

# Instructions for Registering and Completing the RAMP Owner/Manager Online Course

**Note:** In order to successfully complete the course and receive credit, you must use a supported internet browser. We recommend one of the following: Internet Explorer 8.0 or 9.0, Firefox 15, 16 or 17, Google Chrome 22 or 23, Safari 3.2.3. Internet Explorer 11 is not a supported browser. Attempting to complete the course while using an unsupported browser may cause your training record to be lost. Some computers are set to upgrade to new versions automatically therefore, it is important that you verify your browser before you begin. From the Internet, click the 'Help' tab on the top tool bar, your browser should be identified. For help with browsers before you begin, please contact customer support at 866-485-6574. Additionally, once you have completed the training, please be sure the course is listed on the homepage under 'My Completed Training' and that you can view your certificate. If not, you must contact the RAMP office at 866-275-8237 to verify completion.

The screenshot shows a Windows Internet Explorer browser window displaying the login page for the Responsible Alcohol Management Program (RAMP). The browser's address bar shows the URL `http://plcbstage-ki-12-1.mksi-lms.net/Default.aspx`. The page content includes the RAMP logo, a welcome message, and a login form. The login form has two input fields: "Login ID" and "Password", each with a "Forgot your [field name]?" link. A "Log In" button is located below the password field. A "Create Account" link is positioned above the login ID field, highlighted by a red arrow. The footer of the page contains the Pennsylvania Liquor Control Board logo and contact information.

Responsible Alcohol Management Program  
**RAMP**

Welcome To The PLCB's Owner/Manager Training

Enter your login information below.

Need an account? [Create Account](#)

**Recent Announcements**

Required Training for New Managers

Effective February 20, 2012 the approval of a new manager requires compliance with the owner/ma...

Log In

[Contact Administrator](#)

PA pennsylvania LIQUOR CONTROL BOARD ALCOHOL EDUCATION

Copyright © 2012 Commonwealth of Pennsylvania. All Rights Reserved  
[ra-lbRAMP@pa.gov](mailto:ra-lbRAMP@pa.gov) | 866-275-8237

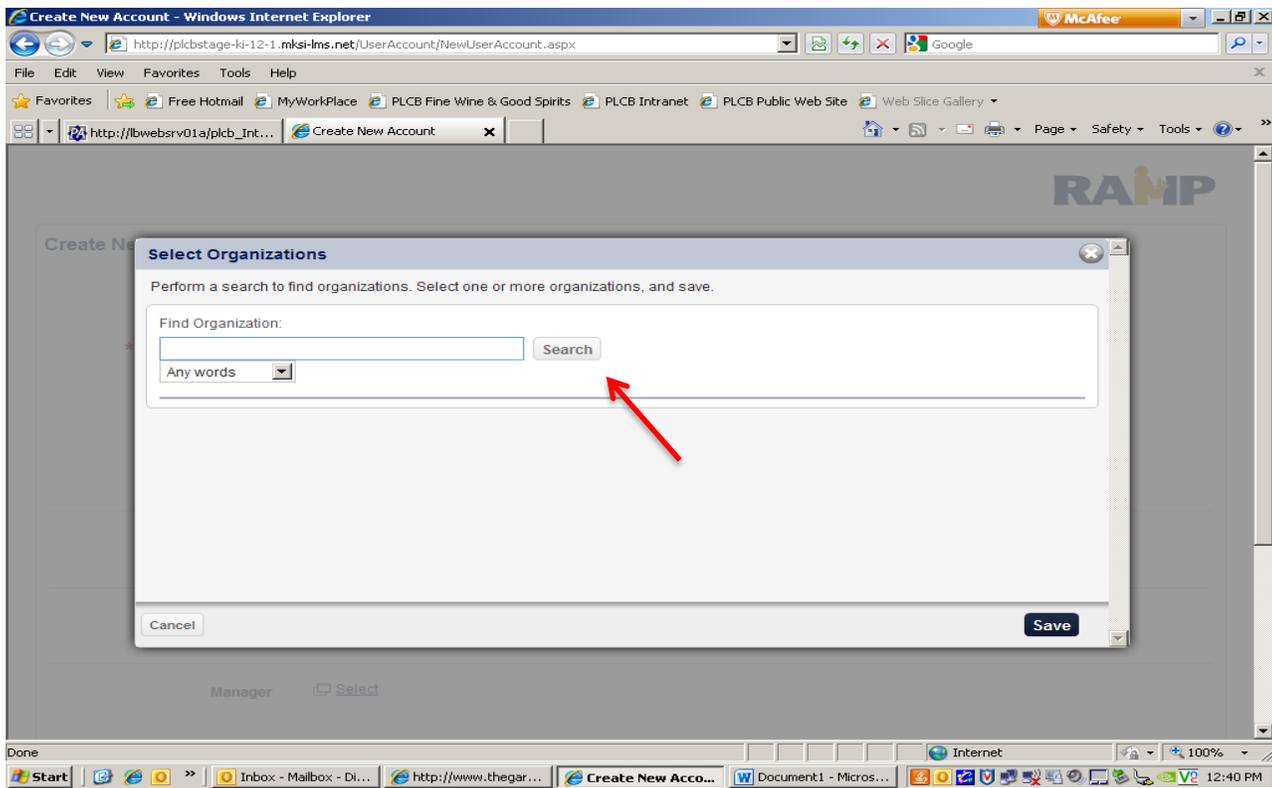
If you are a first time user, click on “Create Account” to register.

