

## LOGGING IN


Online**UNIVERSITY**

HOME
USER INSTRUCTIONS
LICENSE REQUIREMENTS
SUPPORT

### Welcome to RedVector Online University

**OVERVIEW**  
RedVector provides industry-leading eLearning for architecture, construction, engineering and facility management professionals. Within this university site, enjoy access to engaging courses developed by our team of more than 100 subject matter experts.

RedVector's online training is designed to sharpen your skills, keep you up to date with the latest codes and standards, prepare you for exams and fulfill your continuing education (CE) requirements. With nearly 100 state and national accreditations, RedVector training will help you meet obligations to renew a professional license, membership or certification and comply with federal, state and other regulatory mandates.

**USER GUIDELINES**  
This easy-to-use online portal is accessible 24/7. The courses are updated continuously and are delivered in a compelling, interactive format to help you learn up-to-date information relevant to your field quickly and easily.

Once you have completed a course, RedVector will provide you with a certificate of completion, and when applicable, RedVector will report a completion to the appropriate state organization.

Please login to begin searching for courses, or to take those already assigned to you.

**SIGN IN**

Username

Password

→

[Forgot your password?](#)

**NEW USERS**

Enter your authorization code below:

→





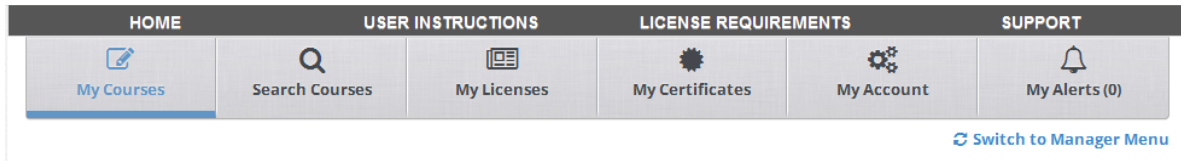
**Client Support:** [1.866.546.1212](tel:18665461212), [ClientSupport@RedVector.com](mailto:ClientSupport@RedVector.com)

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- To log in for AEC clients, go to <https://aec.redvector.com> and enter your Login /Username and Password.
- To log in for Industrial clients, go to <https://industrial.redvector.com> and enter your Login /Username and Password.
- If you have forgotten your password, click on the *Forgot your password* link.
  1. Enter the primary email address that is associated to your account then click on the submit button.

## WELCOME TAB



- **My Courses:** Displays courses the user has *self-enrolled* in as well as courses that have been *assigned* to the user when available.
- **Search Courses:** Displays all of the courses in the specific organizations' catalog.
- **My Certificates:** Displays all Certificates of Completion that are available to be printed or emailed as well as all transcript records.
- **My Account:** Displays the users' profile information.
- **My Alerts:** Displays any *alerts* that the user has elected to receive.

## My Courses



## My Courses

[Courses](#)
[History](#)
[Instructions](#)

ASSIGNED COURSES							
	Course Title	Hours	Expires (EST)	Time Spent	Score	Status	Action
	Project Management Basics <a href="#">Click to access course</a>	4	02/28/2017	44 min	73.81%	Partial	<a href="#">Print Cert</a>
<b>Total Hours:</b>		<b>4</b>					
SELF-ENROLLED COURSES							
	Course Title	Hours	Expires (ET)	Time Spent	Score	Status	Action
	LEED Green Associate Qualification Certificate: Green Building Principles	10	02/23/2017	0 min	0.00%	Not Started	<a href="#">Start Course</a>
	Idaho Electrician 4 hour Industry Related Program #2	4	02/23/2017	0 min	0.00%	Not Started	<a href="#">Start Course</a>
	FL Statutes, Chapter 489, Sections 101 - 114: Construction Contracting [V.02]	1	02/23/2017	0 min	0.00%	Not Started	<a href="#">Start Course</a>
	Understanding Workers' Compensation for Employees (V14)	1	02/23/2017	0 min	0.00%	Incomplete	<a href="#">Continue</a>
	Florida Wind Mitigation Retrofit Requirements for Existing Buildings [V2]	1	02/23/2017	6 min	20.00%	Not Passed	<a href="#">See Results</a>
	Excavation Safety and Shoring/OSHA	4	02/23/2017	0 min	0.00%	Not Started	<a href="#">Start Course</a>

The *My Courses* page is the first page displayed for all users upon successful log in.

- **Assigned Courses:** Users will only see Assigned Courses when available. This section lists the courses that have been assigned to the user. The user must *accept* an assignment before they can begin.
  1. To *accept* an assignment the user can click on either the *accept* button or the course title.
- **Self-Enrolled Courses:** This section lists the courses that the user has enrolled themselves in.
- To begin a course, click on the *Start Course* button or click on the Course Title.

