

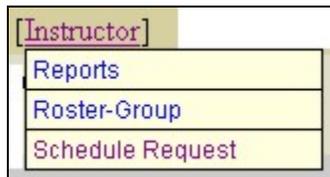
## INSTRUCTOR

**NOTE:** The System Administrator assigns the Instructor role on the ETMS.

**OVERVIEW:** As an Instructor, you will have all the functions of an Employee (see Employee Help Files).

The Instructor Role will allow you to manage all of their Programs. The Instructor has a drop down menu and a Course Leader Management Bar.

- I. **INSTRUCTOR DROP DOWN MENU:** By placing the mouse on the [\[Instructor\]](#) link, three tasks will appear on a drop down menu: Reports, Roster-Group and Schedule Request.



- A. **Reports:** By clicking the [Reports](#) link within the Instructor drop down menu, a screen will appear with several standard reports. The screen will look similar to this:



1. **Review Reports:** Click the report you want to view and complete the required fields and submit.
  
- B. **Roster-Group:** To manage a Group Training Attendance Roster for a program, click the [Roster-Group](#) link. The screen will look similar to this:

[Close Window](#)   [Back](#)

## Completed Training Attendance Roster

New Group Training Attendance Roster      Search by Program Title:  
[Submit](#)       [search](#)

[A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#) [Other](#)

Out-Service Training			
Program Title	Start Date	End Date	# of Trainees on Roster
NO Data			

1. **Completed Training Attendance Roster:** To access your Completed Training Attendance Roster, type in the keyword of the Program Title and click search or locate the program through the [A-Z](#) listing. The screen will look similar to this:

## Completed Training Attendance Roster

New Group Training Attendance Roster Search by Program Title:

[A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#) [Other](#)

Out-Service Training					
Program Title	Start Date	End Date	#	Trainee	Roster
<a href="#">Emergency Medical Responder (EMR) Refresher</a>	10/23/2002	10/23/2002	13	<a href="#">Add</a> <a href="#">Remove</a>	<a href="#">Duplicate</a>
<a href="#">Emergency Medical Responder (EMR) Refresher</a>	10/31/2002	10/31/2002	2	<a href="#">Add</a> <a href="#">Remove</a>	<a href="#">Duplicate</a>
<a href="#">Emergency Medical Responder (EMR) Refresher</a>	9/11/2003	9/11/2003	3	<a href="#">Add</a> <a href="#">Remove</a>	<a href="#">Duplicate</a>
<a href="#">Emergency Medical Responder (EMR) Refresher</a>	11/1/2000	11/1/2000	14	<a href="#">Add</a> <a href="#">Remove</a>	<a href="#">Duplicate</a>
<a href="#">Emergency Medical Responder (EMR) Refresher</a>	2/27/2002	2/27/2002	14	<a href="#">Add</a> <a href="#">Remove</a>	<a href="#">Duplicate</a>
<a href="#">Emergency Medical Responder (EMR) Refresher</a>	9/11/2003	9/11/2003	0	<a href="#">Add</a> <a href="#">Remove</a>	<a href="#">Delete</a> <a href="#">Duplicate</a>
<a href="#">Emergency Medical Responder (EMR) Refresher</a>	10/23/2002	10/23/2002	0	<a href="#">Add</a> <a href="#">Remove</a>	<a href="#">Delete</a> <a href="#">Duplicate</a>

- a. **Program Title:** Click the [Program Title](#) link to view description from the Training Catalog.
- b. **Start/End Date:** Start/End date of the Program.
- c. **# of Trainees on Roster:** Shows the number of Trainees who completed the program.
- d. **Trainee:** By clicking the [Add/Remove](#) link, the Instructor can remove or add additional Trainees and Instructors to the Roster.
- e. **Roster:**
  - (1) **Delete:** The Instructor can delete a program roster by clicking the [Delete](#) link in the Roster column.
  - (2) **Duplicate:** By clicking the [Duplicate](#) link in the Roster column, the Instructor can duplicate a program roster and modified all data fields. The screen will look similar to this:

