

Collision Repair and Refinish Job Sheet Skill Tracking

Student Manual Account Creation

Have students open the Collision Repair and Refinish Job Sheet Skill Tracking site (URL) for your school.

In the upper right-hand corner have the students click the blue Log in link that looks like this:

You are not logged in. ([Log in](#))

The following screen will appear:

(Returning students and instructors, who have had administrative accounts created for them, should use the log in fields on the left.)

[Home](#) ▶ [Log in to the site](#)


Log in

Username

Password


Remember username

[Forgotten your username or password?](#)

Cookies must be enabled in your browser 

Is this your first time here?

For full access to this site, you first need to create an account.



New students will need to click the **Create new account** button on the right side of the screen. The following screen will appear and each student must fill out the required information. Required fields have a red *.

Student Manual Account Creation and Self-Enroll

New account

▼ Collapse all

▼ Choose your username and password

Username *

The password must have at least 8 characters, at least 1 digit(s), at least 1 lower case letter(s), at least 1 upper case letter(s), at least 1 non-alphanumeric character(s) such as *, -, or #

Password *

▼ More details

Email address *

Email (again) *

First name *

Last name *

City/town

Country

Create my new account

Cancel

There are required fields in this form marked * .

Your username must be lower case.

The password must have at least 8 characters, at least 1 digit(s), at least 1 lower case letter(s), at least 1 upper case letter(s), and at least 1 non-alphanumeric character(s) such as *, -, or #

Remember your password! It is irretrievable. If you forget the password, your instructor will have to create a temporary password for you to access your account and you will need to create another unique password.

Below is an example of a correctly completed new account screen:

Student Manual Account Creation and Self-Enroll

▼ Collapse all

▼ Choose your username and password

Username *

The password must have at least 8 characters, at least 1 digit(s), at least 1 lower case letter(s), at least 1 upper case letter(s), at least 1 non-alphanumeric character(s) such as as *, -, or #

Password *

▼ More details

Email address *

Email (again) *

First name *

Last name *

City/town

Country

There are required fields in this form marked * .

Review your information, correct any errors, and then click the **Create my new account** button.

The following screen will appear: (Do not click the **Continue** button!)

Home ► Confirm your account

An email should have been sent to your address at susie@schoolname.com
It contains easy instructions to complete your registration.
If you continue to have difficulty, contact the site administrator.

Check to make sure that the email address referenced in the message above is the one you used to create your account. Go to that email program and look for an email from IMS Support with the Subject: **Collision Repair and Refinish Job Sheet Skill Tracking: account confirmation.**

[IMS Support \(via CRR Develop... Collision Repair and Refinish Job Sheet Skill Tracking: account confirmation](#)

If you do not see this email in your inbox, check the junk folder.

Student Manual Account Creation and Self-Enroll

Open the email. It should look like this:

Hi Susie Smith,

A new account has been requested at 'Collision Repair and Refinish Online Course Development' using your email address.

To confirm your new account, please go to this web address:



<https://coll.instructionalmediaservices.com/develop35/login/confirm.php?data=a1B2nTE5V8RHbFa/susie>

In most mail programs, this should appear as a blue link which you can just click on. If that doesn't work, then cut and paste the address into the address line at the top of your web browser window.

If you need help, please contact the site administrator,

In the middle of the email is a link.

You are being requested to click on the link in the email to confirm your new account.

When you click on that link the following screen will appear:

[Dashboard](#) ▶ Your registration has been confirmed

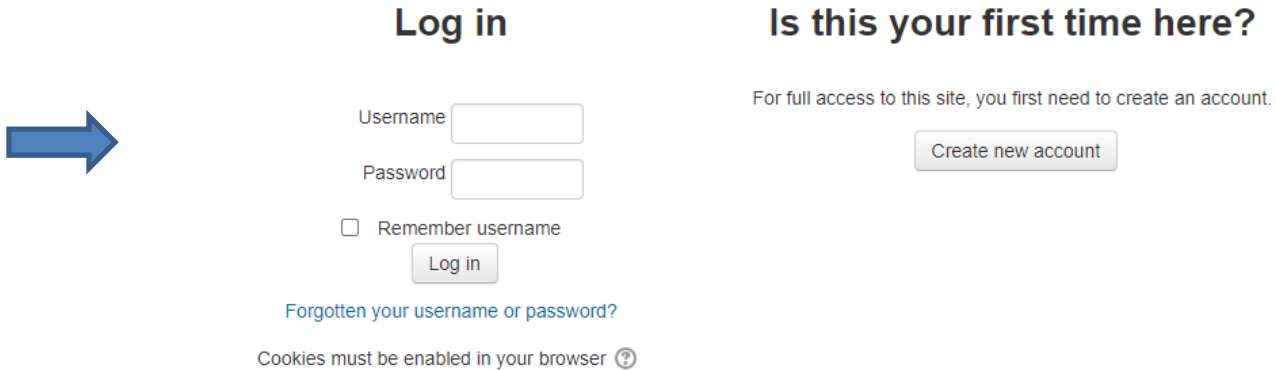
Thanks, Susie Smith

Your registration has been confirmed

Continue

At this point your user account has been created. Click on the **Continue** button and you will be returned to the log in screen:

Student Manual Account Creation and Self-Enroll




Log in

Username

Password

Remember username

[Forgotten your username or password?](#)

Cookies must be enabled in your browser 

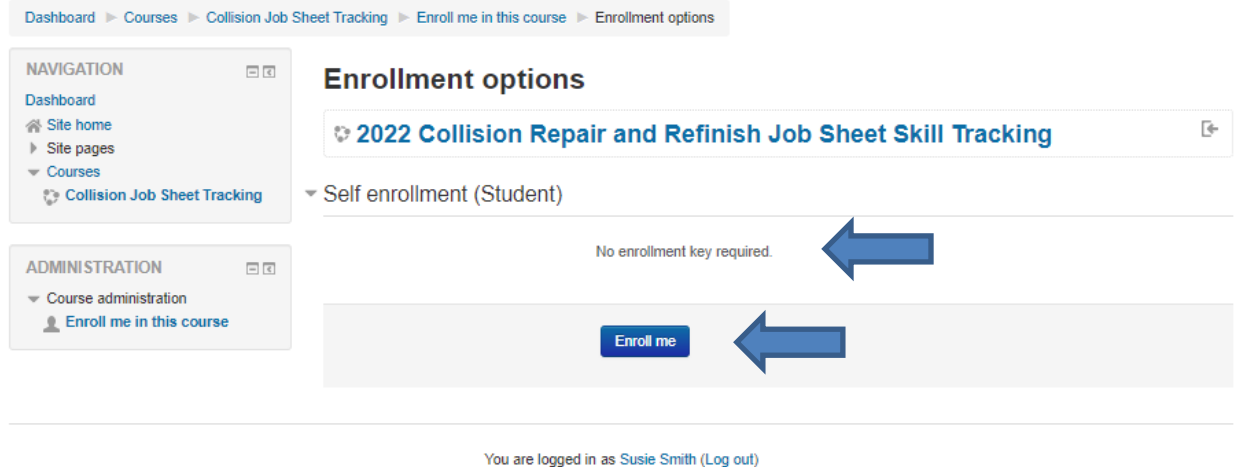
Is this your first time here?

For full access to this site, you first need to create an account.

This time use the fields on the left side of the screen and enter the user name and password you just created and click on the **Log in** button.

Option one: If your instructor has turned on the Student Self-enrollment option and there is no password (enrollment key) required, the screen will look like this:

2022 Collision Repair and Refinish Job Sheet Skill Tracking



Dashboard > Courses > Collision Job Sheet Tracking > Enroll me in this course > Enrollment options

NAVIGATION

- Dashboard
- Site home
- Site pages
- Courses
 - Collision Job Sheet Tracking

ADMINISTRATION

- Course administration
 - Enroll me in this course

Enrollment options

2022 Collision Repair and Refinish Job Sheet Skill Tracking

Self enrollment (Student)

No enrollment key required.

You are logged in as Susie Smith (Log out)

The next step is for you to click on the **Enroll me** button.

You have successfully created your user account and enrolled yourself in the course.

