



**Federal Aviation  
Administration**

# **Designee Management System (DMS) Training System: External User Guide**

**Purpose:** This guide will inform users how to navigate the External DMS User Site for designee and ODA related training. This guide will show users how to find, enroll, and pay for a course, and take training.

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# Terms/Acronyms

The following are terms or acronyms used in this document:

Term/Acronym	Definition
AAM	Organization - Aviation Medical Services
AFS	Organization – Flight Standards Services
AIR	Organization - Aircraft Certification Services
AOV	Organization – Air Traffic Safety Oversight Service
AVS	Organization – Aviation Safety
CM	Course Manager
DMS	Designee Management System
DRS	Designee Registration System
DTS	Designee Training System
FA	Financial Administrator
FAA	Federal Aviation Administration
IA	Inspector Authorization
ILT	Offering Type Instructor Led Training that contains only classroom instruction and no online or LMS platform component.
Instructor	Instructor assigned to teach a course offering
LMS	Learning Management System
Online	Offering Type that contain training that's strictly online through the LMS platform.
Online+ILT	Offering Type Combination that contains training that's both online through the LMS platform and instructor led.
SA	System Administrator
TA	Training Administrator

## Section 1. Introduction

The Designee Management System (DMS) Training System External User Guide provides step-by-step instructions for external users to perform the training functions in the DMS. This guide provides instructions for the external user's applicant, designee, and contractor to view their training records, enroll in training offerings, and stay up to date on required trainings.

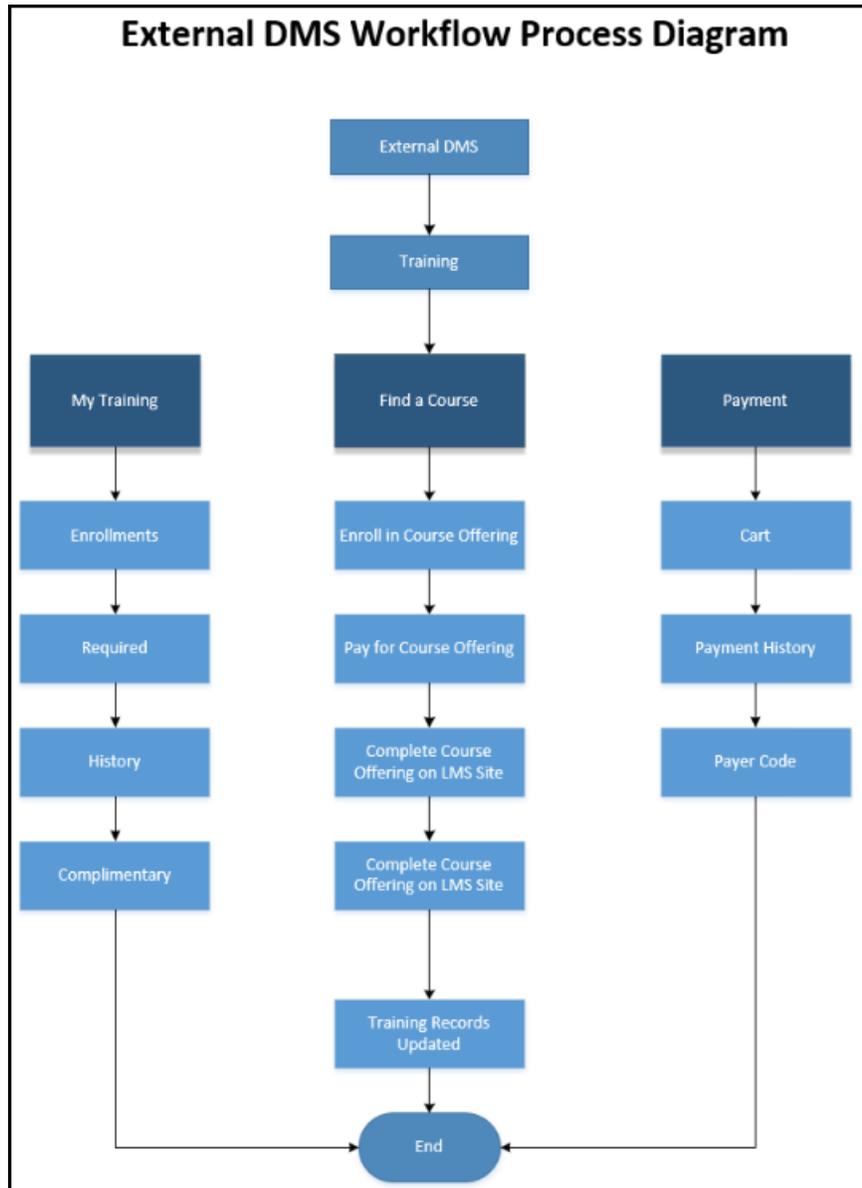


Figure 1: External DMS Training Workflow Process

## Section 2. External User Training

External users have access to training course offerings as long as they have a registered account in DMS. After logging into DMS, the user lands on the Home page. To access the training sections, expand the left navigation option 'Training'.

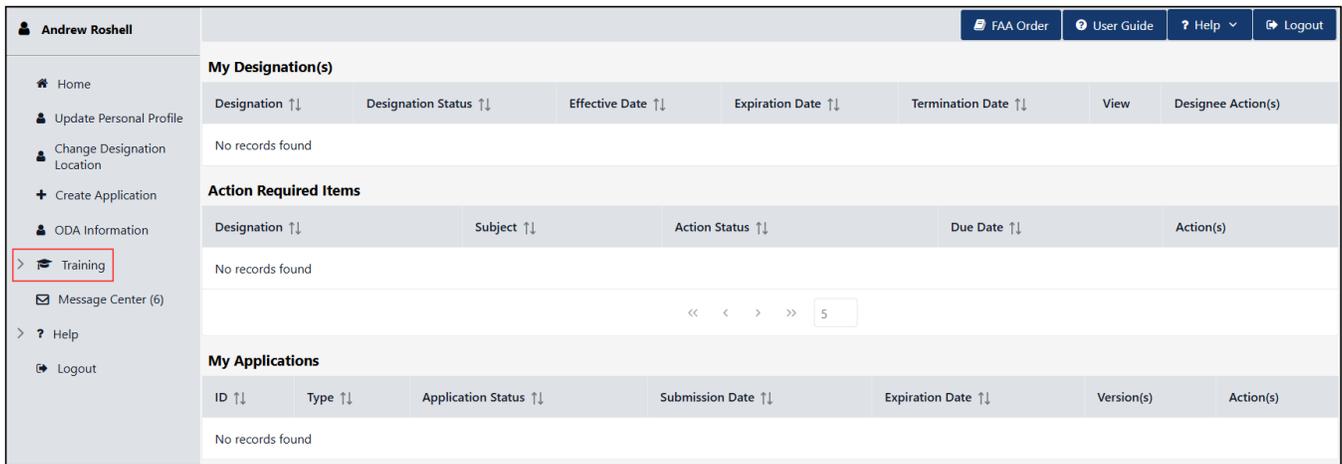


Figure 2: External User DMS Home Page

## Section 3. My Training

**Step 1.** From the navigation pane, click on 'Training' menu option.

The 'Training' menu option expands to display 'My Training', which includes the following sections:

- Enrollments
- Required
- History
- Complimentary

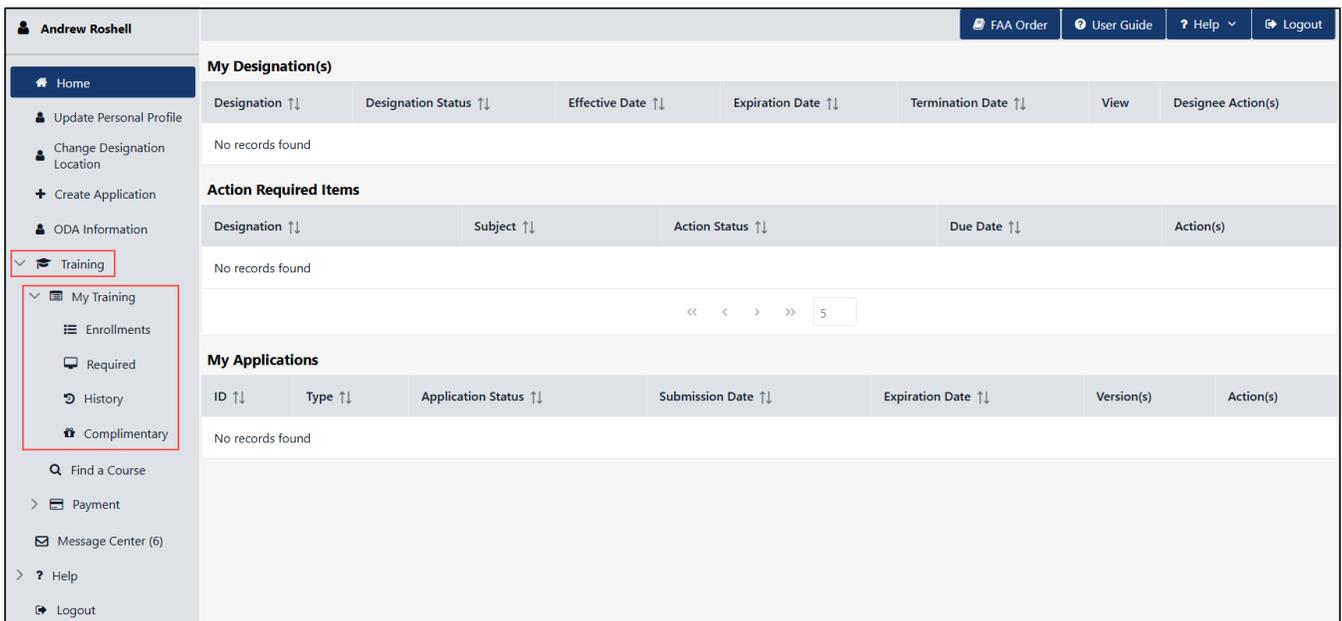


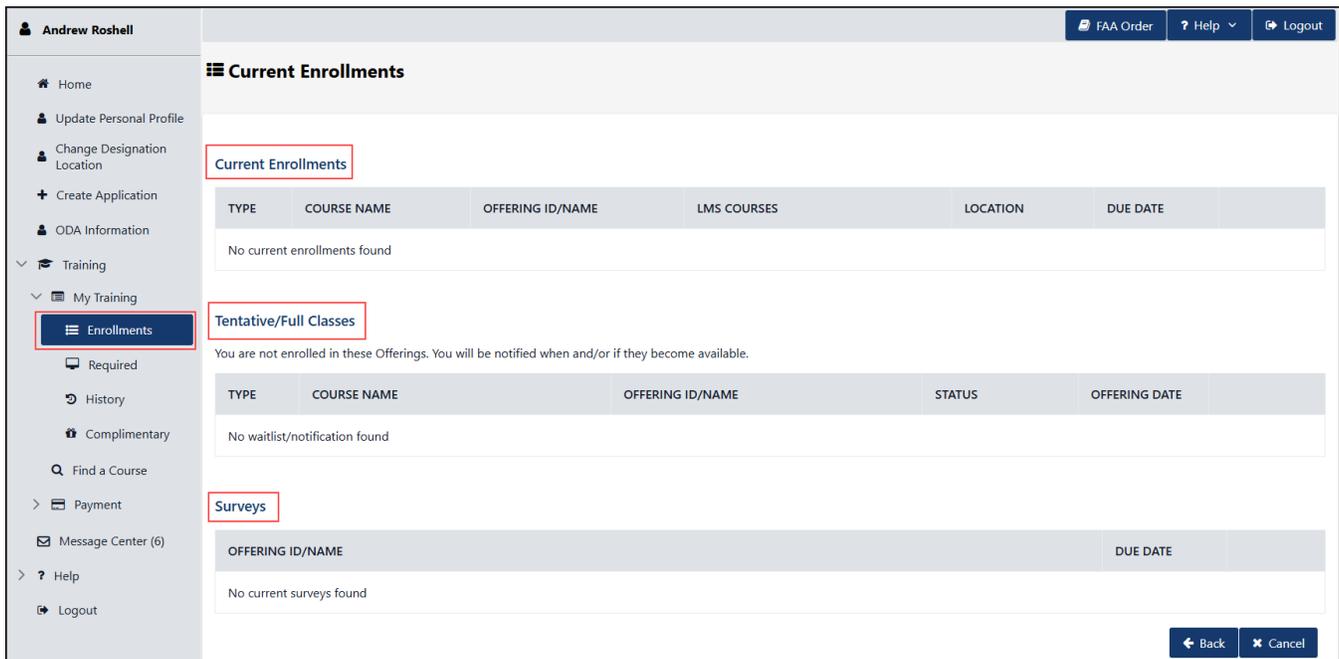
Figure 3: Training Menu Options – My Training

### 3.1 Enrollments

**Step 1.** From the 'Training > My Training' menu option, click on 'Enrollments' menu option.

The 'Current Enrollments' page displays with the following information:

- Current Enrollments Section
- Tentative/Full Classes Section
- Surveys Section



**Figure 4: My Training – Enrollments Menu Option Page**

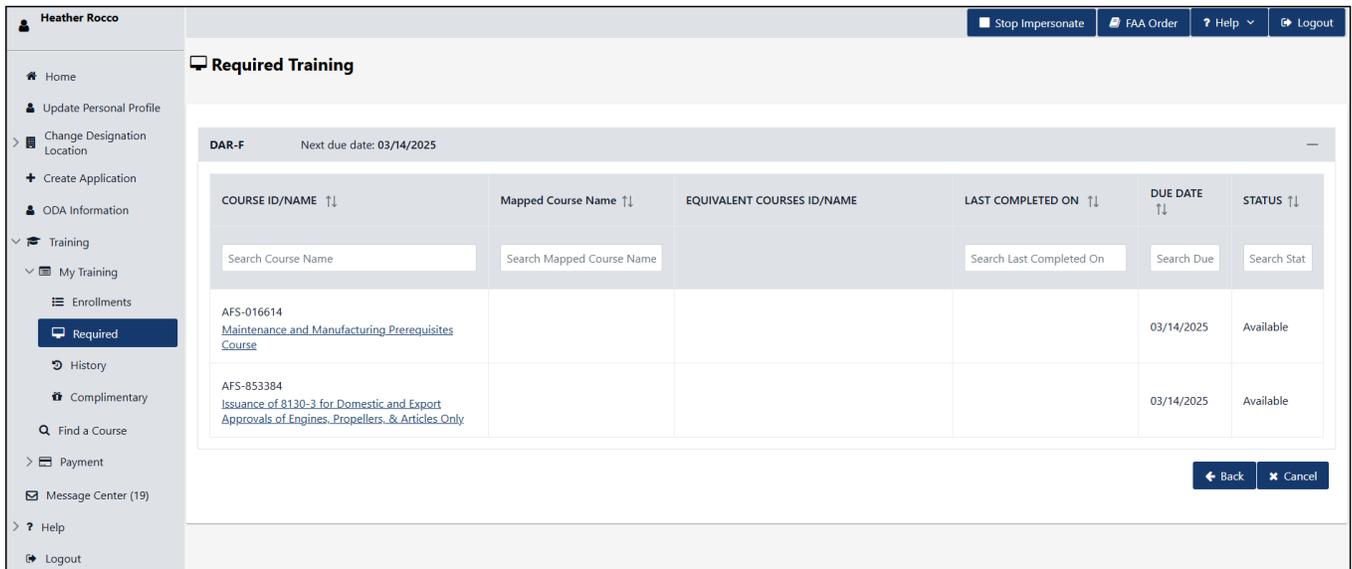
The 'Current Enrollments' page includes offerings the external user enrolled in, paid for, and are ready to be completed. The 'Tentative/Full Classes' section will list any offerings the external user is on a wait list for pending an opening. Lastly, the 'Surveys' section displays any surveys that need to be completed as a result of completed course offerings.

### 3.2 Required

If a designee is required to take initial or recurrent courses to maintain their certification, the course will be listed on the external users 'Required' page.

**Step 1.** From the 'Training > My Training' menu option, click on 'Required' menu option.

The 'Required Training' page displays.



**Figure 5: My Training – Required Training Page**

The 'Required Training' page displays any trainings related to a designation's required curriculum in order to stay up to date with certifications. The page includes the following information:

- Designation with next due date
- Course ID/Name
- Mapped Course Name
- Equivalent Courses ID/Name
- Last Completed On
- Due Date
- Status

**Step 2.** Click on the hyperlinked 'Course ID/Name' to enroll in the course from this page. The user will be directed to the Course Details page where the Offerings available for the course are displayed. Refer to ['Enrolling in a Course'](#) for details.

Message Center notifications will be sent when an upcoming required training is 30, 60, and 90 days from the due date.

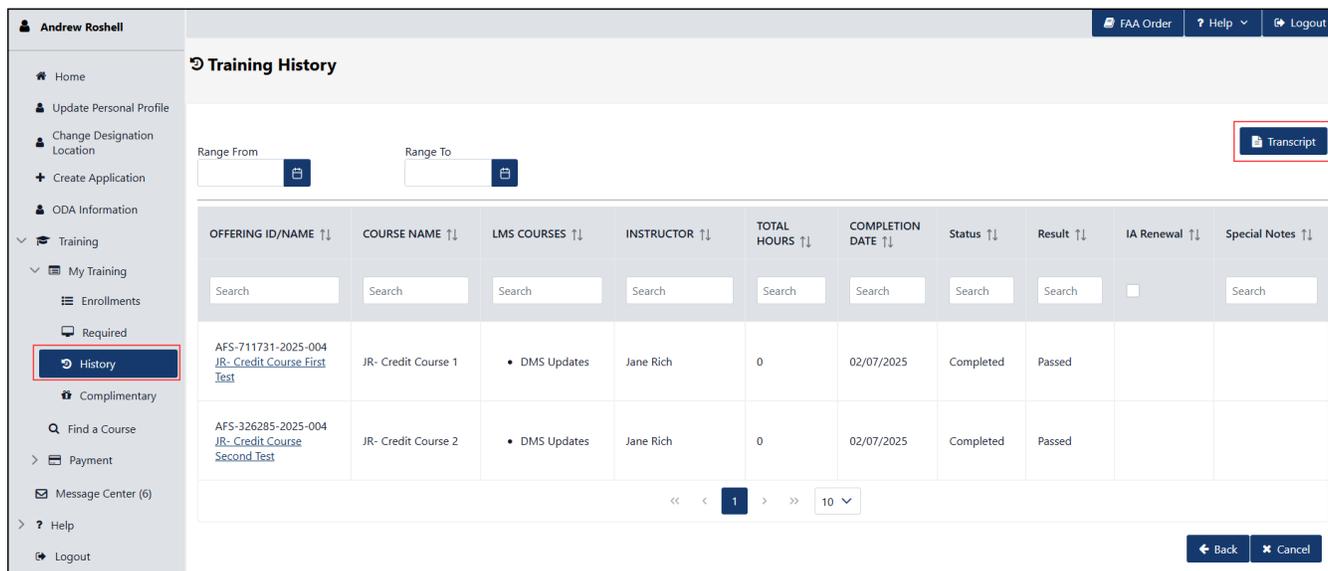
### 3.3 History

**Step 1.** From the 'Training > My Training' menu option, click on 'History' menu option.

The 'Training History' page displays the following information:

- Date Range Filter
- Offering ID/Name
- Course Name
- Learning Management System (LMS) Courses
- Instructor
- Total Hours
- Completion Date
- Status
- Result

- Inspector Authorization (IA) Renewal
- Special Notes

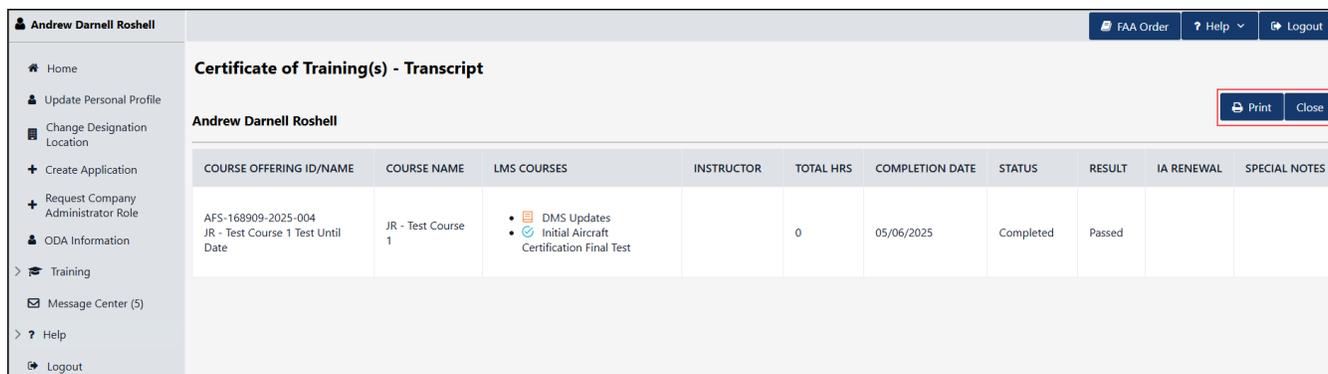


**Figure 6: My Training – Training History Page**

The 'Training History' page displays the external users all previously enrolled in course offerings.

