



## How to complete the ***CBA Travel Card Certification Course.***

The next two pages provide an overview level explanation of the 7 major steps you need to follow to complete the CBA Travel Card Certification Course and to print your Certificate of Completion. Pages 3 and beyond contain a detailed description of these same 7 steps.

### 1. Acquire A Copy Of The Training.

The CBA Travel Card Certification Course is available in two formats – a web-based download and a CD-ROM. You need to acquire a CD-ROM or download the courseware from the DON eBusiness web site. Either way, the course must run on your computer. You cannot take the course interactively, online.

### 2. Load The Training Onto Your Computer.

If you are using a CD-ROM, you can either run the training directly from the CD or you can copy all of the CD contents to a folder on your “C” drive.

If you downloaded the courseware from the DON eBusiness web site, you need to unzip the “cba\_tc\_training.zip” file into a folder on your “C” drive.

### 3. Open The File Named, “cba\_tc.exe”.

You can now start the training course by locating the file named “cba\_tc.exe” and double clicking on it. When the course begins, you will see a start-up screen that displays “Please check your speakers”. Ensure your speakers are working since the training has narration; then, click “Continue”.

### 4. Create A Student Login Account.

The CBA Travel Card Certification Course allows you to log in and out of the training and maintains bookmarks of your progress. It also allows you to print a Certificate of Completion when you pass the certification test. Both of these functions require student profile information that you supply the first time you use the course.

**You must select “Navy”** from the list of DoD Departments to obtain the correct Student Profile form and Certificate. After selecting “Navy”, complete the Student Profile form and click “Submit”.

[Do not select “Proceed Without Records” unless you **do not want** a Certificate of Completion at the end of the training.]

Once you have created your Student Profile, you can log out of the course at any point and use the “Login” option to re-enter the course where you left off.

## 5. Complete All Five Lessons.

The CBA Travel Card Certification Course consists of five lessons. Each lesson is a series of narrated slides with review questions at the end. In order to receive credit for completing all five lessons, you must “touch” every page of each lesson. A red check mark appears in front of a lesson title on the main menu when it is complete. A yellow check mark indicates that you have not finished the lesson. The “Certification Test” menu item is active after all lessons have a red check mark.

## 6. Pass The Certification Test.

When you have completed all lessons, click on the Certification Test menu item to take your 25-question test. Follow the instructions included with the test. You need a score of 100% to pass. If you score at least 60% on your first try, you receive two additional attempts to retest the incorrectly answered questions. If you fail to achieve a 100% score in three attempts, you must take the training and test again.

## 7. Print Your Certificate Of Completion.

After passing the test, follow the directions to print your Certificate of Completion. Be sure that your certificate actually prints before you close the print screen. Once you close the print screen, you can only re-print your certificate by taking and passing the test again.

**NOTE: Navy personnel will be directed to save a training log file and forward it as an email attachment to [DONEBusinessStats@navy.mil](mailto:DONEBusinessStats@navy.mil). Follow the directions at the end of the course.**



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**COURSE ON CD-ROM:** Check with your APC to see if a CD-ROM version of the training is available; if not, you or anyone in your activity can download the course from the DON eBusiness web site, copy it to a CD-ROM and distribute it to other program participants within your command. It is permissible for any DoD activity to copy and distribute CD-ROMs of this training.

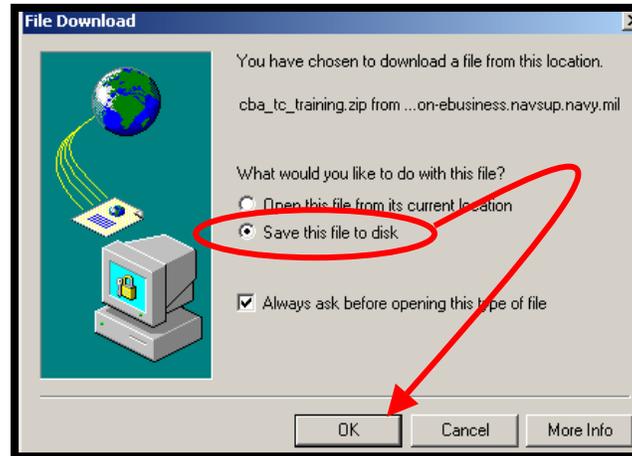
**DOWNLOADING THE COURSE:** The CBA Travel Card Certification Course is made up of many files that are combined and “zipped” into a single file that can be downloaded from the DON eBusiness web site to your computer. After downloading, the “zip” file must be “unzipped”. The “zipped” file is relatively large, 96MB, and can take several minutes to download. Do NOT attempt to download this file over a dial-up modem due to the large amount of time (perhaps hours) it could take to complete.

