

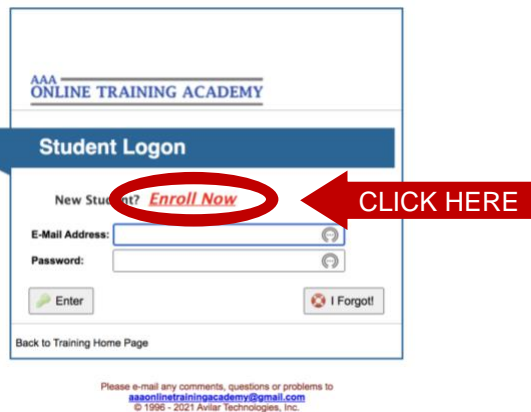
ONLINE TRAINING SIGN-UP INSTRUCTIONS

Read **ALL** of the instructions below. Then, create your online classroom account by clicking the following link: [AAA Online Training Login](#)

1. Click “Student Login” button.



2. Click the “Enroll Now” link.



3. Fill out the form.

AAA ONLINE TRAINING ACADEMY

Help | Logout

AAA Online Training Academy New Student Enrollment

Before you enroll, we will need some information about you. Please fill out the following form. **The fields with titles in bold are mandatory.** Click the Submit button to complete your enrollment.

Your Student ID has been automatically generated and can not be changed. If your Password has been automatically generated, you may change it before enrolling. Otherwise, you must enter a Password.

Student ID: AAATrainingbbspyeck2m

Password:

Verify Password:

First Name:

Last Name:

Student Time Zone: US/Eastern

DCJS ID:

Phone:

E-mail:

All Information is required to proceed to the next step.

Under DCJS ID please only input you 99# in the following format: “99-XXXXXX”. Please put your 99 numbers in lieu of the X’s when filling out form.

Please e-mail any comments, questions or problems to aaaonlinetrainingacademy@gmail.com
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4. Once logged in with your new account, click on the “Catalog” tab.

AAA ONLINE TRAINING ACADEMY

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AAAttraining Student (AAAttrainingwknypcfn4) Student Dashboard

Catalog | Profile | My Virtual Classrooms

CLICK HERE

You are not currently registered for any courses. Clicking on the **Catalog** item will display the course catalog from which you can register for courses and/or subscriptions.

My Virtual Classrooms

Active	Completed	Expired	All
Status	Grade	Completed	Course

You have no active courses.

My Profile and Transcript

AAAttraining Student
AAA Online Training Academy
[Manage My Account and View My Records](#)

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5. Find the appropriate category for your course.

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Welcome to the AAA Online Training Academy Course Catalog

If you know the Course Number, you may enter it in the Course No field and click the Go! button. To search for a course or subscription, enter a search string in the Search field and click the Find! button.

Locate Training: By Course No Go! By Content Find!

To browse the catalog, click on a topic. To view a description of a topic, click on preceding the topic.

DCJS In-Service (AAA)
 DCJS Re-Qual (AAA)
 Intermediate Weapon (AAA)

Please select the appropriate category

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6. Select the desired course.

AAA ONLINE TRAINING ACADEMY

Help | Display | Logout

Welcome to the AAA Online Training Academy Course Catalog

Locate Training: By Course No Go! By Content Find!

[DCJS In-Service \(AAA\)](#)

Catalog No	Type	Catalog Title	Sessions
01L_AAA		Security Officer Core Subjects (01L_AAA) Lessons: 1 Fee: \$50.00 USD	Sessions: 1
02I_AAA		Private Investigator In-Service (02I_AAA) Lessons: 1 Fee: \$80.00 USD	Sessions: 1
03I_AAA		Armored Car Personnel In-Service (03I_AAA) Lessons: 1 Fee: \$50.00 USD	Sessions: 1
06I_AAA		Special Conservator of the Peace In-Service (06I_AAA) Lessons: 1 Fee: \$80.00 USD	Sessions: 1
25I_AAA		Locksmith In-service (25I_AAA) Lessons: 1 Fee: \$70.00 USD	Sessions: 1
30I_AAA		Electronic Security Core Subjects In-Service (30I_AAA) Lessons: 1 Fee: \$70.00 USD	Sessions: 1
32I_AAA		Personal Protection Specialist In-Service (32I_AAA) Lessons: 1 Fee: \$80.00 USD	Sessions: 1

Please select the desired course

7. Register for the class.

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Help | Display | Logout

Course Catalog

Armored Car Personnel In-Service (03I) Course Information

[Return to Course Catalog](#)

(03I_AAA) Armored Car Personnel In-Service (03I)

Course Fee: \$50.00 USD

[Course Description](#)

Armored Car Personnel In-Service (03I). This course is for individuals who currently have a Armored Car Personnel Registration and are trying to complete their In-Service requirements to maintain their Registration. If you do not currently have a registration than please do not take this course.

