## **CAL-E-FORCE REFERENCE GUIDE: ADDING A CBT CLASS**

This Reference Guide applies only to those who have been approved for Computer Based Training (CBT) on their ETP contract

1. At the top of the landing page, select the Contracts **SEARCH** button on the button bar. Search... **APPLICATIONS** CONTRACTS MANAGE USERS ETP WEBSITE USER GUIDES REPORTS **TEMPLATES** Welcome to Cal-E-Force 2. Click on the contract you APPLICATIONS CONTRACTS MANAGE USERS **ETP WEBSITE** USER GUIDES REPORTS would like to add a CBT class to. The system will take you to your Contract Details Contracts page. All Contracts ▼ 🖈 2 items • Sorted by Contract Number • Filtered by All contracts • Updated a few seconds ago Contract Nu... ↑ ∨ View Contr... ∨ Performanc... V Account Name V Status Contract 1 3.55% Account 1 Contract Executed View 1 Contract 2 View 0.57% Account 1 Contract Executed 3. Select the Add CBT Class button on the button bar at UPDATE ADD CBT CREATE **ENROLL** UPLOAD ADD **UPLOAD** UPLOAD CBT the top of the Contract CLASS **TRAINEES TRAINEES HOURS HOURS HOURS** ROSTERS INVOICE Details page.

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4. Fill out the <b>New CBT Class</b> information section with the Class Title, Training Type, and Total Standard Hours.  *Do not use any special	New CBT Class  Class Title *  Training Type * None
characters in the Class Title	Total Standard Hours *  Save Cancel
5. Click the <b>Save</b> button.	Save Cancel
6. You will be taken to a confirmation page where you will see the information you have successfully input.	CBT Class Validation  Training Type Back To Contract Manufacturing Skills Contract 1
	✓ Information  Training Type  Manufacturing Skills  Class  Validation  Total Standard Hours  1.00