

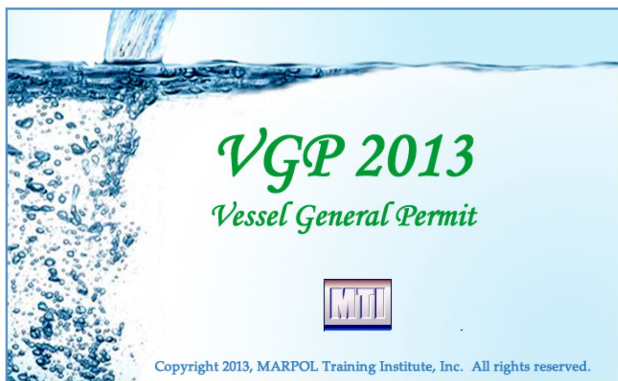


The MARPOL Training Institute, Inc.
<http://www.MARPOLTraining.com>

User Guide

Version 2020

This manual covers 4 products: Meeting MARPOL Standards, MMS Best Practices, Vessel General Permit and Navigating Ballast Water Regulations. You may have one or more of these products. They have been included in one manual because they all work similarly and are integrated together.





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Contents

Contents

User Guide	1
Version 2020	1
Requirements for Running.....	3
Installing	4
Start Training	5
Training Options	6
Data Privacy (GDPR)	7
Logon	8
How to Use This Training.....	9
The Status Screen.....	9
Navigating through Slides.....	10
The Dialog Script Window	11
Assessments	11
The Assessment Results Screen.....	12
Certificates	13
Recertification.....	13
The Report Program.....	14
Platforms	15
Customizing the Training	15
Deleting Data	15
Update Schedule	15
Updating the Software	15
More on GDPR Regulations	16
Certificates	16
Questions.....	16



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Requirements for Running

The MARPOL training is designed to run PCs using any Windows operating system and will run within your browser. We support Chrome and Microsoft Edge. It may run with other browsers but it has only been fully tested on Chrome and Edge..

We suggest at least the following configuration:

- 1.6 GHz processor (or equivalent)
- 8 gigs memory
- 20 gigabyte hard drive
- Sound Card (required for audio track)
- Headphones or speakers

This version is designed to run either standalone or on a network. If you need to run on a network we suggest you also read the Technical Manual which goes through this process in detail.



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Installing



Our products may be installed either from a CD or from a file that can be downloaded from the web. To install from a CD, put the cd in the drive and run the setup program on the cd.

The install works pretty much like other products. One thing worth noting from the outset is that each of our product installs actually includes 2 installs - The server and the product. Once you start the install program, these installs are copied to your temp folder and automatically run one after the other.

After the two installs are copied to the temp folder, you will be asked for your Company and Password. These will be supplied along with the product.

If you have previously installed another of our products our server may already be installed. The server install is included with each of our products and you can skip this install if it is already installed. If the server is already installed you will be asked if you want to reinstall it. Unless you have a need to change the server installation you should say No to save you a few minutes.. If you do want to update the server then choose Yes. You will only be asked if the server is already there. For the server install you may take all defaults.

Once the server is installed, the setup proceeds to install your purchased product (e.g. MMS-2020). This install is straight forward, and we suggest that you accept all defaults during the install.

If you have an addendum product (a customized training provided only to your company) then this product will be installed after your primary product is installed.

Although our product is from a verified publisher you may still get some messages from your virus checker (as with all installations), asking if you want to accept our program. We can assure your that our installs are virus free.



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Start Training

Whether running locally or running remotely on a client, the first step to running the training is to click on the “Start MTI Training” shortcut which points to “StartTraining.exe”. You can also find the Start Training in the Start Menu under MARPOL Training Institute.



Please read the User Guide to learn how to best run the training.

As an administrator you may want to set the Installation. On the first run you will be able to enter the Ship Name or the Installation Name.

If asked for the ship, you should enter the name of the ship on which the training is installed. If you are not on a ship you can put your department or any phrase which can be used to identify this installation. Whatever you put here will show up in the reports for the training.