To download the course from the DON eBusiness web site, select the ***Travel Card Program*** page under Card Management and then select the ***Centrally Billed Accounts*** tab. Next, look in the ***Training*** portal, and click on ***CBA Unit Travel Card Training***. The website address is [www.don-ebusiness.navsup.navy.mil](http://www.don-ebusiness.navsup.navy.mil).

The following several steps explain the detailed download procedure.

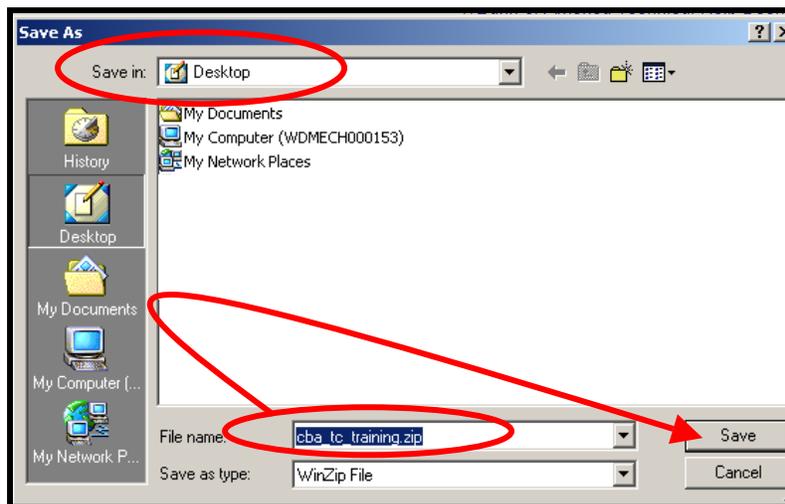
## Detailed Download Procedure:

Step 1: Go to the web site and click on the download link for the CBA Travel Card Certification Course. The following window will open:



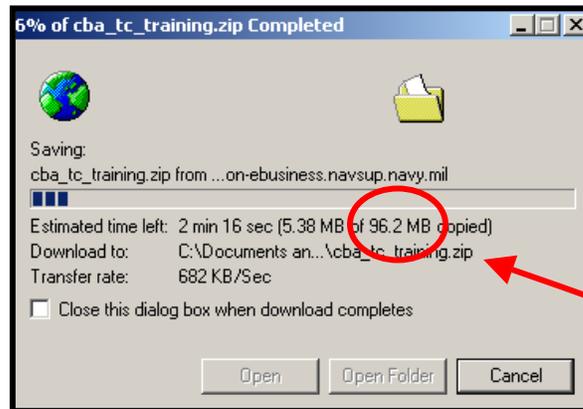
Select "Save this file to disk" and click "OK".

Step 2. You need to save the file on your computer. The following window will open to allow you to select a location. Your desktop is a good place to save the file; it will be easy to locate later. Take note of the file name (cba\_tc\_training.zip); then click "Save".

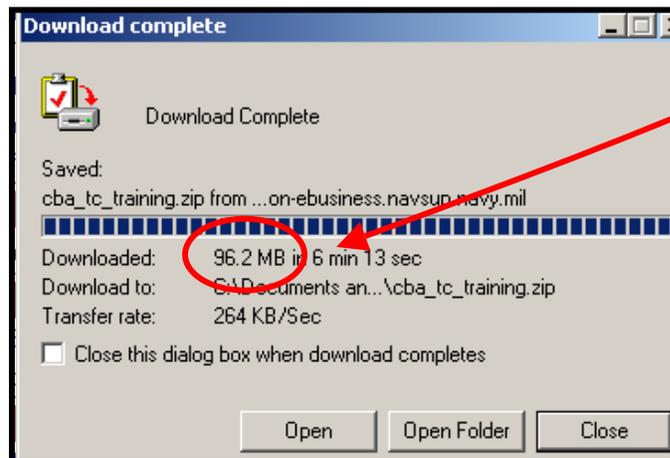


Step 3. When you click “Save”, the following window will open showing the progress of your download. It is important to notice the total size of the file you are downloading - 96.2 MB as highlighted here.