Select	Session	Session Description	Type	Status												
<input checked="" type="radio"/>	1		Private	1000 Seats												
		<table border="1"><thead><tr><th>Session Fee</th><th>Registration Dates US/Eastern</th><th>Session Dates US/Eastern</th><th>Days to Complete</th><th>Requires Approval</th><th>Sponsoring Organization</th></tr></thead><tbody><tr><td>\$50.00 USD</td><td>Start End</td><td>Start End</td><td>30</td><td>No</td><td>AAAtaining</td></tr></tbody></table>	Session Fee	Registration Dates US/Eastern	Session Dates US/Eastern	Days to Complete	Requires Approval	Sponsoring Organization	\$50.00 USD	Start End	Start End	30	No	AAAtaining		
Session Fee	Registration Dates US/Eastern	Session Dates US/Eastern	Days to Complete	Requires Approval	Sponsoring Organization											
\$50.00 USD	Start End	Start End	30	No	AAAtaining											

If you want to register for an available session, click that session's radio button in the Select column and then click the **Add to Cart** button below. The selected course session will be added to your shopping cart. You will be registered in the session upon shopping cart checkout.

Add To Cart **CLICK HERE**

Please e-mail any comments, questions or problems to aaaonlineintrainingacademy@gmail.com
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8. Select the "Check Out" tab.

AAA
ONLINE TRAINING ACADEMY

Help | Display | Logout

Course Catalog

View/Modify Cart

Cart: 1 Item, \$50.00

03I_AAA - Armored Car Personnel In-Service (03I) was successfully added to your shopping cart.

[Continue Shopping](#) [Shopping Cart](#) **[Checkout](#)**

Your Cart The following items are in your cart

Type	Catalog No	Catalog Title	Session No	Price	Remove	Check All
	03I_AAA	Armored Car Personnel In-Service (03I)	1	\$50.00	<input type="checkbox"/>	<input type="checkbox"/>
Total Items: 1				SubTotal:	\$50.00	

Enter Coupon:

Click here to remove checked items or add coupons **Update Cart**

Sales tax, promotion codes if applicable are calculated during Checkout.

Please e-mail any comments, questions or problems to aaaonlineintrainingacademy@gmail.com
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9. Select the "Payment" tab.

AAA
ONLINE TRAINING ACADEMY

Help | Display | Logout

Course Catalog > Shopping Cart

Welcome to Checkout

Cart: 1 Item, \$50.00

[Continue Shopping](#) [Shopping Cart](#) [Checkout](#) **[Payment](#)**

Your Cart The following items are in your cart:

Type	Catalog No	Catalog Title	Session No	Price
	03I_AAA	Armored Car Personnel In-Service (03I)	1	\$50.00
Total Cart Value:				\$50.00

Order Summary:

Total Cart Value:	\$50.00
Total Discount:	(\$0.00)
Subtotal:	\$50.00
Order Total:	\$50.00

[Modify Cart](#) (You can review this order before it is final) **Proceed To Payment**

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10.Payment form.

AAA
ONLINE TRAINING ACADEMY

Help | Display | Logout

Course Catalog > Shopping Cart > Checkout

Purchaser Payment Information

Cart: 1 Item, \$50.00

Your credit card information may take several minutes to process. Attempting to re-send your information may lead to multiple charges on your statement.

Continue Shopping

Shopping Cart >

Checkout >

Payment

Total Amount: \$50.00 USD

Card Holder's Name:

Card Type: American Express ▼

Card Number: ⓘ

Card Expiration Date: (MM/YY)

If the VeriSign card security code (CSC) validation fails, your registration request will be rejected and the Course Provider will be notified that your CSC validation failed.