Close Window   Back

### Training Attendance Roster Duplication Step 1 of 3

PROGRAM TITLE	ETMS Training		
Hours	1		
Program Location	Mott Training Center		
Training Provider	Federal Agency		
Program Provider	DPR		
Start Date	1/10/2007 MM/DD/YYYY		
End Date	1/10/2007 MM/DD/YYYY		
<span>submit</span>			

NAME	TRAINEE TYPE	GRADE	INSTRUCTOR
LEMLEY JR, FLOYD	Department	N/A	False
HOWARD, GARY	Department	N/A	False
CURRY, MICHAEL	Department	N/A	False
GRENNELL, CHARLES	Department	N/A	False
JACOBS, ROLAND	Department	N/A	False
LATTA, HAROLD	Department	N/A	False

- (a) Modify the required program fields and **submit**.  
The screen will look similar to this:

Close Window   Back

### Training Attendance Roster Duplication Step 2 of 3

PROGRAM TITLE	F.O.B. and Freight Terms		
Hours	1		
Program Location	Mott Training Center		
Training Provider	State Agency		
Program Provider	DGS		
Start Date	1/11/2007		
End Date	1/11/2007		

Delete	Trainee Type	Name	Classification	Grade	Hour(s)	Training Category	Employer	Instructor
<input type="checkbox"/>	Department	LEMLEY JR, FLOYD	State Park Ranger	N/A	1	Job Related	DPR	False
<input type="checkbox"/>	Department	HOWARD, GARY	Supervising State Park Ranger	N/A	1	Job Related	DPR	False
<input type="checkbox"/>	Department	CURRY, MICHAEL	State Park Superintendent II	N/A	1	Job Related	DPR	False
<input type="checkbox"/>	Department	GRENNELL, CHARLES	State Park Ranger	N/A	1	Job Related	DPR	False
<input type="checkbox"/>	Department	JACOBS, ROLAND	Supervising State Park Ranger	N/A	1	Job Related	DPR	False
<input type="checkbox"/>	Department	LATTA, HAROLD	State Park Ranger	N/A	1	Job Related	DPR	False

submit

- (b) Modify the following columns as required to fit your new program: Delete, Grade, Hour(s), Training

Category, and Instructor and **submit**. The screen will look similar to this:

### Training Attendance Roster Duplication Step 3 of 3

PROGRAM TITLE	Hours	Program Location	Training Provider	Program Provider	Start Date	End Date
F.O.B. and Freight Terms	1	Mott Training Center	State Agency	DGS	1/11/2007	1/11/2007

#### Department Participant(s)

Name	Grade	Hour(s)	Training Category	Employer	Instructor	
ALHAMBRA, EDITH: Management Service T	N/A	1	Job Related	DPR	False	<input type="button" value="ADD to Roster"/>

#### Non-Department Participant(s)

Last Name	First Name	Classification	Grade	Hour(s)	Employer	Instructor	
			N/A	1		False	<input type="button" value="ADD to Roster"/>

Trainee Type	Name	Classification	Grade	Hour(s)	Training Category	Employer	Instructor	
Department	CURRY, MICHAEL	State Park Superintendent II	N/A	1	Job Related	DPR	False	<a href="#">[ Delete ]</a>
Department	GRENNELL, CHARLES	State Park Ranger	N/A	1	Job Related	DPR	False	<a href="#">[ Delete ]</a>
Department	HOWARD, GARY	Supervising State Park Ranger	N/A	1	Job Related	DPR	False	<a href="#">[ Delete ]</a>
Department	JACOBS, ROLAND	Supervising State Park Ranger	N/A	1	Job Related	DPR	False	<a href="#">[ Delete ]</a>
Department	LATTA, HAROLD	State Park Ranger	N/A	1	Job Related	DPR	False	<a href="#">[ Delete ]</a>
Department	LEMLEY JR, FLOYD	State Park Ranger	N/A	1	Job Related	DPR	False	<a href="#">[ Delete ]</a>

- (c) Add additional Department/Non-Department Participants/Instructors and click [ADD to Roster](#) link or if no modifications are required, close window.