The screenshot shows a web browser window titled "Create New Account - Windows Internet Explorer". The address bar shows the URL "http://plcbstage-ki-12-1.mksi-lms.net/UserAccount/NewUserAccount.aspx". The browser's Favorites bar includes "Free Hotmail", "MyWorkPlace", "PLCB Fine Wine & Good Spirits", "PLCB Intranet", "PLCB Public Web Site", and "Web Slice Gallery". The main content area displays the "Create New Account" form with the RAMP logo in the top right. The form fields are as follows:

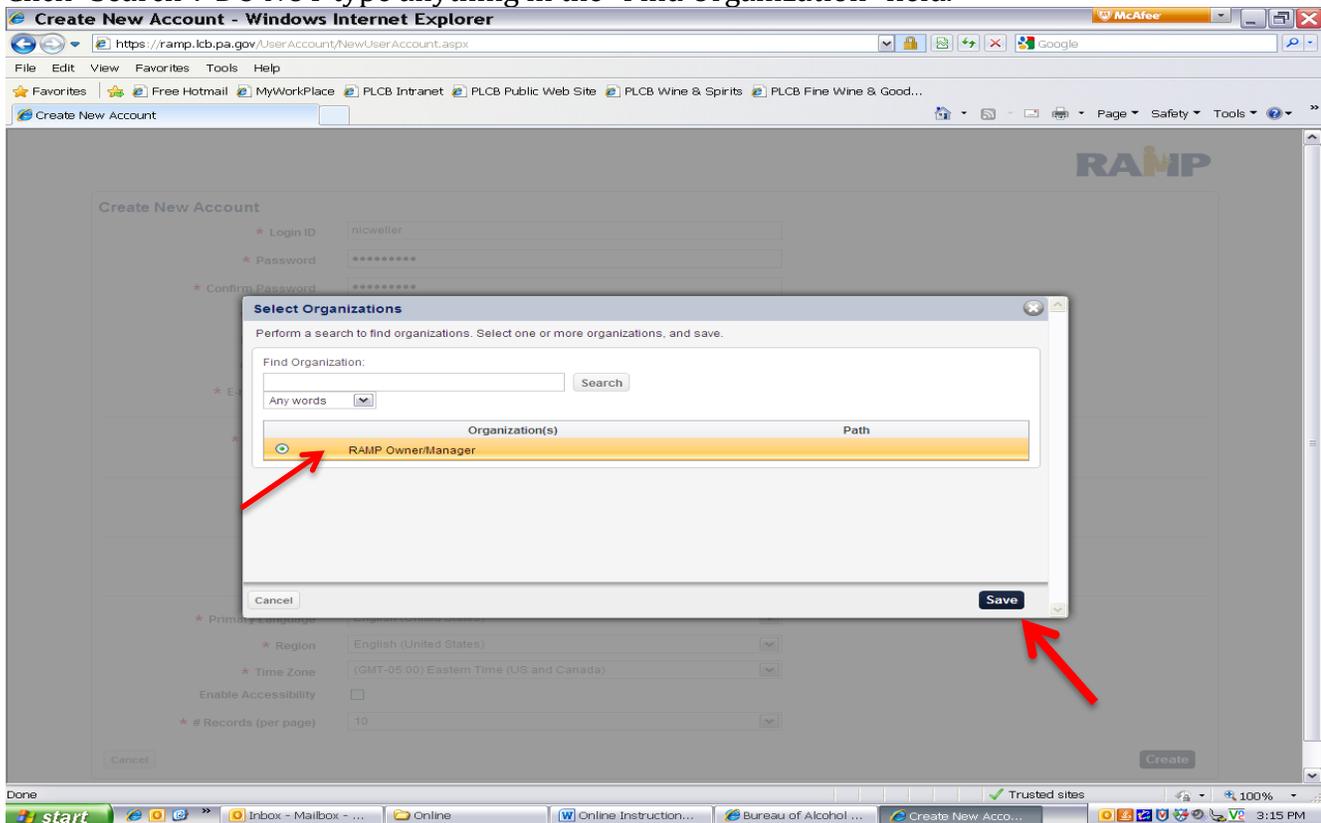
- \* Login ID:
- \* Password:
- \* Confirm Password:
- \* First Name:
- Middle Name:
- \* Last Name:
- \* E-mail Address:
- \* Organization:
- Job Title:
- Manager:

The Windows taskbar at the bottom shows the Start button, several open applications (Inbox - Mailbox - Di..., http://www.thegar..., Create New Acco..., Document1 - Micros...), and the system tray with the time 12:41 PM.