Card Security Code (CSC):

Send

Get

Once all CC information has been entered - CLICK HERE

Please e-mail any comments, questions or problems to saasonline@trainingacademy@gmail.com
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11. Once you have purchased the course you will need to hit the little house to go back to the Student Dashboard.

AAA
ONLINE TRAINING ACADEMY

Help | Display | Logout

Shopping Cart

CLICK HERE

Your shopping cart items have been processed as follows:

You were successfully registered for Armored Car Personnel In-Service (03I) (03I_AAA) session 1.


The contents of your shopping cart have been processed. There was no charge for this transaction.

Please e-mail any comments, questions or problems to aaaonlinetrainingacademy@gmail.com
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12. Now you will have the class listed on your “Student Dashboard” page, under the “Active” tab. Just click the arrow to start the class.



Help | Display | Logout


AAA
ONLINE TRAINING ACADEMY

 **AAAtaining Student (AAAtainingwknypcfnp4)** **Student Dashboard**

Catalog | Profile & Records

 My Virtual Classrooms

Active	Completed	Expired	All
Status	Grade	Completed	
			Armored Car Personnel In-Service 

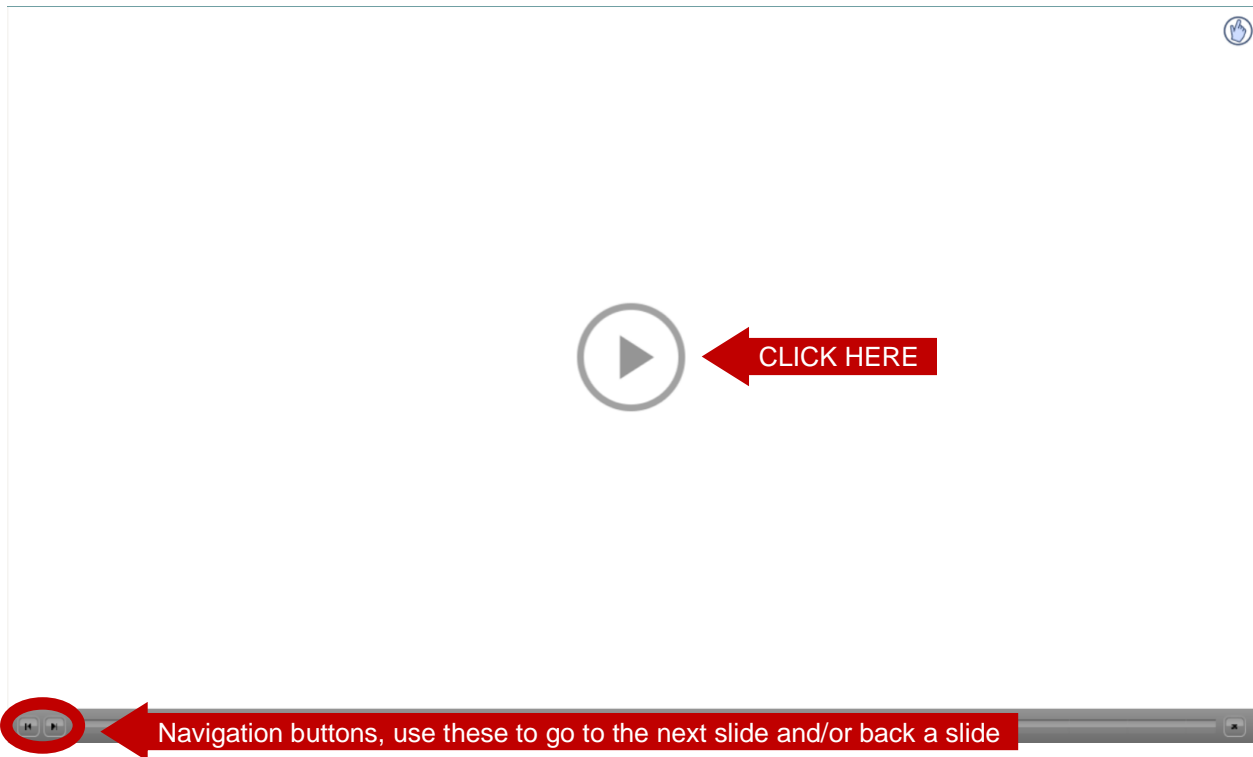
 My Profile and Transcript

AAAtaining Student
AAA Online Training Academy

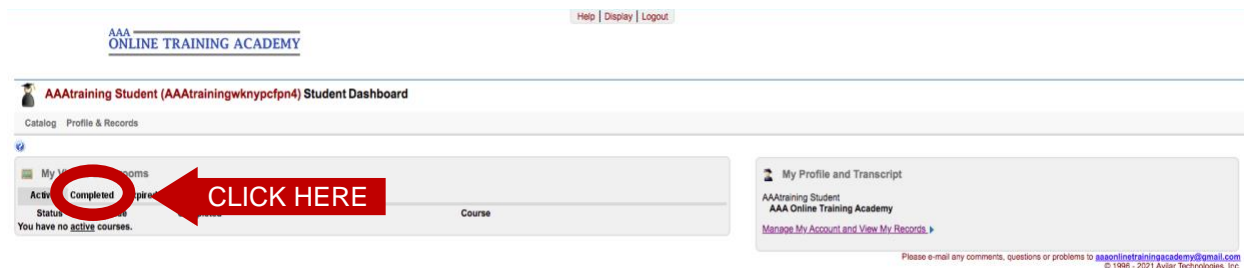
[Manage My Account and View My Records](#)

Please e-mail any comments, questions or problems to aaaonlinetrainingacademy@gmail.com
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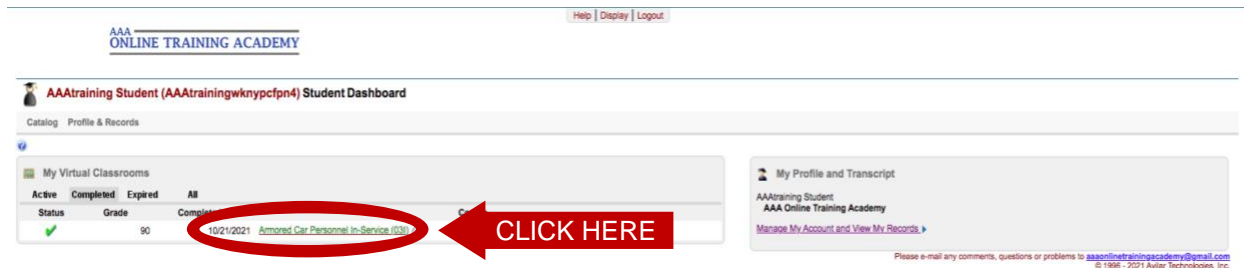
13. The course will open in a new window. Once the window has loaded click the play button in the center of the screen. You can Navigate forward and backward by selecting the “Next” and “Back” buttons on the bottom left of the window.



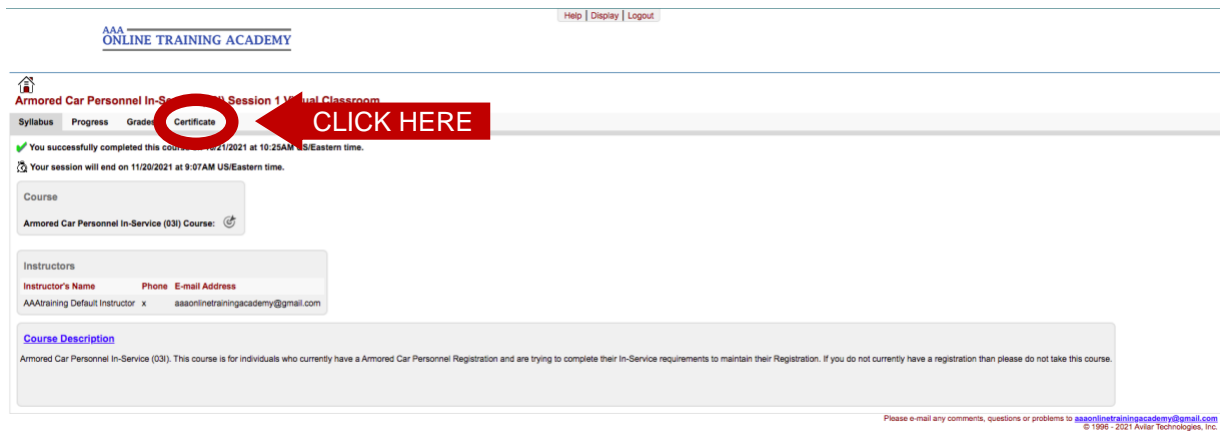
14. After completing the course, click on the “completed” tab to view a list of your completed classes.