When the download is complete, you should compare this number to the size of the file that actually downloaded. If they are not the same, the download was not successful, even though it may have said download complete. In this case, you need to download again.



Step 4: The system tells you when the download is complete by displaying the window shown below. Note the size of the file downloaded. Again, if this size does not match the original size of the file, you need to try the download again.



If the two sizes match, you have accomplished the download and the training file is now on your computer. You now need to “Unzip” the file so that you can use it.

Proceed to 2., “Load the training onto your computer” for details on the “unzip” process.

## 2. Load the training onto your computer.

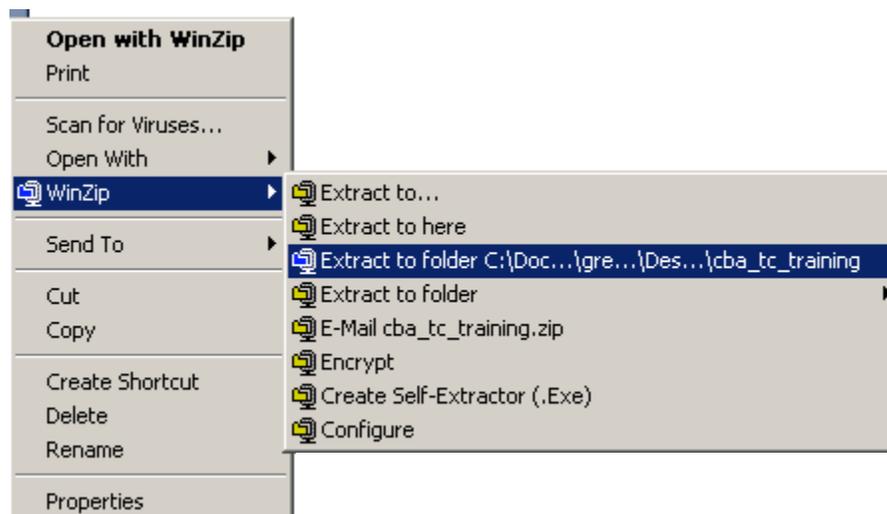
**USING A CD-ROM:** Place the CD-ROM into your CD reader and go to 3. “Open the file named “cba\_tc.exe”. [You can copy the CD contents to a folder on your computer’s hard drive. The course will run faster, and, you can give the CD to someone else to use.]

**UNZIPPING YOUR DOWNLOAD:** If you downloaded the cba\_tc\_training.zip file from a web site and used the directions in number 1. “Acquire a copy of the training”, this file is now on your desktop.

There are several ways to unzip a file. If you have a favorite method, use it to unzip **cba\_tc\_training.zip**, or, use the following method to accomplish the “unzipping”.

Step 1: Using “My Computer”, locate cba\_tc\_training.zip. **Right** click cba\_tc\_training.zip to open the “Open with WinZip” menu shown here.

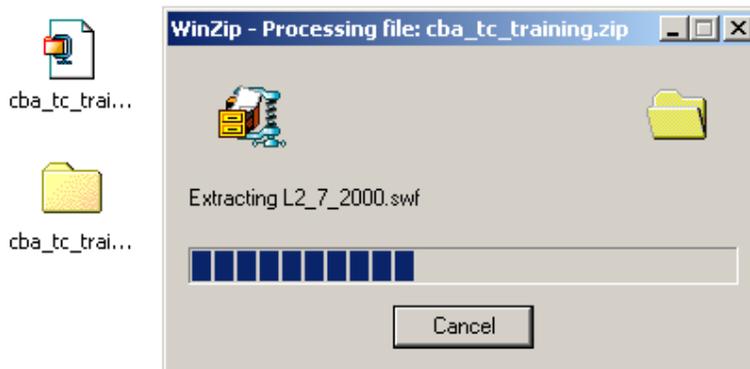
Point to “WinZip” to open the sub-menu, and then click “Extract to folder...” highlighted here. Be sure to select the “Extract to folder” that includes the directory name.