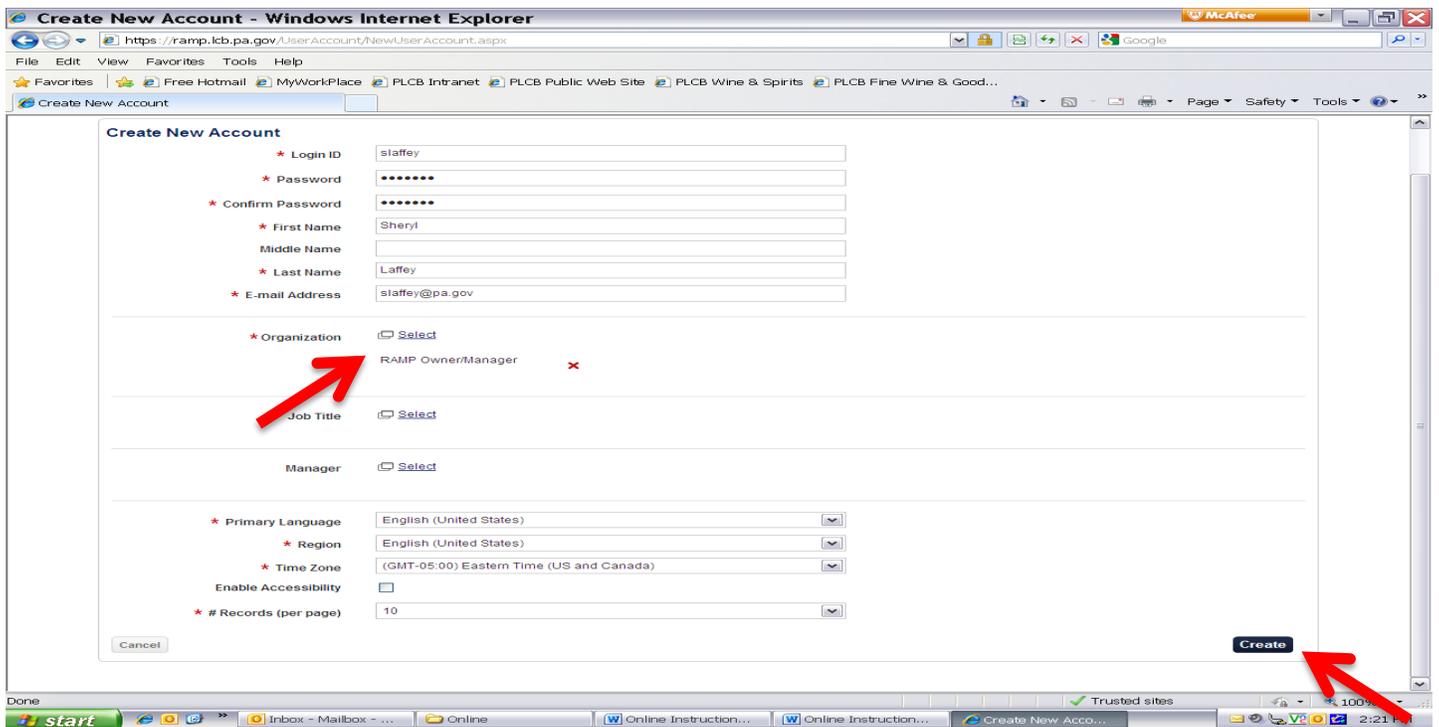
Complete all fields that are indicated with a red asterisks (\*). Each person completing the online version of the owner/manager training must have a unique email address. No two people may use the same one. Your username must be at least 4 characters and *may* contain only the following special characters: @ # [ ^ \$ . | ? \* + ( ) { } \ ' Your password must be at least 5 characters and *may* contain only the following special characters: @ # [ ^ \$ . | ? \* + ( ) { } \ ' For “Organization” click “Select”. A new box will appear.



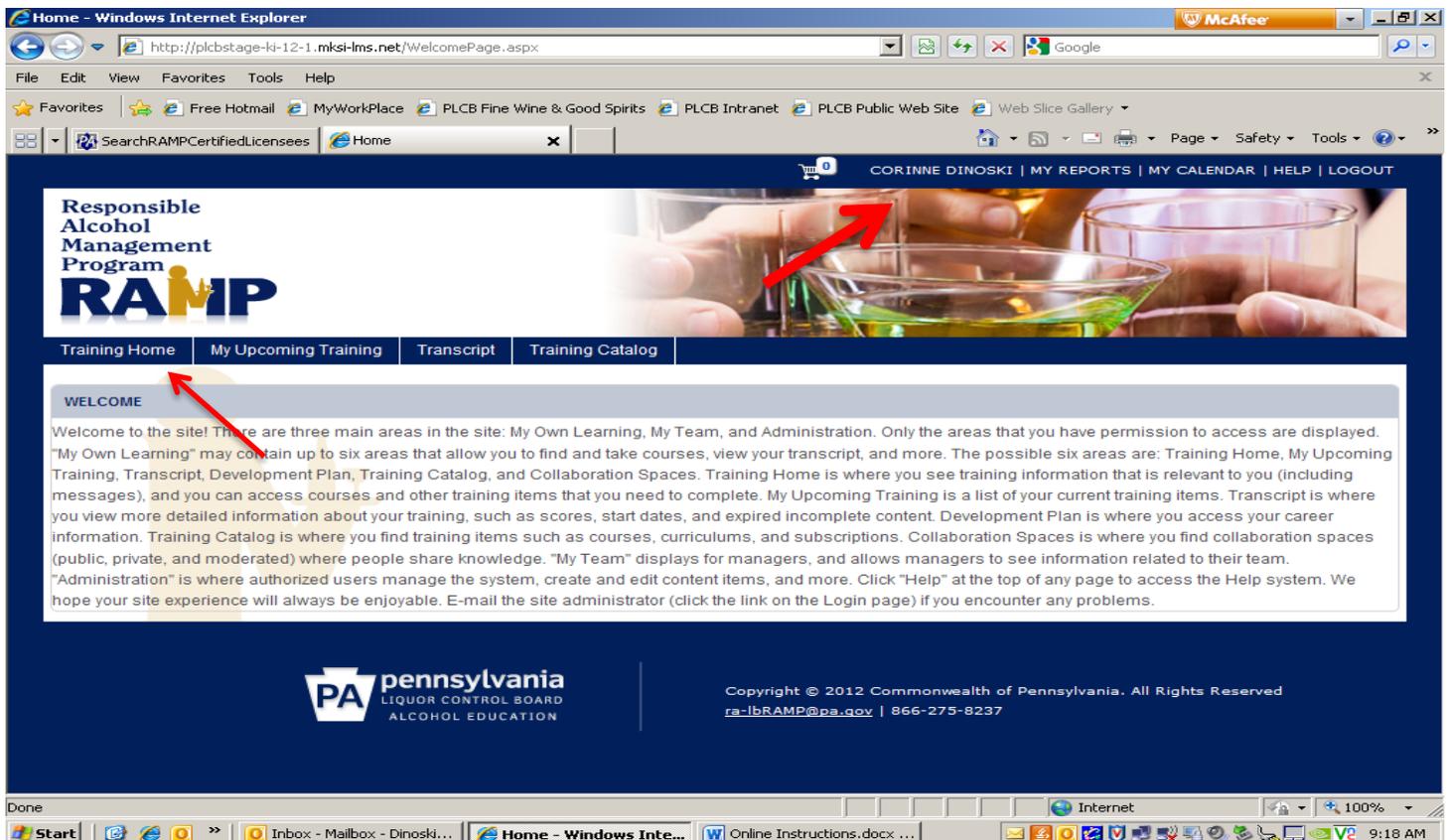
Click "Search". DO NOT type anything in the "Find Organization" field.