**NOTE:** If you need to correct a program roster that you submitted in error, do the following: duplicate the roster with the correct information, click the [Add/Remove](#) link, and highlight all the Employees on the roster and click **Remove**. The program has now been removed from the Employee's Training Record. You can now delete the program roster.

- New Group Training Attendance Roster:** To submit a New Group Training Attendance Roster, click [Submit](#) link. Locate the program by the [A-Z](#) listing or the search function. The screen will look similar to this:

Request to Add Program  
[SUBMIT](#)

Search by Program Title:

Completed Training  
Attendance Rosters  
[View](#)

[A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#) [Other](#)

Program Title	Program Category
<a href="#">A Climate of Change - 2006 Legislative Symposium</a>	Administration
<a href="#">A.L.R.T. – Annual Aquatic Safety Video Conference</a>	Aquatic Safety
<a href="#">A.L.R.T. – Annual Lifeguard Program Update Meeting</a>	Aquatic Safety
<a href="#">A.L.R.T. - Aquatic Search, Rescue, and Recovery</a>	Aquatic Safety
<a href="#">A.L.R.T. - Beach Driving</a>	Aquatic Safety
<a href="#">A.L.R.T. - Beach Driving Refresher</a>	Aquatic Safety
<a href="#">A.L.R.T. - Driving Orientation course for Seasonal Lifeguards (non-Code 3 operation)</a>	Aquatic Safety
<a href="#">A.L.R.T. – Emergency Vehicle Operations Course for Seasonal Lifeguards</a>	Aquatic Safety
<a href="#">A.L.R.T. – Inflatable Rescue Boat Operation Refresher</a>	Aquatic Safety
<a href="#">A.L.R.T. - Inflatable Rescue Boat Operator Course</a>	Aquatic Safety
<a href="#">A.L.R.T. - Junior Lifeguard Coordinator's Statewide Meeting</a>	Aquatic Safety
<a href="#">A.L.R.T. - Paddleboard Refresher</a>	Aquatic Safety
<a href="#">A.L.R.T. – Paddleboard Rescue</a>	Aquatic Safety
<a href="#">A.L.R.T. - Personal Watercraft Operator for Inland Water Rescue</a>	Aquatic Safety

- a. If the program is not listed, you will need to submit a request to add the program to the Training Catalog.



**NOTE:** The listing will default to the Employees in your Training Group. To view all Department Employees click the [All](#) link.

c. **Completion of the Training Attendance Roster:**

(1) **Step 1 – Employees:** Select the Employees that attended the program and click **ADD to Roster**. To add non-Department Employees, complete all required fields and click **ADD to Roster**. To remove an Employee, highlight their name and click **Remove**. The screen will look similar to this:

**NOTE:** Use the control key to select more than one employee at a time.

The screenshot shows the 'Training Attendance Roster' interface. At the top, there is a 'Close Window' button, 'STEP 1 OF 3 Go To Next Step' link, and 'Completed Training Attendance Rosters View' link. Below this is the title 'Training Attendance Roster (ETMS Training: 4/2/2007 - 4/2/2007)'. A table header for 'Non-Department Trainee(s)' includes columns for 'Last Name', 'First Name', 'Classification', and 'Employer', with an 'ADD to Roster' button to the right. Below the table are two panels. The left panel, titled '[ All ] [ My Training Group ] Hold down 'Ctrl' to select multiple Employees', contains a scrollable list of employee names and their employers, such as 'ADAMS, KELLY : William Penn Mott Jr'. The right panel, titled 'Hold down 'Ctrl' to select multiple Employees', contains a list of selected employees: 'WAGY, STEVEN : State Park Superinte', 'BOST, PATRICIA : Staff Service Analys', and 'YAEGER, PAMELA : Staff Service Analys'. Between the panels are 'ADD to Roster' and 'REMOVE' buttons with arrows pointing towards them.