### Navigating a course

The screenshot shows the course interface with a navigation menu at the top and a main content area. The navigation menu includes 'My Courses', 'Search Courses', 'My Certificates', 'My Account', and 'My Alerts (0)'. The main content area displays the course title 'Applied Vibration Analysis: Analyzing Gear Vibrations' and a table of components. The 'Exam' component is highlighted with a red box, and its 'Begin' button is also highlighted. The 'Additional Information' table on the right provides details about the course, including the item number, title, provider, order number, hours, rating, and features.

Component	Print	Score	Status	Action
Pre Test You need to complete this exam in one sitting		0.00%	Not Started	Begin
Lesson			Not Started	Begin
Exam* You need to complete this exam in one sitting Max. attempts: 2		0.00%	Not Started	Begin
Survey			Not Started	Begin

Additional Information	
Item #	RVI-10863
Title	Applied Vibration Analysis: Analyzing Gear Vibrations
Provider	RedVector
Order #	160315-1004
Hours	0.50
Rating	★★★★★ (1 Reviews)
Features	

- Most *courses* are made up of four components: Pre Test, Lesson, Exam and Survey.
- Click on the *Begin* button to begin the Pre Test.
  1. Answer the questions by selecting the correct answer(s) then click on the arrow pointing to the right to be taken to the next question. To go back to a previous question, click on the arrow pointing to the left. You can also go back to questions by selecting the question number below the Previous/Next page arrows.
  2. When all the questions have been answered, click on the *Grade Exam* button
  3. The user is able to *Save & Exit* the Pre Test, they will be able to save their progress in the case they are not able to complete the Pre Test in one sitting. When they are ready to complete the Pre Test, simply click on the *Continue* button.
  4. If your account has the 'View Exam History' setting turned on, once a Pre Test or Exam has been completed a link will be displayed under the component name. Click on the *View Exam History* link to see which questions were answered correctly and incorrectly.
- Click on the *Begin* button to begin the Lesson.

1. Click on the printer icon to display and/or print the accompanying written materials. **(Not all lessons have accompanying written materials)**
  2. You must view every page of the lesson in order for it to be marked complete and be able to proceed to the exam.
  3. After the lesson has been completed once, you can go back through the lesson by clicking on the *review* button.
- Click on the *Begin* button to begin the Exam – Note: some exams have randomized questions and/or a set maximum attempt setting, student will have to contact internal administrator or Account Manager for assistance if failed.
    1. Answer the questions by selecting the correct answer(s) then click on the arrow pointing to the right to be taken to the next question. To go back to the previous question, click on the arrow pointing to the left. You can also go back to questions by selecting the question number below the Previous/Next page arrows.
    2. When you have answered all of the questions, click on the *Grade Exam* button
    3. The user is able to *Save & Exit* the Exam, the user will be able to *Save & Exit* to save their progress in the case they are not able to complete the Exam in one sitting. When they are ready to complete the Exam, simply click on the *Continue* button.
    4. If your account has the 'View Exam History' setting turned on, once a Pre Test or Exam has been completed a link will be displayed under the component name. Click on the *View Exam History* link to see which questions were answered correctly and incorrectly.
  - Click on the *Begin* button to begin the survey

## Search Courses

**Course Search**

Your search returned **730** Results! [Export Link](#)

Keyword/Item #

All Results  
  Webinars  
  Packages  
  Courses

Your Selections [Clear All](#)   Sort By **Newest**

License: [AK - Engineer](#)   License: [CA - Engineer](#)

**Webinars (4)** [See All](#)

<b>NEW</b>	Mon, June 20 5pm-7pm ET	<b>Design of Buildings for Coastal Flooding REPEAT, Tuesday, June 20, 2016, 1pm-3pm Eastern</b> - RV-W102015	Advanced   2 hrs.	<input type="button" value="Enroll"/>
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**Packages (7)** [See All](#)