Once you click "Search", select "RAMP Owner/Manager" by clicking the radial button. This is the only Organization that should appear. Next click "Save" and you will be taken back to complete the registration.



“RAMP Owner/Manager” will appear as your Organization. If it does not, retry the previous step. “Job Title” and “Manager” are not required fields. The rest of the required fields (\*) are prepopulated and do not need to be changed unless you see fit. Once you have completed this part of the registration, click “Create.” You will be sent an email notification indicating your registration and password. Print this email for future reference.



You will be taken to a welcome screen, where a few helpful hints regarding the site are displayed. To advance, click on “Training Home”.

The screenshot shows the 'Training Home' page for the Responsible Alcohol Management Program (RAMP). The page is viewed in Internet Explorer. At the top, there is a navigation bar with the RAMP logo and the text 'Responsible Alcohol Management Program'. Below this is a navigation menu with tabs for 'Training Home', 'My Upcoming Training', 'Transcript', and 'Training Catalog'. The main content area is divided into several sections:

- RECENT ANNOUNCEMENTS:** A section with the text 'No records found.'
- My Upcoming Training (1):** A table with columns for Title, Type, Date, Status, and Action. The table contains one entry: 'RAMP-Owner Manager Training' with Type 'SCORM 1.2' and Status 'Not Started'. A red arrow points to this entry.
- My Completed Training (0):** A section with the text 'No records found.'

At the bottom of the page, there is a footer with the Pennsylvania Liquor Control Board logo and the text 'pennsylvania LIQUOR CONTROL BOARD ALCOHOL EDUCATION'. Copyright information is also present: 'Copyright © 2012 Commonwealth of Pennsylvania. All Rights Reserved. ra-lbRAMP@pa.gov | 866-275-8237'.

The “Training Home” page contains:

- *Recent Announcements* – to read completely, click on the title of the announcement, or click “more”.
- *My Upcoming Training* – this is where you will access the RAMP Owner/Manager training course.
- *My completed Training* – once you have successfully completed the owner/manager training, that record will appear here.

To proceed, click on the course title, RAMP - OwnerManager Training, under the “My Upcoming Training” section.

Details - Windows Internet Explorer

http://plcbstage-ki-12-1.mksi-lms.net/ContentDetails.aspx?id=C35F79DB38974FC88D59BC8D11E368F4

File Edit View Favorites Tools Help

Licensee Detail View Details

CORINNE DINOSKI | MY REPORTS | MY CALENDAR | HELP | LOGOUT

### Responsible Alcohol Management Program RAMP

Training Home My Upcoming Training Transcript Training Catalog

Training Home

Online

Format:

Course Provider: PLCB

Course Number:

Duration (Hours): 1.5

Credit(s):

[Item Details](#)

## RAMP Owner/Manager Training

You have one or more required training assignments for this item. You may have completed this item for a previous training assignment, but you need to complete it again for the current training period.

**Open Item**

Cost: \$ (USD)0.00

Description:

RAMP Owner/Manager Training

**Required Training Due**

This item is a required item, due within the training period listed below.

Assignment Type	Training Period Due Date
Organization	4/3/2015 11:59:59 PM

PA pennsylvania LIQUOR CONTROL BOARD ALCOHOL EDUCATION

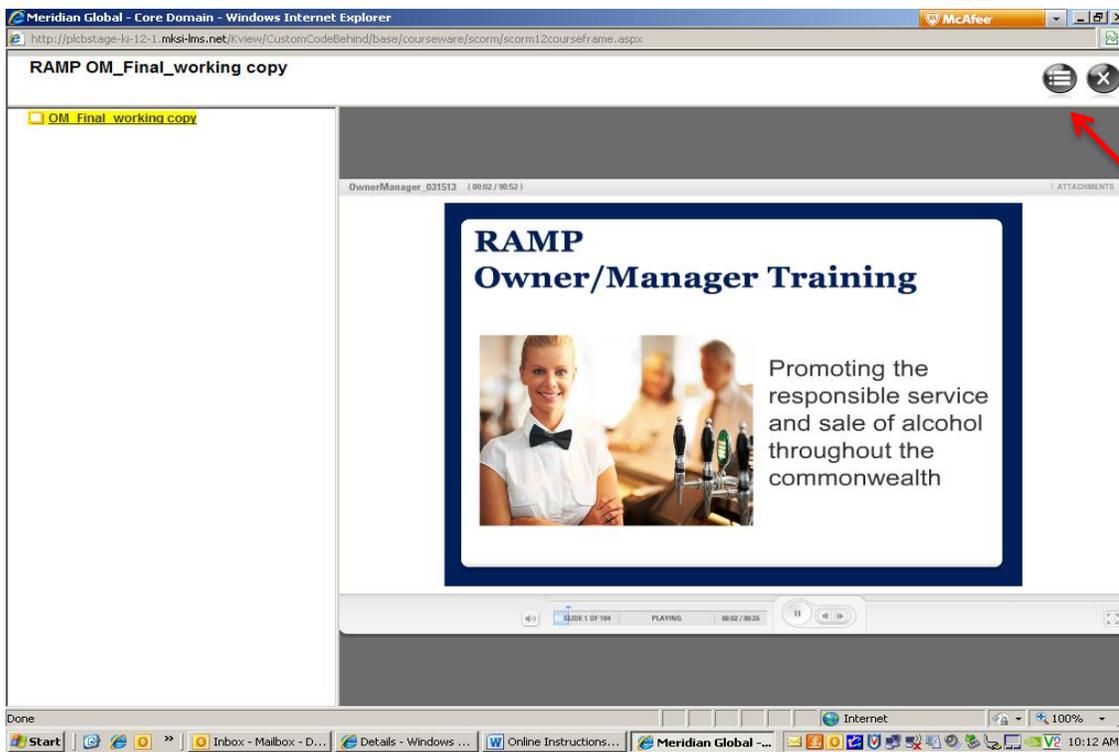
Copyright © 2012 Commonwealth of Pennsylvania. All Rights Reserved  
ra-lbRAMP@pa.gov | 866-275-8237