**Step 2.** Select the 'Transcript' button to generate a transcript copy of the training history.

**Note:** Users can use the Date Range filters to drill down to a specific training date range or course offering prior to generating the transcript.



**Figure 7: Training History Transcript**

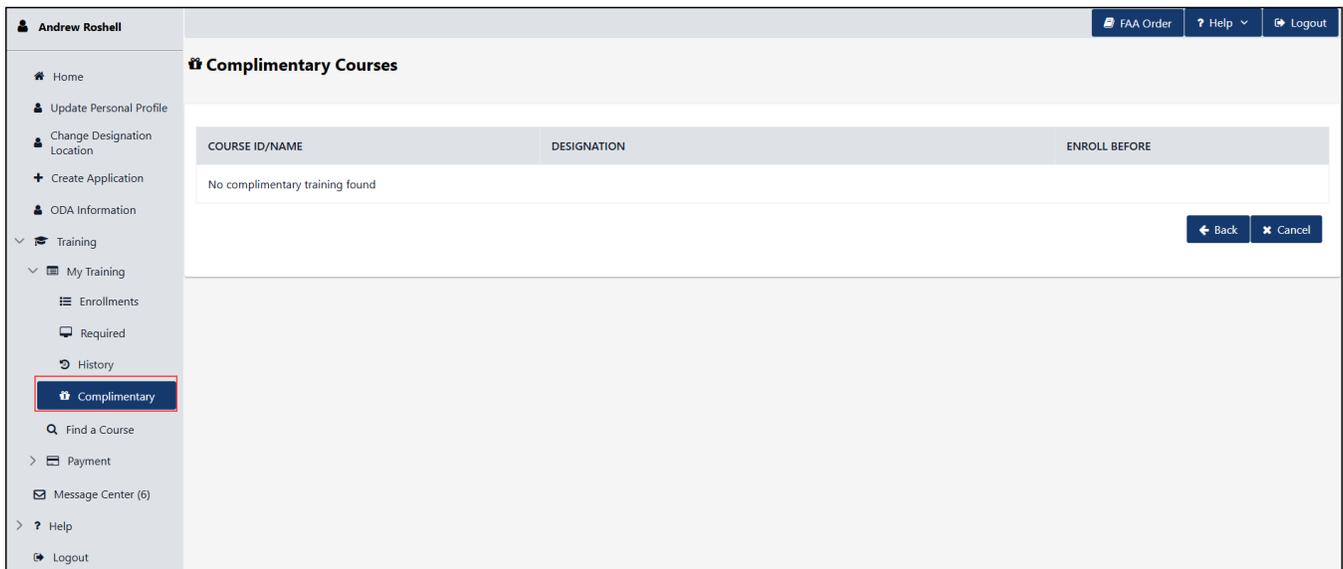
**Step 3.** Click 'Print' button to print the transcript or the 'Close' button to close the transcript page and navigate back to the Training History page.

### 3.4 Complimentary

**Step 1.** From the 'Training > My Training' menu option, click on 'Complimentary' menu option.

The 'Complimentary' page includes the following information:

- Course ID/Name
- Designation
- Enroll Before



**Figure 8: My Training – Complimentary Page**

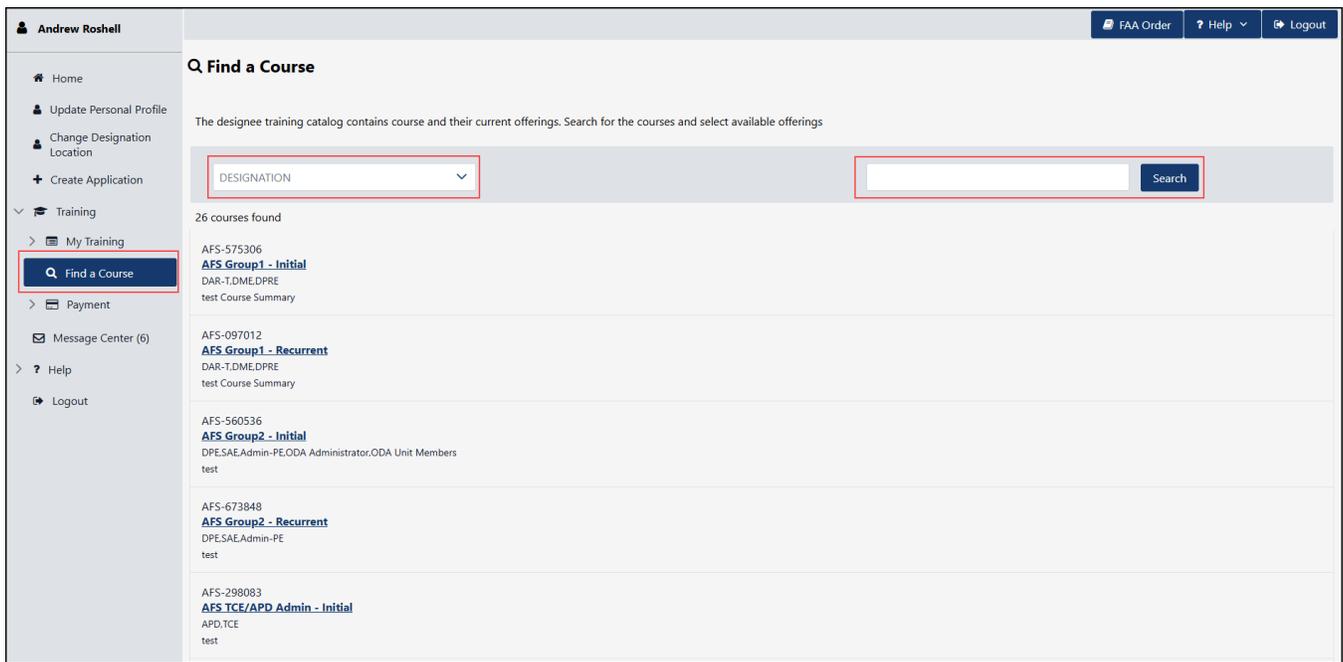
**Note:** Course offerings will only display on this page if a course the external user enrolled in, and completed, has a complimentary course associated to it.

## Section 4. Find a Course

**Step 1.** From the 'Training' menu, click on 'Find a Course' menu option.

The 'Find a Course' page displays with the following information:

- Designation Dropdown Menu
- Search Text Box
- Table with the list of available courses



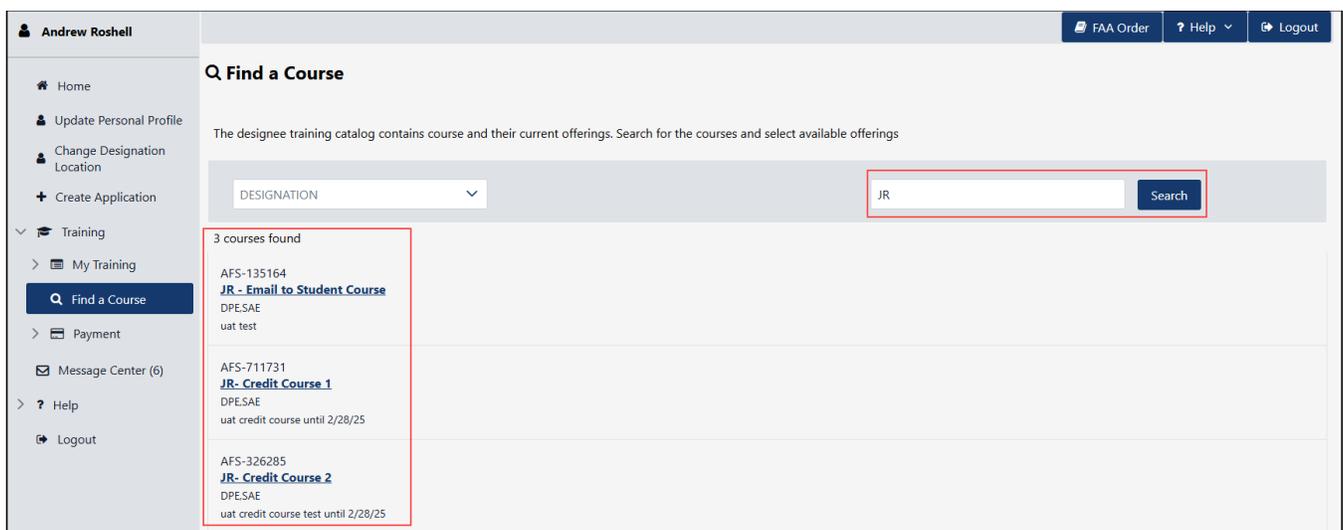
**Figure 9: Training – Find a Course Page**

There are multiple options for finding a course. The external user can enter a designation, search words, or scroll through the alphabetical list of available courses.

- Step 2.** Search for the intended course using methods described above.
- Step 3.** Click on the Course Name hyperlink to view the details of the course.

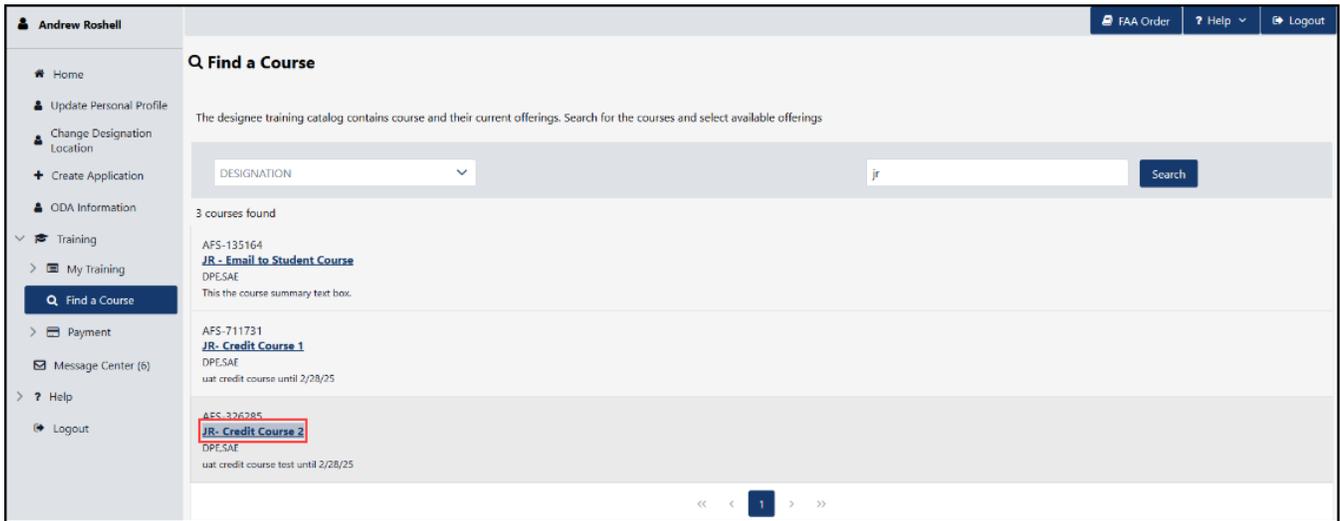
## Section 5. Enrolling in a Course

- Step 1.** From the 'Training' menu, click on 'Find a Course' menu option.
- Step 2.** Use the search functions to locate the course offering.



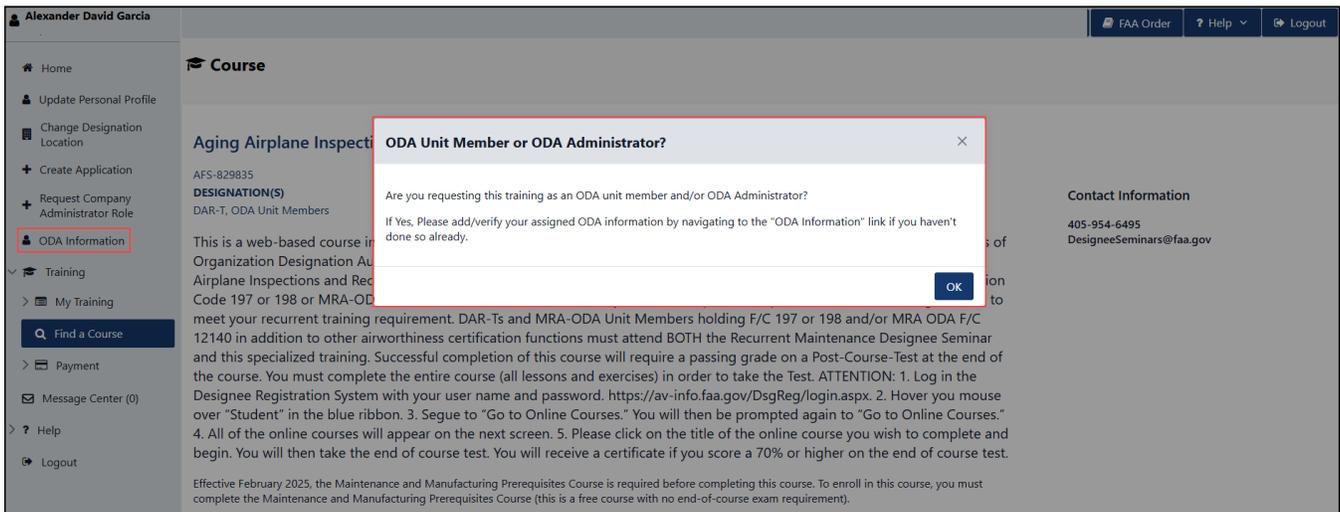
**Figure 10: Find a Course – Search Text Box Results**

- Step 3.** Click on the Course Name hyperlink of the desired training.



**Figure 11: Find a Course – Course Name Hyperlink**

For ODA designated courses, the following pop-up will display:

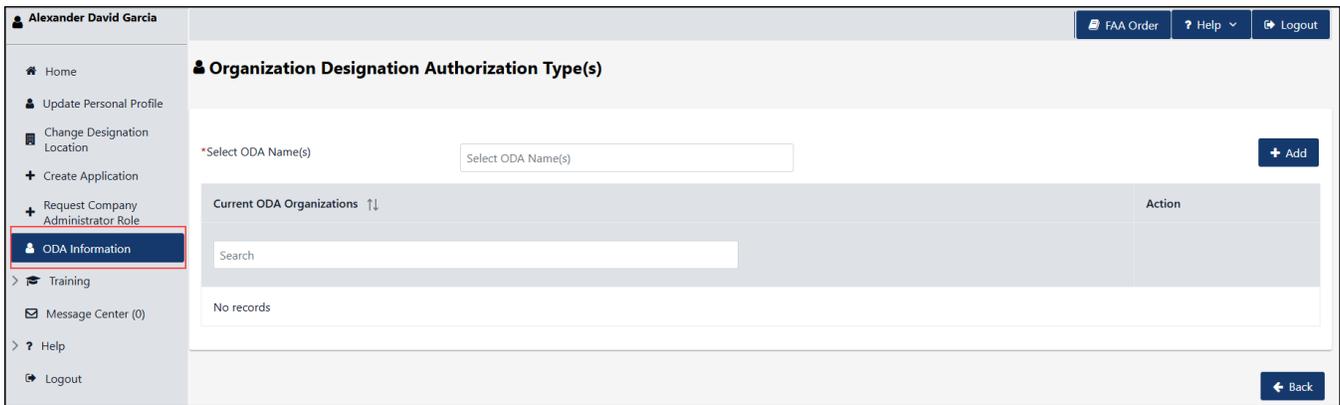


**Figure 12: Find A Course – ODA Courses**

The ODA external user that is taking this training as a Unit Member or Administrator should enter their assigned ODA information under the 'ODA Information' navigation menu option if they have not done so previously.

To add an ODA company, perform the following:

- Step 1.** From the navigation menu, select 'ODA Information' link.

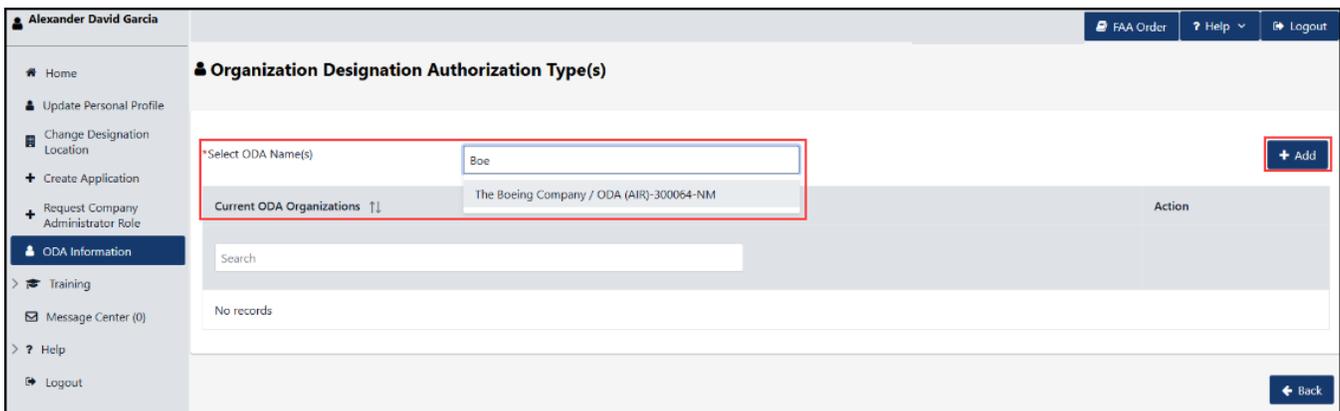


**Figure 13: ODA Information Navigation Menu Option**

**Step 2.** In the 'Select ODA Name(s)' search box, enter the ODA company name you are assigned.

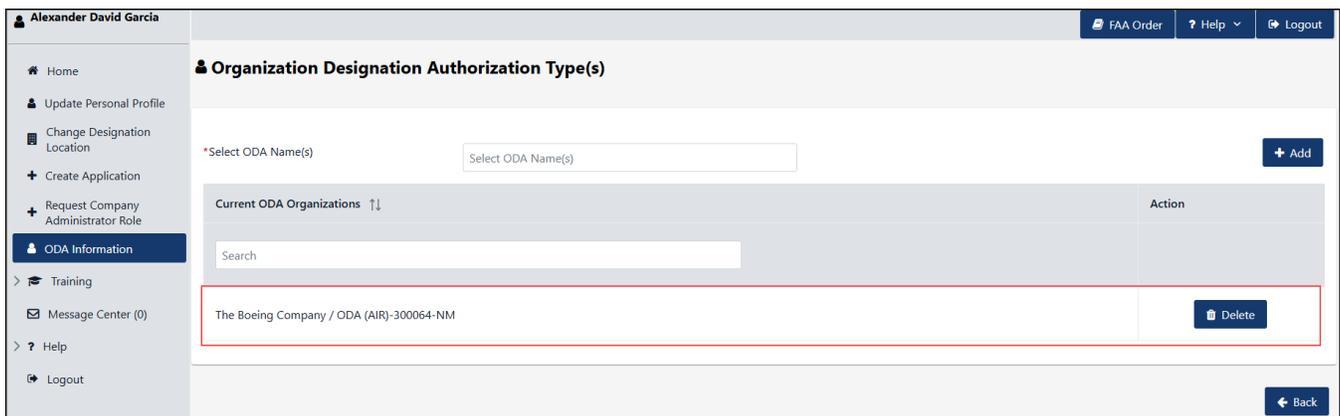
**Step 3.** Select the company name from the list.

**Step 4.** Select the 'Add' button.



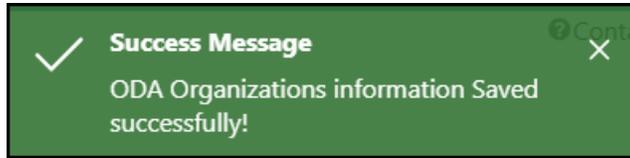
**Figure 14: ODA Company Name Search**

The added company name will display in the 'Current ODA Organization' table.



