

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

Note: Internet Explorer is the recommended web browser and we do not support Mac computers.

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

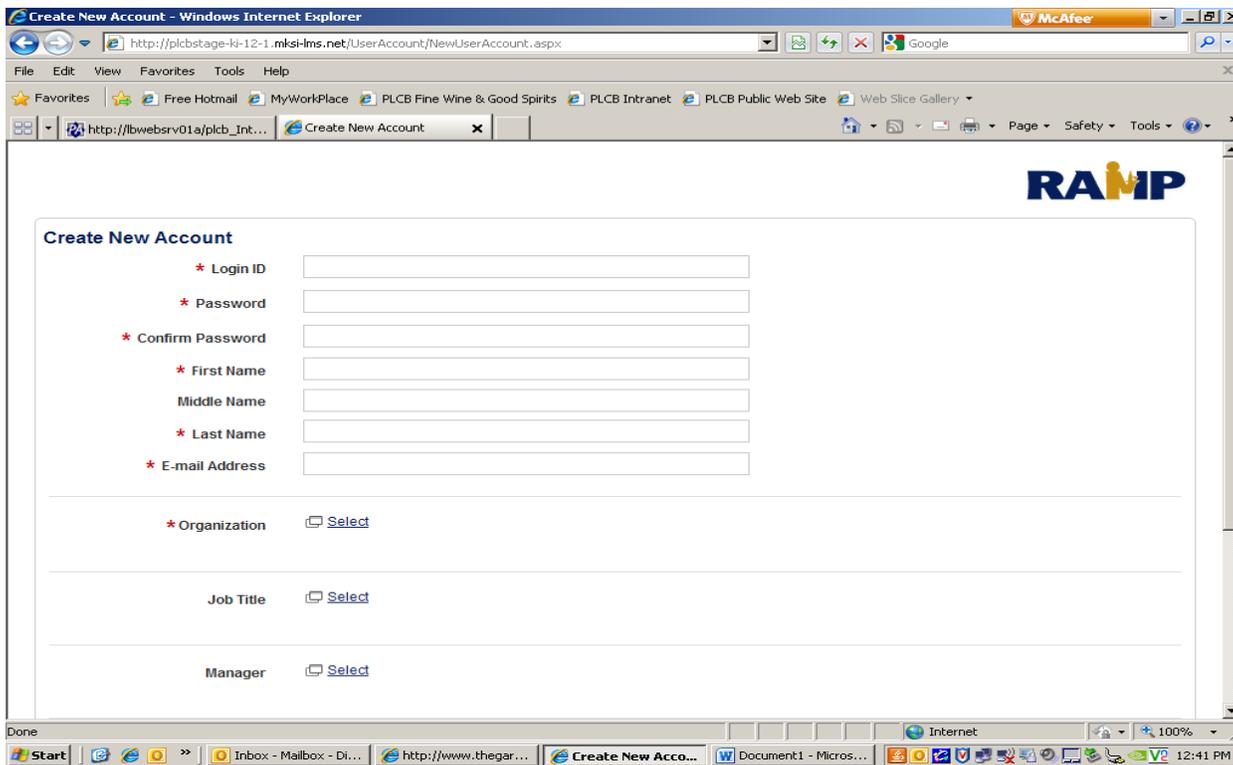
Required Training for New Managers