Done Internet 100%

start Inbox - Mailbox - ... Branding Active In... Details - Windows... Online Online Instruction...

10:23 AM

To begin, click on “Open Item” and a new window will appear. You do not need to click on anything, the course will automatically launch in a few seconds.

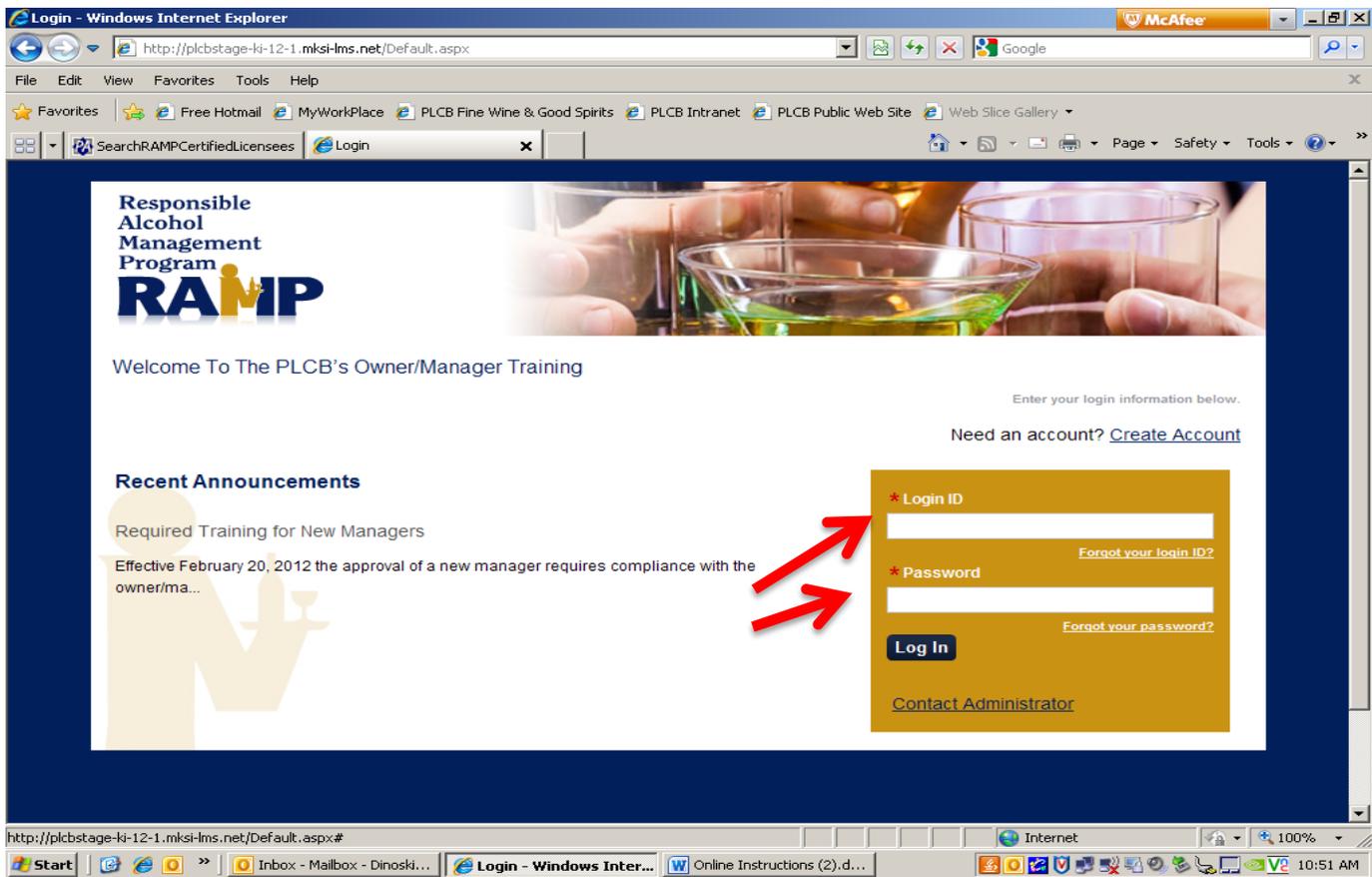


To enlarge the screen and hide the navigation bar, click on the “toggle” feature in the upper right. The training will then appear as follows:

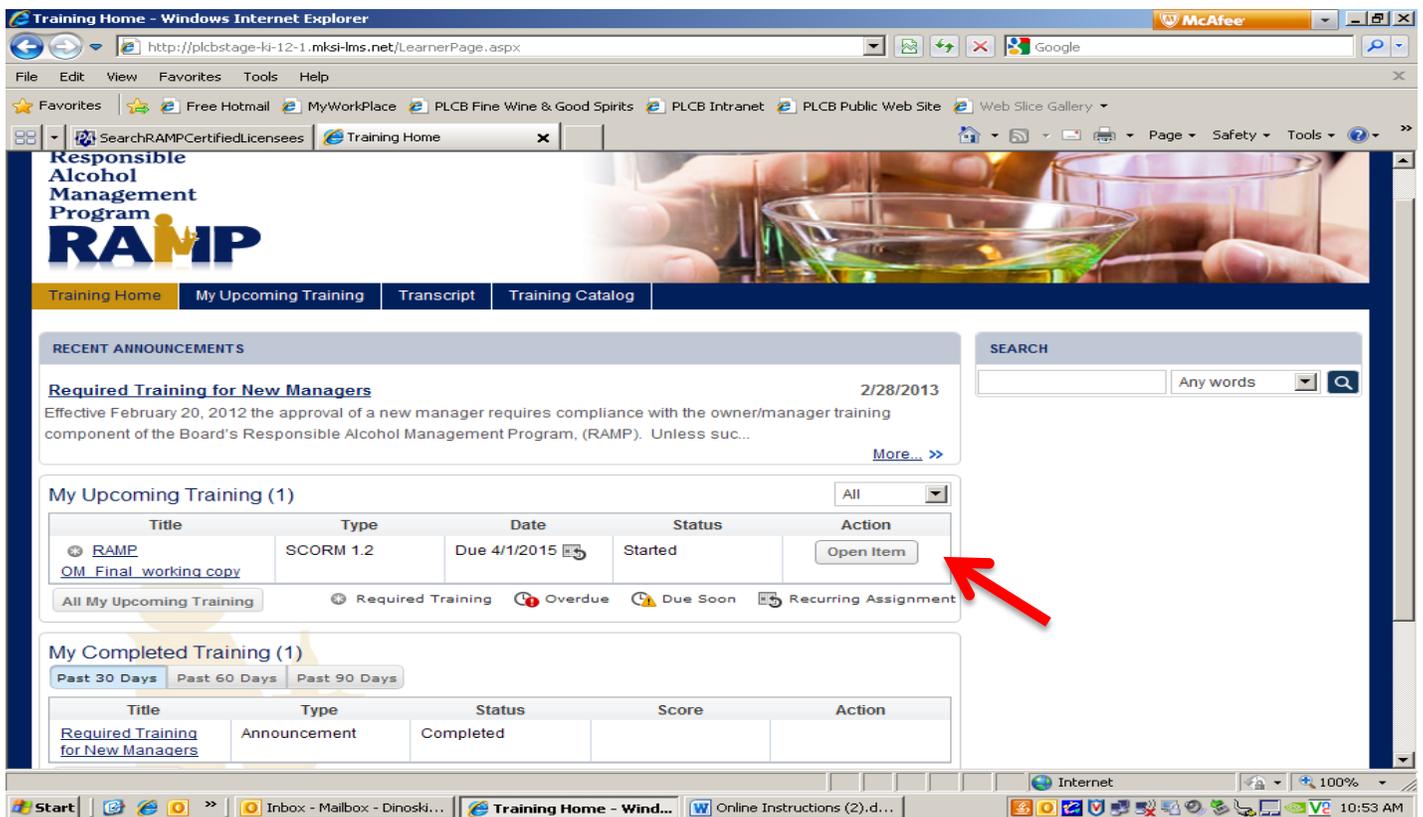


To advance to the next slide or pause, use the navigation arrows on the bottom navigation bar. You cannot advance to the next slide until the narration is complete.

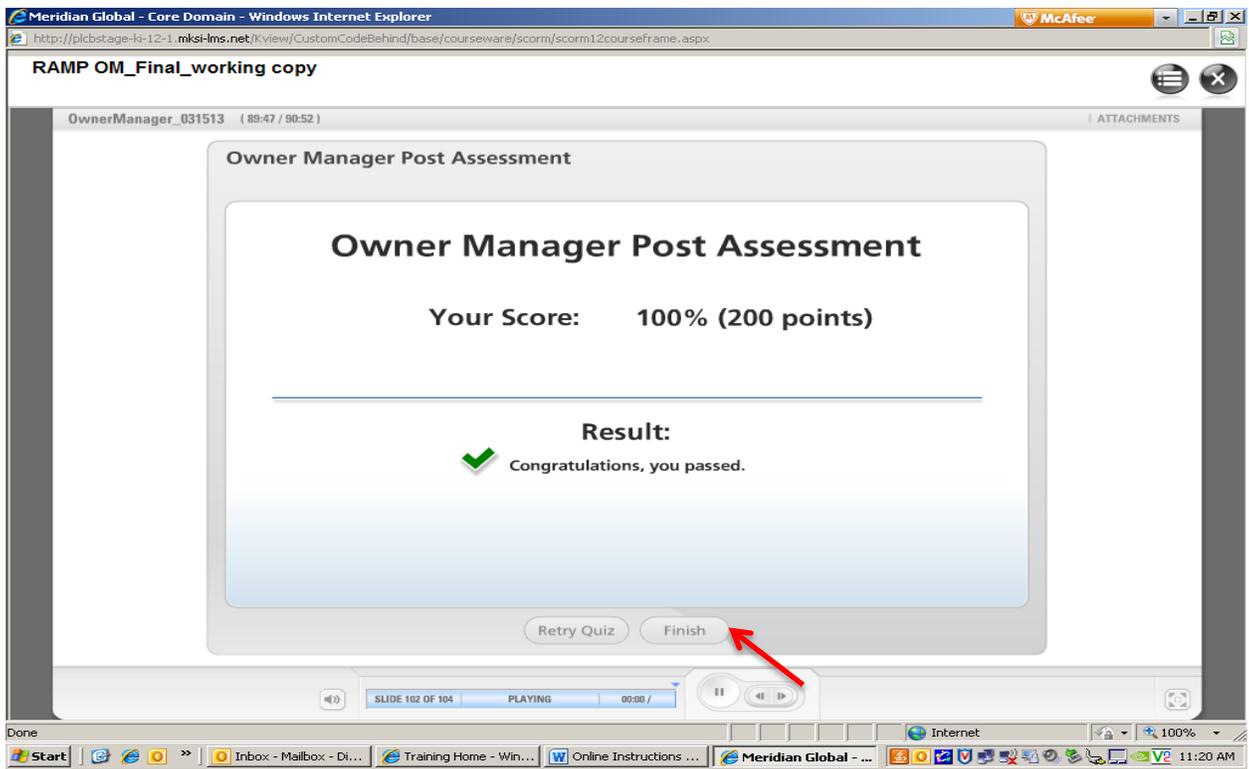
To exit the course at any time throughout the training, click on the  in the upper right corner. All of your progress will be saved.



