Welcome to FastDS!

Welcome to FastDS! The first of the four tiers of FastDS training consists of Computer-Based Training (CBT) modules intended to introduce you to the look and feel of the FastDS system. Modules will be released in three phases, the first of which opens on **Monday, June 11, 2018**. You must complete each phase of assigned Tier 1 modules before completing Tier 2 training in early July.

Your assigned training is located in the Learning manager, a tool within the FastDS system that facilitates user learning. These modules will provide a high-level introduction to navigation, organization, and basic functionality in FastDS.

To access the Learning manager and view your assigned modules:

1. In any Internet browser, access the FastDS Learning environment: [https://learn-driver.dvs.dps.mn.gov/Learning/](https://learn-driver.dvs.dps.mn.gov/Learning/).

You will need to determine your FastDS username in order to log in. A list of usernames is located on the DVS Info Hub page. To view your username:

   1. Access Info Hub at [https://dvsinfohub.dps.mn.gov/Pages/fast-ds.aspx](https://dvsinfohub.dps.mn.gov/Pages/fast-ds.aspx). View the FastDS tab. We encourage you to read the details about FastDS on this page.
   2. Under the Tier 1 section and Verifying Access Details for FastDS section, click the User List for Tier 1 Email Verification document.
   3. The list is organized by region and office – find your name, email, and username.

Please verify that the email address associated with your username is correct and accessible to you. You will need to access your email in order to log in, as security codes and system notifications will be sent to this email. If the email listed is incorrect, contact fast.mc.tech@state.mn.us as soon as possible to provide updated information.

2. If your Internet browser does not recognize the site, you will be directed to a screen with two green fields (see below). Enter your FastDS username in the top field (labeled **Slice**) – NOTHING ELSE – and click **Submit**. (Do not put anything in the other field!)

![Image of login screen]
3. On the Logon screen, enter your FastDS username and password into the corresponding fields.

**Determining your FastDS Password:**

**DPS** staff –
- Use the same password you use to log in to your computer and email.

**NON-DPS** staff –
- Leave the **Password** field BLANK! You will be prompted to set a new password.

4. Before you click **Logon**, click the **Request security code** hyperlink. A four-digit security code will be sent to the email associated with your username. You will have to do this two factor authentication each time you login for training.

*Be patient!* It may take a minute or two to receive the email. Each time you click the link, a new email is generated and the old one is invalidated. Click the link **once**, check the time, and look for an email to come within the minute or soon after.

5. Access the security code from your email and enter it into the **Security Code** field. Click **Logon**.

If you are **NON-DPS** staff (the **FIRST** time you log in):
- After clicking **Logon**, you will be directed to create a new password. Again, leave the Old Password field blank and create/input your new password. This will be your FastDS password next time you log in.

6. After you login, the New Manager window displays. You will learn about the New Manager window in the assigned modules!
7. From the list of managers, select the Learning manager hyperlink.

8. A list of all Required CBT modules displays. Click the Title hyperlink for the first available module. A window is displayed with instructions on how to view the module.

   **Note:** By default, only the first module in the Required section is available to be selected. Once you complete a module, the next title in the list will become available and displayed as a hyperlink for you to click.

9. Click the View button to view the module in context. The module will open in a separate browser tab.

   **Note:** Each area, or broad topic, has a set of corresponding Follow-Along Notes available for note takers. These are optional. If you do not wish to take notes, click Continue.

10. Once you complete a module, click the Complete button.

    **Note:** To confirm, you can select Complete again; the next module in the series will appear as a hyperlink and is available for completion. Alternatively, select the Complete and Continue button to skip a step and move directly on to the next assigned module!
If you want to re-watch a module for review or clarification:

1. From the New Manager window (the first screen after logging in), select the manager hyperlink.

2. Click the **Completed Modules** tab.

3. Click the hyperlink for the title of the module you want to re-watch.

4. Click the **View** button to view the module in context. The module will open in a separate browser tab.
Allowing Pop-ups for the FastDS Learning Manager

When completing your Tier 1 training (Computer-Based Training modules), you may find that you cannot open a document or module without allowing pop-ups in your Internet browser, particularly the first time you download Follow-Along Notes. This section will walk you through how to allow pop-ups in various Internet browsers.

If your browser blocks you from viewing a module, the following message will display:

If you receive the message above, follow the steps that correspond to the Internet browser you are using (i.e. Internet Explorer, Google Chrome, Microsoft Edge) to allow pop-ups.

Internet Explorer

1. At the **bottom of your screen**, a message bar displays when a pop-up is blocked.

2. Select the **Options for this site** button. Then, click **Always allow**.

3. In FastDS, click **Download** or **View** again. A message bar displays at the bottom of your screen.

4. Click the **Open** button in the message bar at the bottom of your screen.
Google Chrome

1. When a pop-up is blocked in Google Chrome, the pop-up icon displays at the top right of your screen, in the browser bar.

2. Click the pop-up icon in the top right of your screen.

3. Select the *Always allow pop-ups from...* radio button.

4. Click the hyperlink in the Pop-ups blocked box (see image below).

5. If you are downloading a document, the document will display at the bottom of your screen. Select the document.
Microsoft Edge

1. If a pop-up is blocked, click the ellipses in the top right corner of the screen.

2. Select Settings from the drop-down list.

3. Select View advanced settings.

4. Change the Block pop-ups selection to Off.

5. Click Download or View again.

6. If you are downloading a file, click the Open button in the message bar at the bottom of your screen.