**Figure 15: Added ODA Organization**

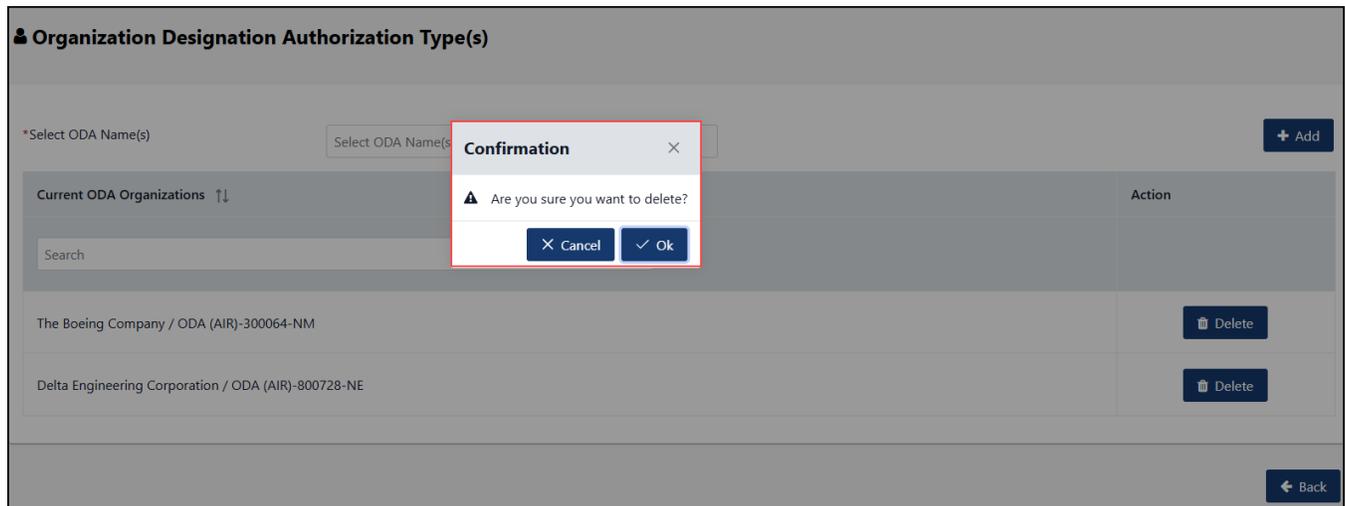
The system will display the following system message when a company is successfully saved.



To delete an ODA Organization from the 'Current ODA Organization' table, perform the following:

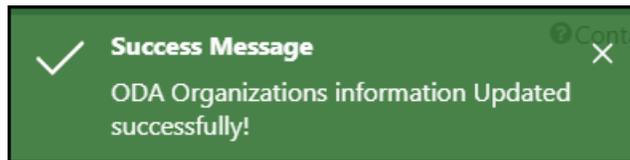
**Step 5.** Select the 'Delete' button next to the ODA Organization you want to delete.

**Step 6.** On the 'Confirmation' pop-up, select 'OK'.



**Figure 16: Delete ODA Organization Confirmation**

The system will display the following system message when a company is successfully deleted and the information is updated.



The Course Description page displays with the following information:

- Course ID/Name
- Course Designations
- Course Summary
- Schedule Course Description
- Contact Information
- Offerings Section

The screenshot displays the 'Course' page for 'JR- Credit Course 2'. The page includes a sidebar with navigation options like Home, Update Personal Profile, and Find a Course. The main content area shows the course title, AFS-326285, and DESIGNATION(S) DPE, SAE. A text box explains that the course summary and schedule description text boxes are for external users. Contact information for Lindsay Shell is provided. Below is a table of offerings with columns for Offering Title, Date, Cost, Location, and Status.

OFFERING TITLE	DATE	COST	LOCATION	STATUS
AFS-326285-2025-005 JR- Credit Course Offering 2	03/31/2025	\$86.00	Virtual	• Available
AFS-326285-2025-004 JR- Credit Course Second Test	2/5/2025	\$0.00	Online	• Available
AFS-326285-2025-003 JR- Credit Until Course 2	2/4/2025	\$0.00	Online	• Cancelled
AFS-326285-2025-002 JR- 2 Credit Course Until Offering	2/4/2025	\$0.00	Online	• Cancelled
AFS-326285-2025-001 JR- Credit Course 2 Offering 2	2/3/2025	\$0.00	Online	• Cancelled

**Figure 17: Course Description Page**

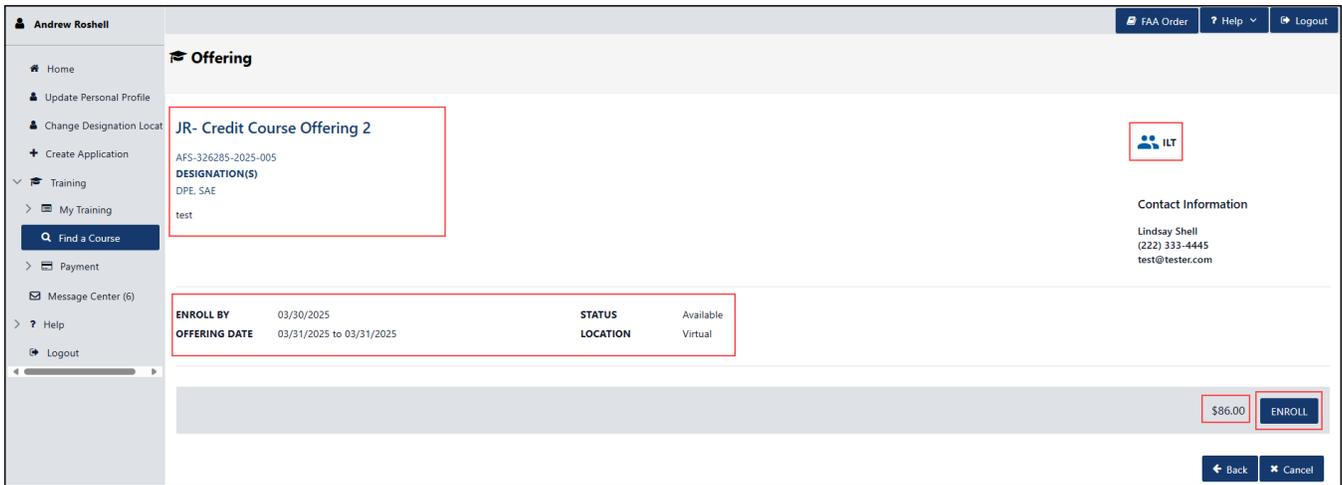
The list of Offerings section gives a high-level overview of the offering details:

- Offering Icon – indicates if Online, Online+ILT, or ILT
- Offering Title
- Date
- Cost
- Location
- Status

**Step 4.** Click on the Offering Name hyperlink of the desired training.

The Offering Detail page displays with the following information:

- Offering ID/Name
- Course Designations
- Offering Details
- Offering Type Icon
- Contact Information
- Enroll By
- Status
- Offering Dates
- Location
- Cost
- Enroll Button



**Figure 18: Offering Detail Page**

**Step 5.** Click on the enabled 'Enroll' button. If there are restrictions for enrollment, the system will not allow the enrollment process to complete and the 'Enroll' button will be disabled.

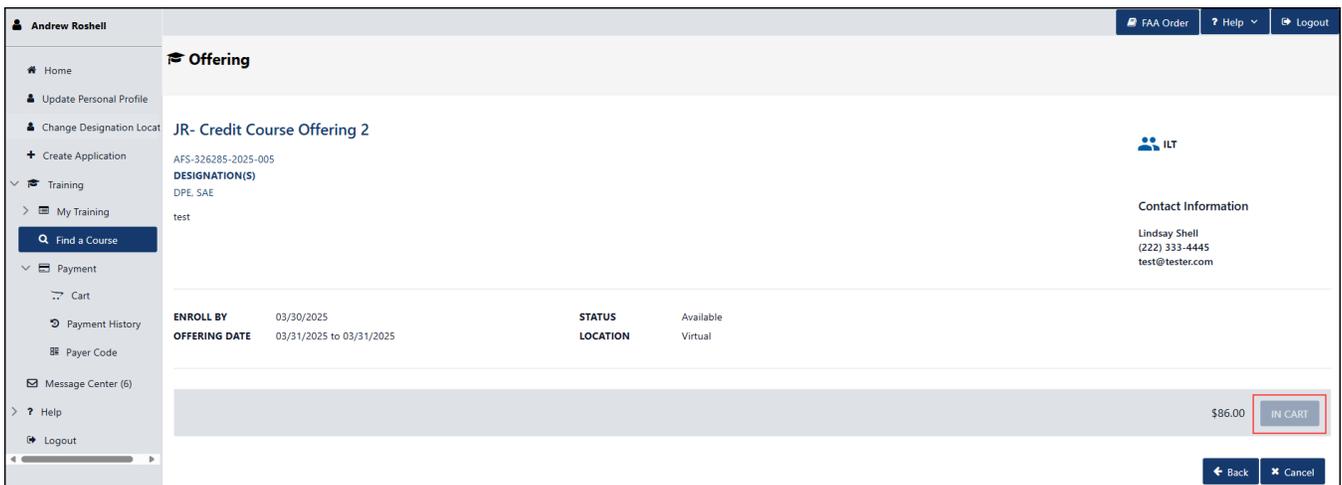
**Step 6.** The user is directed back to the Course detail page.

There are several settings and rules that may stop the external user from enrolling in an offering. Please refer to the hyperlinked sections below for details:

- [Pre-requisite](#) Course
- [Cut Off](#) Date has been met
- [Invitation](#) Only
- [On-site](#) Pass Required
- Class is [Full](#)
- Class is [Tentative](#)

The system places the 'Enrolled' offering in the users 'Cart'. Refer to the [Cart](#) section.

**Note:** If a user tries to enroll in an offering they are already enrolled in, the system will display the Offering detail page again with the enroll button disabled and displaying 'In Cart'.



**Figure 19: Offering Detail Page for Already Enrolled in Offering – In Cart Indicator**

## 5.1 Pre-requisites Enrollments

- Step 1.** From the 'Training' menu, click on 'Find a Course' menu option.
- Step 2.** Use the search functions to locate the course offering.
- Step 3.** Click on the Course Name hyperlink of the desired training.
- Step 4.** Click on the Offering Name hyperlink of the desired training.

**Course**

**JR - Student Course**

AFS-135164  
**DESIGNATION(S)**  
 DPE, SAE

**Contact Information**  
 Joanie Smalls  
 333-444-8789  
 jsmall@tester.com

This course summary text box.  
 uat test

**Prerequisite Courses**

- AFS-740434 [SK-AFS-Course1](#)

**Offerings**

OFFERING TITLE	DATE	COST	LOCATION	STATUS
AFS-135164-2025-002 JR - Student Course Offering 1	03/31/2025	\$86.00	Riverside, California	Available

**Figure 20: Enrolling in an Offering with a Pre-requisite – Course Details Page**

The Offering detail page displays. The course offering requires a pre-requisite before enrolling in the offering from the 'Offerings' section.

**Offering**

**JR - Student Course Offering 1**

AFS-135164-2025-002  
**DESIGNATION(S)**  
 DPE, SAE

**ONLINE + ILT**

**Contact Information**  
 Joanie Smalls  
 (333) 444-8789  
 jsmall@tester.com

This area is the details text of the individual offering displayed to external users.

**ENROLL BY** 03/30/2025      **STATUS** Available  
**OFFERING DATE** 03/31/2025 to 03/31/2025      **LOCATION** Riverside, California

**INCLUDED LMS COURSES**

COURSE NAME	COMPLETION
Initial Aircraft Certification Final Test	REQUIRED

You must complete the pre-requisite course before you are eligible to enroll in this offering. \$86.00

**Figure 21: Offering Details Page with Pre-requisite Message and Disabled Enroll Button**

The external user will not be allowed to enroll until the pre-requisite course is completed.

## 5.2 Enrollment Cut Off Date

- Step 1.** From the 'Training' menu, click on 'Find a Course' menu option.
- Step 2.** Use the search functions to locate the course offering.
- Step 3.** Click on the Course Name hyperlink of the desired training.
- Step 4.** Click on the Offering Name hyperlink of the desired training.

The screenshot shows the 'Course' details page for 'JR - Course Creations'. The course ID is AFS-765828 and the designations are DPE, SAE, Admin-PE. The course summary includes a schedule description. The 'Offerings' table lists three offerings:

OFFERING TITLE	DATE	COST	LOCATION	STATUS
AFS-765828-2025-003 JR - Course Creations Cutoff	03/26/2025	\$55.00	Virtual	Available
AFS-765828-2025-002 JR - Course Creations Offering Tentative	04/28/2025	\$64.00	Riverside, California	Available
AFS-765828-2025-001 JR - Course Creations Offering Full	04/29/2025	\$90.00	Redlands, California	Full

Contact Information: Erica Hewell, 223-453-9087, ehewell@tester.com. Navigation buttons: Back, Cancel.

**Figure 22: Enrolling in an Offering with Cutoff Date Passed - Course Details Page**

The Offering detail page displays. The course offering indicates the cutoff date has passed and users are not able to enroll.

The screenshot shows the 'Offering' details page for 'JR - Course Creations Cutoff'. The course ID is AFS-765828-2025-003 and the designations are DPE, SAE, Admin-PE. The offering details section shows:

<b>ENROLL BY</b>	03/24/2025	<b>STATUS</b>	Available
<b>OFFERING DATE</b>	03/26/2025 to 03/26/2025	<b>LOCATION</b>	Virtual

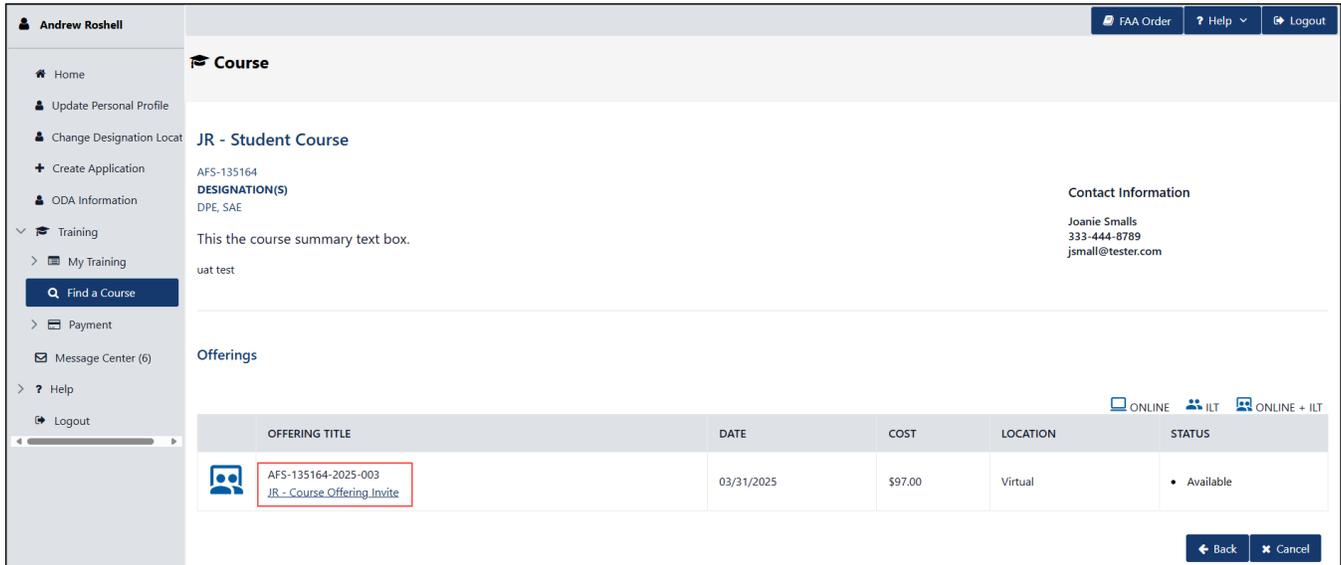
A message box states: "You are unable to enroll in this offering as the enrollment cut off date has passed." The cost is \$55.00 and the 'ENROLL' button is disabled. Navigation buttons: Back, Cancel.

**Figure 23: Offering Details Page with Cutoff Date Message and Disabled Enroll Button**

### 5.3 Invitation Only Enrollments

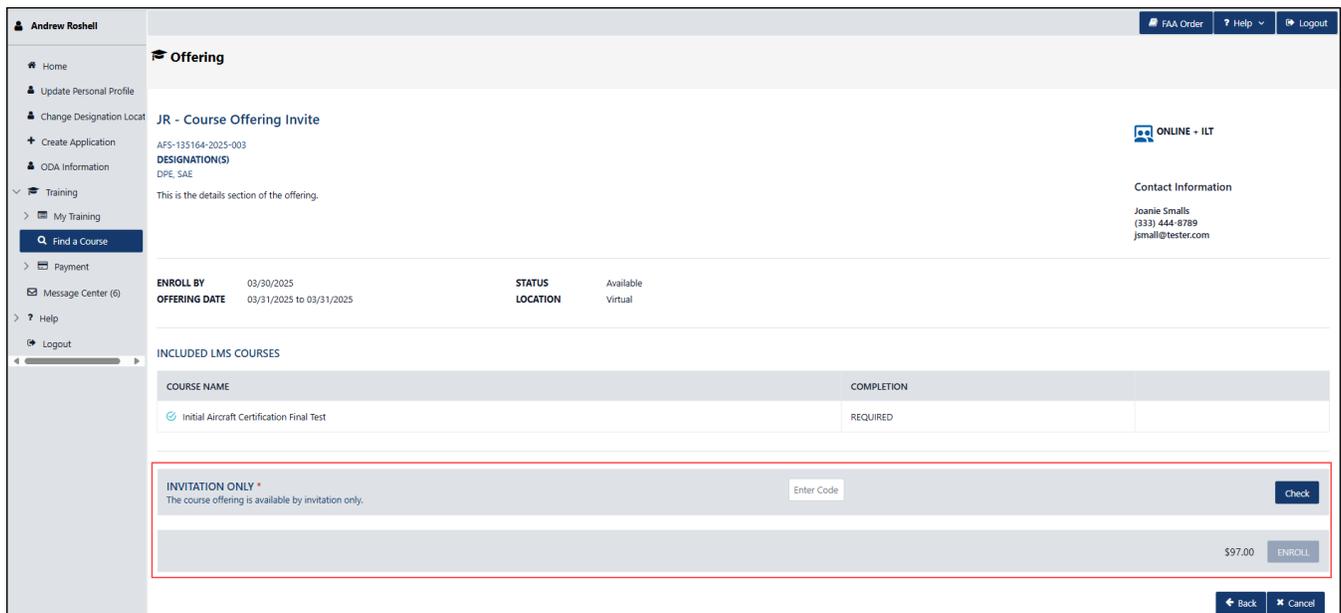
Course Offerings can be set-up to require an invitation only at the time of enrollment. Invitation codes are created by an organization and provided to the desired external user for use at the time of enrollment.

- Step 1.** From the 'Training' menu, click on 'Find a Course' menu option.
- Step 2.** Use the search functions to locate the course offering.
- Step 3.** Click on the Course Name hyperlink of the desired training.
- Step 4.** Click on the Offering Name hyperlink of the desired training.



**Figure 24: Enrolling in an Offering with Required Invitation Code – Course Details Page**

The Offering detail page displays. When an invitation code is required for enrollment, 'Offerings' section will display an 'Enter Code' box where the external user enters the invitation code given to them.

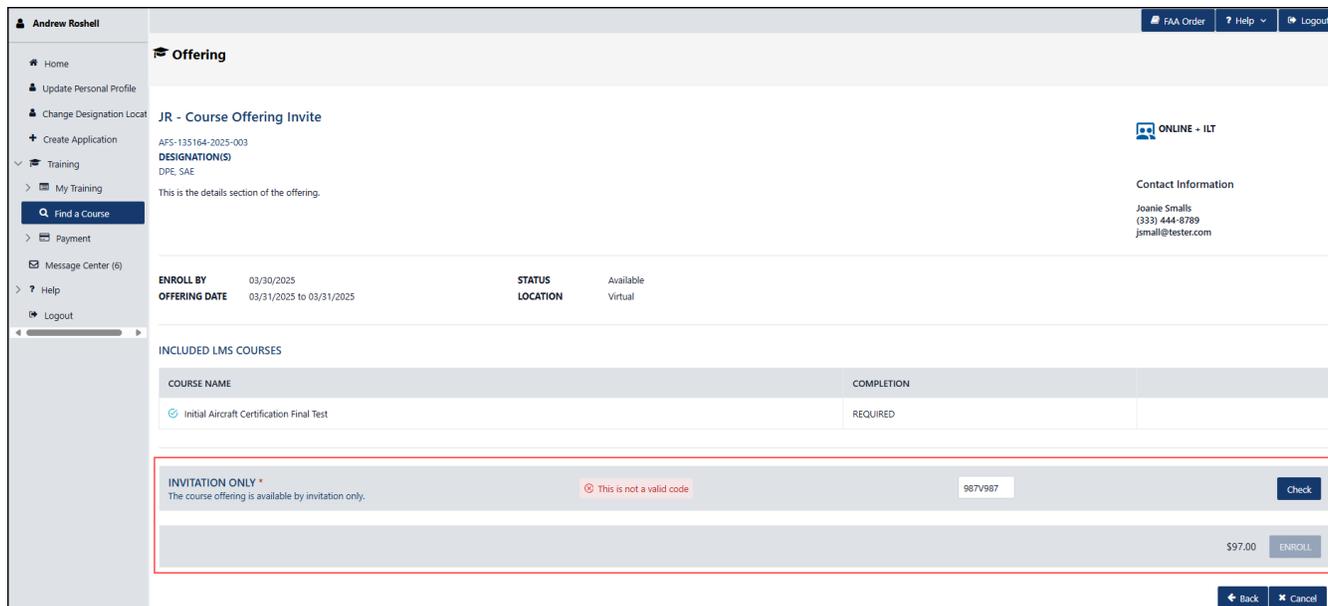


**Figure 25: Offering Details Page with Invitation Code Check and Disabled Enroll Button**

- Step 5.** External user enters the invitation code in the 'Enter Code' box.