To resume the course, go to the homepage and enter your “Login ID” and “Password.”



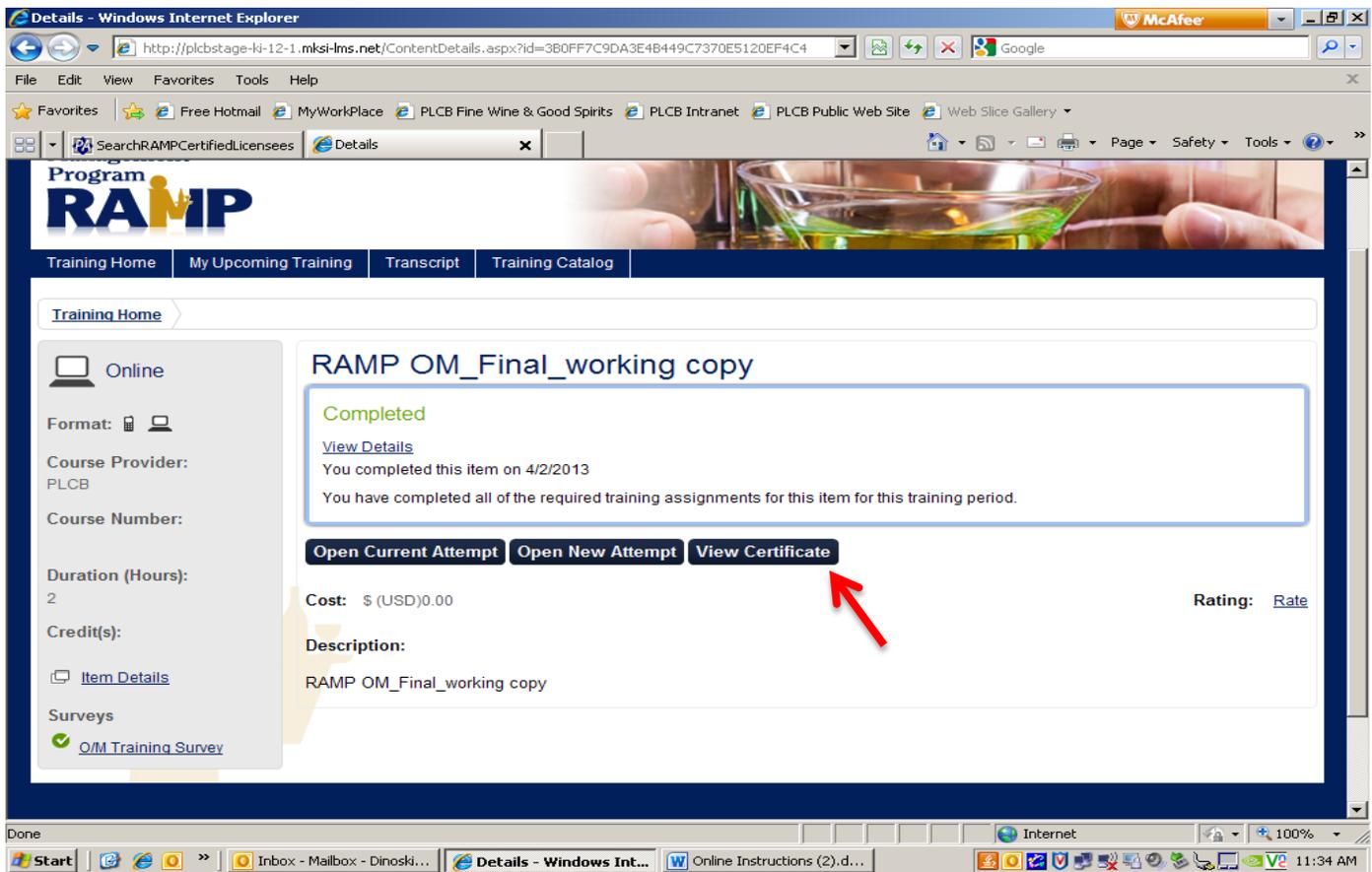
To proceed with the course, click on “Open Item”, or the training title in the “My Upcoming Training” section. Please follow previous instructions on pages 9-10. When you resume the course, you will be given the option to resume where you left or start from the beginning.



