

Online Registration Instructions for Crime Stoppers Online Courses

Go to <http://www.texas-poseit.org>

Install the needed plug-ins on your machine by clicking on the “Load Plug-ins” button

This needs to be done only once for each machine you will be using to view the material.

Instructions if you are not already registered:

Click on Register, which is located on the left hand side of the screen.

Provide the following information:

Name

Set a password

Email

Zip code

Be sure to include your middle initial if you have one. Your name will be your log-in ID.

If you are registered with the Texas Commission on Law Enforcement Officer Standards and Education (TCLEOSE), be sure to provide your PID number and date of birth.

Click submit.

If you do not provide a PID number or date of birth, the next screen will say “OOPS!”

If you are not registered with the TCLEOSE, click on the link that says, “I do not want to provide my PID number or date of birth.”

If you would like to update or change your registration information, click on those links.

After clicking the link, verify your information as correct, then click on the link, “The information is ok.”

If something is wrong, click “I want to change my registration information.” This brings you back to the main registration page.

Click ok.

Instructions if you are already registered:

Login with your username and password located at the top right of the web screen.

Course registration:

You are now able to register for a course. Click on “Step 1: Register for a course.”

On the next screen, a listing appears of all the available courses.

To choose a course, click on “register,” which is located before the title of each course.

The next screen will tell you that you are registered for the course, and say, “Please log into your course from the current courses portion of your transcript in the left-hand column.” Click the ok button.

Now you can register for more courses or click on “Step 2: Continue a Course.”


You will be given the option of starting the course by clicking the course name.

A new screen opens up for the course with a logo for Macromedia. It may take awhile to load. Also a box may pop up asking if you want to run the Authorware file. Click ok.

The course should now be ready for you to begin. Click on the lessons button to proceed to the course material.

The screen shows different modules and sections.

Select Module 1, Section 1 to begin.

If you need to stop in the middle of the section, click on the following button , on the screen. You have the option of going back to the main menu or continuing the segment. If you quit in the middle of the segment, it will not be checked off as completed, and you will have to restart the segment at another time.

You can return back to the course at any time.

To end this course, click on the back button, located in the top right hand corner of the screen. This will take you back to the main course page.

You will have the option to take the exam once all material has been completed.

You must pass with 70 percent or better. All results are posted to your transcript which can be viewed under the button “Transcript.”

To quit the course, click on the quit button located in the top right hand corner of the screen.

The macromedia screen will remain open on the computer after you exit the course. You can close out the box and you will return to a list of your registered courses.

To exit the program, click the “logoff” button.

Notice: These instructions are a guide to registering and taking a course on the POSEIT site. The POSEIT site could change in the future so when in doubt, follow the instructions given on the POSEIT website (<http://www.texas-poseit.org>)

Receiving your training certificate:

Four to six weeks following the completion of the course, you will receive a survey email from Texas Crime Stoppers Training and Technical Assistance. You must complete this survey in its entirety and return it.

Upon receipt of the returned survey, Texas Crime Stoppers Training and Technical Assistance will issue your certificate in about two weeks and mail it to the address you provide on the completed survey.