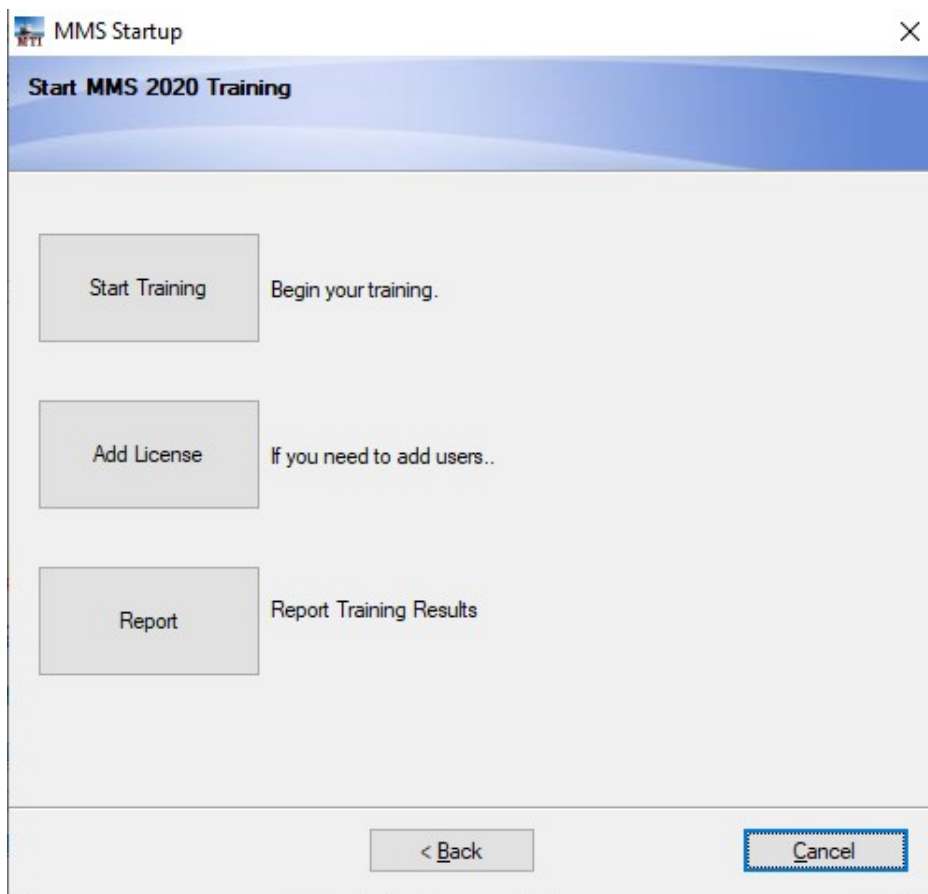
A screenshot of a Windows-style dialog box titled "Enter Your Installation Name". The dialog box has a close button (X) in the top right corner. On the left side, there is a blue question mark icon. The main text reads "The name of your ship:". Below this text is a single-line text input field. At the bottom of the dialog box, there are two buttons: "OK" and "Cancel".



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Training Options

Once you have selected your training you will see the following screen:



Click on Start Training to start the server and the training. This may take a moment the first time you start it, but after a few moments the Data Privacy Screen should appear.

Note that you are running in a browser TAB. Also, it is important to be aware that a server program allows the training to run without the internet but like the internet. If you close the server program your training will not be able to store data and you will get an error. If this happens just restart the training and you will pick up where you left off. The server is called PHP Desktop Chrome and has a not descript brown icon (that looks like a server) in your task bar. A



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small window is also created that says that it is the server and to NOT delete it until all training is completed.

Data Privacy (GDPR)

When you click on Start Training you will see the Data Privacy and Consent Screen. This allows you to give us permission to save your data. We will only be saving your USER ID, NAME, BIRTHDATE and JOBTYP and your training progress. Any sensitive data will be encrypted. We assume that you will not mind allowing us to save your data. This allows us to provide reports and allows you to return to where you left off in the training.

Data Privacy and Consent

We at MTI adhere to the GDPR and take your data privacy and data transparency seriously. We do not use your data for any purpose other than to allow you to receive a certificate and to keep track of your progress in the training. We store minimal data which includes a user ID, name, job type and birth date and data regarding your progress in the training. You will find it easy to delete all of your data at any point by logging into the training and clicking the 'Delete My Data' button.

We will only keep your training data if you consent, but you may not receive credit for your training if you do not wish to consent or if you choose to delete your data. Please email wheinz@marpol.us if you have any concerns or questions about how your data is used. Alternatively you can email your corporate contact at (xxx@xxxx.com). Your User ID, name, job type and birth date are encrypted where the data is stored. We create a report of the training results for use at corporate headquarters. Your user ID, name and birth date will show encrypted in the report but corporate employees will have the ability to un-encrypt the report data in order to monitor your progress. It is the responsibility of your corporation to keep your data safe once it is there and you should check with them if you have concerns about that. Under the rules of the GDPR it is your right to decline use of your data. Keep in mind that it may not be possible for you to receive credit for this training unless you consent to MTI storing your data. If you consent, you are also agreeing to allow your data to be sent to corporate headquarters where it will be un-encrypted. MTI takes no responsibility for the data once it is at corporate headquarters. Please click on one of the following:



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Logon

Vessel General Permit

ID Number:

Name:

Mo. (1-12) Day (1-31) Year

Date of Birth:

User Type:

Use your Seaman's ID number or Passport number. If you don't have either, use your drivers license ID or some other ID unique to you.