(a) Once all of the Employees who have attended the training are added, click the [Go to Next Step](#) link to complete grade, hours and training category. The screen will look similar to this:

## Training Attendance Roster (ETMS Training: 4/8/2007 - 4/8/2007)

Select the appropriate *GRADE, HOURS* and *TRAINING CATEGORY* for each Employee.

### Step 2 of 3

#	Name	Classification	Grade	Hours	Training Category	
1	WAGY, STEVEN	State Park Superintendent III	N/A	1	Job Related	<a href="#">Delete</a>
2	BOST, PATRICIA	Staff Service Analyst (General)	N/A	1	Job Related	<a href="#">Delete</a>
3	YAEGER, PAMELA	Staff Service Analyst (General)	N/A	1	Job Related	<a href="#">Delete</a>

- (2) **Step 2 – Grade, Hours and Training Category:** From the drop down menus select the appropriate Grade, Hours and Training Category and **submit**. The screen will look similar to this:

## Training Attendance Roster (ETMS Training: 4/8/2007 - 4/8/2007)

Select the appropriate *GRADE, HOURS* and *TRAINING CATEGORY* for each Employee.

### Step 2 of 3 [ [Go To Next Step](#) ]

#	Name	Classification	Grade	Hours	Training Category	
1	WAGY, STEVEN	State Park Superintendent III	N/A	1	Job Related	<a href="#">Delete</a>
2	BOST, PATRICIA	Staff Service Analyst (General)	N/A	1	Job Related	<a href="#">Delete</a>
3	YAEGER, PAMELA	Staff Service Analyst (General)	N/A	1	Job Related	<a href="#">Delete</a>

**NOTE:** Depending on your Internet browser you may need to repeat this step until all of the drop downs (Grades, Hours and Training Category) are gone.

- (a) Click the [Go to Next Step](#) link to select the Instructors and hours taught. The screen will look similar to this:

Training Attendance Roster (ETMS Training: 4/8/2007 - 4/8/2007)

*Enter Instructor(s)*      Step 3 of 3 [Click Here to Finalize the Attendance Roster](#)

Department Instructors		
Name	Instructor Type	Hours
Please Select	Pending	

NON-Department Instructors					
Last Name	First Name	Classification	Instructor Type	Hours	Employer
			ATV	1	
					<input type="submit" value="submit"/>

**NOTE:** To finalize the roster without adding instructors, click the link [Click Here to Finalize the Attendance Roster](#).

- (3) **Step 3 - Department Instructors:** (1) Select a Department Instructor from the drop down menu, (2) wait for Instructor Type to appear in the drop down menu, (3) select Instructor Type and Hours, and (4) **submit**. Repeat the process to add additional Department Instructors. The screen will look similar to this:

Training Attendance Roster (ETMS Training: 4/8/2007 - 4/8/2007)

*Enter Instructor(s)*      Step 3 of 3 [Click Here to Finalize the Attendance Roster](#)

Department Instructors		
Name	Instructor Type	Hours
Please Select	Pending	

NON-Department Instructors					
Last Name	First Name	Classification	Instructor Type	Hours	Employer
			ATV	1	
					<input type="submit" value="submit"/>

Department Instructors					
Name	Classification	Hours	Instructor Type	Employer	
HENRY, GINGERLOU	Administrative Officer II	1	ETMS	DPR	<a href="#">Delete</a>

- (a) To add Non-Department Instructors, complete all required fields and **submit**. Repeat this process to add additional Non-Department Instructors. The screen will look similar to this:

Training Attendance Roster (ETMS Training: 4/8/2007 - 4/8/2007)

Enter Instructor(s)      Step 3 of 3 [Click Here to Finalize the Attendance Roster](#)