**Step 6.** Click on the 'Check' button. If the code is valid, the 'Enroll' button will become enabled and the external user can continue the enrollment in the offering.

**Note:** If the invitation code is not valid, the message 'This is not a valid code' will display. The external user can re-enter code to check for validity or confirm the correctness of the code with the internal user who provided the code.

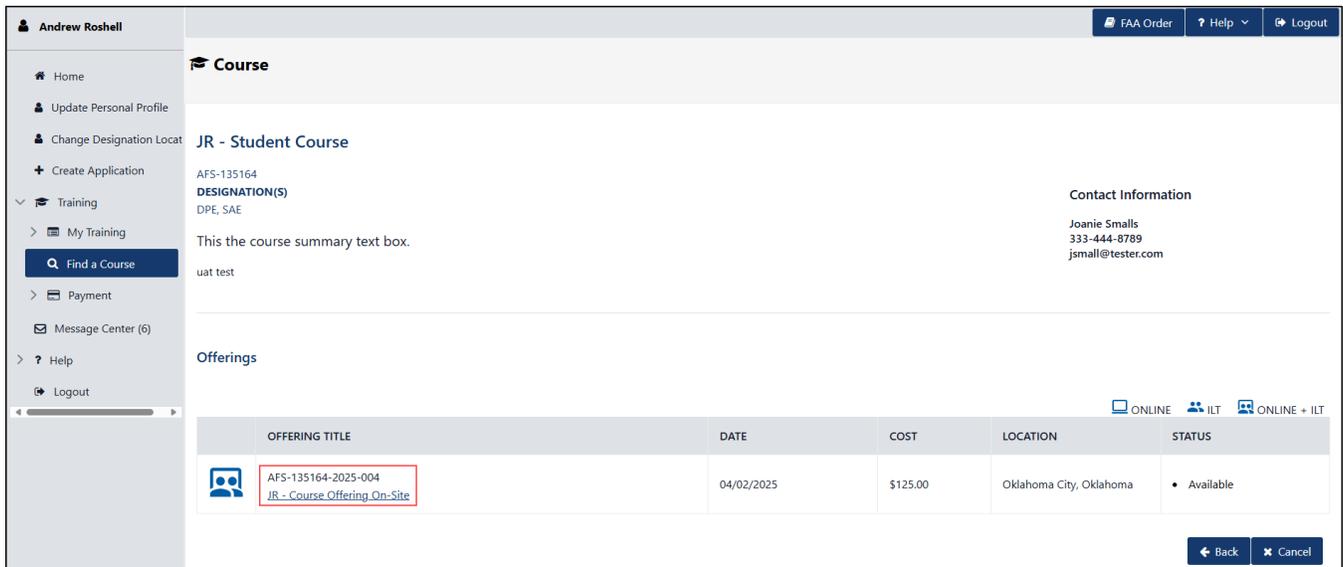


**Figure 26: Offering Details Page with Invalid Invitation Code**

#### 5.4 On-site Pass Enrollments

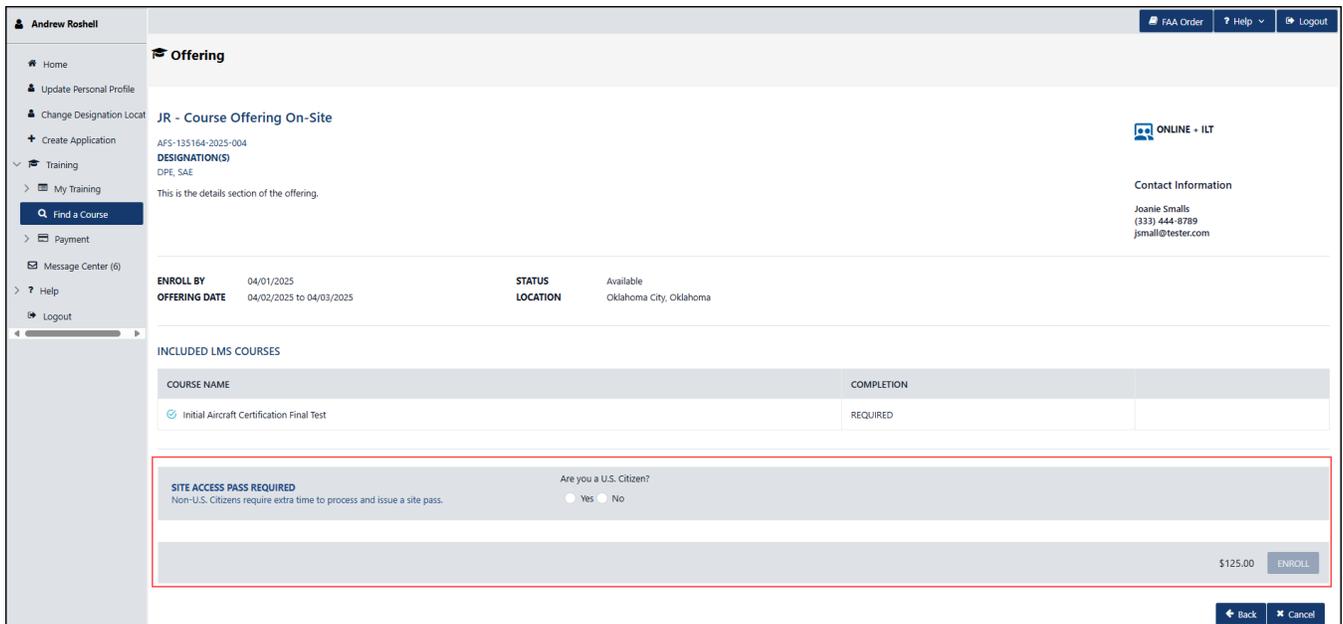
Course Offerings can be set to require an on-site pass to gain entry for non-US citizens. Passes may take a number of days to obtain and provide to the external user. Depending on the number of days it takes a manager to get a pass and the timing of when the external user is attempting to enroll in the offering, the external user will be stopped from enrolling.

- Step 1.** From the 'Training' menu, click on 'Find a Course' menu option.
- Step 2.** Use the search functions to locate the course offering.
- Step 3.** Click on the Course Name hyperlink of the desired training.
- Step 4.** Click on the Offering Name hyperlink of the desired training.



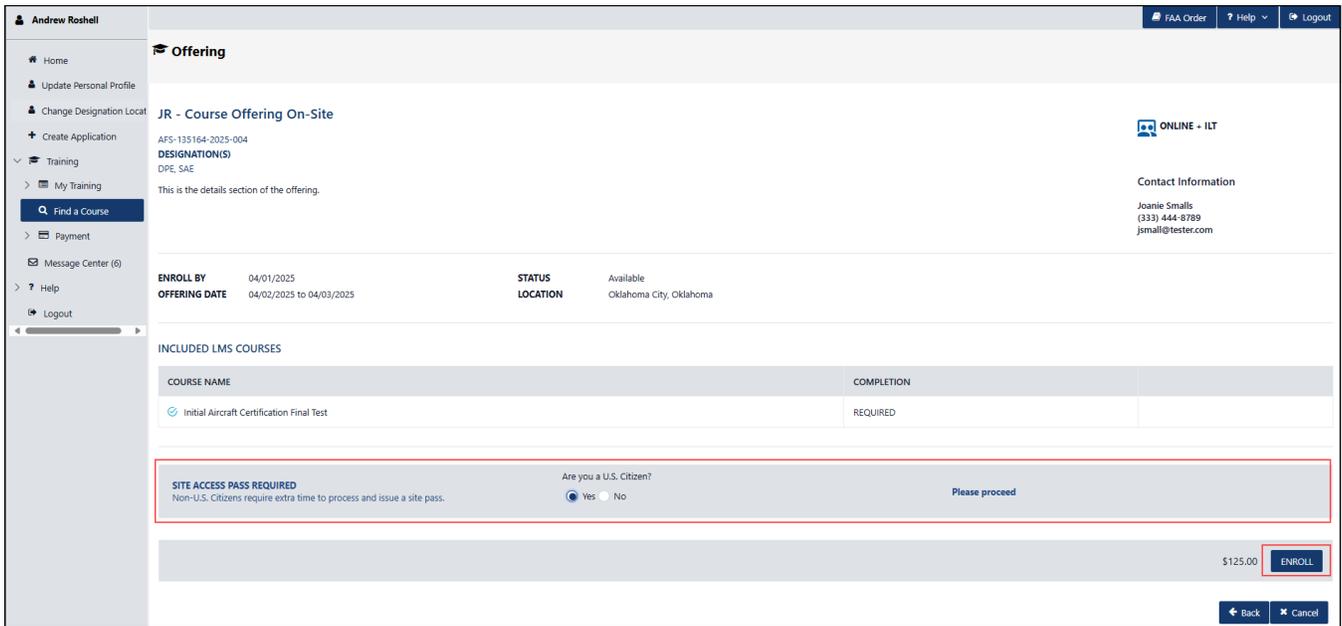
**Figure 27: Enrolling in an Offering with Non-US Citizen Check**

The Offering detail page displays. When an on-site pass for non-US citizens is required for enrollment, 'Offerings' section will display the question, 'Are you a US Citizen?'.



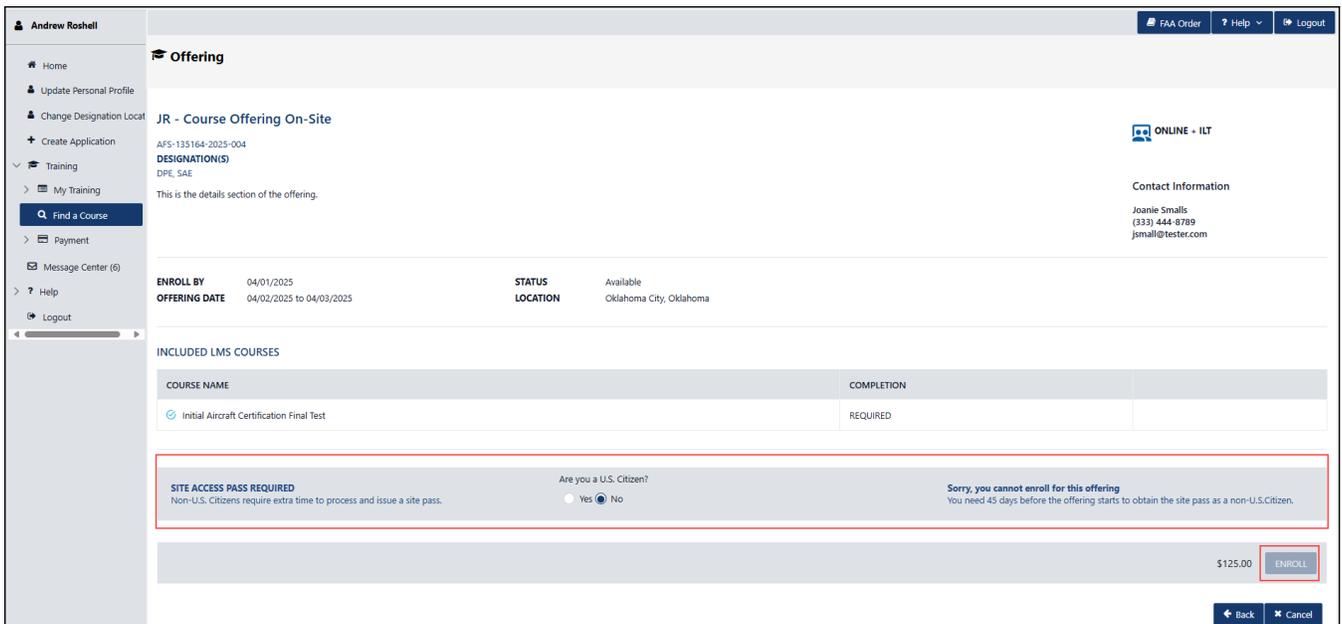
**Figure 28: Offering Detail Page with On-site US Citizen Question and Disabled Enroll Button**

**Step 5.** Click on the 'Yes' radio button for US Citizen question.



**Figure 29: US Citizen Question ‘Yes’ – Please Proceed Message**

**Note:** If ‘No’ was selected, the system would calculate from the enrollment date and the number of days to obtain a pass. If not enough days are available to obtain a pass, the Offering page will display the message, ‘*Sorry, you cannot enroll for this offering*’ along with additional information. The ‘*Enroll*’ button remains disabled.



**Figure 30: US Citizen Question ‘No’ – Unable to Enroll Message**

## 5.5 Restricted Designations

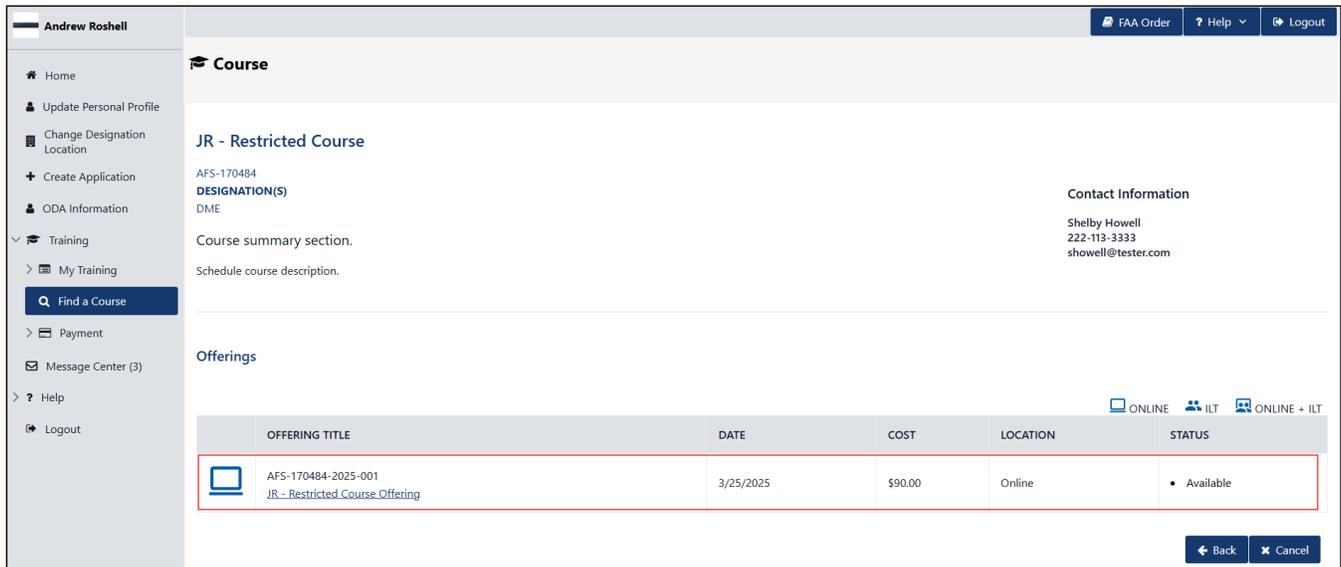
Course Offerings can be set-up so only certain designations can enroll. If the enrollee does not have the restricted designation(s), the system will not allow the external user to enroll.

**Step 1.** From the ‘Training’ menu, click on ‘Find a Course’ menu option.

**Step 2.** Use the search functions to locate the course offering.

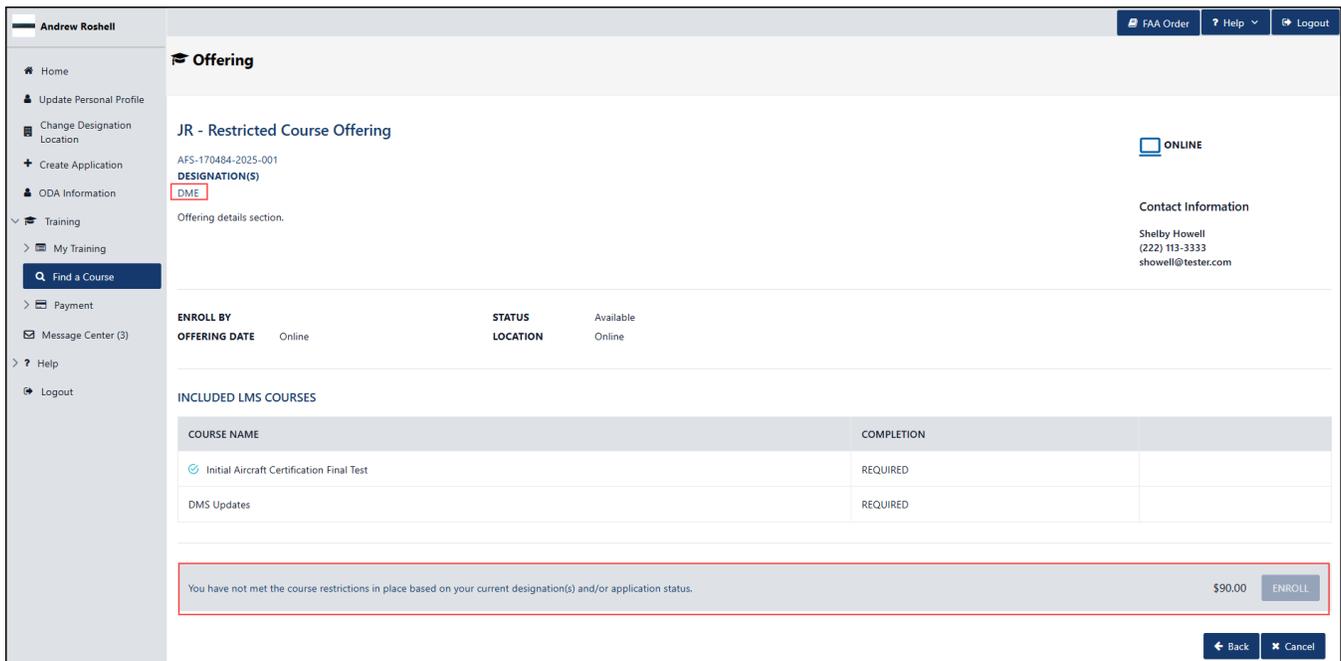
**Step 3.** Click on the Course Name hyperlink of the desired training.

**Step 4.** Click on the Offering Name hyperlink of the desired training.



**Figure 31: Enrolling in an Offering with Restricted Designations**

The Offering detail page displays. The course offering indicates the user does not have the correct designation(s) required for the offering and is not able to enroll.



**Figure 32: Offering Details Page with Restricted Designation Message and Disabled Enroll Button**

## 5.6 Full Enrollments

Course Offerings may have a maximum class size. Once the maximum class size has been met, the system will not allow the external user to enroll. The external user can join a wait list in the event a spot may open up and a notification will be sent to the external users on the wait list that enrollment is available.

**Step 1.** From the 'Training' menu, click on 'Find a Course' menu option.

**Step 2.** Use the search functions to locate the course offering.

**Step 3.** Click on the Course Name hyperlink of the desired training.

**Step 4.** Click on the Offering Name hyperlink of the desired training.

The screenshot shows the 'Course' page for 'JR - Student Course' (AFS-135164). The page includes a sidebar with navigation options like Home, Update Personal Profile, and Training. The main content area displays course details and a table of Offerings. The table has columns for Offering Title, Date, Cost, Location, and Status. The first offering, 'JR - Course Offering Full', is highlighted with a red box and has a 'Full' status. The second offering, 'JR - Course Offering On-Site', is available. Contact information for Joanie Smalls is also visible.

