Travel Online Quiz – Self Enrollment Instructions

Assign Test
1) Sign into eduCAT: www.educat.utah.edu (login with CIS password)
2) Select My E-Learning Lessons tab labeled VIEW from the menu
3) Click on the Self Enroll tab (5th tab to the right)
4) Select the radio button option which reads: Your entire organization (this should already be selected by default)
5) Click the Enroll Now button next to the module name: UUHR00357 - Travel Test
6) Check the box next to the All Lessons check box option
7) Click the Add Lessons button (upon successfully self-enrolling in the module, a confirmation page will display which reads: Assignment process is completed)

View Intro Module
8) Click on the HOME tab at the top left
9) My E-Learning Lessons should say 1 lesson due to the right of the VIEW button
10) Click the VIEW button
11) Click on the UUHR00357-Travel Test and review the slides
12) Follow the instructions on the slides

Take the Test
13) Click on the TEST button and take the test
14) Click on Take Test on the top right
15) Take the test

Take Test Again OR Logout
16) After completing the test click the Personal Page at the top right
17) To take the test again click on the HOME tab at the top left
18) Click on Assignments All (second tab to the right) to take the test as many times as you would like.
19) To close this page click on Logout at the top