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

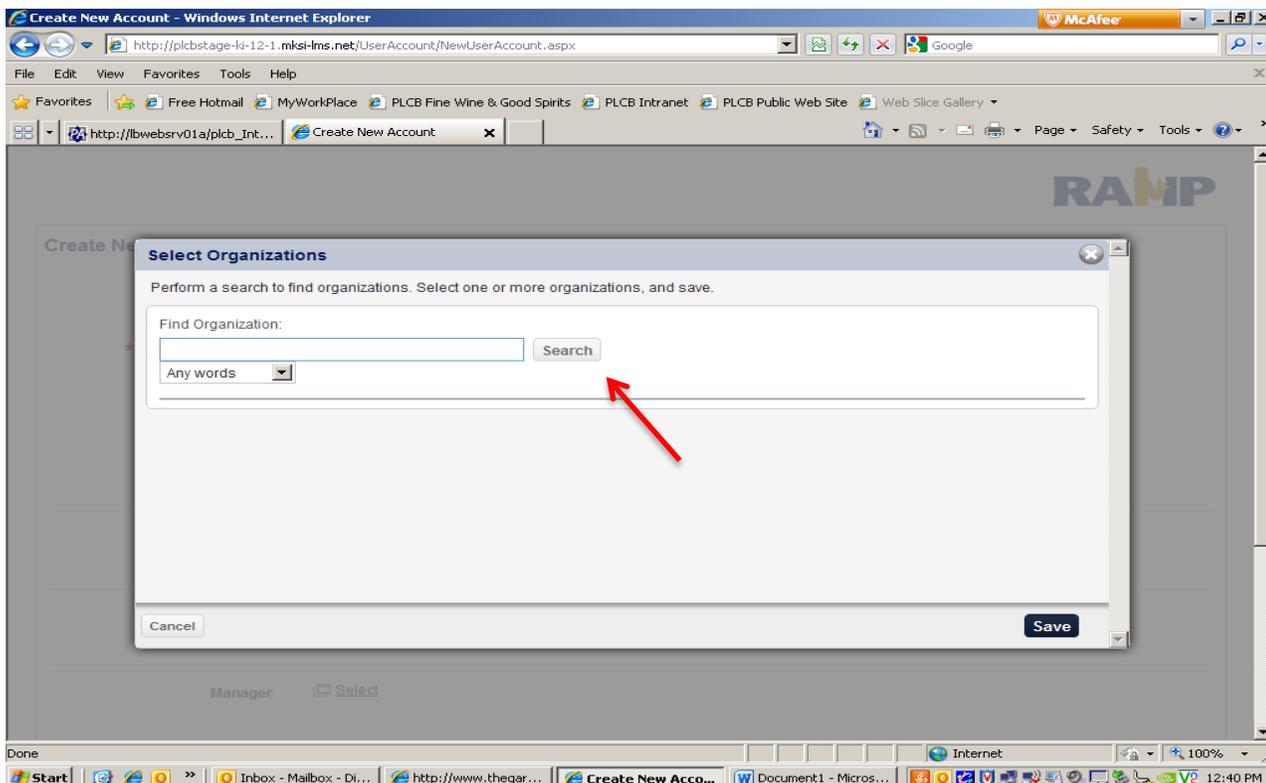
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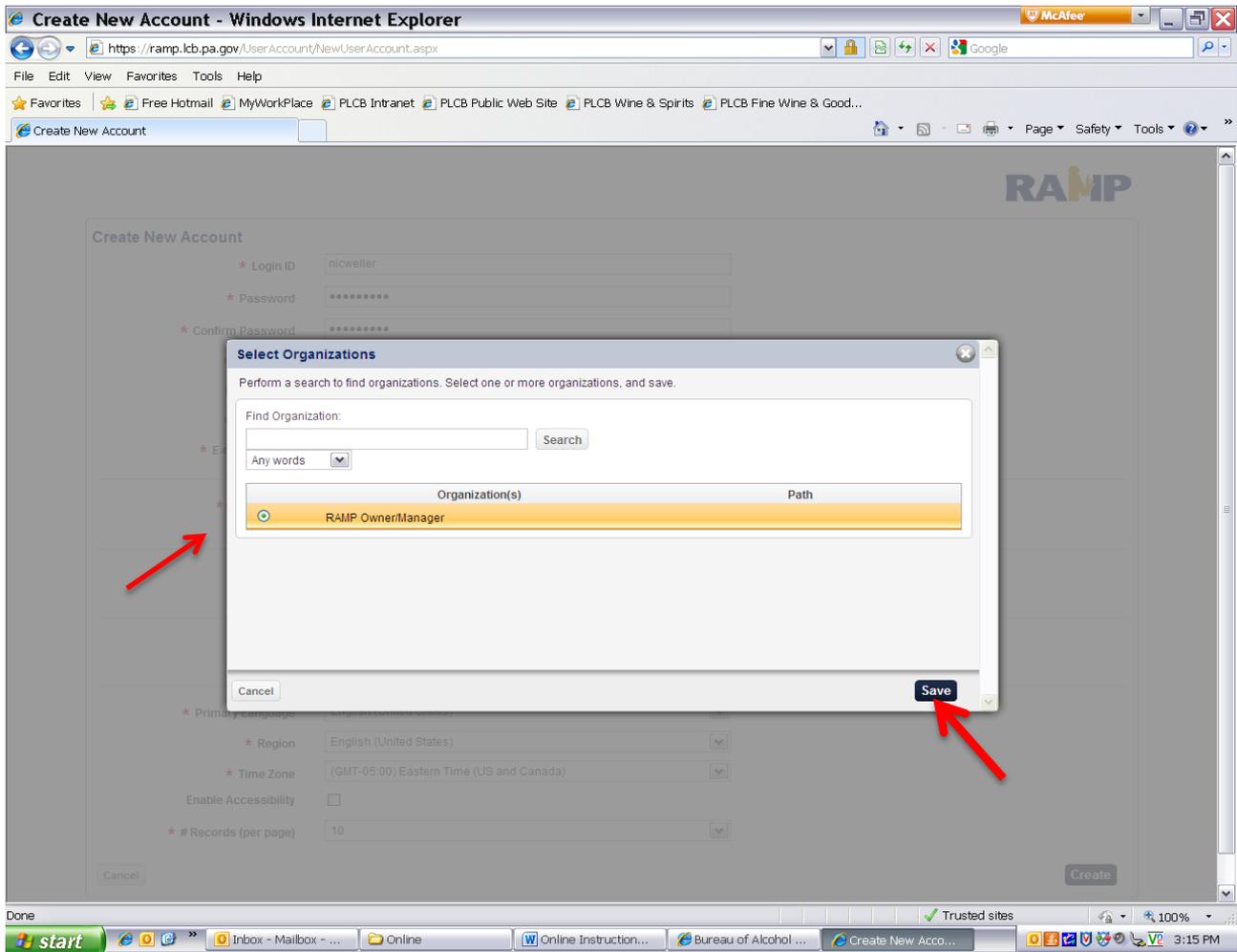
If you are a first time user, click on “Create Account” to register.



