



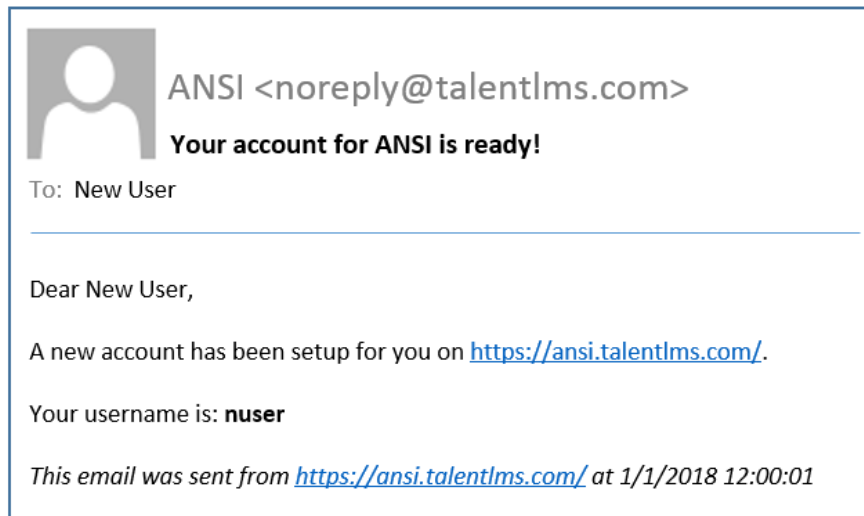
# ANSI ISO Team (ISOT)



## ANSI's Online U.S. TAG and ISO Secretariat Operations Training Courses

For first time users, follow steps 1 – 10 below. If you have already set up an account, follow steps 3 – 10 to complete the training.

- 1) Open the training web link: <https://ansi.talentlms.com>.
- 2) Click "Sign up" on the top right-hand corner of the webpage and follow the prompt to set up your account.
  - NOTE: When creating your account, please use the email address on file with ANSI.
  - NOTE: ANSI needs to approve each user before you begin the training. Once ANSI has approved your registration, you will receive an email confirming your registration:

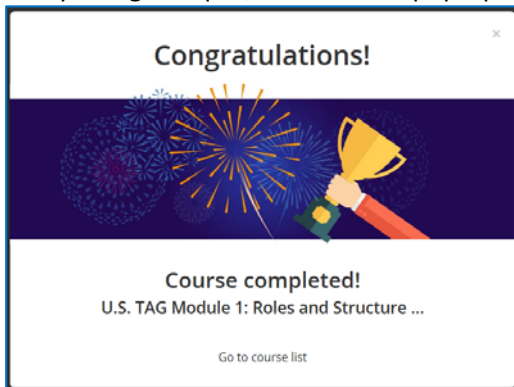


- 3) Upon receiving the above email, open the training web link (<https://ansi.talentlms.com>) to start your training.

- 4) The U.S. TAG and Secretariat training courses are comprised of a number of modules. They are outlined on the home screen as follows:

Taking the Secret out of Secretariat: ISO Secretariat Operations	
Secretariat Module 1: Committee Officers (21:19)	0% INFO
Secretariat Module 2: Striving For A Higher Goal (55:53)	0% INFO
Secretariat Module 3: Meet and Greet (17:45)	0% INFO
Secretariat Module 4: Special Issues for Secretariats (20:57)	0% INFO
Supplemental Information & ANSI Contact Support (00:20)	0% INFO
U.S. TAG Operations Training	
U.S. TAG Module 1: Roles and Structure (14:43)	0% INFO
U.S. TAG Module 2: Accreditation of U.S. TAGs (25:11)	0% INFO
U.S. TAG Module 3: Role of U.S. TAGs in the Development of ISO Deliverables (33:52)	0% INFO
U.S. TAG Module 4: Voting (17:36)	0% INFO
U.S. TAG Module 5: Overview of Electronic Services of ANSI & ISO (25:40)	0% INFO
U.S. TAG Module 6: Effective Participation and Strategies (23:51)	0% INFO

- 5) To start, click on a Module and when it opens press play.
- 6) Watch the Module in its entirety.
- 7) At the end of the Module, the **Completed. Let's continue >** link will become active. Upon clicking this link you will be directed to a brief quiz on that Module.
- 8) Click the **Start test** button to begin the quiz and complete the questions.
- 9) Upon completing the quiz, a screen will pop-up informing you that the Module was completed.:



- 10) Click on "Go to course list" to be brought back to the home screen and complete the remaining Modules at your own pace following this process.
- 11) After completing all of the U.S. TAG or ISO Secretariat modules, you will receive a certificate via email.