Enter your name as you wish it to appear on your training certificate.



Enter the month, day and year of your birth.

Since the training you receive depends on your job type, choose from the list which job type most accurately describes your position.

IMO Publishing grants to MTI a limited, non-exclusive, non-transferable worldwide licence to incorporate the proprietary content into its CD-based MARPOL training program. The licence allows users of the CD to print selected pages of the proprietary content but not a complete copy.

Version: 2020

Logon

Your company Logo will show in the on the right side below the DNV logo.

First you will need to enter your data. Your ID Number must be at least 4 characters long. Your company may have instructions on what to put for your ID Number. If not, just enter any number that uniquely identifies you (like your Seaman's ID).

Next enter your name, date of birth and choose a User Type. Then Click Next.

You may quit the training at any time. Next time you log in with the same ID Number, you will be able to pick up where you left off. If you have completed the training you can click Next 3 times to go directly to your certificate.

Click Next to proceed.



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How to Use This Training

How to Use this Training

You will take one lesson and an Assessment. The next screen, called the Status Screen, shows you which sections are appropriate for your job type. By continually clicking the NEXT button you will automatically proceed through the sections that are appropriate for you.

If your duties call you away from the training, leave the program with the EXIT button. When you log on again the Status Screen will direct you to the beginning of the section where you left off.

At the end of each lesson you will take a simple test to make sure you learned the material. If you fail the test you will be directed to take the lesson over again.

Optionally you may view a voice script for each page that has one. You may turn scripting on or off by pressing the green scroll-figure which shows at the top of the screen.

If you know the subject matter well you may challenge an Annex. When you challenge you will not be given the training but will go directly to the assessment.

When you complete the training you will be shown a certificate which you may print. If you log on again after completing the training you will be given the opportunity to view your certificate or to archive your successful training and recertify. You may review perviously archived certificates by clicking on the Archives button below. Note that archiving refers only to completed courses. Your place in your course is automatically saved when you exit.

Exit Previous Archives Next

This screen tells you what you can expect in the training. After reading it press Next.. If the size of the screen is too small press (Ctrl-+). This will make the window larger. If it is too large, particularly if you cannot see the buttons at the bottom, press (Ctrl -). This will make the window smaller.

The Status Screen

Training Status: Vessel General Permit 2013

<input type="checkbox"/> Masters and Superintendents	Not Started		
<input type="checkbox"/> Deck Officers	Not Required	User ID:	W12345
<input type="checkbox"/> Engine Officers	Not Required	User Type:	Master(Tanker)
<input type="checkbox"/> Crew	Not Required	Expiration Date:	Never
<input type="checkbox"/> VGP 2013 Assessment	Not Started	Certificate Printed:	No
		Version:	2020

State Regulations

Inspection Checklists

Exit Previous Repeat Next



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The status screen shows you where you are in the training. It shows all of the modules provided in the training. Since the training is customized for different job types, you may see Not Required next to a module. Otherwise you will normally see Not Started, Started or Complete.

Normally you will want to navigate through the training by clicking Next. **This is the proper way to take the training if you want to get a certificate.** You do have the option to click on the small buttons to the left of a module to go directly to that module. This is handy if you want to review that module or if the module is not required by your job type but you want to see it anyway. Click Next from the Status Screen to begin the training. When you click next you will see the Title Screen for the Module. Click Next again to go to the first slide that you have not already viewed.

Navigating through Slides



This is a typical slide. It shows two animated characters. Some slides will show none or just one. Note the buttons on the Navigation Bar. The



Click this to get information about the slide including the slide name



Click this to turn on or off the Dialog Script Window on the right.



Click this to pause the dialog.