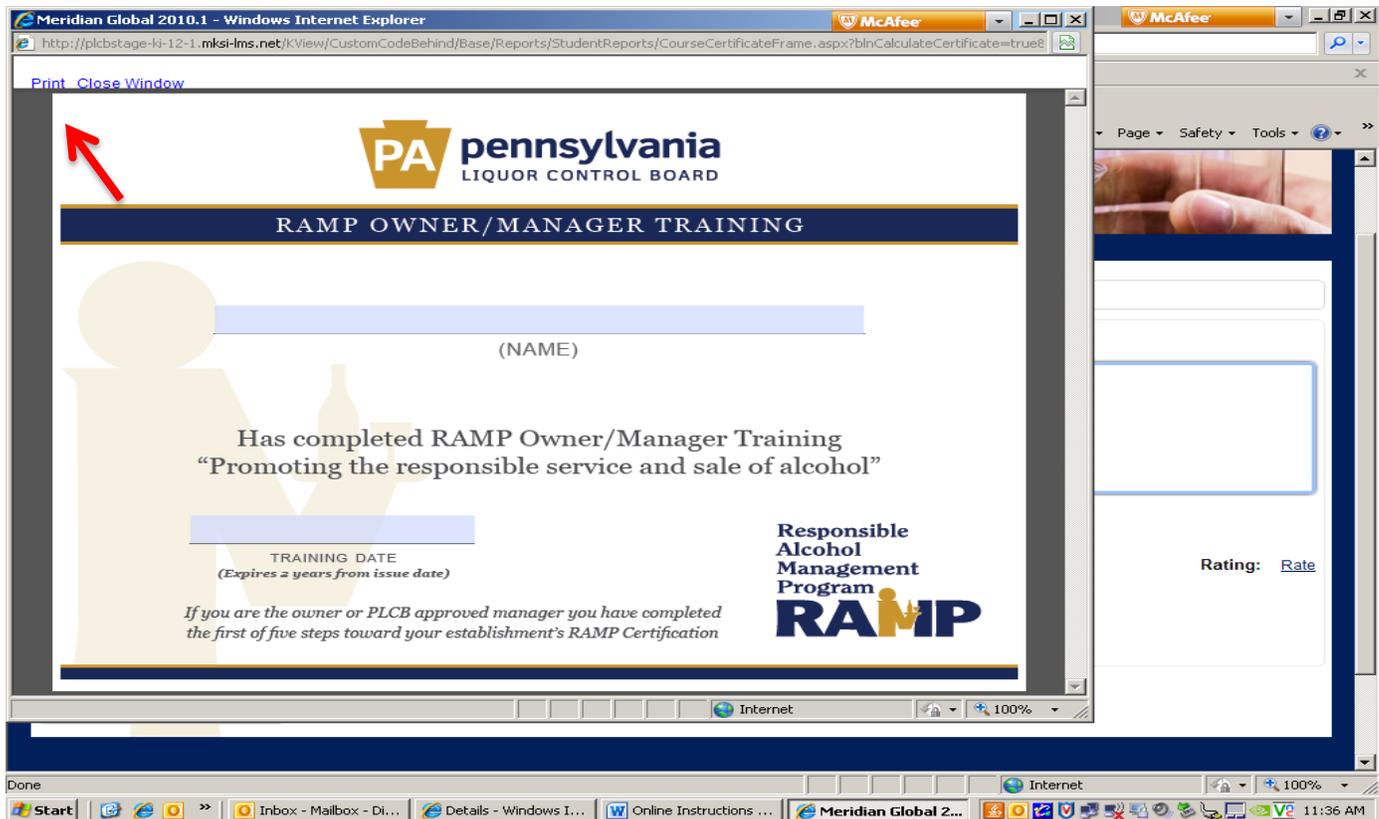
Once you have completed the entire course, you will be prompted to take a 20 question post assessment. After the last question you will be given your results. Click "Finish" to advance.



On the last screen, click on the  to close out of the training course.



Click on “View Certificate” to view and/or print your certificate.



Your certificate of training will contain your name and training date. You may print the certificate of training by clicking the “Print” button in the upper left of the screen.

Training Home - Windows Internet Explorer

http://plcbstage-ki-12-1.mksi-lms.net/LearnerPage.aspx

File Edit View Favorites Tools Help

SearchRAMPCertifiedLicensees Training Home

**RAMP**

Training Home My Upcoming Training Transcript Training Catalog

**RECENT ANNOUNCEMENTS**

[Required Training for New Managers](#) 2/28/2013

Effective February 20, 2012 the approval of a new manager requires compliance with the owner/manager training component of the Board's Responsible Alcohol Management Program, (RAMP). Unless suc...

[More... >>](#)

**SEARCH**

Any words

**My Upcoming Training (0)**

Title	Type	Date	Status	Action
No records found.				

All My Upcoming Training Required Training Overdue Due Soon Recurring Assignment

**My Completed Training (3)**

Past 30 Days Past 60 Days Past 90 Days

Title	Type	Status	Score	Action
<a href="#">O/M Training Survey</a>	Content	Completed		
<a href="#">RAMP OM Final working copy</a>	SCORM 1.2	Completed	100.00	<a href="#">View Certificate</a>
<a href="#">Required Training for New Managers</a>	Announcement	Completed		

All My Training

Done

Start Inboxes - Mailbox - Dinoski... Training Home - Wind... Online Instructions (2).d... 11:39 AM

To return to the main screen click on “Training Home”. The RAMP Owner/Manager Training will now appear in “My Completed Training” section. You may also click on “View Certificate” at any time to view or print additional copies.