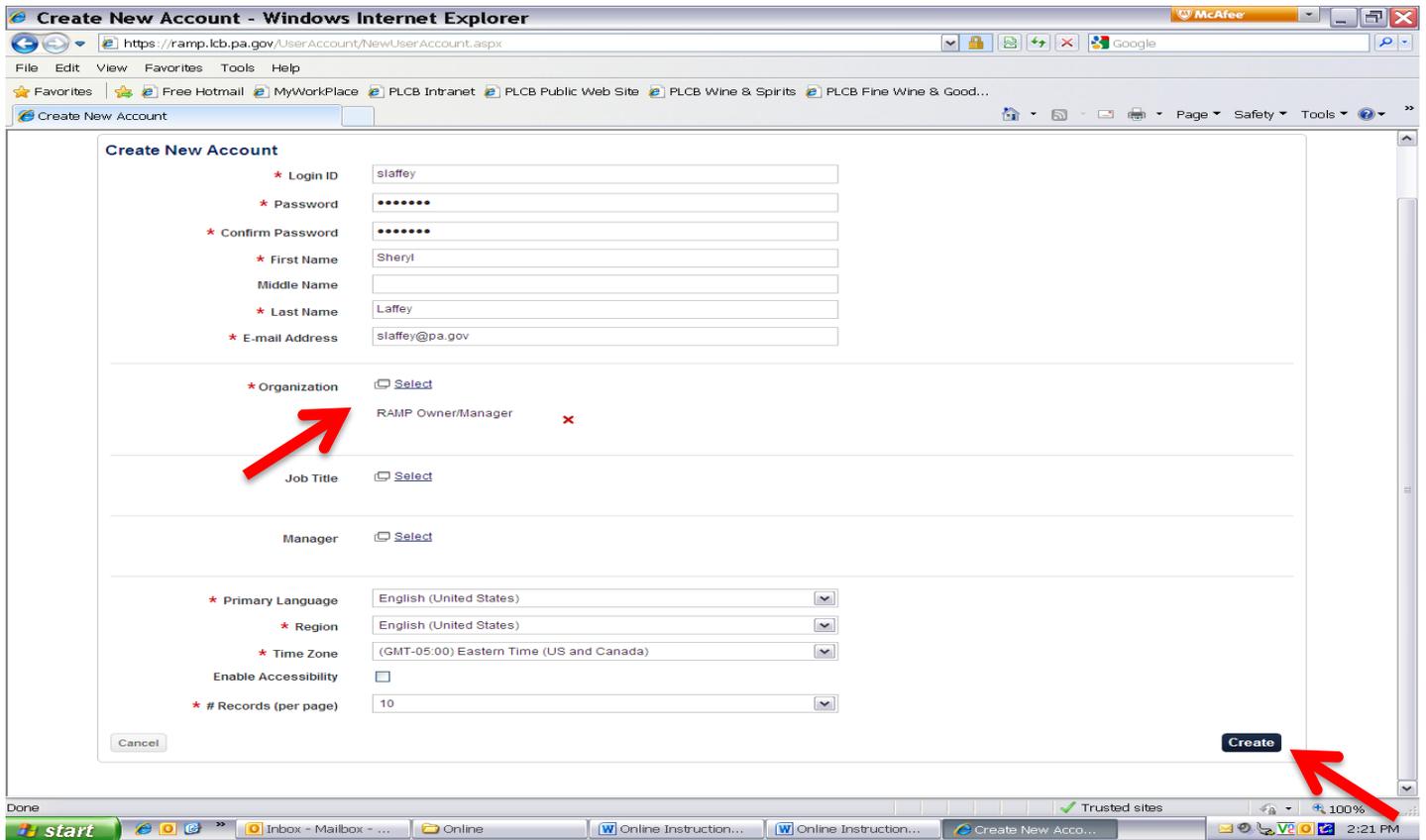
Complete all fields that are indicated with a red asterisks (*). Each person completing the online version of the owner/manager training must have a unique email address. No two people may use the same one. Your username must be at least 4 characters and *may* contain only the following special characters: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

Home - Windows Internet Explorer

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

McAfee

Google

File Edit View Favorites Tools Help

Favorites Free Hotmail MyWorkPlace PLCB Fine Wine & Good Spirits PLCB Intranet PLCB Public Web Site Web Slice Gallery

SearchRAMPCertifiedLicensees Home

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

Responsible Alcohol Management Program RAMP

Training Home | My Upcoming Training | Transcript | Training Catalog

WELCOME

Welcome to the site! There are three main areas in the site: My Own Learning, My Team, and Administration. Only the areas that you have permission to access are displayed. "My Own Learning" may contain up to six areas that allow you to find and take courses, view your transcript, and more. The possible six areas are: Training Home, My Upcoming Training, Transcript, Development Plan, Training Catalog, and Collaboration Spaces. Training Home is where you see training information that is relevant to you (including messages), and you can access courses and other training items that you need to complete. My Upcoming Training is a list of your current training items. Transcript is where you view more detailed information about your training, such as scores, start dates, and expired incomplete content. Development Plan is where you access your career information. Training Catalog is where you find training items such as courses, curriculums, and subscriptions. Collaboration Spaces is where you find collaboration spaces (public, private, and moderated) where people share knowledge. "My Team" displays for managers, and allows managers to see information related to their team. "Administration" is where authorized users manage the system, create and edit content items, and more. Click "Help" at the top of any page to access the Help system. We hope your site experience will always be enjoyable. E-mail the site administrator (click the link on the Login page) if you encounter any problems.

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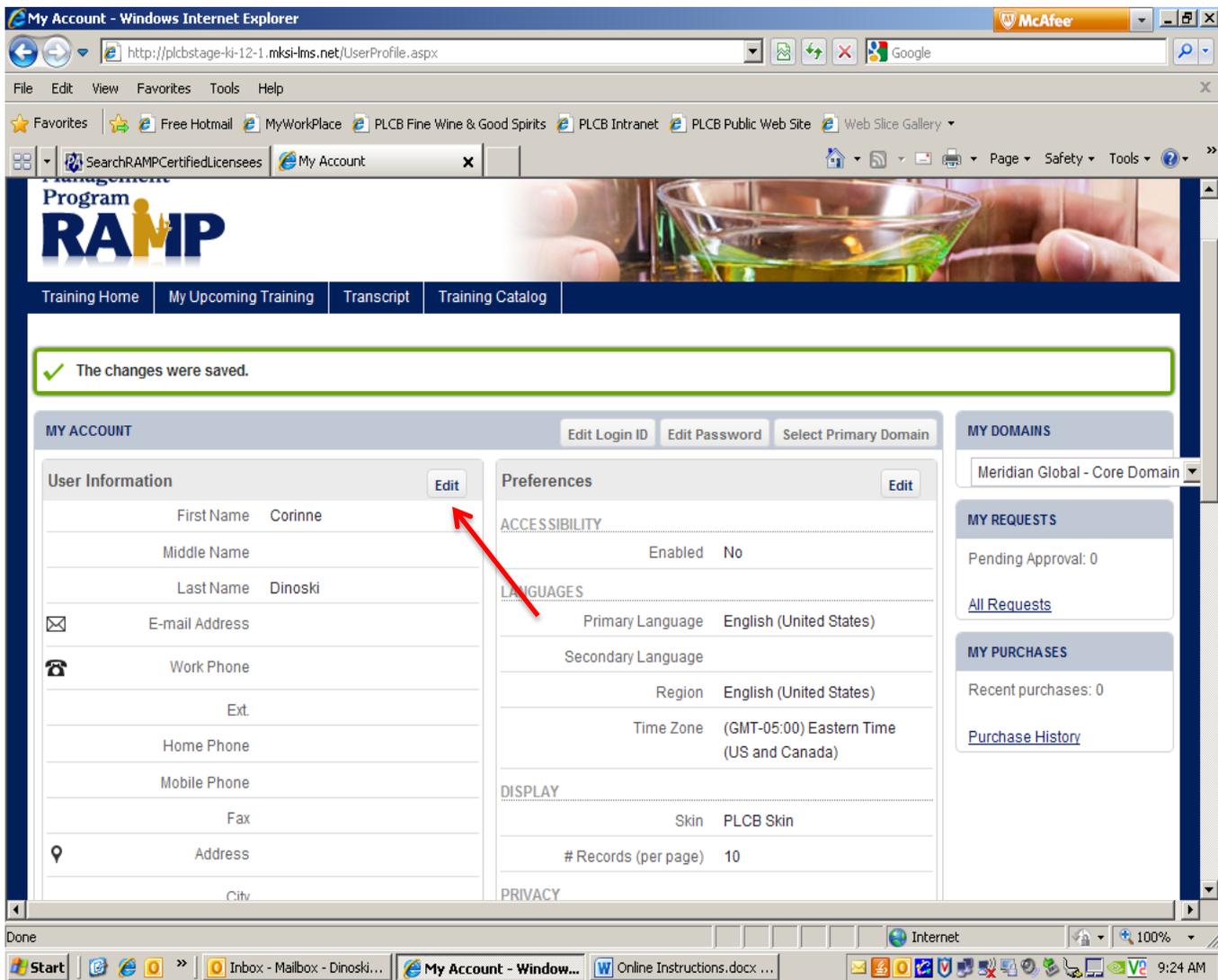
Done

