
Accessing VTC Online Training

CCSF Faculty and staff can access training modules in a variety of computer programs, operating systems and programming languages through CCSF's membership in VTC online.

Before you start

QuickTime:

You must load Apple's QuickTime plug-in for your browsers (either PC or Mac). To get the QuickTime plug-ins, browse to: <http://www.apple.com/quicktime> and click *QuickTime player*. Follow instructions to install.

Connection:

Since you are downloading video clips, you'll see the best performance with a speedy connection to the Internet.

Equipment:

Processing video places a burden on your computer's processor and video system. This shouldn't be a problem for any computer that is only a few years old. To hear audio you'll need speakers or earphones and a sound card.

Logging in

After installing the QuickTime plug-in, browse to: <http://www.vtc.com>

1. In the Member Login box, in all lower case, enter: **mamie4619**
2. In the Password box, in all lower case, enter: **how**
3. Click the **login** button
4. The My Courses screen appears.
5. On the right, under Find a Course, click the down-arrow to the right of **Choose a Category** box and Click to select the category you want
OR:
Type a name (like Word) in the **title** box to call up further choices. Click what you want.
6. A hyperlinked list of courses appears on the left.
Click what you want.
7. A hyperlinked list of modules in the course appears on the left.
Click what you want.
8. A new window pops up. The lesson loads and starts on its own
9. Click the Play/Pause button to stop and then restart the video.
10. Close the lesson window when you want to start another module.