		<b>15 Hour Residential &amp; Commercial Green Building Package</b> - RV-PKG582	Intermediate   15 hrs.	<input type="button" value="Enroll"/>
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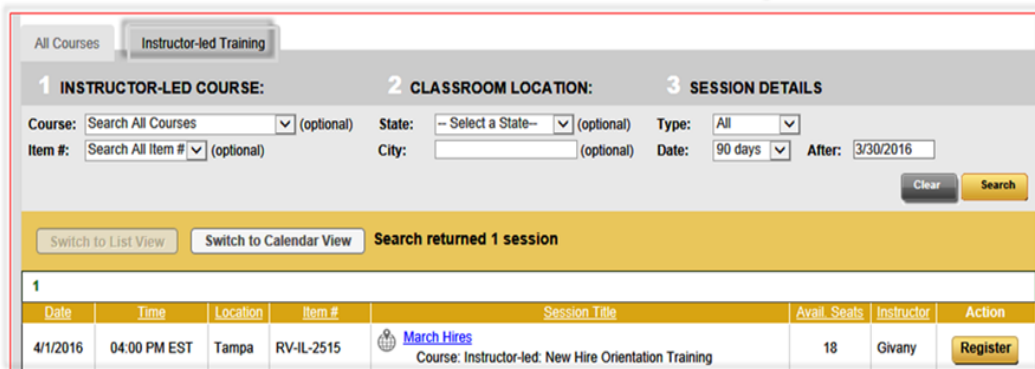
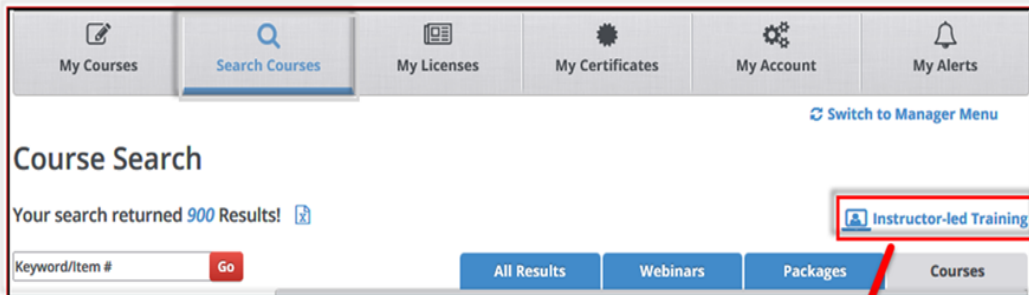
**Courses (719)** [See All](#)

<b>NEW</b>		<b>Hazardous Waste: Treatment</b> - RV-10857	Intermediate   1 hr.	<input type="button" value="Enroll"/>
		<b>Designing and Specifying Pervious Concrete</b> - RV-10873AW	Intermediate   2 hrs.	<input type="button" value="Enroll"/>
		<b>Combustion Analysis</b> - RV-10837	Intermediate   1 hr.	<input type="button" value="Enroll"/>
		<b>Compressible Flow Components Analysis</b> - RV-10838	Intermediate   1 hr.	<input type="button" value="Enroll"/>
		<b>Phasors and AC Circuit Analysis</b> - RV-10871AW	Fundamental   2 hrs.	<input type="button" value="Enroll"/>

### Course Search page

The *Search Courses* page displays all of the courses that are available in your organizations' catalog. You can search for a course by a Keyword or Item #; narrow the search by selecting a Category, Product Type, Level, or Language from the drop down menus. You can search for courses that apply to your selected filters.

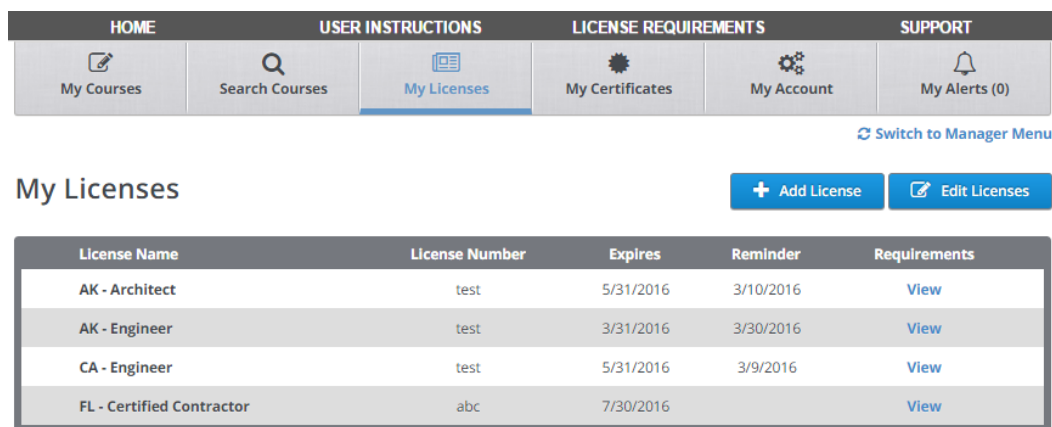
- Enroll in a course by clicking on the *enroll* button in the right most column.
- Click on the course title with your mouse to see full description of the course.
- Click on the *Export to Excel* link to export your entire library into an excel worksheet.