Internet 100%

Start | Inbox - Mailbox - Dinoski... | Home - Windows Inte... | Online Instructions.docx ...

9:18 AM

You will be taken to a welcome screen, where a few helpful hits regarding the site are displayed. Before proceeding, click on your name found at the top of the screen to complete registration. You will be taken to "My Account".



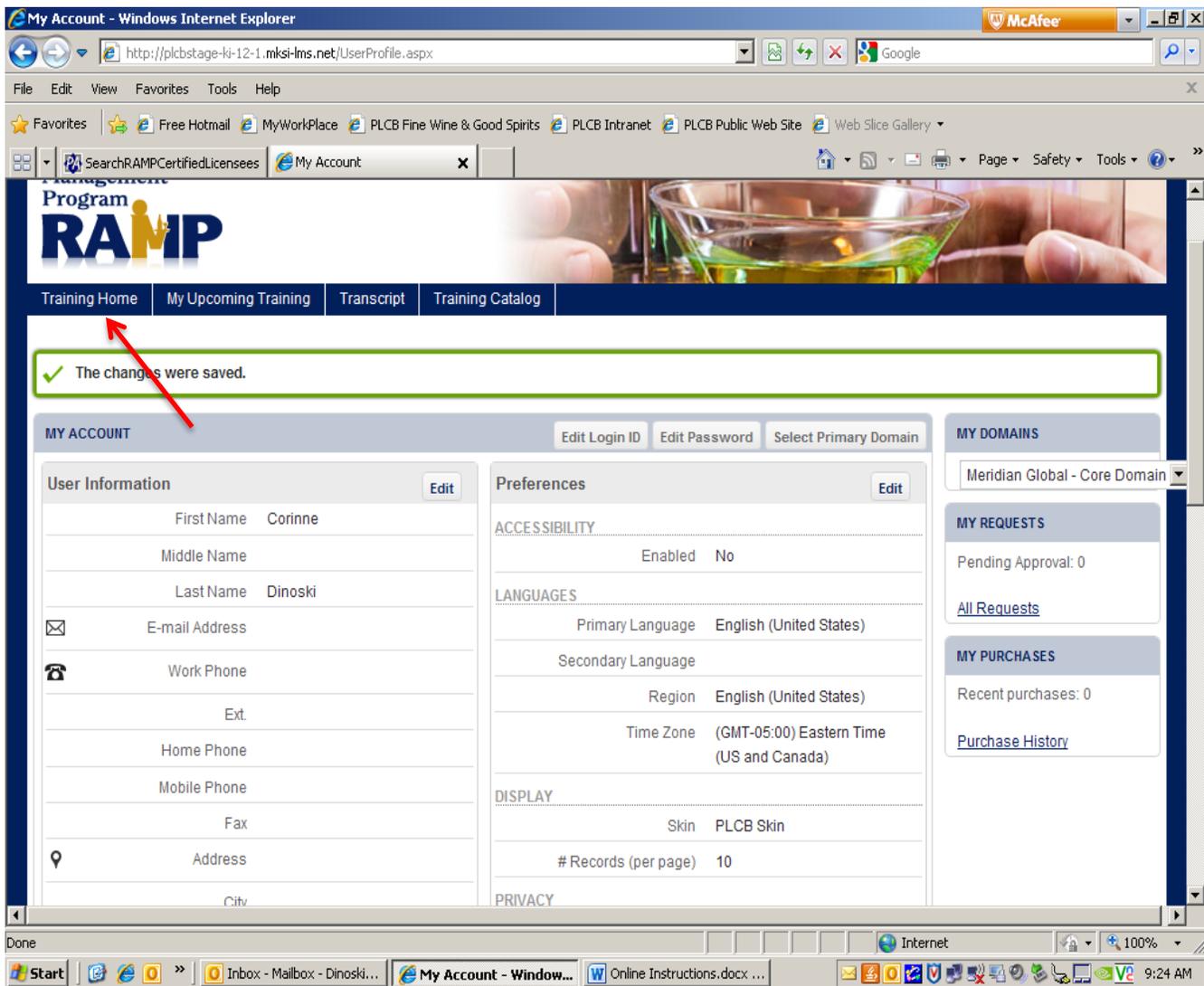
On this screen, you will see “User Information”. Please complete all of the fields in the “User Information” portlet. Click on the “Edit” button to add your contact information.

Beyond your personal contact information, you are required to include:

- Liquor license number, i.e. R-1234
- LID number, i.e. 56789
- 10 digit identification number – the last 4 digits of your social security number and your date of birth (2 digit month, 2 digit day, 2 digit year), i.e. 6789010289

This information is required for you to receive proper credit.

Once you are finished, click “Save” in the bottom right corner.



You will be taken back to this screen. Click on “Training Home” to advance.