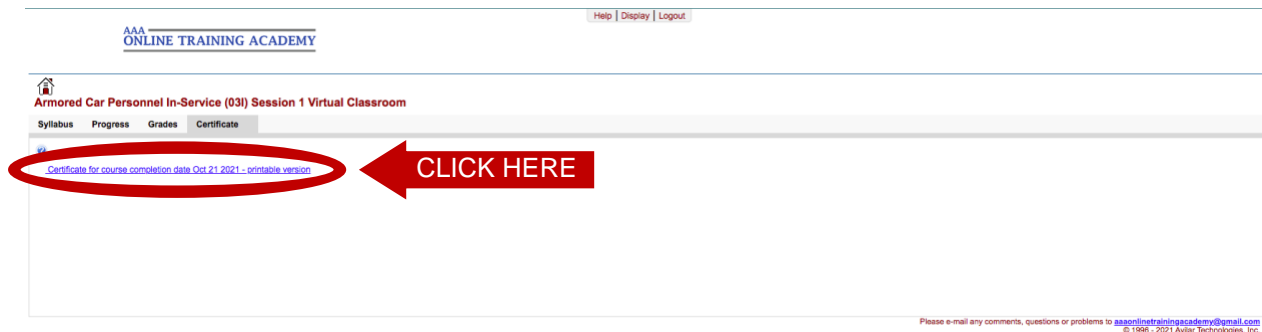
15. If you completed an In-Service or Intermediate Weapons course you can print your Certificate of Completion. To do so click the desired course (if you have completed other courses).



16. Click on the “certificate” tab.



17. Click on the correct course date to get a printable Certificate.



Each category has a different process for submitting its completion to DCJS. Below is a step-by-step guide regarding the process for each category.

DCJS In-Service:

Once you pay for the course, you have 30 days to complete it. The course is done at your own pace, and led by you, the student. There is no specific start date and time of class. You read the slides yourself.

There are knowledge check questions throughout the course. These questions are graded and you must pass them with a minimum score of 70%.

Once you have passed the course, the system will send you a certificate to the email address you used for your login information. The online system will automatically send in your DCJS results at the top of every hour. Once DCJS confirms receipt of your completion, we will email you a Training Completion Form.

*** If you receive a Training Completion Form from us, DCJS has received your training***

DCJS Re-Qual:

Once you pay for the course, you have 30 days to complete it. The course is done at your own pace, and led by you, the student. There is no specific start date and time of the class. You read the slides yourself.

There are knowledge check questions throughout the course. These questions are graded and you must pass them with a minimum score of 70%.

The course will show as 100% completed but won't produce a certificate. Per DCJS regulations, once you have completed the online portion, you will need to go to the range and qualify (*see below for contact details*).

*****The course is not marked complete until BOTH the CLASSROOM portion and the RANGE portion are complete*****

We have partnered with Commonwealth Criminal Justice Academy to provide you with the Range Qualifications. If you are qualifying with one caliber and action type and bring your own firearm and ammo, there will be no additional cost to you! Once you have completed the online portion you can contact Commonwealth Criminal Justice Academy by calling them at 540-322-3000 or (preferred) email them at ccjafrontdesk@gmail.com.

Once you have passed the Range Qualification Course, Commonwealth Criminal Justice Academy will provide you with a Training Completion Form. Commonwealth Criminal Justice Academy will automatically send us your Training Completion Form as well so we can mark you complete.

Once you have been marked complete, the system will send you a certificate to the email address you used for your login information. The online system will automatically send in your DCJS results at the top of every hour.

***** If you receive a Certificate from us, your training has been sent to DCJS*****

Intermediate Weapon:

Once you pay for the course, you have 30 days to complete it. The course is done at your own pace, and led by you, the student. There is no specific start date and time of the class. You read the slides yourself.

There are knowledge check questions throughout the course. These questions are graded and you must pass them with a minimum score of 70%.

Once you have passed the course, the system will send you a certificate to the email address you used for your login information.

*****This course does not get submitted to DCJS, so you will only receive a Certificate*****