### If the Instructor Led Training (ILT) option is enabled – Instructor-led Training page

- All current Instructor-led Training sessions will automatically be displayed, or you can search for an Instructor-led Training session by the ILT course information (title or item #), the classroom location information (State and/or city) or by the session detail information (type or date).
- Click on the *register* button in the far right column to register for the specific session. Once registered, the button will change to say *withdraw*. Click on the *withdraw* button to withdraw your registration from the specific session.
- Click on the *session title* link to see the details of the specific session.

### My Licenses



### Adding a New License

- Begin by selecting the Add License button
- Select the Profession
- Select the State
- Click on the *Add* button

After clicking the *Add* button it will generate the specific license information for your selected licenses and provide the License Requirements.

- Include license number and expiration date for each license. You also have the option to include a Custom Reminder Date to receive a License Expiration Reminder if selected from the Reminder Settings under the My Profile button.

### My Certificates

**My Certificates**

Certificates    Transcripts

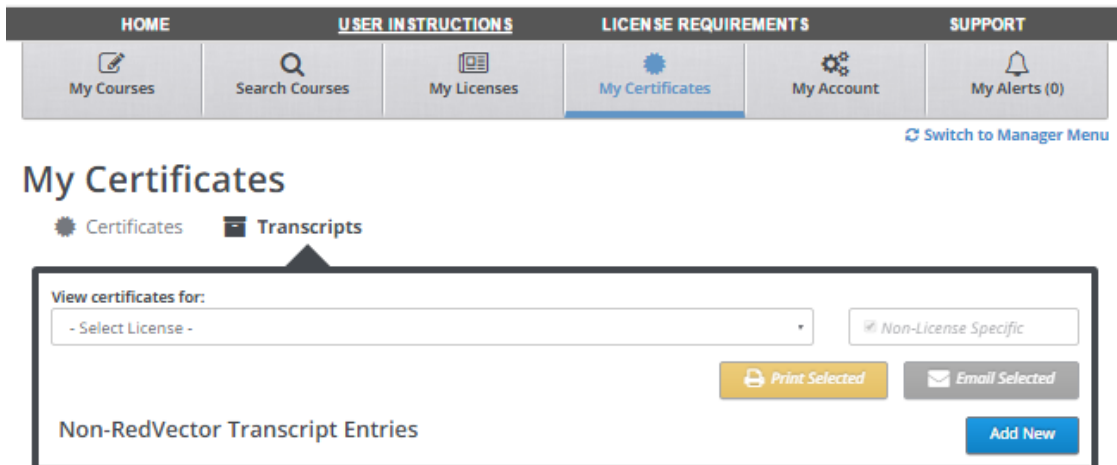
View certificates for:   Non-License Specific

Narrow results by:

Course   Time (min.)   Hours   Completed   Score   Status

<input checked="" type="checkbox"/>	2008 NEC Changes Part 6 Special Equipment	4	2.00	11/22/2013	91.67	<span style="color: green;">✔</span> <a href="#">Print Cert.</a>
<input checked="" type="checkbox"/>	Score Requirement: <span style="color: green;">Satisfied</span> Meets Topic Requirement(s): Technical	4	2.00			





The My Certificates section is where all available certificates of completion can be viewed as well as all transcript records.

### My Certificates page

- Begin by selecting your specific License or Non-License Specific option, then:
  1. By Renewal Period: select a renewal period from the drop down menu then click on the *view* button.
  2. By Year: select a year from the drop down menu then click on the *view* button.
  3. By Custom Date Range: enter the start and end dates then click on the *view* button.
- To print a single certificate or multiple certificates:
  1. Select the checkbox(es) that correspond to the certificate(s) to be printed then click on the *Print Certificate(s)* button.
  2. The certificate(s) will be displayed in a new window and can then be printed or saved as a PDF document.
- To email a single certificate or multiple certificates:
  1. Select the checkbox(es) that correspond to the certificate(s) to be emailed then click on the *Email Certificate(s)* button.
  2. In the pop-up, enter any additional email addresses that you would like to email the certificate to then click on the *Send Certificate(s)* button.

### My Transcripts page

- Begin by selecting your specific License or Non-License Specific option, then:
  1. By Renewal Period: select a renewal period from the drop down menu then click on the *view* button.
  2. By Year: select a year from the drop down menu then click on the *view* button.
  3. By Custom Date Range: enter the start and end dates then click on the *view* button.
- The *My Transcripts* page displays completed courses as well as any courses the user is enrolled in.
- Certificates of Completion can be also printed and/or emailed from the *My Transcripts* page.

