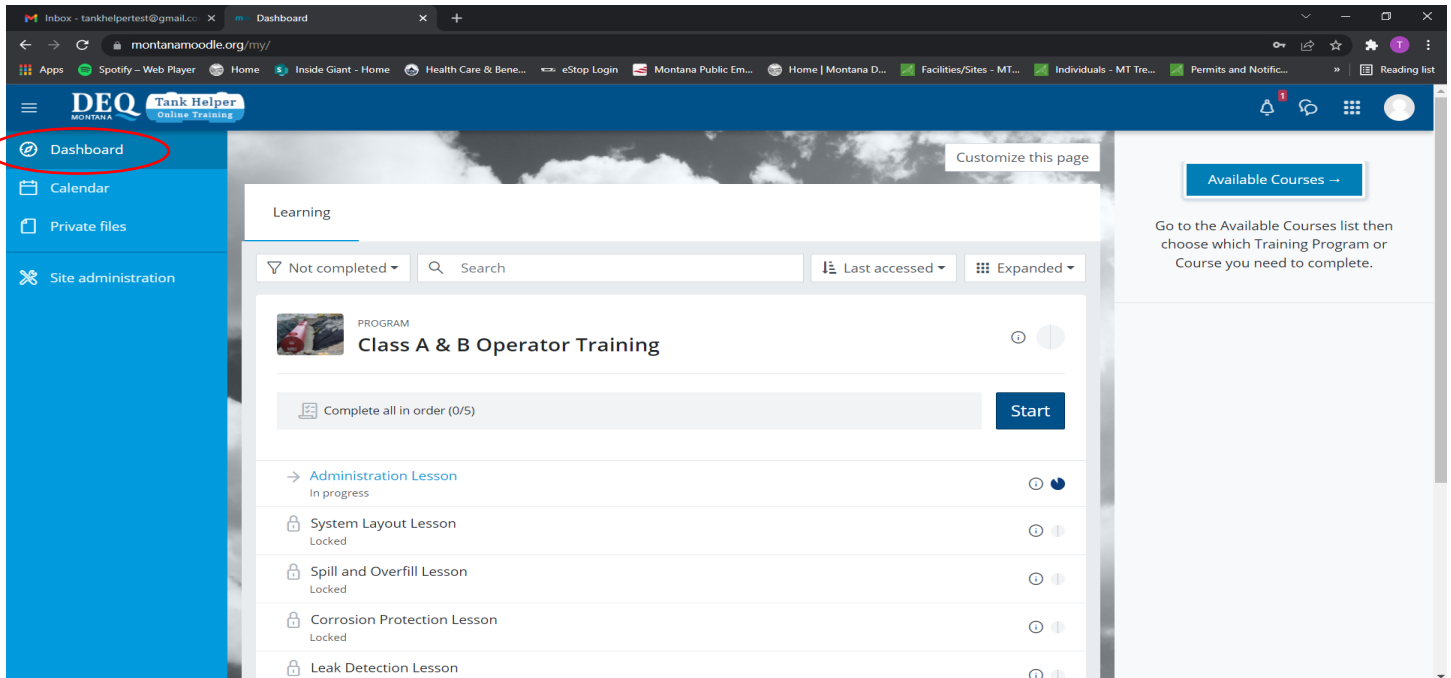


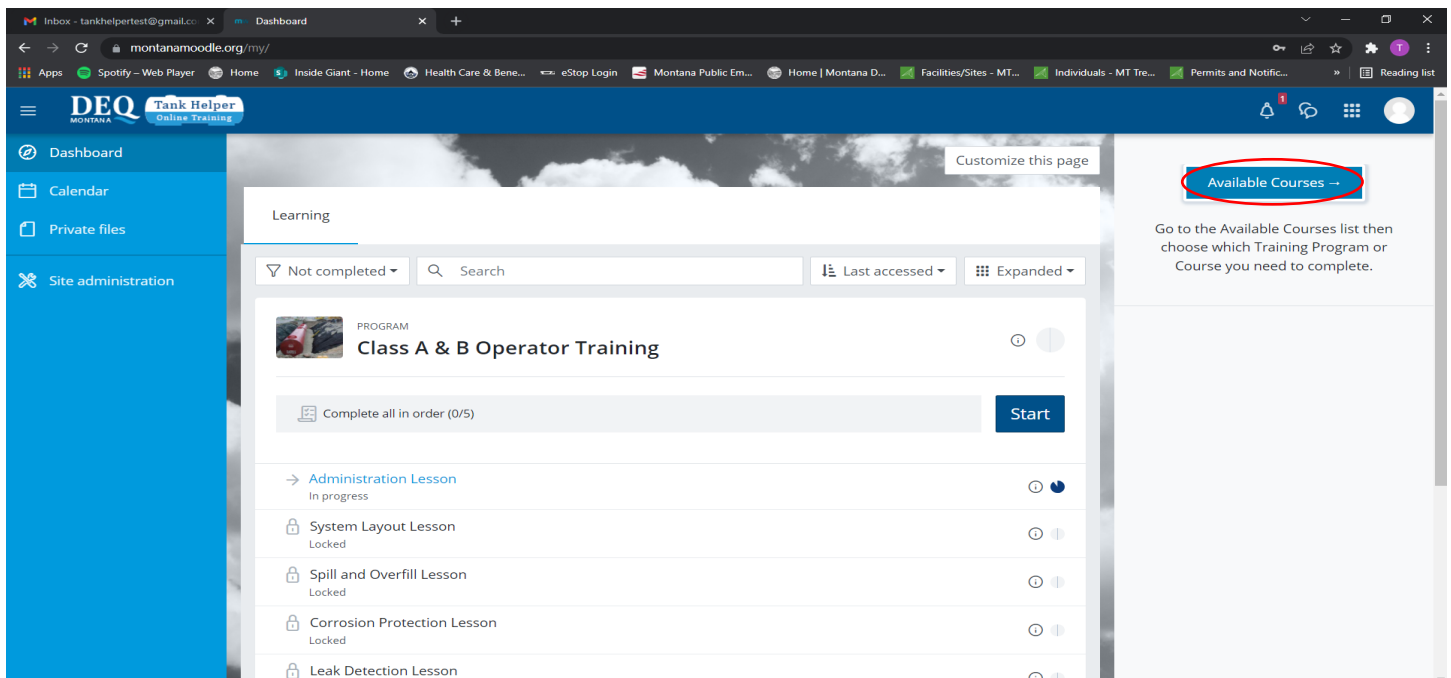
ACCESSING CORRECTIVE ACTION - LOCATING LESSONS

Login to your account and click the **“DASHBOARD”** icon in the upper left-hand corner.



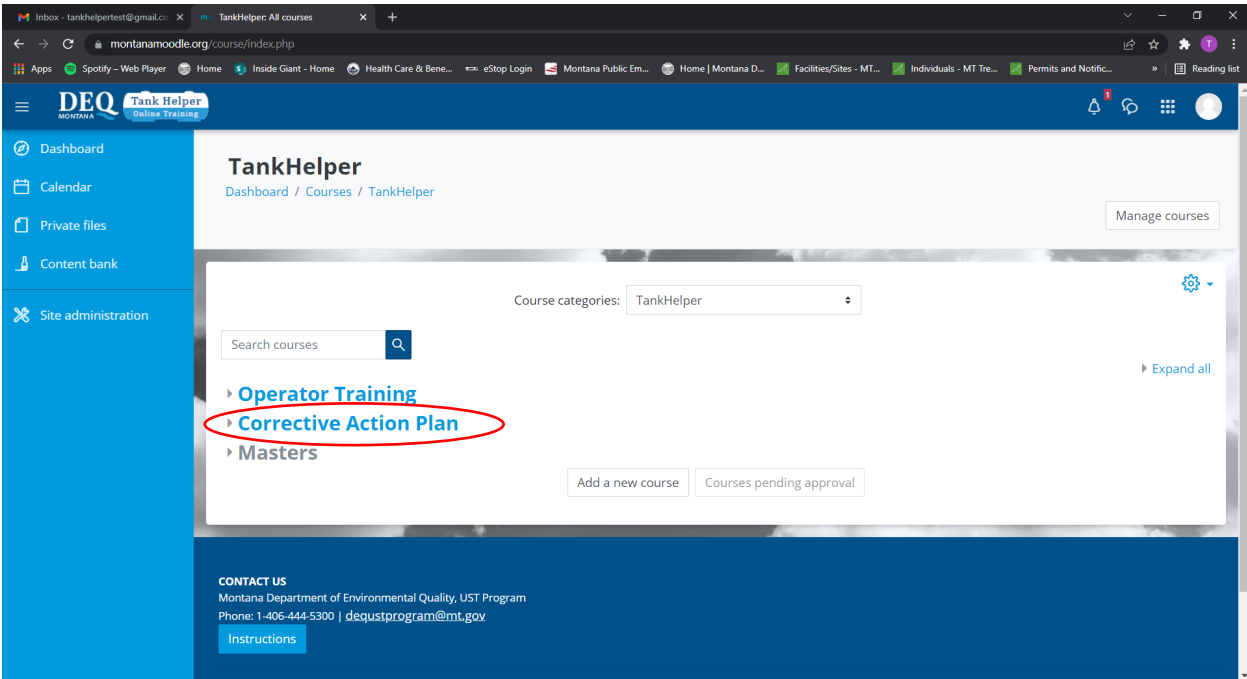
A screenshot of a web browser displaying the DEQ Tank Helper Online Training dashboard. The browser's address bar shows 'montanamoodle.org/my/'. The page features a blue header with the DEQ logo and 'Tank Helper Online Training'. A blue sidebar on the left contains navigation icons for 'Dashboard', 'Calendar', 'Private files', and 'Site administration'. The 'Dashboard' icon is circled in red. The main content area is titled 'Learning' and shows a 'PROGRAM' section for 'Class A & B Operator Training'. Below this, there is a progress bar for 'Complete all in order (0/5)' and a 'Start' button. A list of lessons follows: 'Administration Lesson' (In progress), 'System Layout Lesson' (Locked), 'Spill and Overfill Lesson' (Locked), 'Corrosion Protection Lesson' (Locked), and 'Leak Detection Lesson' (Locked). On the right side, there is a 'Customize this page' button and an 'Available Courses' button, which is also circled in red. Below the 'Available Courses' button, there is a text prompt: 'Go to the Available Courses list then choose which Training Program or Course you need to complete.'