You now have access to the course content. A partial screen shot is below:

Student Manual Account Creation and Self-Enroll

2022 Collision Repair and Refinish Job Sheet Skill Tracking

Dashboard > Courses > Collision Job Sheet Tracking

NAVIGATION

- Dashboard
- Site home
- Site pages
- My courses
- Courses

PEOPLE

- Participants

Announcements

2022 Collision Repair and Refinish Online Job Sheet Skill Tracking Overview PDF document

I. Damage Analysis, Estimating, and Customer Service

Files: 20 Assignments: 19
Progress: 0 / 19

II. Painting and Refinishing

For every task in Painting and Refinishing, the following safety requirement must be strictly enforced:

Comply with personal and environmental safety practices associated with clothing and the use of gloves; respiratory protection; eye protection; hand tools; power equipment; proper ventilation; and the handling, storage, and disposal of chemicals/materials in accordance with local, state, and federal safety and environmental regulations. Identify vehicle system hazard types (Supplemental Restraint System [SRS], hybrid/electric/alternative fuel vehicles), locations, and recommended procedures before inspecting or replacing components.

Files: 39 Assignments: 38
Progress: 0 / 38

III. Non-Structural Analysis and Damage Repair

Files: 49 Assignments: 48
Progress: 0 / 48

IV. Welding, Cutting, and Joining

Files: 17 Assignments: 16
Progress: 0 / 16

You will receive a welcome to the course email. Again, if you do not receive an email look in your **Junk** email folder.

Do not reply to this email ... Welcome to 2022 Collision Repair and Refinish Job Sheet Skill Tracking

The content of the email will look like this:

Student Manual Account Creation and Self-Enroll



Welcome to 2022 Collision Repair and Refinish Job Sheet Skill Tracking

Welcome to 2022 Collision Repair and Refinish Job Sheet Skill Tracking!

If you have not done so already, you should edit your profile page so that we can learn more about you:

<https://coll.instructionalmediaservices.com/develop35/user/view.php?id=35&course=4>

Option two: The instructor may require a password for you to enroll yourself. In that case the screen will look like this:

2022 Collision Repair and Refinish Job Sheet Skill Tracking

Dashboard > Courses > Collision Job Sheet Tracking > Enroll me in this course > Enrollment options

NAVIGATION

- Dashboard
- Site home
- Site pages
- Courses
 - Collision Job Sheet Tracking

ADMINISTRATION

- Course administration
 - Enroll me in this course

Enrollment options

2022 Collision Repair and Refinish Job Sheet Skill Tracking

Self enrollment (Student)

Enrollment key

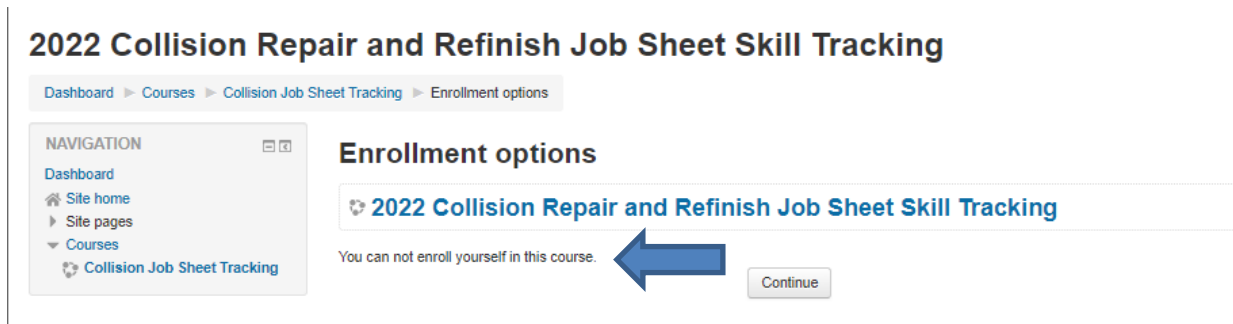
Enroll me

You are logged in as Susie Smith (Log out)

If your instructor has not given you the **Enrollment key** (password) ask for it at this point in the process. Once you have entered the enrollment key click the **Enroll me** button and you will have access to the course content. See screen shot above.

Option three: If your instructor has not enabled the student self-enrollment option the screen will look like this:

Student Manual Account Creation and Self-Enroll



At this point you have finished creating your student account for the course. The message lets you know you cannot enroll yourself in the site and also that your instructor has not yet enrolled you in the course. Your instructor will let you know when you have been enrolled in the course and then you may log in to the site and access the course content.

In the upper right side of the screen, you will find your name with a downward arrow. If you click on the arrow, a menu will drop down. Here is where you may update your profile and log out from the course. You should always log out of the course after every session.