## My Profile

HOME	USER INSTRUCTIONS	LICENSE REQUIREMENTS	SUPPORT
My Courses	Search Courses	My Licenses	My Alerts (0)
		My Certificates	My Account

[Switch to Manager Menu](#)

## My Account

Personal Information
 Reminder Settings
 Order History
 Instructions

Personal & Company Information	Account Settings
<p><b>First Name:</b></p> <input type="text" value="Manager First"/>	<p><b>Username:</b></p> <input type="text" value="ManagerView"/>
<p><b>Middle Name:</b></p> <input type="text"/>	<p>NOTE: Username &amp; Password must be at least 5 characters</p> <p><b>Password:</b></p> <input type="password" value="....."/>
<p><b>Last Name:</b></p> <input type="text" value="View Last"/>	<p><b>Confirm Password:</b></p> <input type="password" value="....."/>

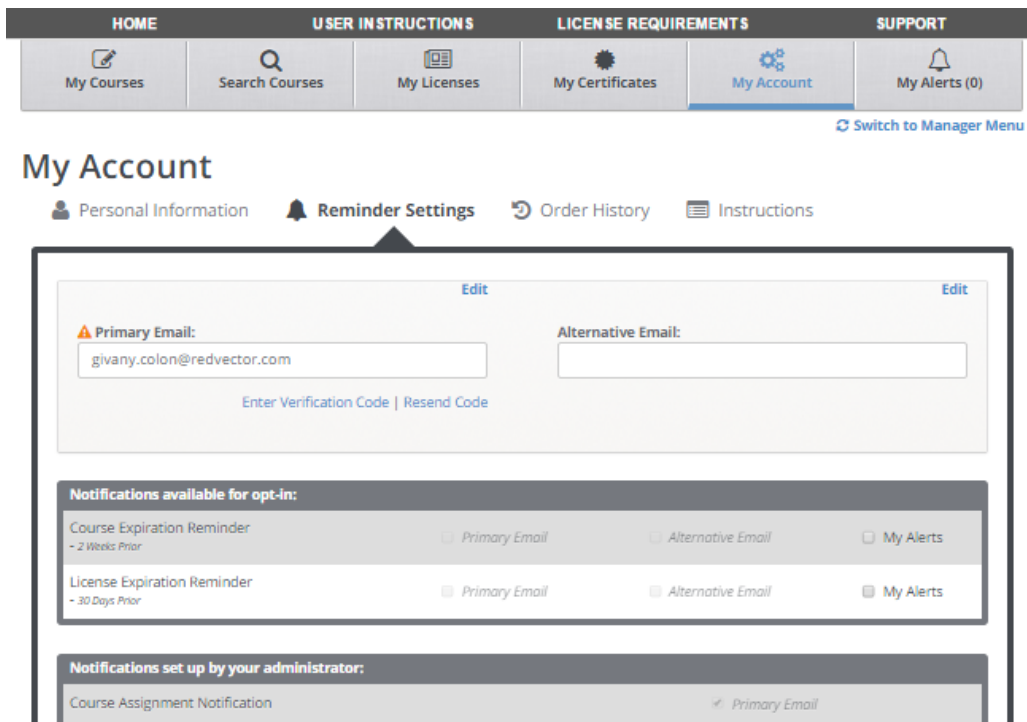
In the *My Profile* section you can view and update a users' personal information and set any reminders.

### Personal Information page

- The only fields that **cannot** be updated are the First Name, Middle Name and Last Name.
- The Address fields are populated with the address that is on file for the account.
- Once a change is made, click on the corresponding *save* button.
- Username requirements:
  - A username can contain letters, numbers and the special characters **!@#\$\$%&\_.-.**
  - A username must be a minimum of 5 characters; a maximum of 50 and cannot contain any spaces.
- Password requirements:
  - A password can contain letters, numbers and the special characters **!@#\$\$%&\_.-.**
  - A password must be a minimum of 5 characters; a maximum of 20 and cannot contain any spaces.



## Reminder Settings page



- There are two types of reminders that a user can elect to receive.
  1. Reminder notification by email: A user must verify their email address before they can begin receiving these notifications.
  2. Reminder alert: Only visible when a user is logged in and all alerts will be displayed on the My Alerts page.
- An individual user can elect to receive the Course Expiration Reminder and the License Expiration Reminder (email notification, alert or both)
- An Administrator on the account sets the Course Assignment Notification for all users in the account. (email notification only)