Training Home - Windows Internet Explorer

http://ramp.lcb.pa.gov/LearnerPage.aspx

File Edit View Favorites Tools Help

Training Home

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Responsible Alcohol Management Program **RAMP**

Training Home My Upcoming Training Transcript Training Catalog

RECENT ANNOUNCEMENTS

No records found.

SEARCH

Any words

My Upcoming Training (1)

Title	Type	Date	Status	Action
RAMP-Owner Manager Training	SCORM 1.2		Not Started	

All My Upcoming Training

Required Training Overdue Due Soon Recurring Assignment

My Completed Training (0)

Recently Completed

Title	Type	Status	Score	Action
No records found.				

All My Training

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Done Trusted sites 100%

start Inbox - Mailbox - ... Online Online Instruction... Bureau of Alcohol ... Training Home - ... 3:23 PM

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.

The screenshot shows a Windows Internet Explorer browser window with the following details:

- Address Bar:** <http://plcbstage-ki-12-1.mksi-lms.net/ContentDetails.aspx?id=C35F79DB38974FC88D59BC8D11E368F4>
- Page Title:** Details - Windows Internet Explorer
- Navigation:** File, Edit, View, Favorites, Tools, Help
- Favorites:** Free Hotmail, MyWorkPlace, PLCB Intranet, PLCB Public Web Site, PLCB Wine & Spirits, PLCB Fine Wine & Good...
- Current Page:** Licensee Detail View, Details
- User:** CORINNE DINOSKI | MY REPORTS | MY CALENDAR | HELP | LOGOUT
- Logo:** Responsible Alcohol Management Program (RAMP)
- Navigation Menu:** Training Home, My Upcoming Training, Transcript, Training Catalog
- Left Sidebar:**
 - Online
 - Format:
 - Course Provider: PLCB
 - Course Number:
 - Duration (Hours): 1.5
 - Credit(s):
 - [Item Details](#)
- Main Content Area:**
 - ### 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** (indicated by a red arrow)
 - 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.

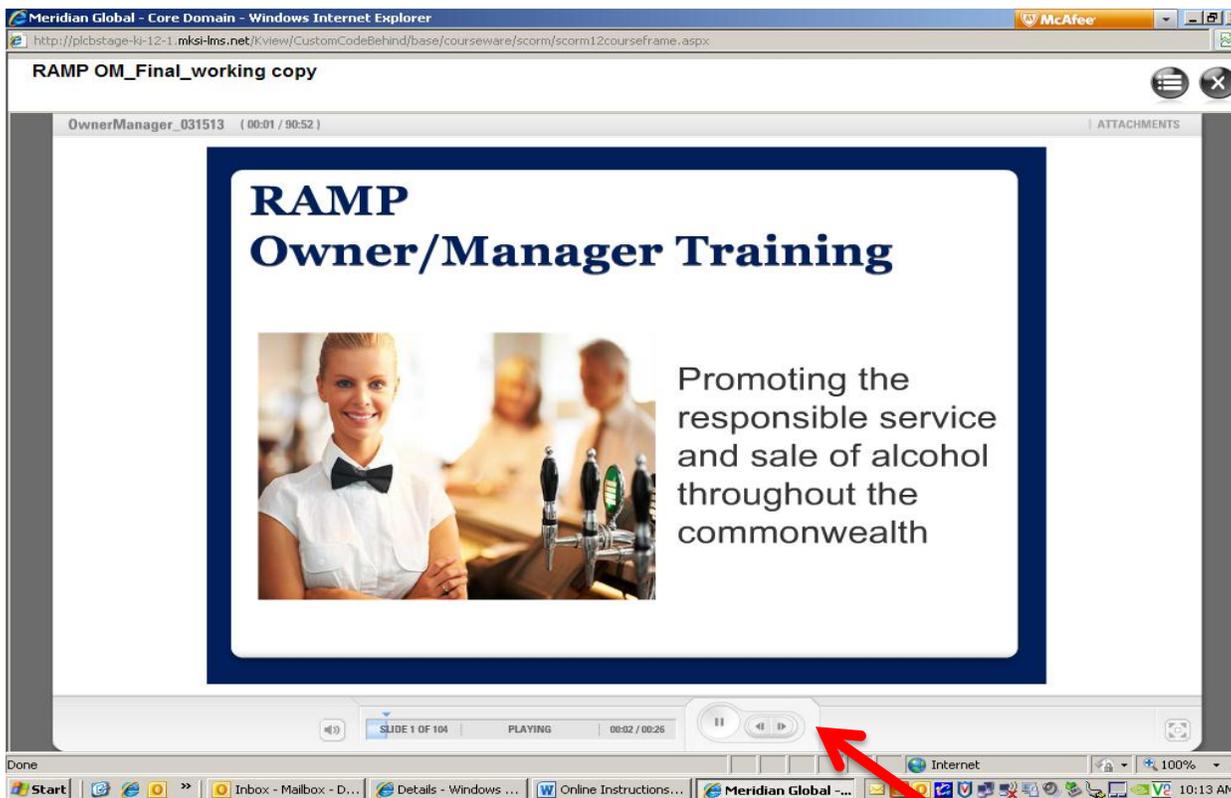
Assignment Type	Training Period Due Date
Organization	4/3/2015 11:59:59 PM

At the bottom of the page, there is a logo for the Pennsylvania Liquor Control Board and Alcohol Education, along with copyright information: Copyright © 2012 Commonwealth of Pennsylvania. All Rights Reserved. ra-lbRAMP@pa.gov | 866-275-8237

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.

