INSTRUCTIONS FOR
ASCIP ON-LINE LEARNING CENTER
for the
Utility Cart Training Program


Your User ID is the first initial of your first name, first initial of your last name, followed by your birth date in 6 digits (no spaces). Example JD092365.

➢ If you have already registered on the ASCIP On-line Learning Center, log on using your User ID.

➢ If this is your first time on the ASCIP system:
  • Click under "Not Registered"
  • Complete the required information in red

➢ Once you log in, you will be at the Search Course Catalog screen. Enter:

  Code or Title: ssfty030 OR Keyword Search: utility cart

  ➢ Click blue "✓ select."
  ➢ Click "take course."
  ➢ Complete course and test.

TRAINERS – Once trainee has completed online training and passed the online test, e-mail Carol Nelson (cnelson@mtsac.edu) to confirm completion.