Welcome to FastDS Tier 2 Training! This is the second of the four tiers of FastDS training; it consists of self-guided hands-on practice with supplemental Computer-Based Training (CBT) modules designed to get you into the system, actually beginning to navigate and conduct basic transactions in the FastDS system. Tier 2 will open on Monday, July 2, 2018. You must have completed Tier 1 training before you’ll be able to complete Tier 2. Both Tier 1 and Tier 2 must be completed before attending Tier 3 classroom training.

Your assigned Tier 2 training is located in the Learning manager, a tool within the FastDS system that facilitates user learning.

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/.

   If you do not yet know your FastDS username to log in, you need to access the InfoHub FastDS tab at https://dvsinfohub.dps.mn.gov/Pages/fast-ds.aspx and follow the Tier 1 Instructions and the Verifying Access Details for FastDS section.

2. If your Internet browser does not recognize the site, you will be directed to a screen with 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 fields!)
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 already use to log in to your computer and email.

**NON-DPS staff** –
- Use the password **you created** when logging in for Tier 1 training.

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 few minutes 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 soon after.

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

6. After you login, the New Manager window displays. You may notice that you have more managers available now than you did during Tier 1. You’ll start using these after you access your Tier 2 instructions with the following steps.

   From the list of managers, select the **Learning** manager hyperlink.
7. A list of all Tier 2 modules will now appear in your list of Required modules. Click the Title hyperlink for the Tier 2 Instructions module to begin.

**Note:** You may need to mark the Tier 1 Follow-Along Notes modules as Complete in order to access the first Tier 2 module. To do this, click on the first available Title hyperlink, and mark it as Complete until you get to the first Tier 2 module.

8. Click the **Download** button to download the Tier 2 Self-Guided Fundamentals Instructions. These instructions include all of the exercises, questions, and transactions you’ll complete during your Tier 2 training.

Make sure you follow the instructions very carefully, and don’t forget to complete the quiz at the end.
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.

![Message bar](image)

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

![Options for this site](image)

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.**

![Open button](image)
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.