Then click the **“AVAILABLE COURSES”** icon on the upper right-hand corner of the webpage.

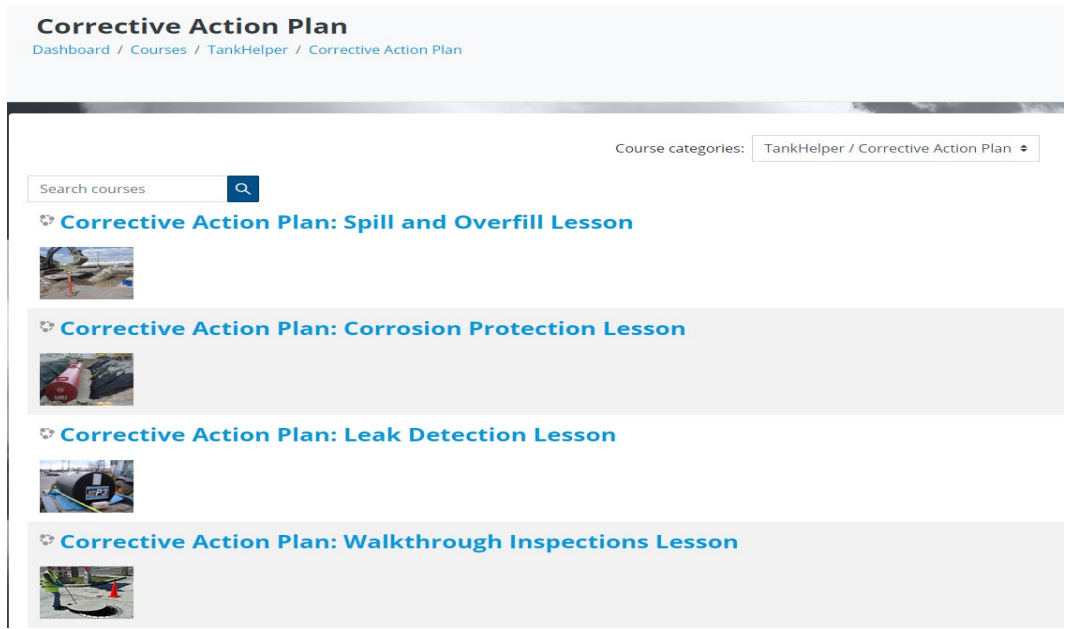


A second screenshot of the same DEQ Tank Helper Online Training dashboard. In this view, the 'Available Courses' button in the upper right-hand corner is circled in red. The rest of the page content, including the sidebar and the 'Class A & B Operator Training' program details, remains the same as in the first screenshot.

Then click the "CORRECTIVE ACTION PLAN"



Then click on the Lesson assigned in your CAP



From there you can self-enroll in the Corrective Action Plan Lesson and complete all of the following modules. Once you've completed the modules you will take the quiz, and once you pass the quiz, the system will issue you a certificate of completion.