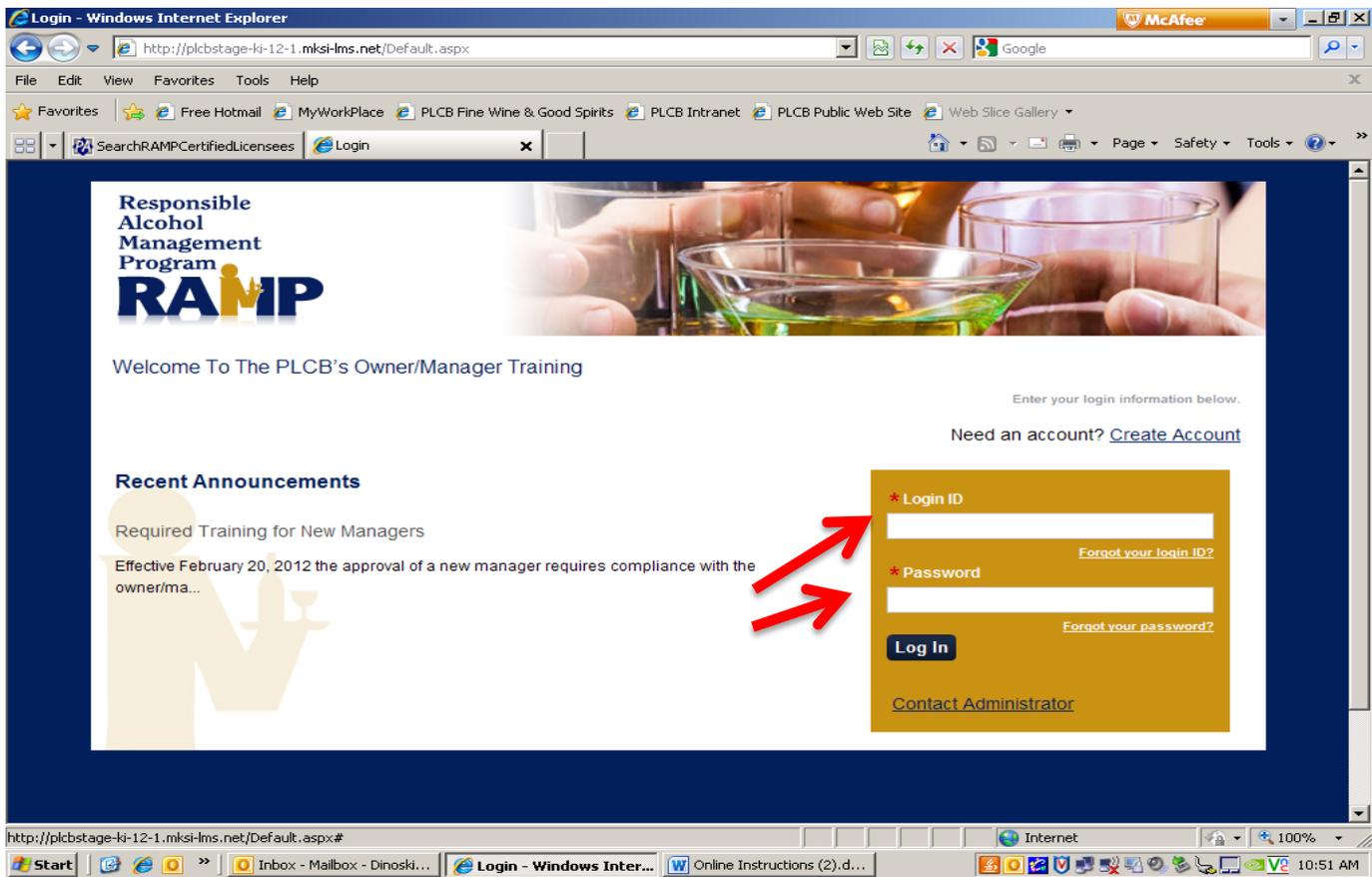


To enlarge the screen and hide the navigation bar, click on the “toggle” feature in the upper right. The training will then appear as follows:

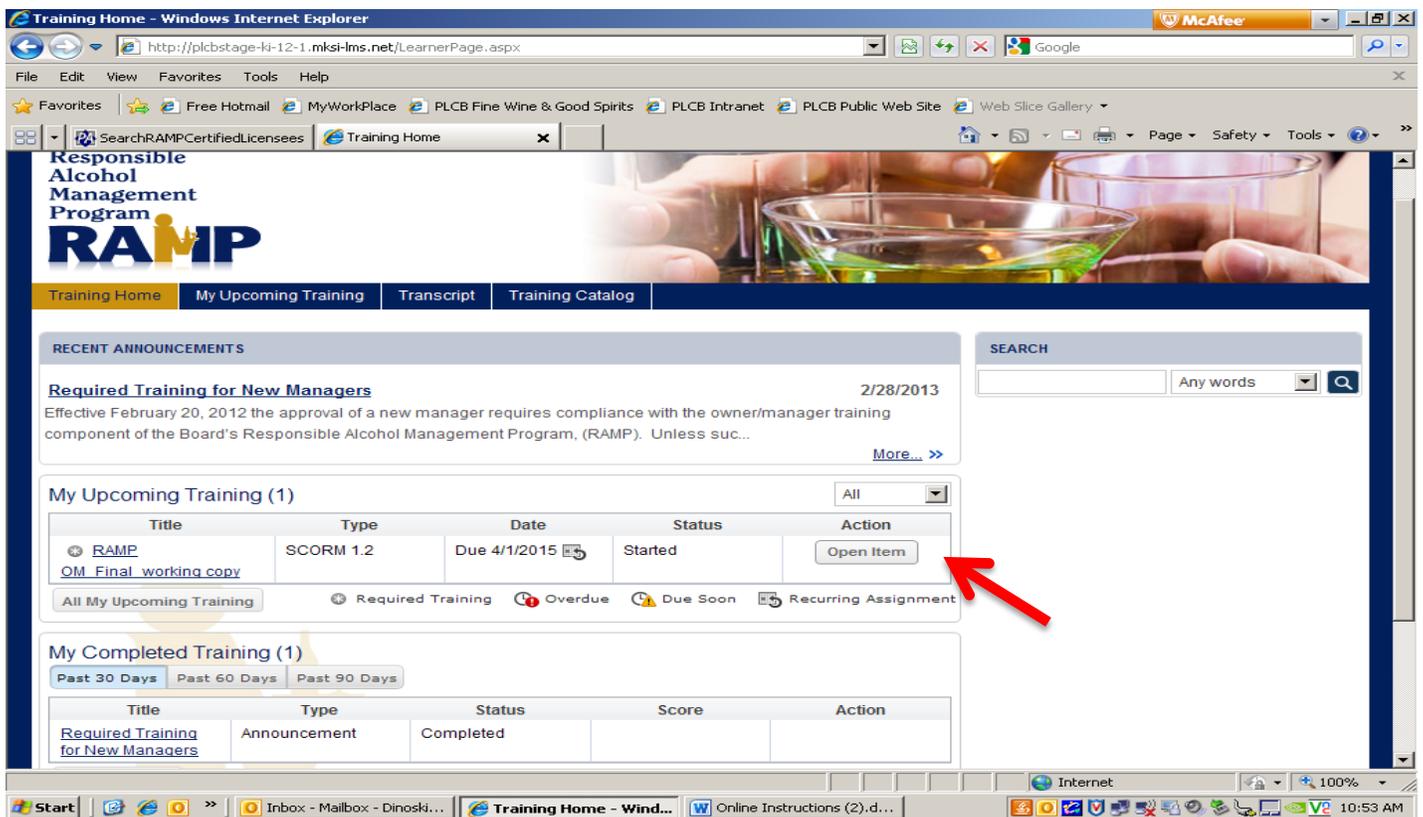


To advance to the next slide or pause, use the navigation arrows on the bottom navigation bar. You cannot advance to the next slide until the narration is complete.

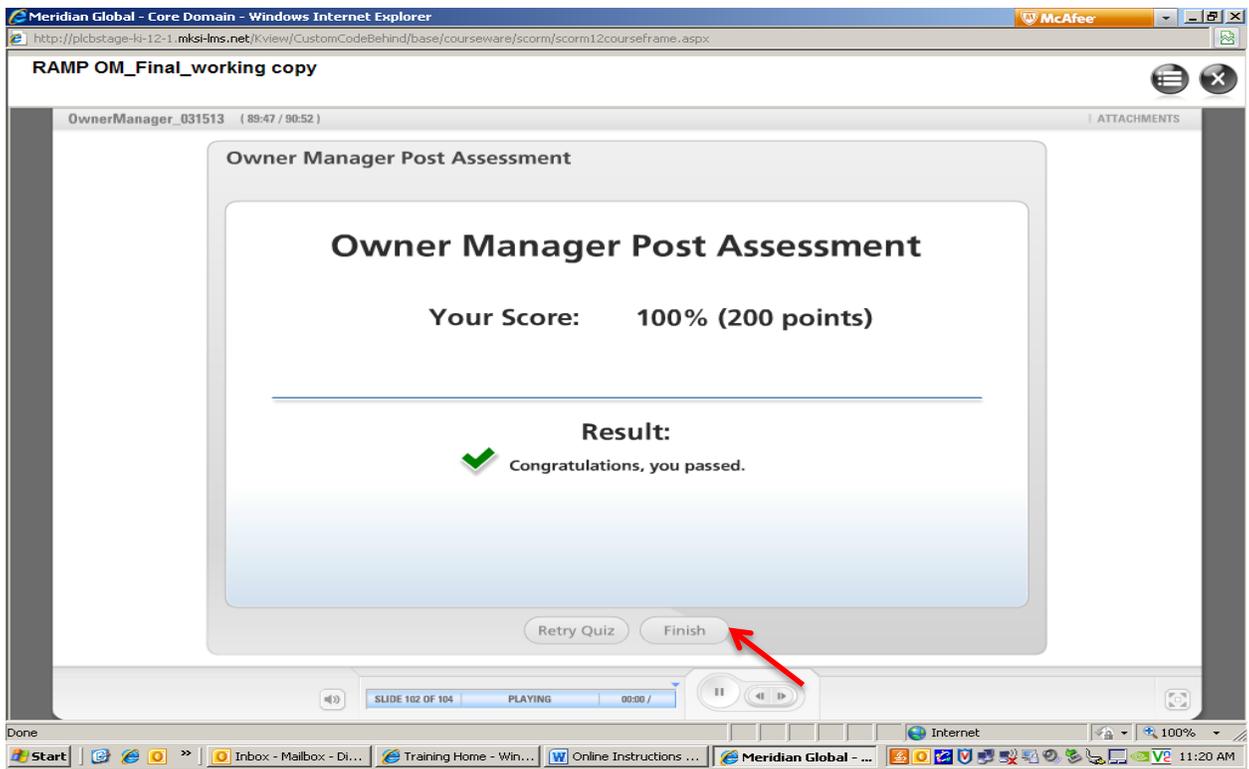
To exit the course at any time throughout the training, click on the  in the upper right corner. All of your progress will be saved.