Department Instructors		
Name	Instructor Type	Hours
Please Select	Pending	

NON-Department Instructors					
Last Name	First Name	Classification	Instructor Type	Hours	Employer
			ATV	1	
<input type="button" value="submit"/>					

Department Instructors					
Name	Classification	Hours	Instructor Type	Employer	
HENRY, GINGERLOU	Administrative Officer II	1	ETMS	DPR	<a href="#">Delete</a>

NON-Department Instructors					
Name	Classification	Hours	Instructor Type	Employer	
SMITH, JOHN	Consultant	1	ETMS	906 LLC	<a href="#">Delete</a>

- (4) **Step 4 – Finalize Roster:** Click the link [Click Here to Finalize the Attendance Roster](#) to view the finalized roster. The screen will look similar to this:

**Training Attendance Roster (Group)**  
 (ETMS Training: 4/8/2007 - 4/8/2007)

Completed Training Attendance Rosters [View](#)  
 Email List [View](#)

Permanent Trainee(s)				
Name	Classification	Hours	Grade	Training Category
BOST, PATRICIA	Staff Service Analyst (General)	1	N/A	Job Related
WAGY, STEVEN	State Park Superintendent III	1	N/A	Job Related
YAEGER, PAMELA	Staff Service Analyst (General)	1	N/A	Job Related

Training Program Instructor(s)				
Name	Instructor Type	Classification	Hours	Employer
HENRY, GINGERLOU	ETMS	Administrative Officer II	1	DPR
SMITH, JOHN	ETMS	Consultant	1	906 LLC

- (a) **Email List:** Click the [View](#) link to review the Email Address of all the Employees who completed the program. By clicking **send**, the Employee and their Supervisor will be notified that the program has been added to their training record. If

additional Employees are added to the roster, the email will be sent only to those Employees. The screen will look similar to this:

### Email List

(ETMS Training: 4/8/2007 - 4/8/2007)

Name	Email	Email Sent
BOST, PATRICIA	pat@parks.ca.gov	False
WAGY, STEVEN	steve@parks.ca.gov	False
YAEGER, PAMELA	pam@parks.ca.gov	False

(b) **Completed Training Attendance Rosters:** Click the [View](#) link to return to your listing of Completed Training Attendance Rosters.

C. **Schedule Request:** This will allow the Instructor to request that a Training Program held by their Training Group be listed on the Training Schedule. Employees from other Training Groups will be able to submit an In-Service Training Request to attend that program.

1. **Training Schedule:** To submit a Training Schedule Request, click the [Schedule Request](#) link within the drop down menu. The screen will look similar to this:

## IN-SERVICE TRAINING SCHEDULE REQUEST

Request to add Program [SUBMIT](#)

<b>Program Title</b>	11550 Drug Recognition Course
<b>Start Date:</b>	<input type="text"/> <input type="button" value="12 31"/> <input type="button" value="v"/> MM/DD/YYYY
<b>End Date:</b>	<input type="text"/> <input type="button" value="12 31"/> <input type="button" value="v"/> MM/DD/YYYY
<b>Training Request Due Date :</b>	<input type="text"/> <input type="button" value="12 31"/> <input type="button" value="v"/> MM/DD/YYYY
<b>Training Group :</b>	Training Office (068)
<b>Provider Coordinator :</b>	ABEL, SARAH <input type="button" value="v"/>
<b>Location :</b>	<input type="text"/>
<b>Comment :</b>	<input style="width: 100%; height: 40px;" type="text"/>

- a. Complete all required fields and **submit**.

**NOTE:** In the Comment field include all pertinent information that is required for an Employee to attend the program such as location, program agenda, and required equipment, etc. An email from the System Administrator will be sent to the Program Coordinator when the program is added to the schedule. Then the Program Coordinator will be assigned the Training Specialist role. See Training Specialist Help File. Once the program has been added to the schedule, contact the System Administrator to modify the program.