OFFERING TITLE	DATE	COST	LOCATION	STATUS
AFS-135164-2025-004 <a href="#">JR - Course Offering Full</a>	04/29/2025	\$50.00	Oklahoma City, Oklahoma	Full
AFS-135164-2025-004 <a href="#">JR - Course Offering On-Site</a>	04/29/2025	\$125.00	Oklahoma City, Oklahoma	Available

**Figure 33: Enrolling in an Offering with Full Status**

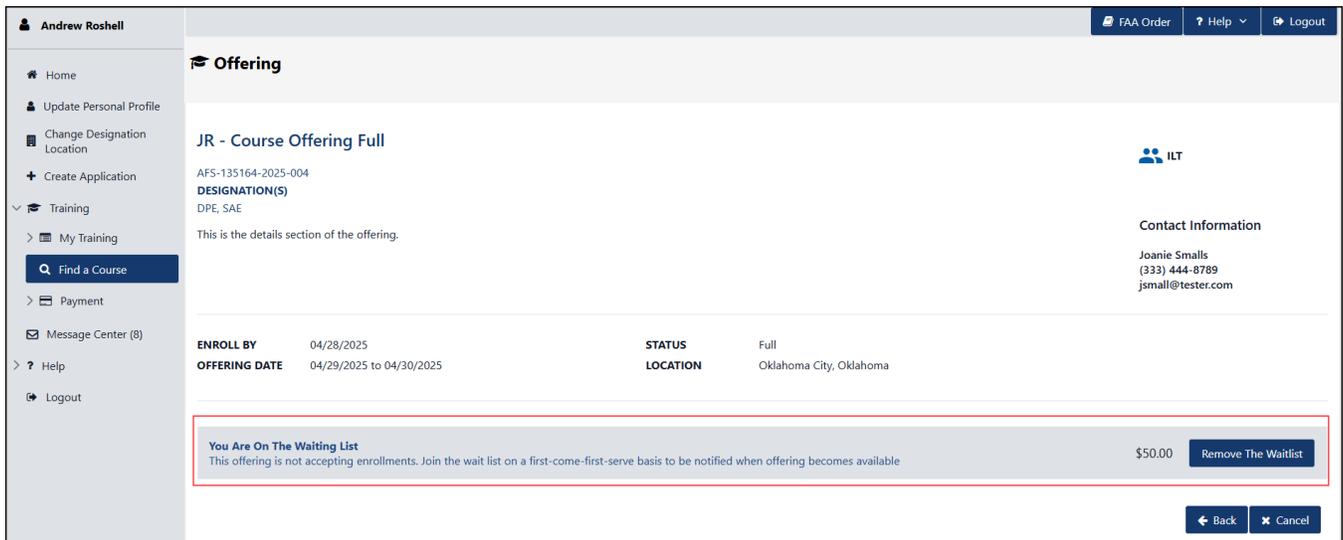
The Offering detail page displays. A message indicating the offering is not accepting enrollments displays along with a 'Join The Waitlist' button.

The screenshot shows the 'Offering' page for 'JR - Course Offering Full' (AFS-135164-2025-004). The page displays offering details, including enrollment by date (04/28/2025), offering date (04/29/2025 to 04/30/2025), status (Full), and location (Oklahoma City, Oklahoma). A red box highlights a message: 'JOIN THE WAITLIST This offering is not accepting enrollments. Join the wait list on a first-come-first-serve basis to be notified when offering becomes available' and a 'Join The Waitlist' button. Contact information for Joanie Smalls is also visible.

**Figure 34: Offering Detail Page with Join The Waitlist Message and Button**

**Step 5.** Click on the 'Join The Waitlist' button to be put on the wait list for the offering. The button changes to 'Remove The Waitlist'.

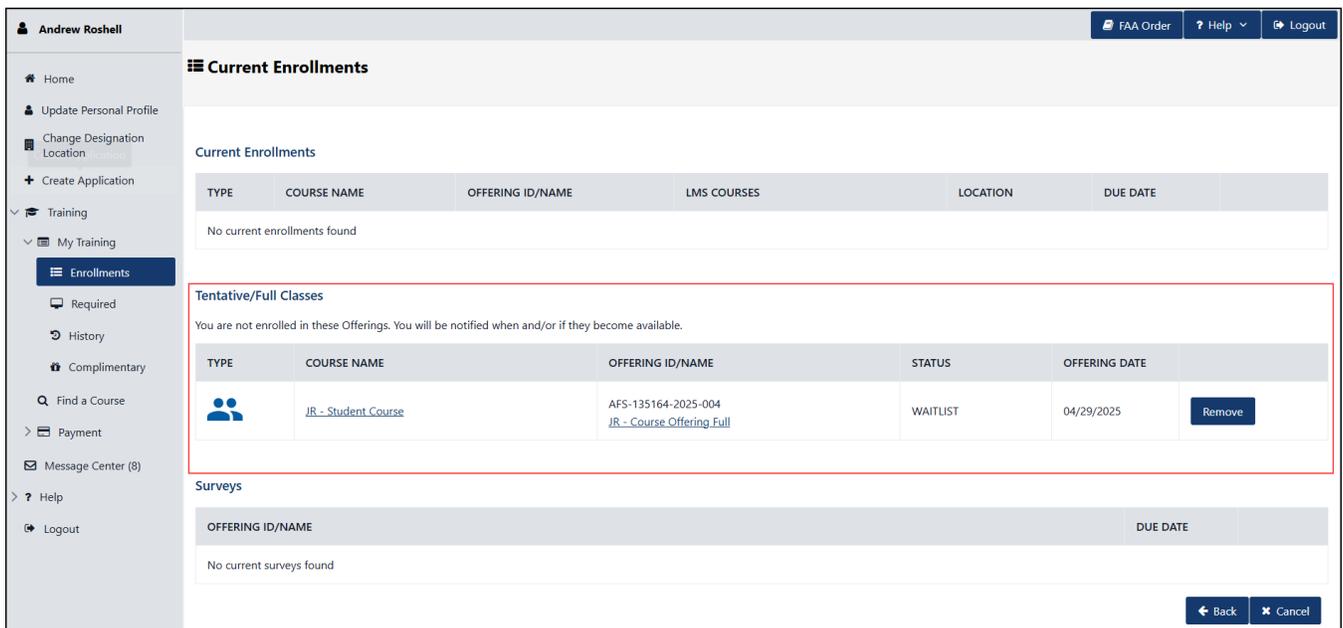
**Note:** From the Offering details page, the user can join/remove themselves from the waitlist by clicking the button. A system warning will display when user is successfully added/removed from the waitlist.



**Figure 35: Offering Detail Page with Remove The Waitlist Button**

When the user has joined the waitlist, the offering is moved to the 'Current Enrollments' page under the 'Tentative/Full Classes' section.

**Step 6.** Click on navigation menu options Training > My Training > Enrollments.



**Figure 36: Waitlisted Offering on the Current Enrollments Page in the Tentative/Full Classes Section**

If the offering status changes to 'Available', the button on the 'Tentative/Full Classes' section displays 'Go to Enroll'.

**Note:** The user can also remove themselves from the wait list by selecting the 'Remove' button. If 'Remove' is selected, the offering will be removed from the 'Current Enrollments' page.

**Figure 37: Previously Full Class Offering on Waitlist Is Open For Enrollment**

**Step 7.** Click on the ‘Go to Enroll’ button to navigate to the Offering details page and enroll in the offering.

**Step 8.** Click ‘Enroll’ button to enroll in the offering. The system will place the offering in the user’s ‘Cart’ if payment is needed.

**Figure 38: Offering Detail Page with Enroll Button Enabled**

### 5.7 Tentative Enrollments

Course Offerings may have a status of ‘Tentative’ at the discretion of management. The system will not allow the external user to enroll. The external user can join a wait list in the event that status is changed to ‘Available’. A notification will be sent to the external users on the wait list that the enrollment is available.

**Step 1.** From the ‘Training’ menu, click on ‘Find a Course’ menu option.

**Step 2.** Use the search functions to locate the course offering.

**Step 3.** Click on the Course Name hyperlink of the desired training.

**Step 4.** Click on the Offering Name hyperlink of the desired training.

The screenshot shows the 'Course' page for 'JR - Course Creations'. The page includes a sidebar with navigation options like 'Home', 'Update Personal Profile', and 'Find a Course'. The main content area displays course details and a table of offerings. The table has columns for Offering Title, Date, Cost, Location, and Status. Two offerings are listed: one with a 'Tentative' status (highlighted with a red box) and one with a 'Full' status.

	OFFERING TITLE	DATE	COST	LOCATION	STATUS
	AFS-765828-2025-002 <a href="#">JR - Course Creations Offering Tentative</a>	04/28/2025	\$64.00	Riverside, California	<span style="color: blue;">•</span> Tentative
	AFS-765828-2025-001 <a href="#">JR - Course Creations Offering Full</a>	04/29/2025	\$90.00	Redlands, California	<span style="color: green;">•</span> Full

**Figure 39: Enrolling in an Offering with Tentative Status**

The Offering detail page displays. A message indicating the offering is not accepting enrollments displays along with a 'Notify Me' button.

The screenshot shows the 'Offering' detail page for 'JR - Course Creations Offering Tentative'. The page displays offering details, contact information for Erica Hewell, and enrollment information. A 'NOTIFY ME' button is highlighted with a red box, indicating that the offering is not accepting enrollments and users can join a notification list.

ENROLL BY	04/27/2025 <th>STATUS</th> <td>Tentative</td>	STATUS	Tentative
OFFERING DATE	04/28/2025 to 04/28/2025	LOCATION	Riverside, California

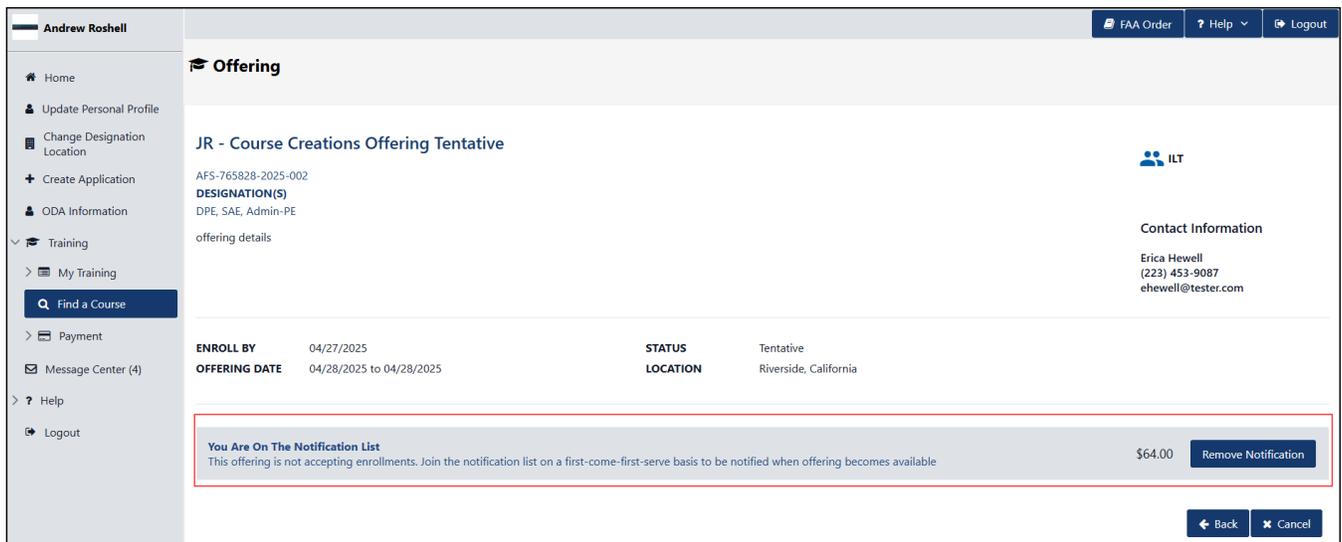
**NOTIFY ME**  
This offering is not accepting enrollments. Join the notification list on a first-come-first-serve basis to be notified when offering becomes available

\$64.00 [Notify Me](#)

**Figure 40: Offering Detail Page with Notify Me Button**

**Step 5.** Click on the 'Notify Me' button to be put on the wait list for the offering. The button changes to 'Remove Notification'.

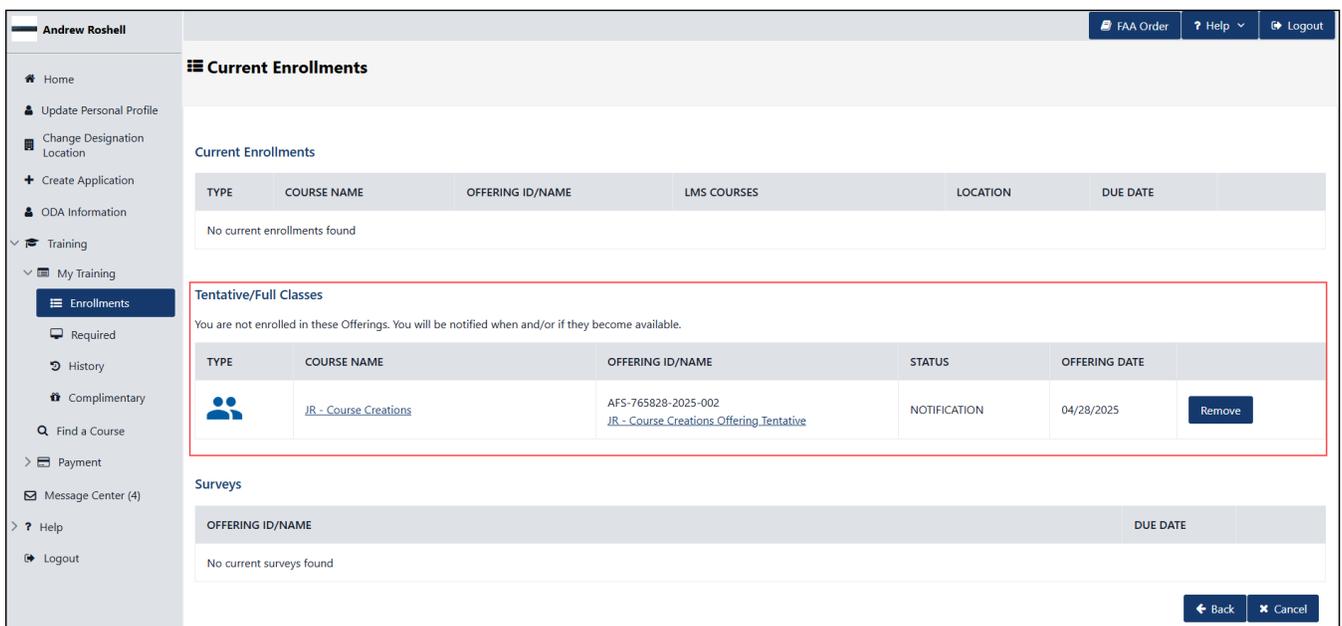
**Note:** From the Offering details page, the user can join/remove themselves from the waitlist by clicking the button. A system warning will display when the user is successfully added/removed from the waitlist.



**Figure 41: Offering Detail Page with Remove Notification Button**

When the user elects to be notified, the offering is moved to the 'Current Enrollments' page under the 'Tentative/Full Classes' section.

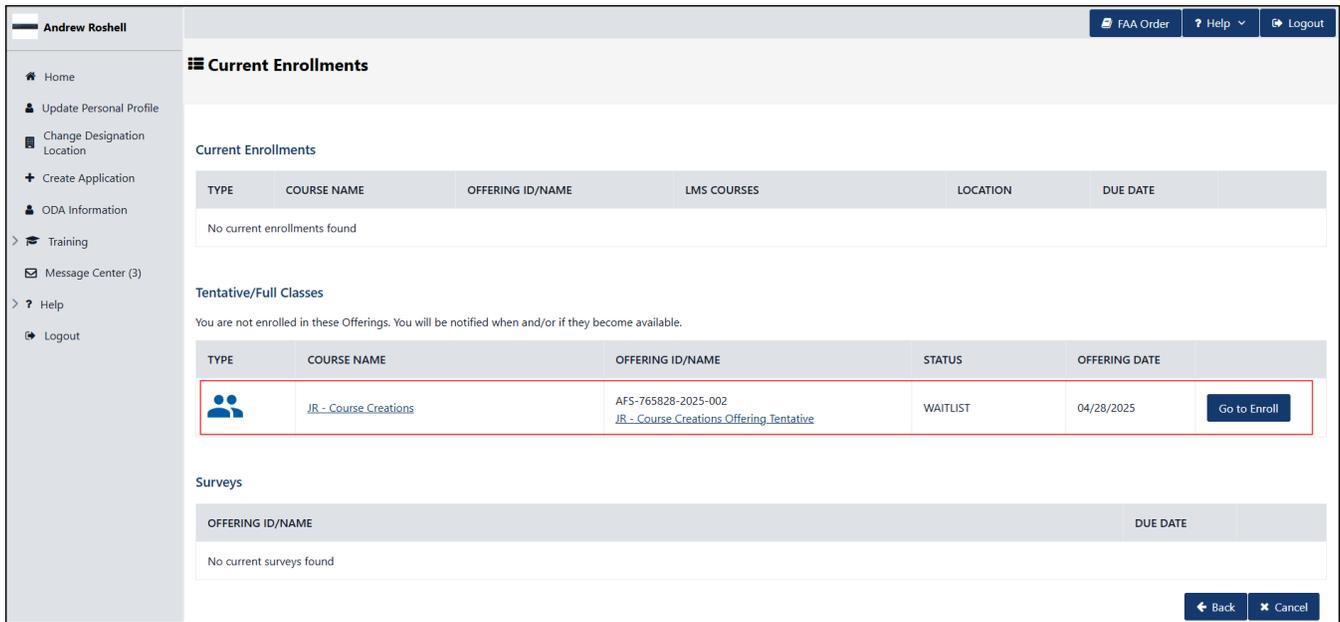
**Step 6.** Click on navigation menu options Training > My Training > Enrollments.



**Figure 42: Notify Me Offering on the Current Enrollments Page in the Tentative/Full Classes Section**

If the offering status changes to 'Available', the button on the 'Tentative/Full Classes' section displays 'Go to Enroll'.

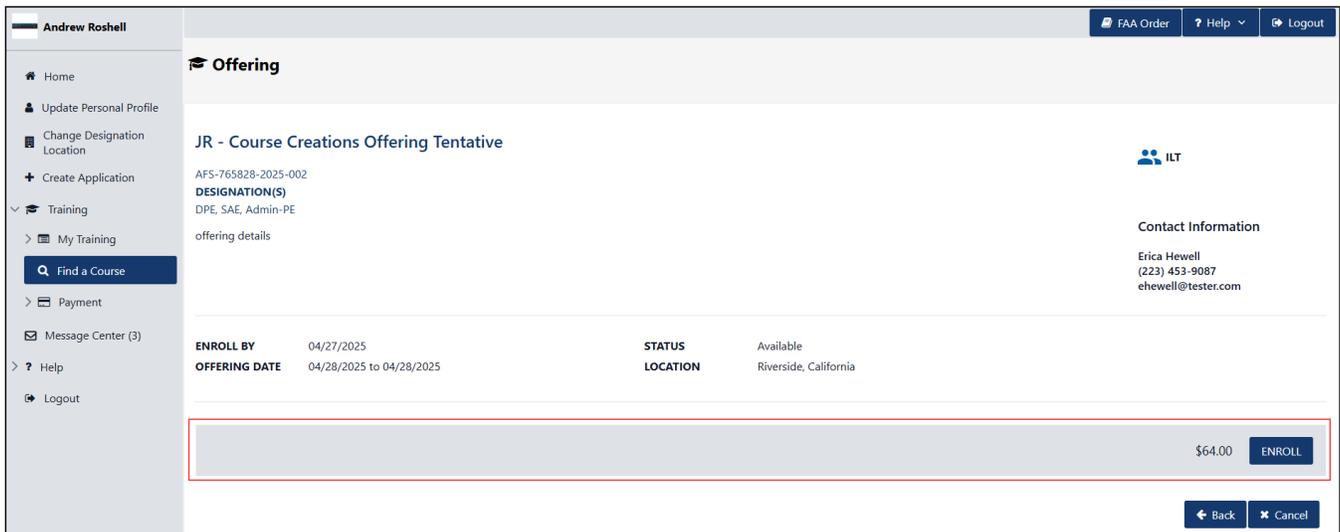
**Note:** The user can also remove themselves from the wait list by selecting the 'Remove' button. If 'Remove' is selected, the offering will be removed from the 'Current Enrollments' page.



**Figure 43: Previously Tentative Offering on Notify List Is Open For Enrollment**

**Step 7.** Click on the 'Go to Enroll' button to navigate to the Offering Details page and enroll in the offering.

**Step 8.** Click 'Enroll' button to enroll in the offering. The system will place the offering in the user's 'Cart' if payment is needed.



**Figure 44: Offering Detail Page with Enroll Button Enabled**

## 5.8 Cancelling an Enrollment

An external user may cancel their enrollment in an offering prior to completion if the offering was set-up to allow the cancellation by the external user.

**Step 1.** Click on the Training menu 'My Training > Enrollments' menu options to navigate to the 'Current Enrollments' page.

**Andrew Roshell** | FAA Order | Help | Logout

**Current Enrollments**

Current Enrollments

TYPE	COURSE NAME	OFFERING ID/NAME	LMS COURSES	LOCATION	DUE DATE
	<a href="#">JR - Course Creations</a>	AFS-765828-2025-004 <a href="#">JR - Course Creations</a>		Redding, California	04/11/2025

Tentative/Full Classes

You are not enrolled in these Offerings. You will be notified when and/or if they become available.