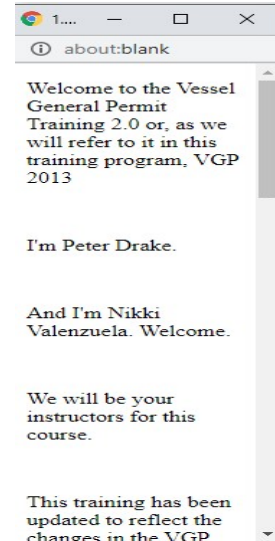


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The Dialog Script Window

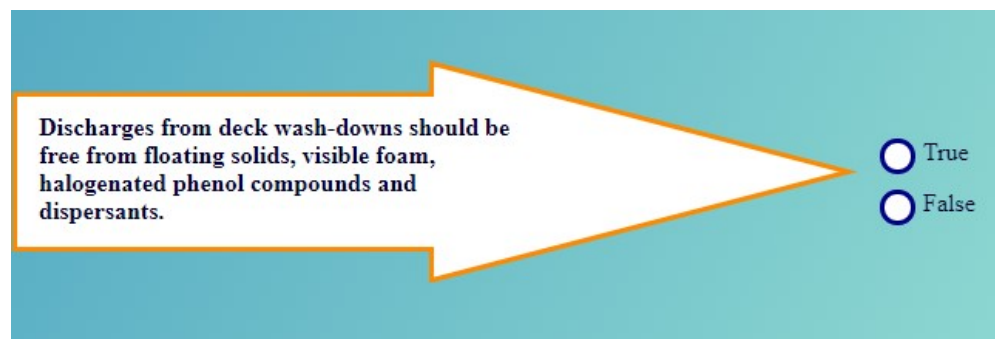
This window that shows to the right of your screen contains the dialog that the animated characters present. You can follow along by reading, which is particularly helpful for those who do not have English as a first language. You can scroll down as needed.

This window can be moved and resized. It can be made wider but cannot be made longer. To move the window drag it by the Title Bar just to the right of the browser symbol. We suggest that you take a moment when starting the training to put this window in a place that works for you.



Assessments

A Module may contain several sections. At the end of a Module there will be an Assessment to test your knowledge. You will be given 15 questions. These questions are given in random order and are chosen randomly from a pool of questions. Because of this it is not possible to memorize the test. If you do not pass you may take an assessment again but you will never get the same set of questions.



At the end of the Assessment, where you see your results, you will be able to go back and view the questions you missed.



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The Assessment Results Screen

After 15 questions you will get the Report screen. If you get 80% (or 12 or more correct) you pass. If you fail you will need to take the Assessment again. Save time by paying attention during the training.

Assessment Results

Review Missed Questions

Retake Assessment

Name: W12345
User Type: Master(Tanker)
Total Score: 13
Total Questions: 15
Percent Correct: 87

Note: If you score less than 80% you will need to retake the training and retake the exam to receive your certificate. Click Next to proceed.

Exit Previous Repeat Next

Click the Review Missed Questions button to see the questions you missed. You will see a listing of the questions you missed. Click on a question to view that questions.

Select a question to review... ▼

Select a question to review...

Store cargoes and other onboard materials in order to minimize the likelihood th
To avoid overfilling, do not fill fuel tanks beyond 98.5%

Click on the question in the list to bring it up. When the question is presented guess at the answer. In this mode, you will get feedback (Correct or Incorrect) and will be able to find the correct answer by guessing. After reviewing the question click Return to the Report and choose another question to reiview or Click Next to go to the next Module.

When you have completed all modules you will see your Certificate.



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Certificates

When all training and Assessments are complete you may view and print your certificate.

Users may reprint certificates by logging into the training. If all modules of the training have been completed then the Status screen will show all required modules with a status of complete. Pressing the next button will then go to the certificate screen which has a Print button. Certificates may be printed as often as necessary.

Certificates may also be printed from the Report which shows all users and their training status.

Recertification

A user may recertify at a later date by logging in. If the user has completed the training then after entering the ID Number an option will be presented to Archive the training results.

Congratulations! You have completed this training. Click Archive to archive your data. Click Continue to proceed to your certificate without archiving. If you have previously created an archive you may also select that archive to view.

If you click on continue you will proceed to the status screen where clicking on Next will take you to view or print your certificate. If you click Archive then the data will be archived and clicking on Next will allow you to re-certify or to retake the training from scratch to receive credit again.