Two things will now happen. First, WinZip will create a new folder on your Desktop called “cba\_tc\_training”.

Second, WinZip will “unzip” the files contained in cba\_tc\_training.zip into the “cba\_tc\_training” folder.

Step 2: The “WinZip” process window will open and show the progress of the unzipping. You should be able to see the new folder with a name that is identical to the downloaded file.



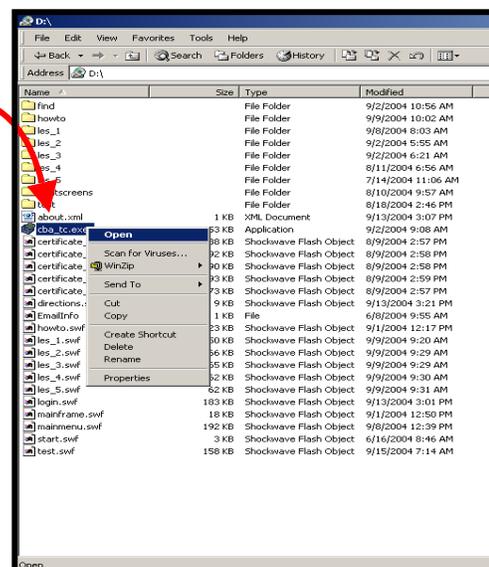
When the unzip process completes, the WinZip window will close. At this point, you have completed the unzip process and all course files have been unzipped and are in the newly created “cba\_tc\_training” folder on your Desktop.

### 3. Open the file named, “cba\_tc.exe”.

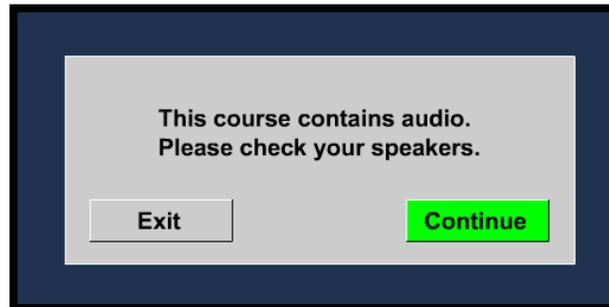
Find the folder that contains the courseware files, either on the CD-ROM or on your Desktop. The folder contents should look like the list of folders and files shown here.

You must “Open” or “Run” the file named “cba\_tc.exe” to start the course. This file name is highlighted here.

Point to the “cba\_tc.exe” file and **RIGHT** click to open the menu shown here. Then, **LEFT** click on the menu selection, “Open”, to start the course.



The first screen you will see after starting the training contains the “Please check your speakers” warning shown here. Ensure your speakers are working since the training has narration; then, click “Continue”.



## 4. Create a Student Login account.

Step 1: After you acknowledge that your speakers are working and click “Continue”, the start-up screen, shown here, displays.



**“Proceed Without Records”** should only be used to audit the course. This selection will not provide a Certificate of Completion.

The first time you enter this course, you must select **“Create User”** to create a new user account and password. Use the **“Login”** option to re-enter the training after the “Create User” form process is complete.

Step 2: You create your student profile by completing and submitting the form shown here. This form shown below is for the Navy and includes input fields for the Travel Card Hierarchy codes.

As indicated on the form, all fields are required. If you have no middle initial, type a period in that field. Contact your APC if you do not know your hierarchy codes. When the form is completed, click the "Submit" button.

The following data is used for login control, to print your certificate of completion and to record your successful completion of this training in the Automated Training Statistics (ATS) database. All fields are required. Your Unit Travel Card Agency Program Coordinator can provide your correct "Command" name and "Hierarchy Level 2-7" numbers.

Use the Tab key to move between fields.