TYPE	COURSE NAME	OFFERING ID/NAME	STATUS	OFFERING DATE
No waitlist/notification found				

Surveys

OFFERING ID/NAME	DUE DATE
AFS-740090-2025-001 <a href="#">JR - Course Content Offering_1</a>	04/25/2025

Back Cancel

**Figure 45: Current Enrollments Page with Pending Offering**

**Step 2.** Click the Offering Name hyperlink to navigate to the offering details page.

**Andrew Roshell** | FAA Order | Help | Logout

**Offering**

**JR - Course Creations**

AFS-765828-2025-004  
**DESIGNATION(S)**  
DPE, SAE, Admin-PE  
Offering details section

**Contact Information**  
Erica Hewell  
(223) 453-9087  
ehewell@tester.com

<b>ENROLL BY</b>	04/10/2025	<b>STATUS</b>	Available
<b>OFFERING DATE</b>	04/11/2025 to 04/11/2025	<b>LOCATION</b>	The Place, 12567 Harbor, Redding, California, United States, 90002
		<b>WEBSITE URL</b>	www.theplace.com
		<b>PHONE</b>	

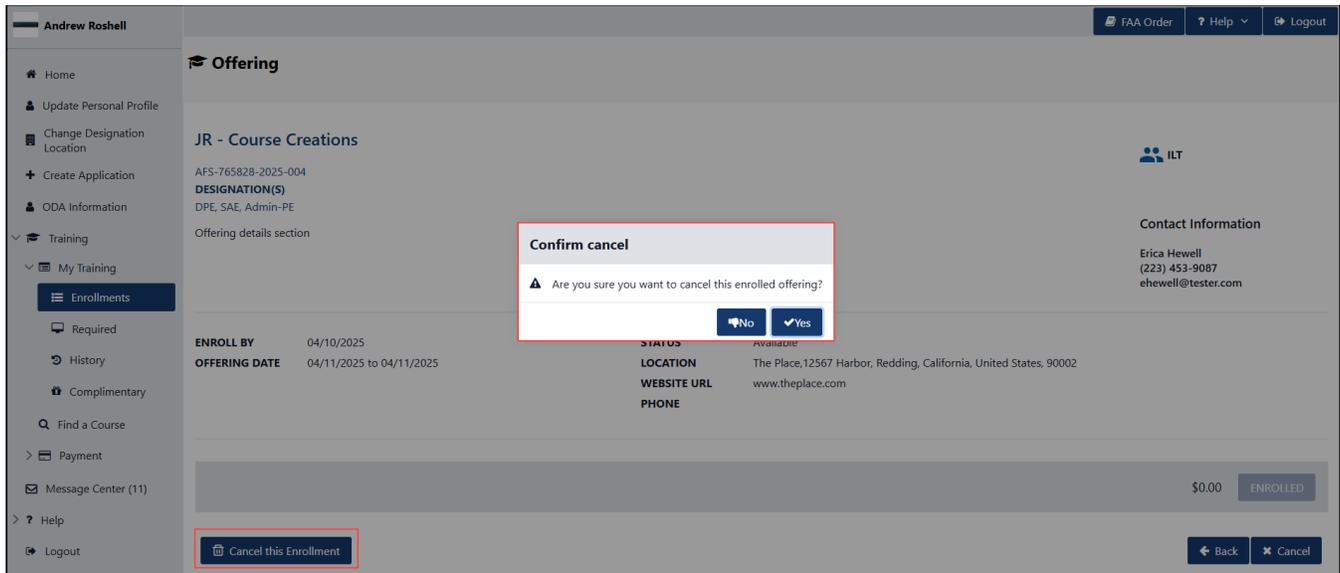
\$0.00 ENROLLED

Cancel this Enrollment Back Cancel

**Figure 46: Current Enrollments – Offering Detail Page with Cancel Button**

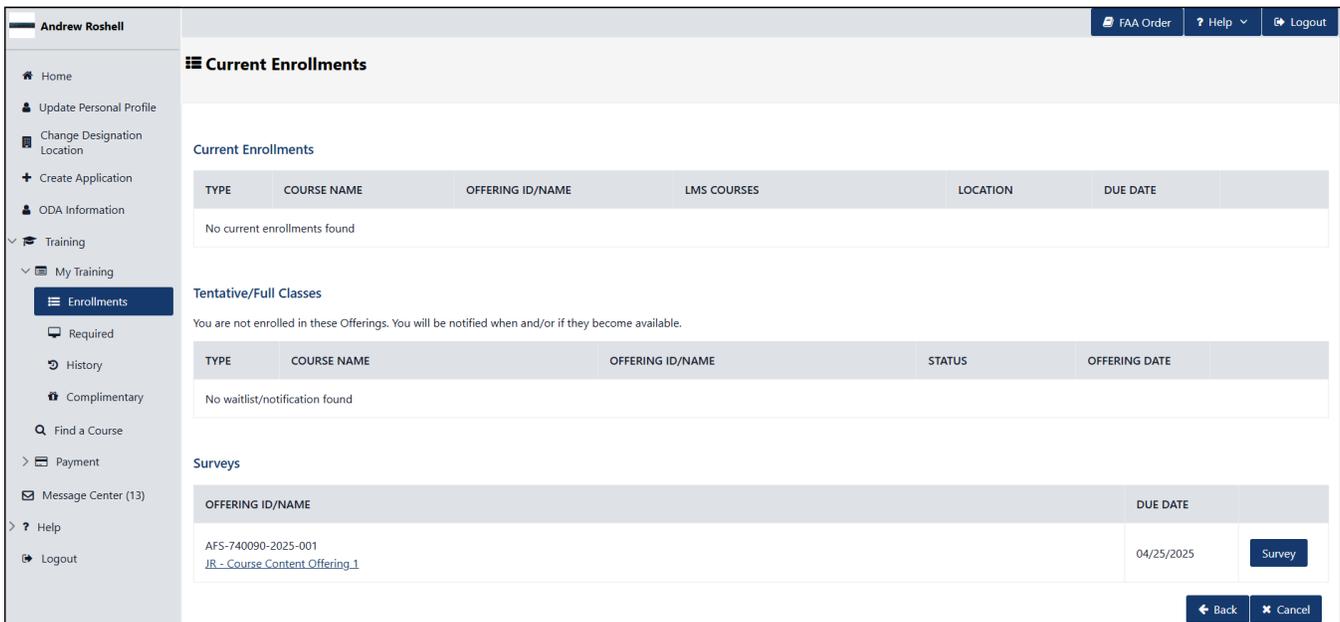
**Step 3.** Click on the 'Cancel this Enrollment' button. The 'Confirm Cancel' pop-up displays.

**Step 4.** Select 'Yes'. A system message indicates user has been removed from the offering 'You have been successfully removed from <Course ID/Offering Name>'.



**Figure 47: Offering Detail Page with Cancel Pop-up**

The external user is directed back to the 'Current Enrollments' page where the offering is no longer displayed. A Message Center notification is sent indicating the user cancelled the offering.



**Figure 48: Current Enrollments Page with Cancelled Offering No Longer Displayed**

**Note:** If the offering was not set-up to allow the external user to cancel an offering, the 'Cancel this Enrollment' button would not display on the Offering details page. The external user may enroll in the offering again and will have to again pay the cost.

## Section 6. Training on Learning Management System

For Offering Types Online and Online+ILT, the external user will have to complete the training by completing the curriculum on the LMS site. DMS will direct the user to the LMS from their 'Current Enrollments' page.

## 6.1 Completing the LMS Course

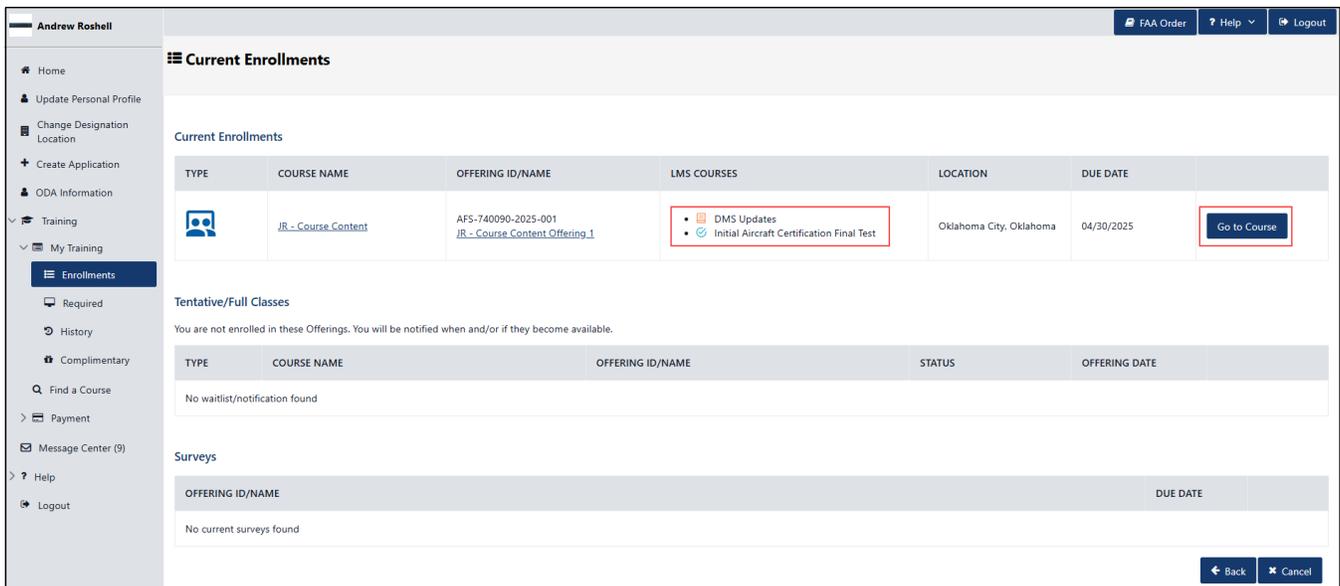
DMS will direct the external user to the LMS site when taking an online course. Once a course offering has been enrolled in and paid for, the offering displays on the 'Current Enrollments' page of the external user.

**Step 1.** Click on the Training menu 'My Training > Enrollments' menu options to navigate to the 'Current Enrollments' page.

**Note:** The 'LMS Course' column indicates how many online courses are included in the offering. All required courses and final tests must be completed before the offering is considered closed. The orange icon LMS courses indicates a non-final test course. The green icon LMS course indicates it is a final test course.

**Step 2.** Click on the 'Go To Course' button. The 'Go To Course' button displays for all the LMS courses except for the final test.

**Note:** The 'Final Test' button will display when all the required course offerings are completed and only the final test course is left. A course offering may only include one LMS course that is also the final test.



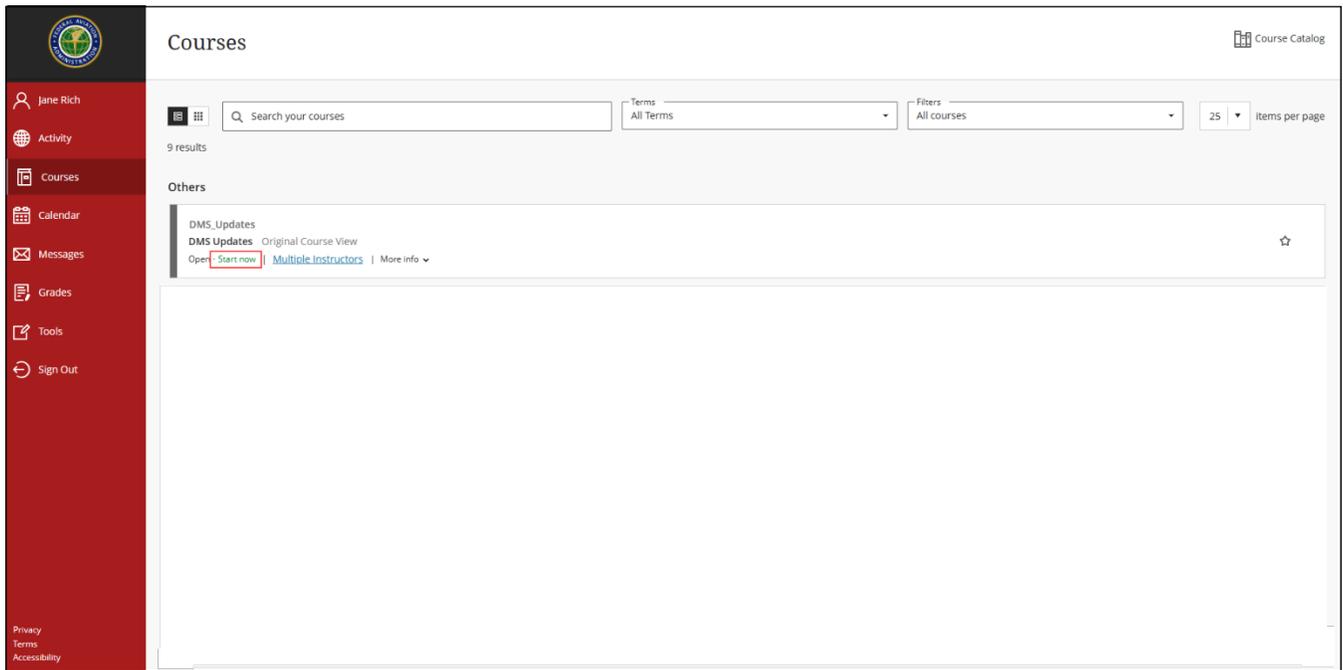
The screenshot displays the 'Current Enrollments' page for user Andrew Roshell. The page features a sidebar with navigation options like Home, Update Personal Profile, Change Designation Location, Create Application, ODA Information, Training, My Training, Enrollments, Required, History, Complimentary, Find a Course, Payment, Message Center (9), Help, and Logout. The main content area is titled 'Current Enrollments' and contains a table with the following data:

TYPE	COURSE NAME	OFFERING ID/NAME	LMS COURSES	LOCATION	DUE DATE	
	<a href="#">JR - Course Content</a>	AFS-740090-2025-001 <a href="#">JR - Course Content Offering 1</a>	<ul style="list-style-type: none"><li> DMS Updates</li><li> Initial Aircraft Certification Final Test</li></ul>	Oklahoma City, Oklahoma	04/30/2025	<a href="#">Go to Course</a>

Below the table, there are sections for 'Tentative/Full Classes' (with a message: 'You are not enrolled in these Offerings. You will be notified when and/or if they become available.') and 'Surveys' (with a message: 'No current surveys found'). At the bottom right, there are 'Back' and 'Cancel' buttons.

**Figure 49: Current Enrollments Page – Go to Course Button**

The external user is directed to their LMS site 'Courses' page. The page displays the course(s) included in the offering.



**Figure 50: Learning Management System User Courses Page**

**Step 3.** Click on the 'Start Now' hyperlink to start the course.

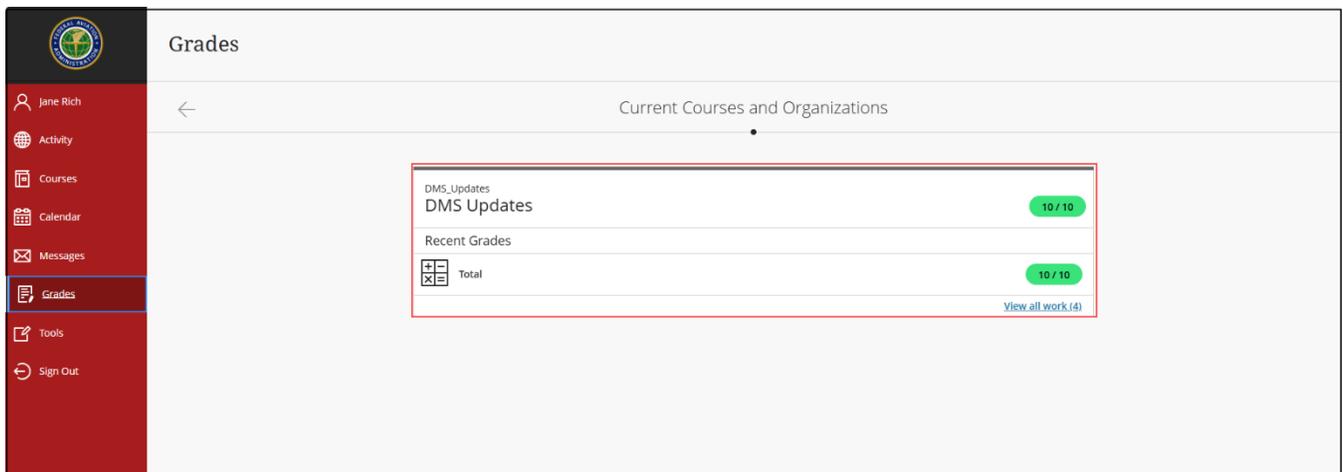
**Note:** The site will direct the user through the course materials and taking the test.

Once the course is completed, the external user can view their grade.

**Note:** Users may need to refresh the 'Courses' page before the grade appears.

**Step 4.** Click on the 'Grades' navigation menu option.

**Note:** Users may need to refresh the 'Courses' page before the grade appears.



**Figure 51: Learning Management System Site – Grade Page**

**Step 5.** Repeat Step 3 until there are no more courses to complete with the 'Start Now' hyperlink.

**Step 6.** Click on the 'Sign Out' navigation menu option to sign out of and leave the LMS site.

If the external user was directed to the LMS site by clicking the 'Go To Course' button, the external user will have to log in to the DMS site again to complete the final online test. A Message Center notification is sent to the user when the final test is ready to be taken ('Take Test' button is available). If the external user clicked the 'Take Test' button, the offering is considered completed.

To complete the final online test:

- Step 7.** Click on the Training menu 'My Training > Enrollments' menu options to navigate to the 'Current Enrollments' page.
- Step 8.** Click on the 'Take Test' button.
- Step 9.** Repeat Steps 3-6 above.

The DMS system calculates the final grade and a Message Center notification is sent when the final grade is available with grade status: 'Pass' or 'Not Passed'. The user's 'Current Enrollments' page is cleared of the offering and the 'Training History' page is updated with the completed course offering information.

## Section 7. Payment

The external user's 'Payment' menu options includes information pertaining to their shopping cart, training payment history, and, if needed, generating a payment code.

### 7.1 Cart – Self Pay

When an external user enrolls in an offering, the offering is placed in the user's 'Cart' so payment can be made.

**Note:** If no payment is required, the cart will be bypassed and the enrollment will directly be placed on the 'Current Enrollments' page.

- Step 1.** From the 'Training' menu, click on 'Find a Course' menu option.
- Step 2.** Use the search functions to locate the course offering.
- Step 3.** Click on the Course Name hyperlink of the desired training.
- Step 4.** Click on the Offering Name hyperlink of the desired training.

The screenshot shows a user interface for a course detail page. The user is logged in as Andrew Roshell. The page title is 'Course' and the specific course is 'JR - Course Creations'. The course ID is AFS-765828. The designation is 'DESIGNATION(S) DPE, SAE, Admin-PE'. The contact information is for Erica Hewell (223-453-9087, ehewell@tester.com). The course summary section is currently blank. Below this is a table of offerings. The table has columns for Offering Title, Date, Cost, Location, and Status. One offering is listed: 'JR - Course Creations Offering\_1' with a date of 04/18/2025, a cost of \$110.00, located in Redlands, California, and is available. The table also includes icons for ONLINE, ILT, and ONLINE + ILT. Navigation buttons for 'Back' and 'Cancel' are at the bottom right.

OFFERING TITLE	DATE	COST	LOCATION	STATUS
AFS-765828-2025-005 <a href="#">JR - Course Creations Offering_1</a>	04/18/2025	\$110.00	Redlands, California	• Available

**Figure 52: Course Detail Page with List of Available Offerings**

The Offering Details page displays.

**Step 5.** Click on the enabled 'Enroll' button. A system message indicating 'Course added into Cart!' displays.

**Step 6.** The user is directed back to the Course detail page.

**Step 7.** Click on the Training menu option 'Payment > Cart'.

The 'Cart' page displays with the following information:

- Banner Bar indicating the time limits of payment before offering is removed
- Your Selections Section – self pay has one hour to pay for an offering
- Pay For Others Section – paying for others has 24 hours to pay for an offering

The screenshot shows the 'CART' page for user Andrew Roshell. At the top right, there are links for 'FAA Order', 'Help', and 'Logout'. The left sidebar contains navigation options like 'Home', 'Update Personal Profile', 'Change Designation Location', 'Create Application', 'ODA Information', 'Training', 'My Training', 'Find a Course', 'Payment', 'Cart', 'Payment History', 'Payer Code', 'Message Center (3)', 'Help', and 'Logout'. The 'Cart' page features a blue warning banner: 'Self pay items in your cart will be removed after 60 minutes from time enrolled. Items assigned a payer will be removed 24 hours after payer was assigned.' Below this is the 'Your Selections' table:

EXPIRE	TYPE	OFFERING ID/NAME	DATE	COST	LOCATION	NAME		
		AFS-765828-2025-005 JR - Course Creations Offering 1	04/18/2025	\$110.00	Redlands, California	Assign Payer		<input type="checkbox"/>

Below the table is the 'Pay For Others' section, which is currently empty with the message 'No offerings are available at this time.' At the bottom, a 'Total' row shows '\$0.00' and a disabled 'PAY' button. Navigation buttons for 'Back' and 'Cancel' are at the bottom right.