II. **COURSE LEADER MANAGEMENT:** To manage all Course Leader Requests for their role as Instructor, a task bar called **Course Leader Mgt : INST : (0) Housing Request (0)** is located on their Home Page. The number within the parenthesis is the link to the number of pending Course Leader Requests that require action by the Instructor.

**NOTE:** An email will be sent from the Training Specialist to the Instructor when a Course Leader Request has been submitted by the Training Specialist.

A. **Course Leader Request:** By clicking the (#) link, the Instructor can view a listing of all Pending, Approved and Not Approved Course Leader Request. The screen will look similar to this:

<div style="text-align: right;"> <input type="button" value="Close Window"/> <input type="button" value="Back"/> </div> <p style="text-align: center;"><b>Course Leader Request</b></p> <p style="text-align: center;"> <a href="#">Home</a> <a href="#">Pending</a> <a href="#">Approved</a> <a href="#">Not Approved</a> </p>									
Detail	Program Title	Date/Time	Location	Employee Approval	Supervisor Approval	SGM Approval	Manager Approval	TS Info.	Housing Request
<a href="#">View</a>	Basic Firefighter 999	Nozzle Care 10/13/2007- 10/13/2007 (1300-1700)	Prunedale	<a href="#">Approve</a> <a href="#">Not Approve</a>	BOST,PATRICIA Pending	COMBS,CHARLES Pending	GREEN,MICHAEL Pending	WAGY, STEVEN steve@parks.ca.gov (831) 277-7114	N/A

**NOTE:** The link defaults to the Pending Course Leader Request.

1. [Pending](#): This link displays a listing all Course Leader Requests that are pending approval action by the Instructor.
  - a. **View:** To view the Course Leader Request, click the [View](#) link. The screen will look similar to this:

Date : 9/26/2007  
To : **INSTRUCTOR**  
Mott District

From : Department of Parks and Recreation  
Training Office

Subject : Course Leader Request

Your Approval is requested to serve as a course leader in : **Basic Firefighter 999**

Location : **Prunedale**

Comment :  
Please bring your own handouts.

<u>Course Title</u>	<u>Date</u>	<u>Time</u>
Nozzle Care	10/13/2007-10/13/2007	(1300-1700) 4 hour(s)

This request will involve 4 hour(s) of instruction, plus travel time.

Once approved, your participation as a Course Leader will help provide quality training and effective instruction. As a Course Leader proper office attire should be worn at all times. We impress upon our staff and students a strong professional appearance and would like the course leaders to be a good example of that professionalism.

As a reminder, all overtime and per diem expenses that you incur will be paid by the Training Office. Please send a copy of the Monthly Work Report, DPR 511, for any overtime incurred during this training to the Training Office. In addition, submit your Travel Expense Claim to the Training Office for final approval and coding.

If you have any questions regarding this request, please contact WAGY, STEVEN at [steve@parks.ca.gov](mailto:steve@parks.ca.gov) or (831) 277-7114. Your support and assistance in the delivery of our departmental training program is appreciated.

**Michael D. Green**  
Acting Department Training Officer

- b. **Approve:** To approve a Course Leader Request, click the [Approve](#) link. An email is generated by ETMS and sent to Supervisor for approval action.
- c. **Not Approved:** To not approve a Course Leader Request, click the [Not Approve](#) link. Complete the comment and click **Submit**. The system will generate an email to the Training Specialist. The screen will look similar to this:

### Course Leader Request

[Home](#)    [Pending](#)    [Approved](#)    [Not Approved](#)

Detail	Program Title	Date/Time	Location	Employee Approval	Supervisor Approval	SGM Approval	Manager Approval	TS Info.	Housing Request
<a href="#">View</a>	Basic Firefighter 999	Nozzle Care 10/13/2007-10/13/2007 (1300-1700)	Prunedale	<div style="border: 1px solid gray; padding: 2px;"> <p style="font-size: small; color: red; margin: 0;">Please submit your reason for not approving this Course Leader Request?</p> <p style="margin: 0;">Comment:</p> <div style="border: 1px solid gray; height: 15px; width: 100%;"></div> </div>	BOST,PATRICIA Pending	COMBS,CHARLES Pending	GREEN,MICHAEL Pending	WAGY, STEVEN steven@parks.ca.gov (831) 277-7114	N/A
				<input type="button" value="Back"/> <input type="button" value="Submit"/>					

2. [Approved](#): This link displays a listing of all Course Leader Requests that have been approved by the Instructor.
3. [Not Approved](#): This link displays a listing of all Course Leader Requests that have not been approved by the Instructor.