• First Name:	GEORGE
• Middle Initial:	G
• Last Name:	SMITH
• SSN (last 4 digits):	1234
• Rank/Grade:	CAPT
• Email Address:	george.g.smith@navy.mil
• Password:	*****
• Password Again:	*****
• Command:	BQYET
• Your APC's Name:	Ms. Aye Peesea
• Hierarchy:	2012345 3012345 4012345 5012345 6012345 7012345 Level 2 Level 3 Level 4 Level 5 Level 6 Level 7

\* Required field

**Back** **Submit**

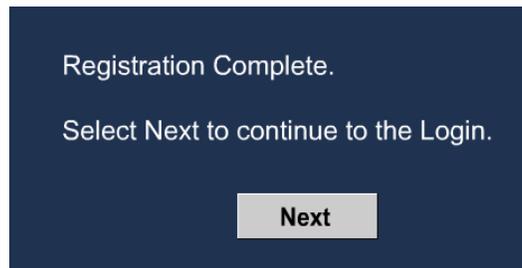
Step 2: You will given the opportunity to confirm that your data is correct – do not forget your password. If the data is correct, click "YES".

First Name .....	GEORGE
Middle Initial .....	G
Last Name .....	SMITH
SSN (last 4 digits) .....	1234
Rank/Grade .....	CAPT
Email Address .....	george.g.smith@navy.mil
Your APC's name .....	Ms. Aye Peesea
Command .....	BQYET
Hierarchy .....	2012345 3012345 4012345 5012345 6012345 7012345 Level 2 Level 3 Level 4 Level 5 Level 6 Level 7

**Is this information correct?**

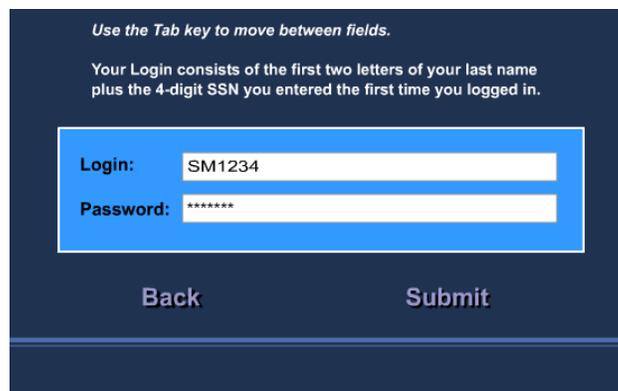
**YES** **NO**

Step 3: When you successfully complete the Create User process, you will see the following message to indicate you can now login to the course. Click “Next” to continue.

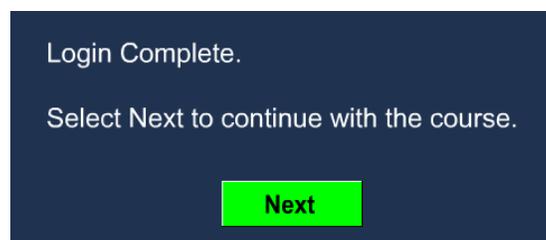


Step 4: Your Login consists of the first two letters of your last name followed by the last four digits of your Social Security Number (SSN). Your password is whatever you specified in the Create User form.

Click “Submit” to continue.

A dark blue rectangular screen with white text. At the top, it says "Use the Tab key to move between fields." Below that, it says "Your Login consists of the first two letters of your last name plus the 4-digit SSN you entered the first time you logged in." There are two input fields: "Login:" with the text "SM1234" and "Password:" with asterisks. Below the fields are two buttons: "Back" and "Submit".

Step 5: Click “Next” to continue when you receive the successful login screen shown here.



Step 6: This course was designed and created by the DON eBusiness Travel Card Program Management Office, in conjunction with DoD, and is for use by all DoD Departments. This screen allows you to select your DoD Department. Click "Navy" to continue.

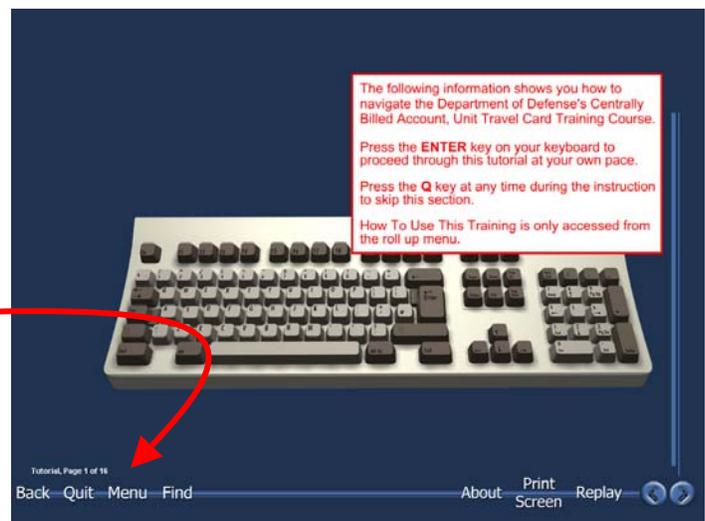
(Note: There are Departmental specific differences built into the courseware from this point forward. Be sure to select the correct department.)