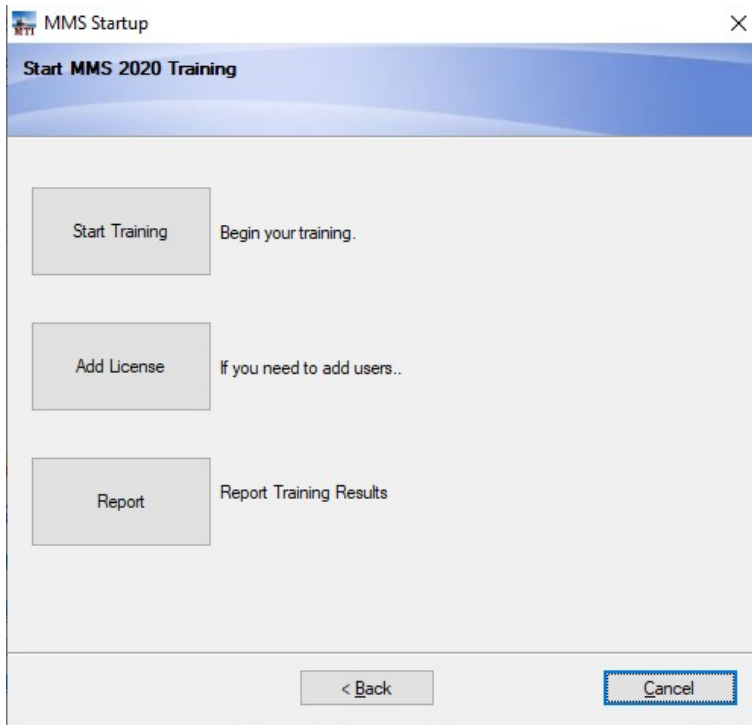
Whenever logging on, you archived your data, you may choose to review archived data by clicking on Choose Archive which only shows on the logon screen if the data has been previously archived. By clicking the drop down and by choosing an archive you log on to the archived data and will be able to view your certificate for that run-through.



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The Report Program

From the Start Training Dialog you will be able to choose Report. To run the report you will need your password. This is the same password that you used to install the program. This protection allows you to control who gets to run the Report program. Click on Report to view and export the training results.



When you click on Report you will see the Results. Note that you can print the certificate if the person as completed all modules by clicking on Print Certificate which shows on the right. You can also download the results by clicking on Download Report which shows at the bottom.

MMS Training Report

User ID	User Name	Job Type	Annex I	Annex II	Annex III	Annex IV	Annex V	Annex VI	Over All		
Test:Norfolk	Test:Norfolk	Crew	Complete 100	Not Required	Not Required	Complete 100	Complete 100	Complete 100	Complete : 11/16/2020:93	Complete	Print Certificate

[Download Report](#)



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Platforms

MMS supports 4 platforms

- 1) Standalone
- 2) Network
- 3) Web
- 4) SCORM compliant LMS

MMS was designed from the outset to also run nicely across the web. The standalone and network versions do not require any extra software to run. A Macromedia Flash player is required to run the Web version. MMS was also designed to be run from a SCORM compliant LMS. The SCORM compliance has been tested with the SABA LMS and passes all tests on the ADL test suite.

Customizing the Training

Our training has been designed to be relatively easy to change and easy to translate. Please speak to us about any customizations that you would like to see. Many of our customers have added their own personal addendums to the MMS training outlining their companies approach to MARPOL. Others have elected to have trainings they design implemented with our system. You may contact Bob Hall through our website at <http://www.MARPOLTraining.com> to discuss any customizations. We have the capacity to apply your customizations and update our general software without affecting your customizations.

Deleting Data

You may delete your own data by clicking on Delete Data from the Status Screen.

Update Schedule

MARPOL Training Institute intends to produce a new version periodically as long as updates are required. Both changes in the IMO MARPOL regulations and product enhancements drive the need to provide updates. We will make an attempt to incorporate any suggestions at this time. Please contact us through our website if you have questions.

Updating the Software

It is not necessary to uninstall before applying an update.



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More on GDPR Regulations

This training is GDPR compliant. Even though the data that we save is only the USERID, User Name, Birth date and job type and the progress in the training, we have taken precautions to encrypt all user sensitive data.

We also give each user the chance to opt out of storing data. If the user decides not to consent to their data being stored, we ask them to contact their GDPR contact at their corporation or to contact support@marpol.us at MTI. There is a work-around should this situation arise: provide a made-up name, user ID, and birthdate to the user for login. The user can then take the training under this name instead of his or her own. It is the Customer's responsibility to protect any data exported using our Report Program.

Certificates

Certificates are created for each user that completes the training. Once the training is complete, any time the user logs on, the status will show as complete. The next button will then automatically go to the certificate screen so that the certificate may be reprinted if necessary.

If the user wants to take more training, it is possible to take any training whether required for the job type or not by clicking on the bullets on the status screen.

Questions

You may receive personal answers to your questions, whether they are related to our technology or to MARPOL regulations by emailing Bob Hall at bhall@marpol.us or by contacting support@marpol.us.