B. **Housing Request:** Prior to the start of the program, the Instructor will receive an email requesting their housing needs. By clicking the (#) link, the Instructor can view all pending housing requests. The screen will look similar to this:

[Home](#)

## Instructor Housing Request

[Pending](#)    [Archive](#)

Program Title	Date/Time	Location	Housing
Basic Firefighter 999	Nozzle Care 10/13/2007-10/13/2007 (1300-1700)	Prunedale	<a href="#">Request</a>

1. **Pending Request:** To submit your housing request, click the [Request](#) link in the Housing column. The screen will look similar to this:

[Home](#)

### Instructor Housing Request

**Pending**   [Archive](#)

Program Title	Date/Time	Location	Housing
Basic Firefighter 999	Nozzle Care 10/13/2007-10/13/2007 (1300-1700)	Prunedale	<div style="border: 1px solid gray; padding: 5px;"> <p>Check In Date: <input type="text"/> (MM/DD/YYYY)</p> <p>Check Out Date: <input type="text"/> (MM/DD/YYYY)</p> <p>Comment : <input type="text"/></p> <p style="text-align: center;"><input type="button" value="Back"/>   <input type="button" value="Add"/></p> <p style="text-align: center;"><a href="#">I do not need housing</a></p> </div>

- a. If you do not need housing, click the [I do not need housing](#) link and an email will be sent to the Training Specialist.
- b. If you need housing complete your check in and check out dates, add comment as necessary and click **Add**. Add any additional check in and check out dates as necessary and click **Add**. The screen will look similar to this:

[Home](#)

### Instructor Housing Request

**Pending**   [Archive](#)

Program Title	Date/Time	Location	Housing
Basic Firefighter 999	Nozzle Care 10/13/2007-10/13/2007 (1300-1700)	Prunedale	<div style="border: 1px solid gray; padding: 5px;"> <p style="text-align: center;"><a href="#">Finalize Housing Request</a></p> <p>Check In Date: 10/13/2007      Check Out Date: 10/14/2007    <a href="#">Delete</a></p> <p>Check In Date: <input type="text"/> (MM/DD/YYYY)</p> <p>Check Out Date: <input type="text"/> (MM/DD/YYYY)</p> <p>Comment : <input type="text"/></p> <p style="text-align: center;"><input type="button" value="Back"/>   <input type="button" value="Add"/></p> </div>

- c. If you enter a date incorrectly, click the [Delete](#) link next to the dates.
  - d. To submit housing request, click the [Finalize Housing Request](#) link and an email will be sent to the Training Specialist.
2. **Archive:** To view a listing of your completed housing requests, click the [Archive](#) link. The screen will look similar to this:

<p><a href="#">Home</a></p> <h2 style="text-align: center;">Instructor Housing Request</h2> <p style="text-align: center;"> <a href="#">Pending</a>    <b><a href="#">Archive</a></b> </p>			
Program Title	Date/Time	Location	Housing
Basic Firefighter 999	Nozzle Care 10/13/2007-10/13/2007 (1300-1700)	Prunedale	<u>Check In Date:</u> 10/13/2007 <u>Check Out Date:</u> 10/14/2007
Basic Firefighter 999	Engineering Techniques 10/10/2007-10/10/2007 (0800-1200)	Prunedale	N/A

**NOTE:** Contact the Training Specialist if there are any changes in your Housing Request.