

# DISTRIBUTED LEARNING (DL) INSTRUCTIONS

## DSS ACADEMY

DSSA has incorporated the paper correspondence courses, once requested through the Army, as online electronic courses, now requested through ENROL. DSSA calls them Distributed Learning (DL), which is a form of Distance Learning. *The following instructions use Netscape Communicator.*

### Locate ENROL on the Internet

1. Connect to the Internet and open the browser.
2. Go to [www.dss.mil/training/index.htm](http://www.dss.mil/training/index.htm).
3. Click on ENROL in a gray box on the right side of the screen. The ENROL login screen appears.
  - If you're a first-time user, proceed to Create A User Profile.
  - If you're a current ENROL user, proceed to Log into ENROL.

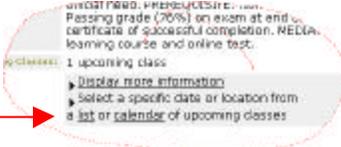
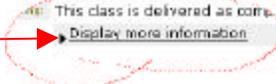
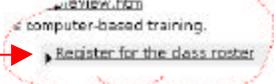
### Create a User Profile (a one time process)

1. Click on Create your new ENROL user account!
2. Scroll to bottom of screen and type a Username that you will be able to recall later.
3. Type your Social Security Number.
4. Click Submit.
5. At the User Account/Registration Form, fill out the registration fields. Be sure to add input for every field that has a red asterisk – and remember your Password.
6. When done, click Submit at the bottom of the screen.
7. On the next screen, click Proceed to ENROL login. You will be at the ENROL login screen.
8. Proceed to Log into ENROL.

### Log into ENROL

1. At the ENROL login screen, type your ENROL Username and Password.
2. Click the Login button.
3. Proceed to Register for a DL Course.

### Register for a DL Course

1. Click on Training Catalog at the top of the screen just under the browser buttons.
2. Click on Browse on the left side of the screen.
3. Click on Browse by Media Type in the middle of the screen.
4. Click on Distributed Learning in the middle of the screen.
5. Find the course title required.
6. Click on the underlined word 'list'. 
7. Click on Display more information. 
8. Click on Register for the class roster. 
9. Click Continue and then Continue again.
10. At the Registration Complete screen, wait just a moment to see a message 'You were successfully registered for the class.'
11. Click on the underlined course title and then again at Click Here to launch. Proceed to Start a DL Course.

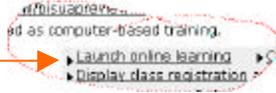


*When the course opens,  
gather your Course Materials  
and start learning immediately.*

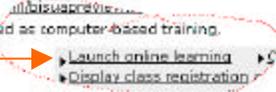
## Start a DL Course

You can choose to start an online DL course from (1) ENROL Today *or* from (2) Active Training. Proceed to Start a DL Course from ENROL Today or proceed to Start a DL Course from Active Training. A same result, different clicks!

### Start a DL Course from ENROL Today

1. Log into ENROL. First screen inside is the ENROL Today screen.
2. Click on an underlined DL course title in the lower, right corner of the screen, in 'My Active Training'.
3. Click on Launch online learning. 
4. Click 'Here' in Click Here to Launch.
5. You may see a small box next. If you do, click Continue; else, skip this step.
6. Your course will appear. \*

### Start a DL Course from Active Training

1. Log into ENROL.
2. Click on My Information in the upper, left corner just below the browser's buttons.
3. Click on Training on the left side of the screen.
4. Click on Active Training.
5. Click on Launch online learning. 
6. Click on 'Here' in Click Here to Launch.
7. You may see a small box next. If you do, click Continue; else, skip this step.
8. Your course will appear. \*

**\* If you're browser is Internet Explorer, you may get the message 'The page cannot be displayed'.**

1. On that page, in the Internet address, delete **dssaots.dss.mil** and type in **207.132.242.12**
2. DO NOT change the rest of the address to the left or right of dssaots.dss.mil.
3. Press [ENTER] and the Course Web Site will appear.



### Most Current DL Course Materials

At any time, *before* taking a DL course, or *while* taking a DL course, or *after* completion of a DL course . . . click on the Additional Information link at course information in ENROL and view the *most current* Course Materials.

Find that link by finding it at a registration screen, or at My Information | Training | Previous Training (or Active Training depending on the state of the course for you).