**Figure 53: Cart with Enrolled Offering – Waiting Payment in Cart**

**Note:** Each section will display an 'Expire' clock indicating how much time is left to make payment.

**Step 8.** Click on the check box under the 'Your Selection's' section.

**Note:** The 'Pay' button is disabled until an offering check box is enabled. Once enabled, the cost of the offering also displays.

The screenshot shows the 'CART' page for user Andrew Roshell. A blue banner at the top states: 'Self pay items in your cart will be removed after 60 minutes from time enrolled. Items assigned a payer will be removed 24 hours after payer was assigned.' Below this is a table titled 'Your Selections' with the following data:

EXPIRE	TYPE	OFFERING ID/NAME	DATE	COST	LOCATION	NAME		
		AFS-765828-2025-005 JR - Course Creations Offering 1	04/18/2025	\$110.00	Redlands, California	Assign Payer		<input checked="" type="checkbox"/>

Below the table is a section 'Pay For Others' with a table that is currently empty, displaying the message: 'No offerings are available at this time.' At the bottom right of the main content area, a 'Total' row shows '\$110.00' and a blue 'PAY' button, which is highlighted with a red box. At the very bottom of the page are 'Back' and 'Cancel' buttons.

**Figure 54: Cart with Enabled Pay Button and Cost of Offering Displayed**

**Step 9.** Click the 'Pay' button.

The external user is directed to the payment vendor's site. The site includes the tracking ID and amount of the transaction.

Please provide the payment information below. Required fields are marked with an \*

Agency Tracking ID  
TR-638785160489464772

Payment Amount  
\$110.00

\* Cardholder Name

\* Cardholder Billing Address

Billing Address 2

City

\* Country  
Select Country ▾

State/Province

ZIP/Postal Code

\* Card Number



\* Expiration Date  
Select ... ▾    Select ... ▾

Security Code

[What's this?](#)

[Cancel](#)

**Figure 55: Payment Vendor Site – Enter Credit Card Information**

**Step 10.** Enter all required credit card information.

**Step 11.** Click the 'Continue' button.

A confirmation screen displays for review.

**Step 12.** Check the box at the bottom to confirm information and authorize the transaction.

**Step 13.** Click the 'Continue' button. A system message indicates 'Payment was successful'.

[< Cancel](#)

## Engineer Seminar Payments

Please review the payment information. Required fields are marked with an \*

Agency Tracking ID  
TR-638785160489464772

Payment Amount  
\$110.00

Payment Method  
Plastic Card

Cardholder Name  
card holder

Card Type  
MASTERCARD

Card Number  
\*\*\*\*\*5100

Cardholder Billing Address  
123 ab

Billing Address 2

City  
river

Country  
United States

State/Province  
CA

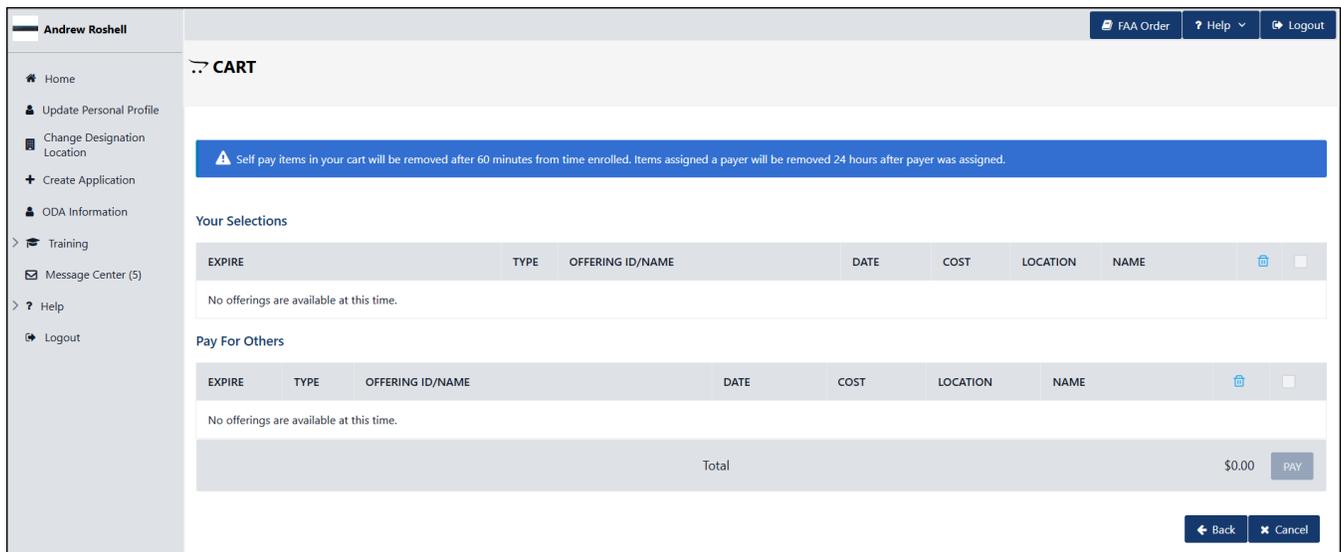
ZIP/Postal Code  
90012

\* I authorize a charge to my card account for the above amount in accordance with my card issuer agreement.

[Continue](#) [Previous](#) [Cancel](#)

**Figure 56: Payment Vendor Site – Confirm and Authorize**

The external user is directed back to the 'Cart' page. The paid for item is no longer in the cart.



**Figure 57: Cart After Payment Made**

The paid for offering will be placed in the '[Current Enrollments](#)' page. A Message Center notification will be sent upon successful payment.

## 7.2 Cart – Pay For Others

Payment for enrolled offerings may be assigned to another if the enrolled user assigning the payment is given a *Payer Code*. The Payer Code is used while the offering is in the 'Cart'.

**Note:** If no payment is required, the cart will be bypassed and the enrollment will be directly placed on the 'Current Enrollments' page.

The steps below are performed by the person enrolling in an offering who will then assign another user payment.

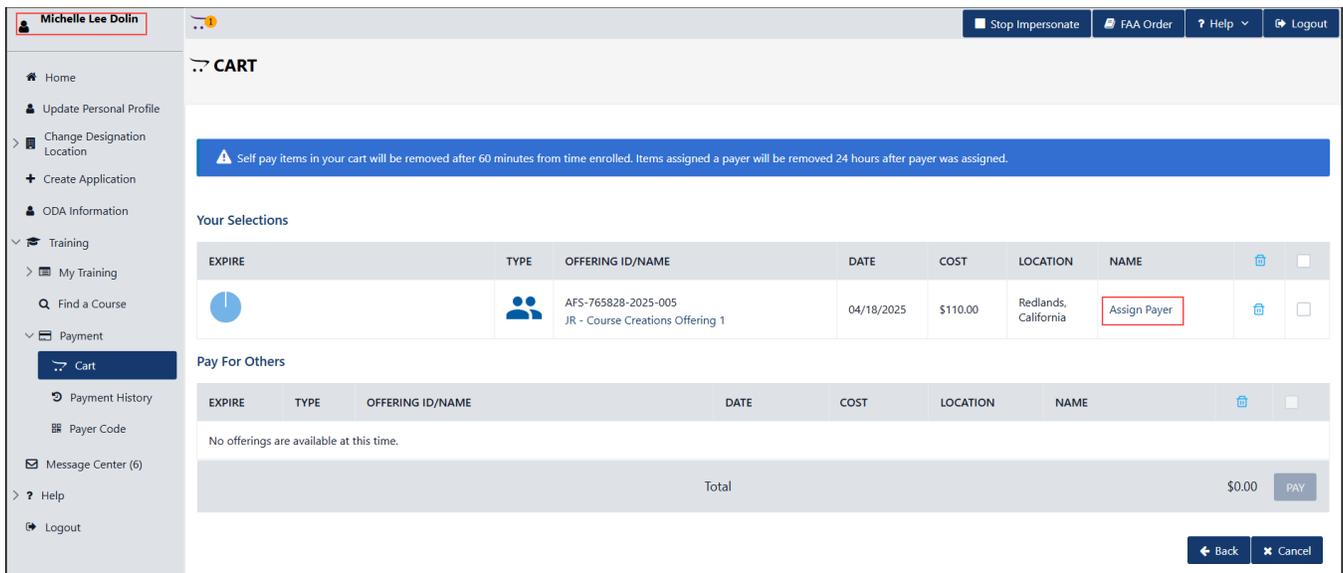
- Step 1.** From the 'Training' menu, click on 'Find a Course' menu option.
- Step 2.** Use the search functions to locate the course offering.
- Step 3.** Click on the Course Name hyperlink of the desired training.
- Step 4.** Click on the Offering Name hyperlink of the desired training.

The Offering Details page displays.

- Step 5.** Click on the enabled '*Enroll*' button. A system message indicating '*Course added into Cart!*' displays.
- Step 6.** The user is directed back to the Course detail page.
- Step 7.** Click on the Training menu the options 'Payment > Cart'.

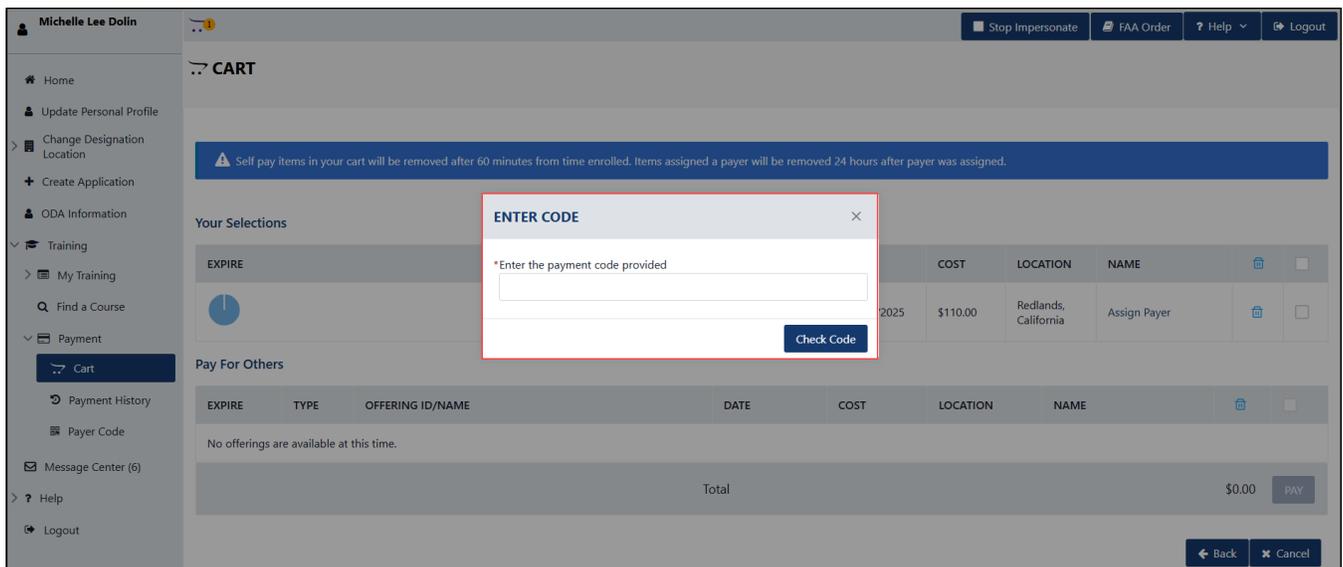
The 'Cart' page displays with the following information:

- Banner Bar indicating the time limits of payment before offering is removed
- Your Selections Section – self pay
- Pay For Others Section – paying for others



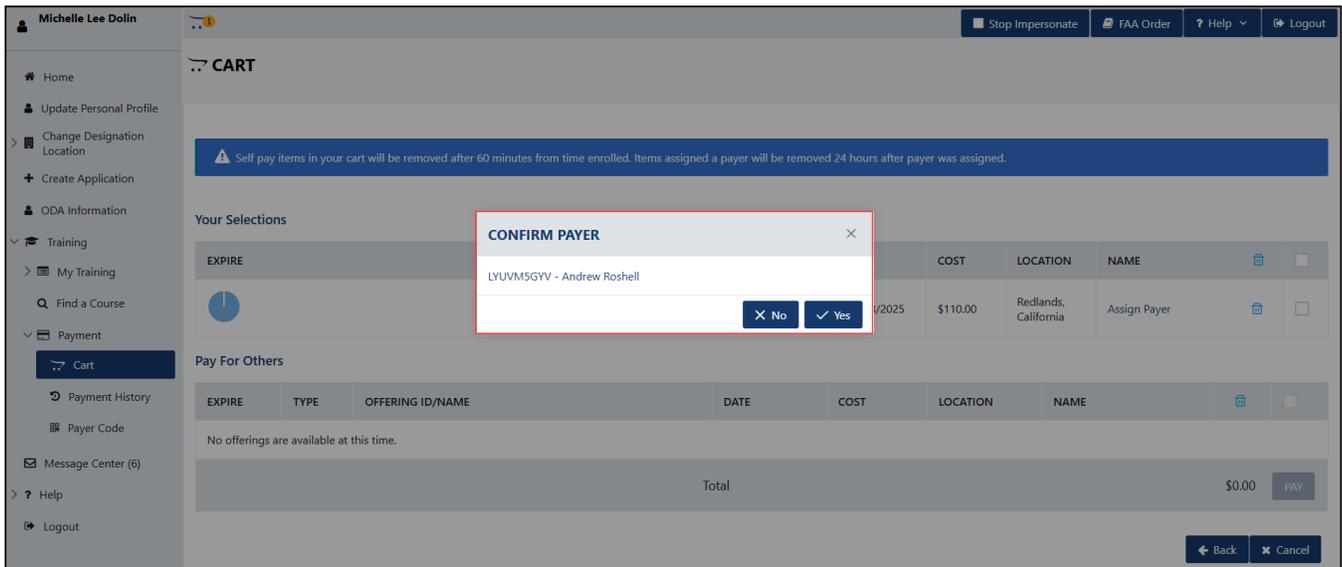
**Figure 58: Cart of Enrolled User Prior to Assigning Payment to Another**

- Step 8.** Click on the 'Assign Payer' hyperlink. The 'Enter Code' pop-up displays.
- Step 9.** Enter in the payment code given to user.
- Step 10.** Click 'Check Code' button.



**Figure 59: Cart with Assign Payer Check Code Pop-up**

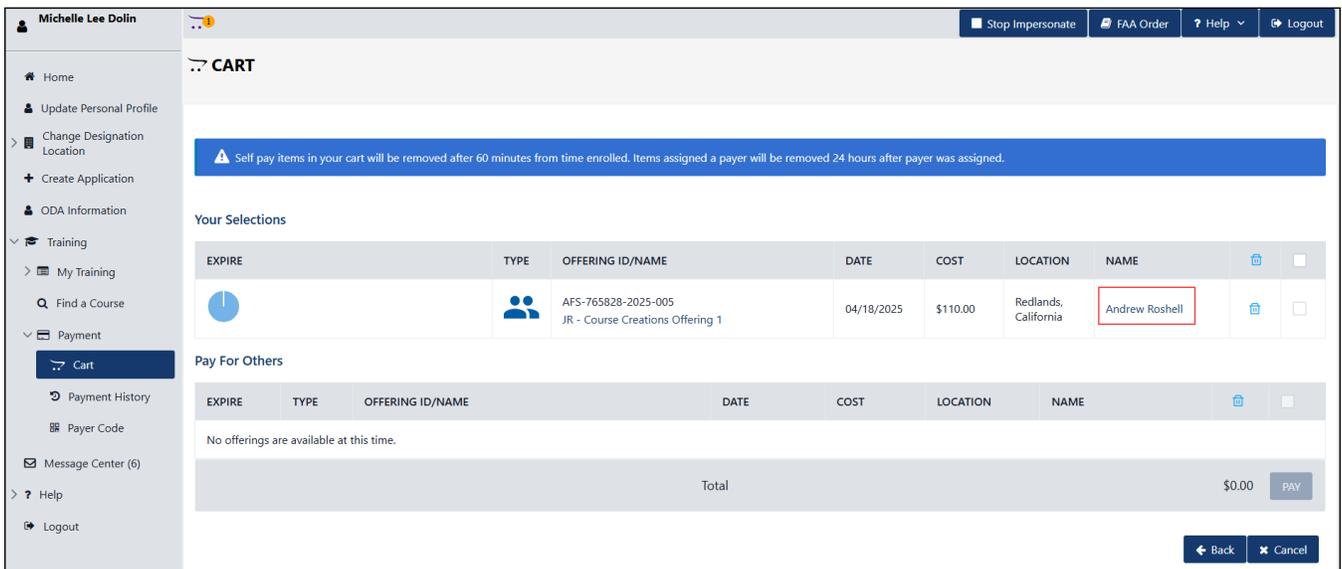
If payer code was correct, a 'Confirm Payer' pop-up displays with the payer code owner name. If not a match, a no match message would display.



**Figure 60: Cart with Confirm Payer Pop-up**

**Step 11.** Click 'Yes' on the 'Confirm Payer' pop-up. A system message indicates assignment was successful.

The system directs the user back to their cart. The offering displays in the user's cart with the addition of the Name field indicating the assigned payer's name.



**Figure 61: Cart of Enrolled User After Payment Was Assigned to Another**

After the payment assignment, the offering is placed in the Assigned Payer's cart waiting to be paid.

Andrew Roshell

FAA Order Help Logout

CART

Self pay items in your cart will be removed after 60 minutes from time enrolled. Items assigned a payer will be removed 24 hours after payer was assigned.

Your Selections

EXPIRE	TYPE	OFFERING ID/NAME	DATE	COST	LOCATION	NAME		
No offerings are available at this time.								

Pay For Others

EXPIRE	TYPE	OFFERING ID/NAME	DATE	COST	LOCATION	NAME		
		AFS-765828-2025-005 JR - Course Creations Offering 1	04/18/2025	\$110.00	Redlands, California	Michelle Lee Dolin		<input type="checkbox"/>
Total							\$0.00	<input type="button" value="PAY"/>

Back Cancel

**Figure 62: Cart of Assigned Payer – Pay for Others Section**

**Step 12.** Assigned Payer checks the box for the offering. The 'Pay' button is enabled and cost displays.

**Step 13.** Click the 'Pay' button.

The external user is directed to the payment vendor's site. The site includes the tracking ID and amount of the transaction.

Please provide the payment information below. Required fields are marked with an \*

Agency Tracking ID  
TR-638785160489464772

Payment Amount  
\$110.00

\* Cardholder Name

\* Cardholder Billing Address

Billing Address 2

City

\* Country  
Select Country ▾

State/Province

ZIP/Postal Code

\* Card Number



\* Expiration Date  
Select ... ▾    Select ... ▾

Security Code

[What's this?](#)

[Cancel](#)

**Figure 63: Payment Vendor Site – Enter Credit Card Information**

**Step 14.** Enter all required credit card information.

**Step 15.** Click the 'Continue' button.

A confirmation screen displays for review.

**Step 16.** Check the box at the bottom to confirm information and authorize the transaction.

**Step 17.** Click the 'Continue' button. A system message indicates 'Payment was successful'.

[< Cancel](#)

## Engineer Seminar Payments

Please review the payment information. Required fields are marked with an \*

Agency Tracking ID  
TR-638785160489464772

Payment Amount  
\$110.00

Payment Method  
Plastic Card

Cardholder Name  
card holder

Card Type  
MASTERCARD

Card Number  
\*\*\*\*\*5100

Cardholder Billing Address  
123 ab

Billing Address 2

City  
river

Country  
United States

State/Province  
CA

ZIP/Postal Code  
90012

\* I authorize a charge to my card account for the above amount in accordance with my card issuer agreement.

