U.S. DEPARTMENT OF
ENERGY

Office of
ENERGY EFFICIENCY &
RENEWABLE ENERGY

Weatherization Assistance Program Administrative Trainings
Quick Start Guide

Getting Started

• On your first visit, you will need to sign up at https://wap.litmos.com/self-signup with the following code: **waptraining**. Follow the instructions sent to your email to create an account.

• To launch the Weatherization Assistance Program (WAP) Administrative Trainings, go to https://wap.litmos.com/.

Home

• Here you can find courses or learning paths (groups of courses on related topics) that you have started, completed, or are in progress.

• To see the full listing of courses and learning paths, select the Course Library.
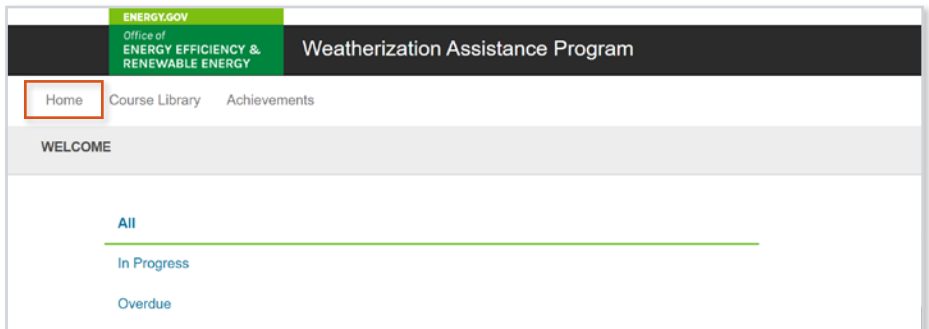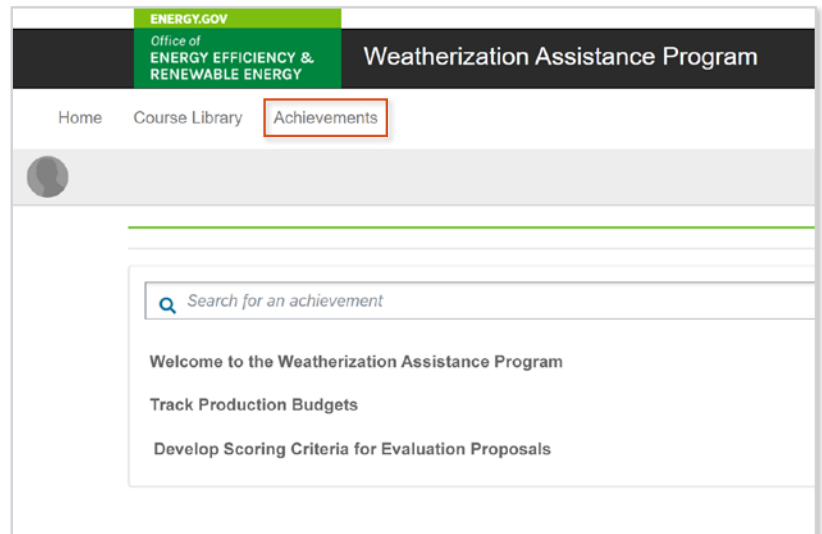

Content Library

• Here you can find all courses and learning paths (learning paths listed first).

• Ways to find a course:

  1. Click on the Courses or Learning Paths buttons

  2. Use the Search box

  3. Scroll through your Recently Viewed courses

• You can add a course to your "favorites" by selecting the heart icon to the right. This will allow you to use the Filter in the Search box for your favorite courses during future sessions.
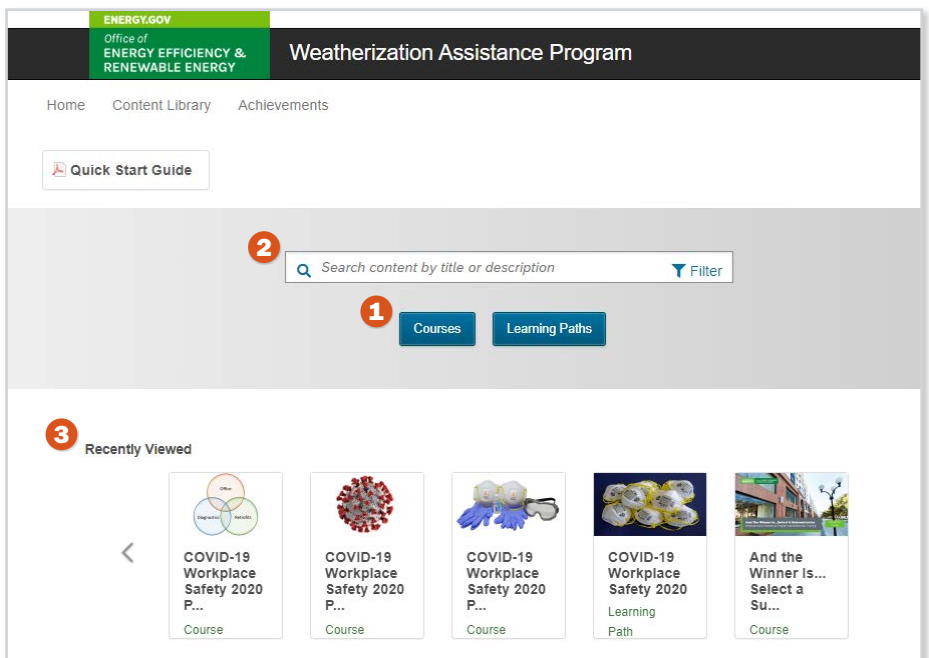
Achievements

- Here you can find a listing of all completed courses and learning paths, and the date they were finished.

- To complete a course, finish both the Learning Module and the Course Evaluation.

- For the COVID-19 Workplace Safety 2020 course, you will receive a completion certificate after taking all courses in the Learning Path and passing the quizzes with a score of at least 70 percent.

- Click "Download certificate" to open and print a certificate for a completed course or learning pathway.

Taking a Course

- Find a course you want to take from the Content Library or your Home page. Click on it.

- The main course page includes:

  1. Course Description

  2. Learning Module

  3. Course Evaluation

  4. A completion "status" indicator showing your progress

  5. Additional References, including downloadable job aids and useful websites

- Click on the green Start/Continue button or a module title to get started.

- As you complete modules, the icon on the left will turn green. You must complete both the Learning Module and the Course Evaluation to receive a completion mark for the course.
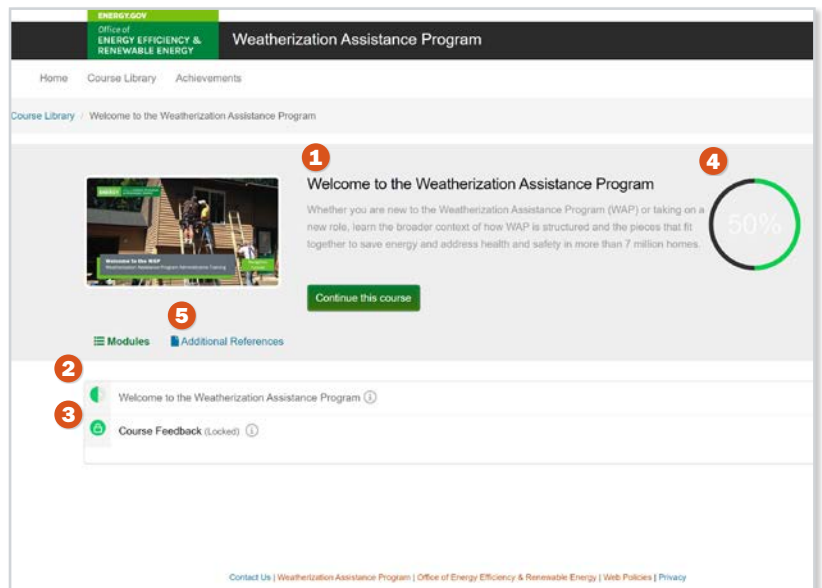
Within a Course

- Clicking directly on a module will open it in your browser. Some courses use the Additional References during the learning module, which will be identified in the course description. Simply download the document(s) prior to starting the course.

- Each module has "FEEDBACK" "NEXT MODULE" and "EXIT" buttons at the top-right.

  - **FEEDBACK**: This button will allow you to submit any technical issues directly to the system administrator.

  - **NEXT MODULE**: This button will advance you to the next component of the course. In most courses, the next module is the Course Evaluation, which asks you to provide feedback and evaluation regarding course content and learning activities.

  - **EXIT:** This button will return you to the main course menu.

- The Course Evaluation is required to receive a completion mark and certificate for each course.