Step 7: You automatically receive a brief tutorial about the courseware features, functions and navigation methods the first time you log into the course.

Follow the instructions in the red box to advance more quickly or to close the tutorial down and skip to the actual training lessons.

The tutorial can be accessed anytime from the roll up Menu by clicking the word "Menu" and selecting "**How To Use This Training**".



Step 8: When the tutorial ends, the Main Menu appears with a list of 5 lessons. A time estimate of completion is listed for each lesson. Notice that the “Certification Test” is inactive. You must “touch” every page of all lessons before the test is activated.



The “Audio Text” check box, when marked, displays a text version of the narration in a small window. Begin your training by clicking on “Introduction” to launch the first lesson.

## 5. Complete all five lessons.

You must complete all five lessons before you are able to access the certification test. Proceed through the lessons by launching each from the menu shown here.

You will return to this menu after each lesson. A yellow check mark by the lesson indicates that you have remaining material to learn. A red check mark means that you have completed the lesson. When each lesson has a red check mark, the “Certification Test” menu item will be active.



## 6. Pass the certification test.

When you have finished all five lessons as indicated by the five red check marks, click on “Certification Test” to launch the testing application.



Step 1: Click on “Certification Test” (shown above). You will receive the screen below.



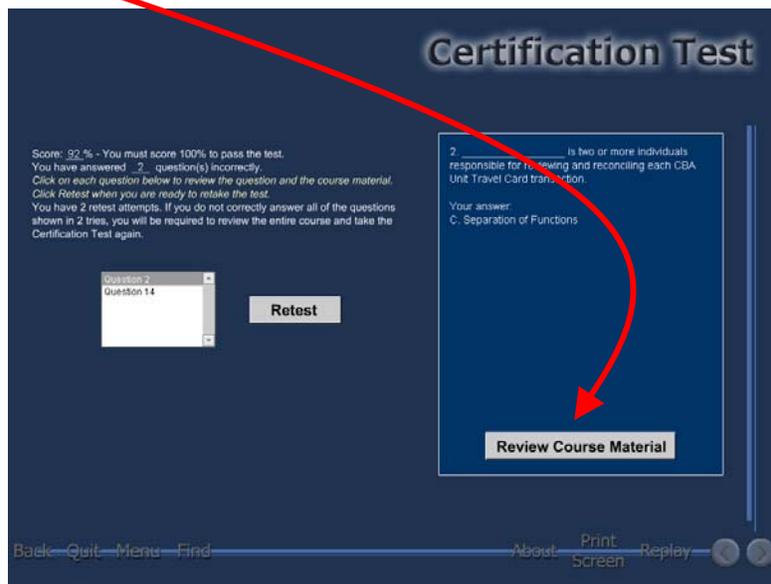
As stated on the above screen, you must achieve 100% to pass the test in three consecutive attempts or less. Follow the instructions included with the test. If you score at least 60% on your first try, you receive two additional attempts to review and retest on the incorrectly answered questions. If you fail to achieve a 100% score in three attempts, you must retake the training and test again. Click the forward arrow on the screen shown above to start the test.

Step 2: The test consists of a series of twenty-five questions randomly selected from the test question pool. After answering all questions, you will see your results. The example shown here illustrates a student who missed two questions.