Continue

Previous

Cancel

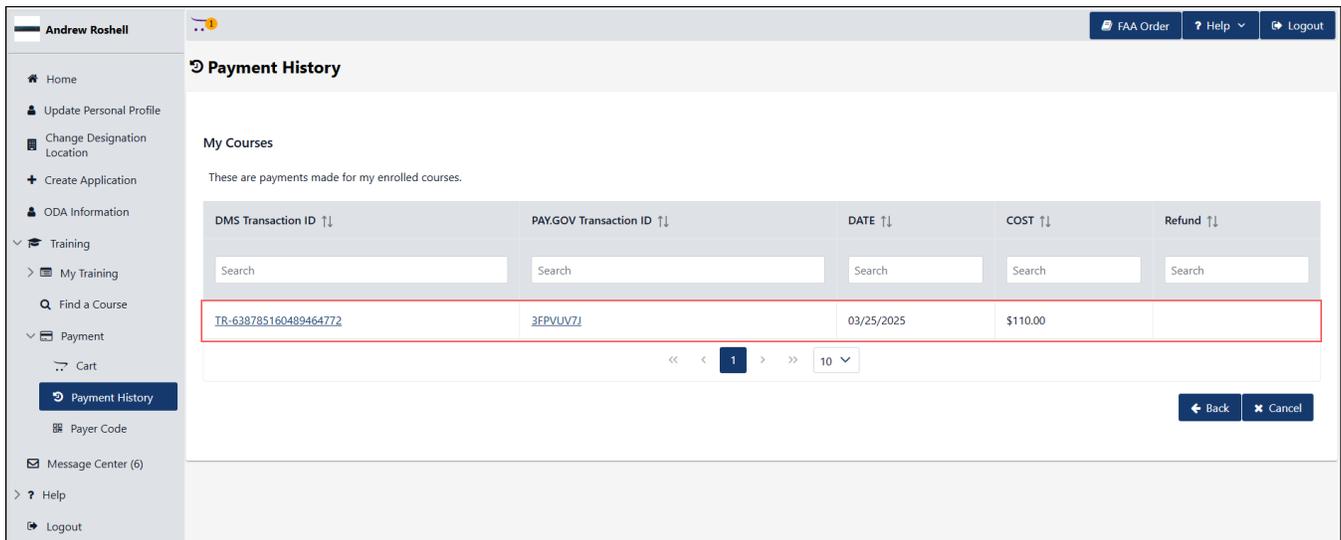
**Figure 64: Payment Vendor Site – Confirm and Authorize**

The external user (assigned payer) is directed back to the 'Cart' page. The paid for offering is no longer in the cart for both the assigned payer and the external user who assigned the payer. A Message Center notification will be sent upon successful payment. The paid for offering will now be placed in the ['Current Enrollments'](#) page.

### 7.3 Payment History

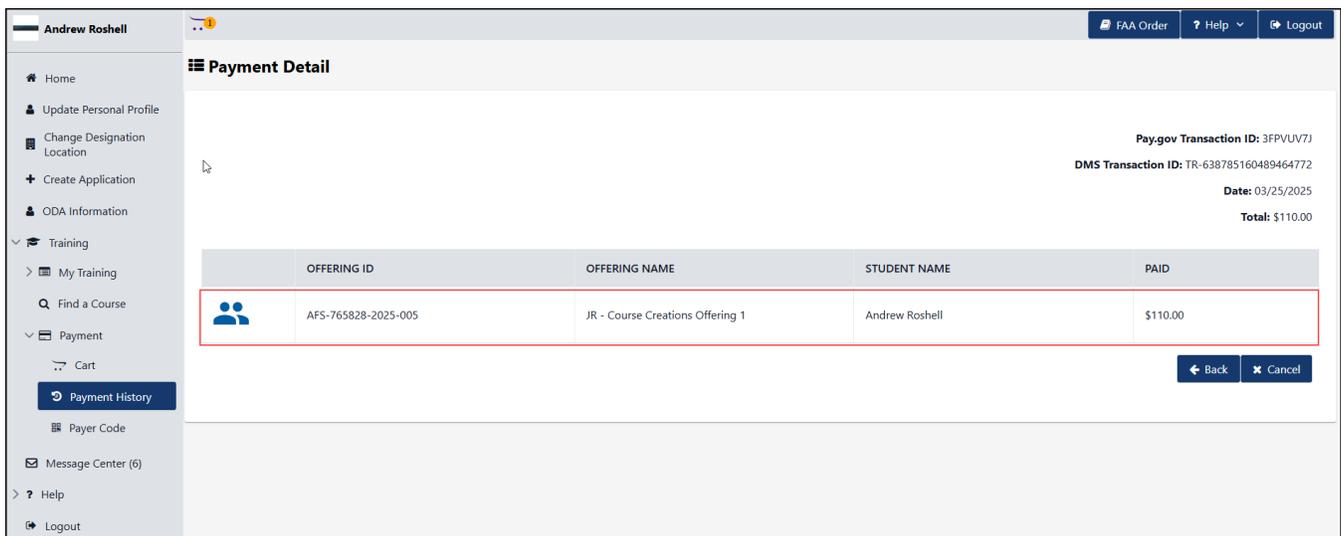
Payments made for offerings by the individual external user will display on the user's 'Payment History' page.

**Step 1.** Click on Training menu options 'Payment > Payment History'.



**Figure 65: Payment History Page**

**Step 2.** Click on the hyperlinked 'DMS Transaction ID' or 'Pay.Gov Transaction ID' to see transaction details.

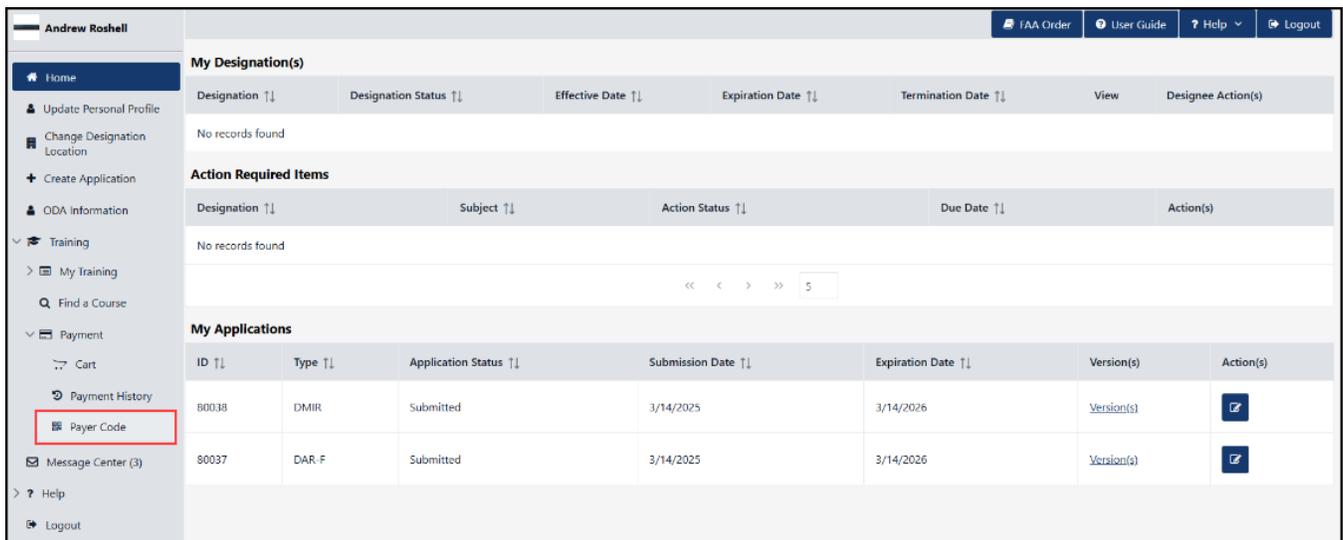


**Figure 66: Payment History – Transaction Details**

## 7.4 Payer Code

Payment Codes can be used by an organization when the organization decides to cover the costs for their personnel enrollments. Payment Codes are generated on an individual basis. The person who generates the code is the owner of the code for their organization.

**Step 1.** From the 'Training' menu, click on 'My Training > Payment > Payer Code' menu option.

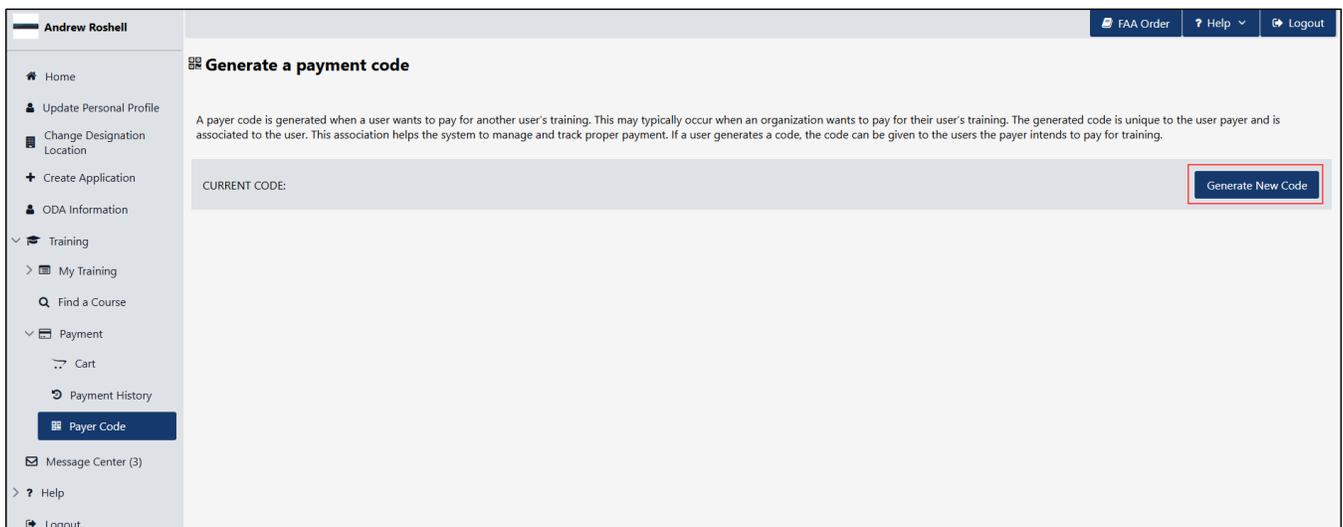


**Figure 67: Payer Code Page Menu**

The 'Generate a payment code' page displays.

**Step 2.** Click the 'Generate New Code' button.

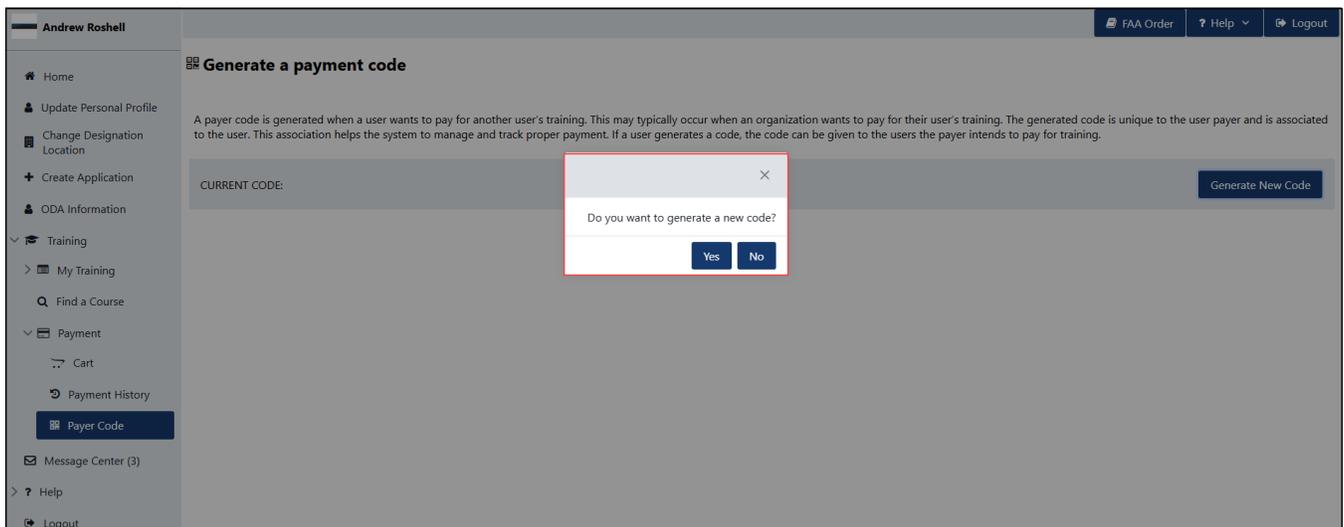
**Step 3.** Click 'Yes' to the question, 'Do you want to generate a new code?'.



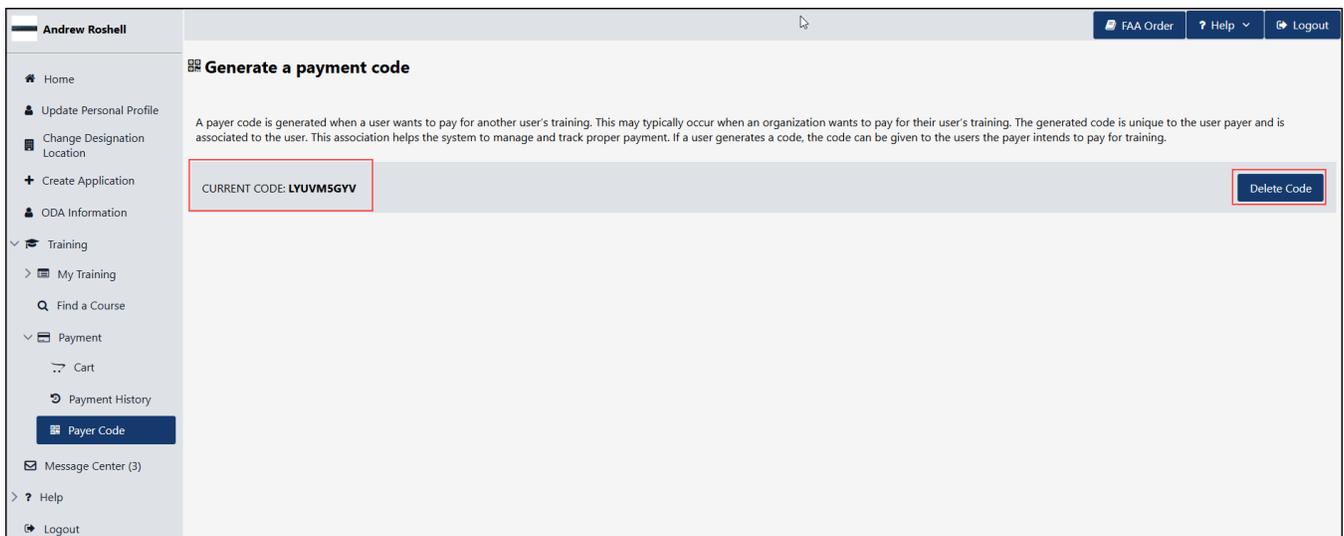
**Figure 68: Payer Code – Generate a Payment Code Page**

A system generated code is created.

**Note:** This code is given to enrollees to be used when an assigned payer (the person who generated the code) is selected from the ['Cart – Pay For Others'](#) page.

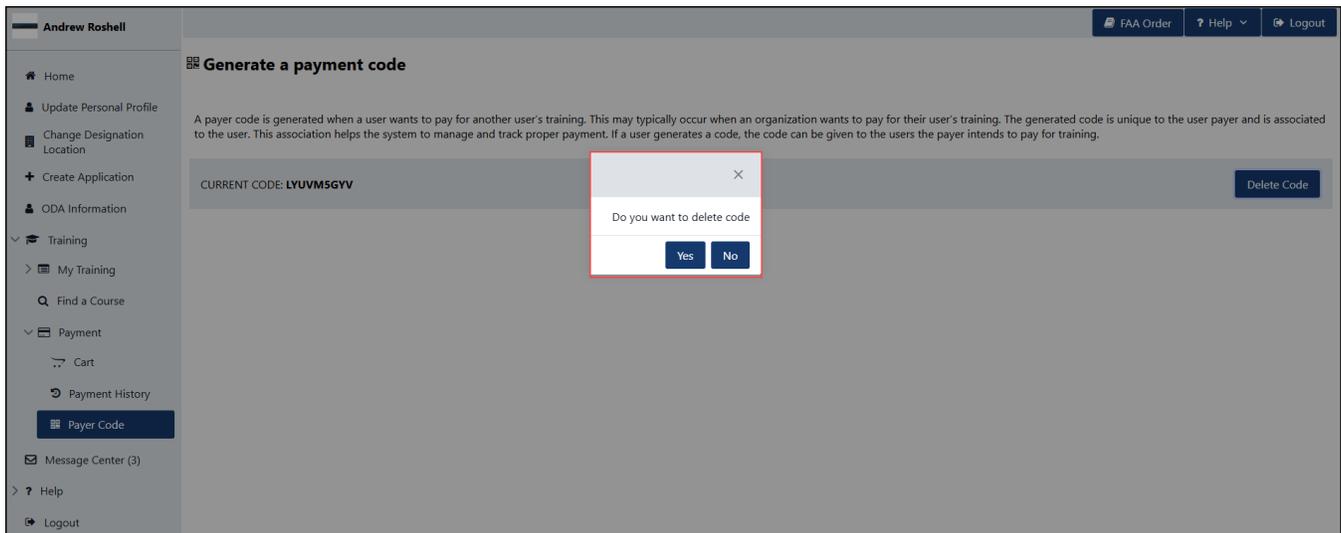


**Figure 69: Generate Payer Code – Confirm Pop-up**



**Figure 70: Payer Code Generated**

**Note:** When a code is generated, the 'Generate New Code' button displays 'Delete Code'. Deleting the code will remove it from the page and disable future uses of the deleted code. There is no limit to how many times a code can be generated and deleted.



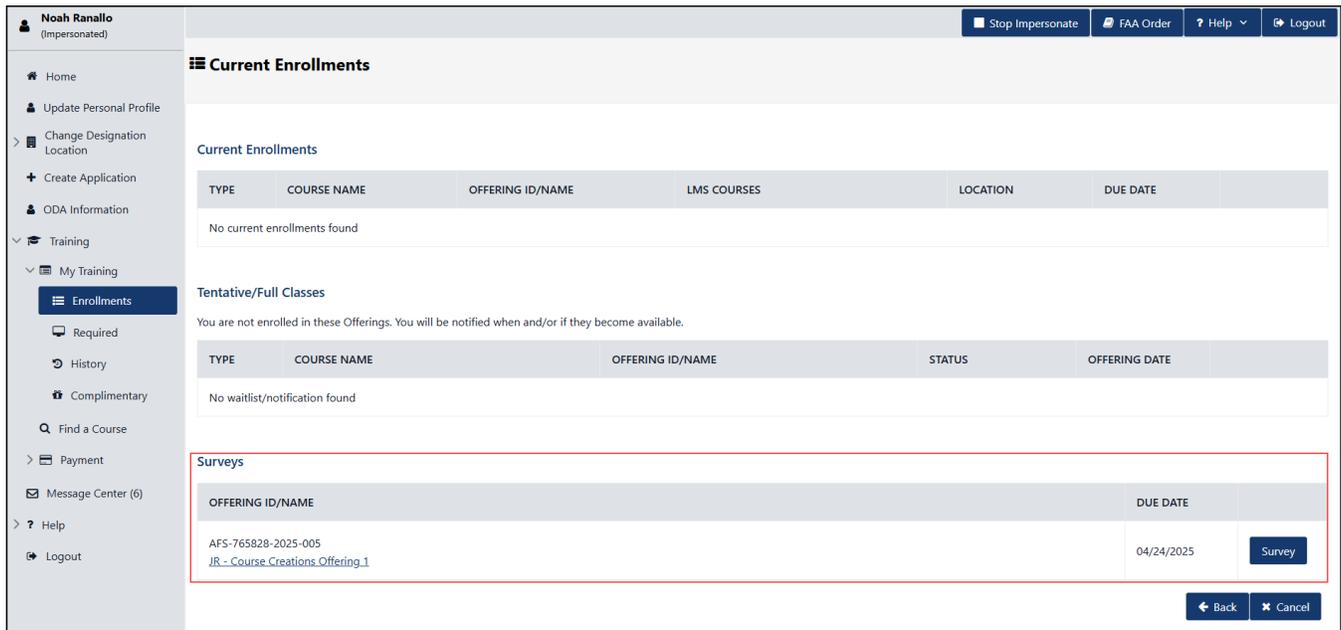
**Figure 71: Payer Code – Deletion Confirm Pop-up**

## Section 8. Surveys

Surveys are presented to external users if the completed offering was set-up to include a survey. A Message Center notification is sent to the external user as a reminder. Surveys are displayed on the 'Current Enrollments' page in their own section. If no surveys are associated to the offering, the 'Surveys' section displays, 'No current surveys found'.

**Note:** Surveys expire 30 days from the date the offering was completed.

**Step 1.** Click on the Training menu options 'My Training > Enrollments'.



**Figure 72: Current Enrollments with Survey**

**Step 2.** Click on the 'Survey' button.

The survey is generated with questions and optional comment sections.

**Figure 73: Survey Questions Section**

**Figure 74: Survey Optional Comment Sections**

Optional comments can be submitted. There are three types of comments:

- Compliment
- Critique
- Suggestions

If the user wants to be notified with a response, they can check the *'Contact me about this'* box.

**Step 3.** Click on the *'Submit Survey'* button. The survey is completed and removed from the *'Current Enrollments'* page.