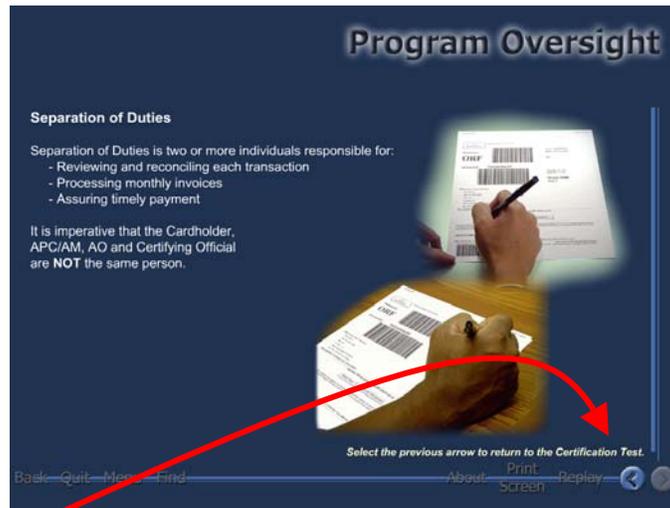


Click on the question to review the relevant material, as shown below in Step 3.

Step 3: This screen displays Question 2 and the incorrect answer the student provided. Click "Review Course Material" to see the relevant material.



The courseware then replays the section of the training that applies to this question.



Click the "Return" button to go back to the test.

Step 4: After you review the material related to your missed questions, click on "Retest". When you answer the questions correctly, you will receive the "Congratulations" screen shown below.

Click the forward arrow to print your Certification of Completion and email your log file to [DNeBusinessStats@navy.mil](mailto:DONeBusinessStats@navy.mil)



Click here to continue.

## 7. Print your Certificate of Completion.

This screen gives the name and location of your log file. The log file is use to load your training statistics into the DON eBusiness Automated Training Statistic (ATS) database.

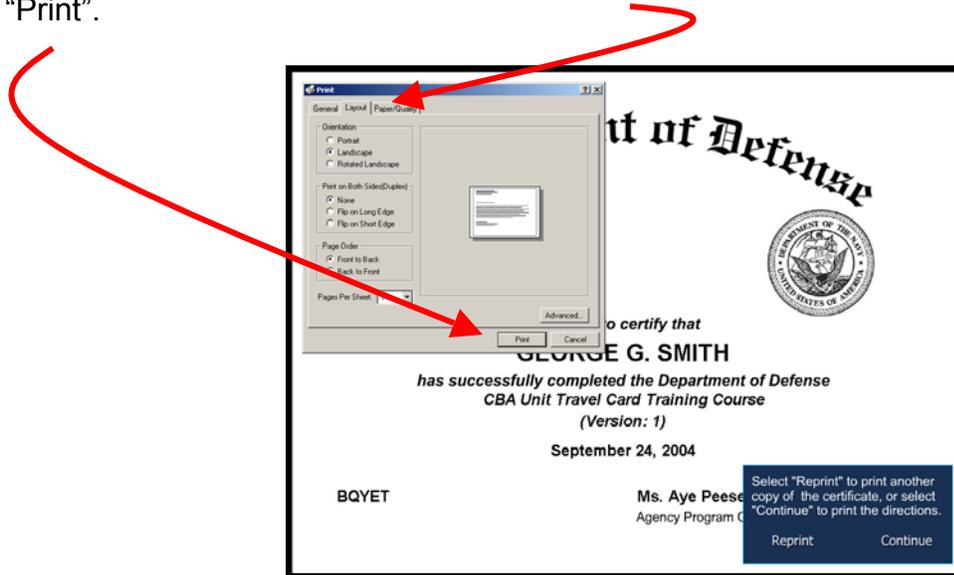
After you print your certificate, you will be able to print a copy of the directions for emailing your training log to DON eBusiness. Next, click the forward arrow.



Step 1: You will receive the certificate "Printing Directions" screen. Follow these instructions to print your certificate.



Step 2: When you click the “Print Certificate” button in the previous screen, the following “Print” menu is displayed. Select the “Layout” tab and “Landscape” orientation. Now click “Print”.



Step 3: Go to the printer and be certain your certificate actually printed before clicking “Continue” in the small box in the lower right corner of your “Certificate” screen. If the certificate did not print correctly, or you need another copy, click “Reprint”. This will give you an opportunity to adjust the printer settings. After you have your certificate, click “Continue”. Be certain to provide your APC/AM with a copy of your training certificate, and keep a copy for your records.

Step 4: After clicking “Continue” in Step 3 above, you receive the screen shown below that has instructions for sending your training log file to DONEBusinessStats@navy.mil. These instructions are printable by clicking on “Print”. Follow the directions and be certain to send your training log immediately in order to receive official DON credit for your training.