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



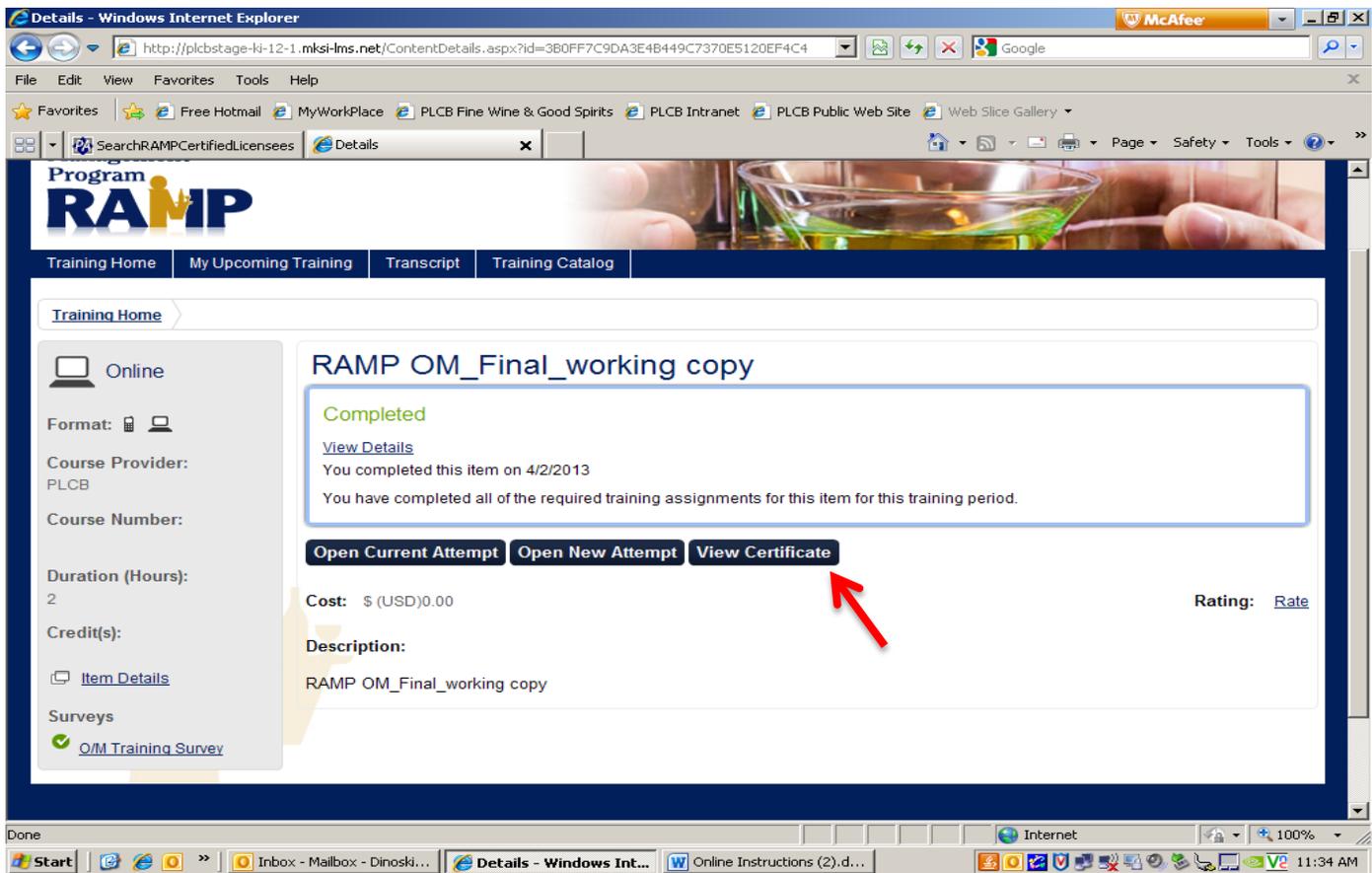
To proceed with the course, click on “Open Item”, or the training title in the “My Upcoming Training” section. Please follow previous instructions on pages 9-10. When you resume the course, you will be given the option to resume where you left or start from the beginning.



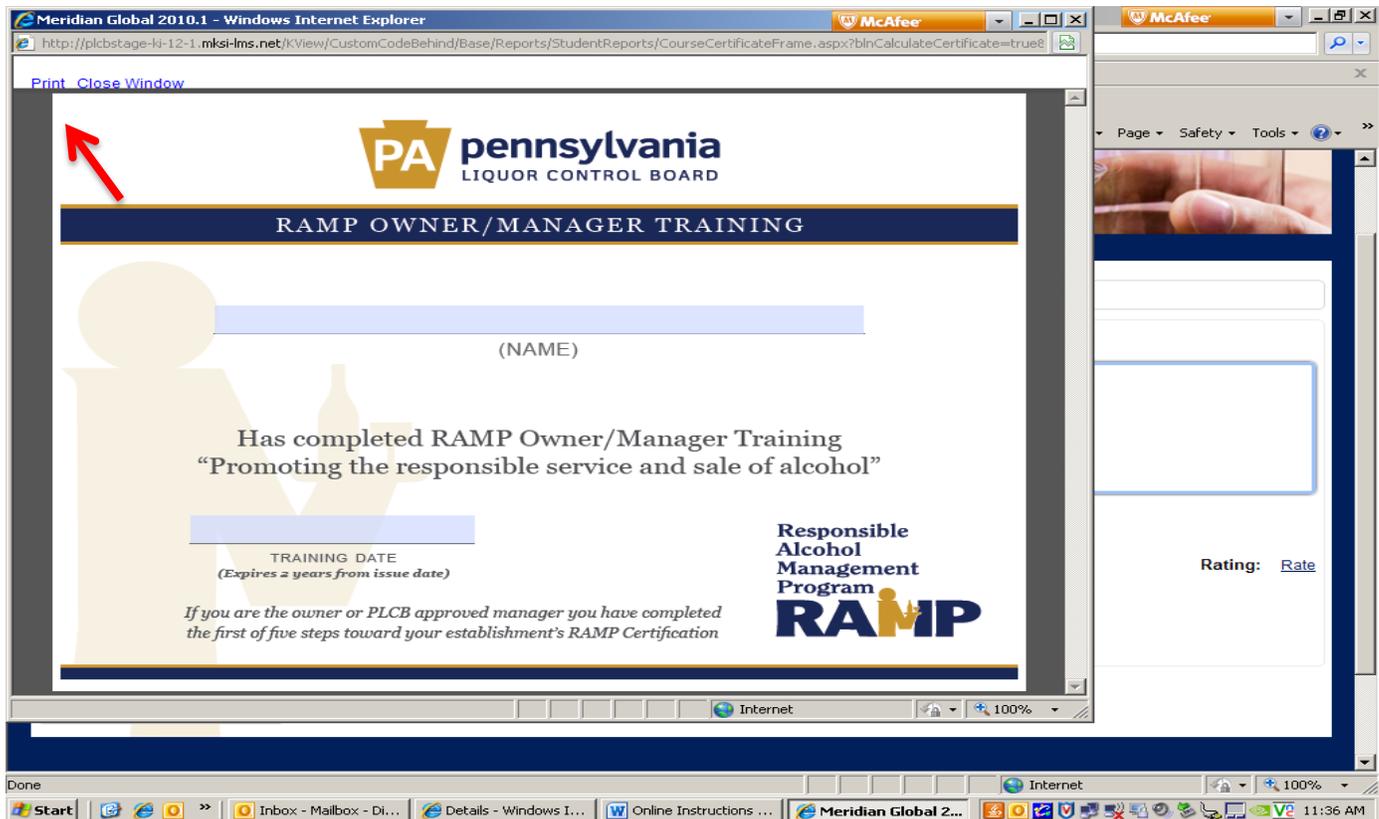
Once you have completed the entire course, you will be prompted to take a 20 question post assessment. After the last question you will be given your results. Click "Finish" to advance.



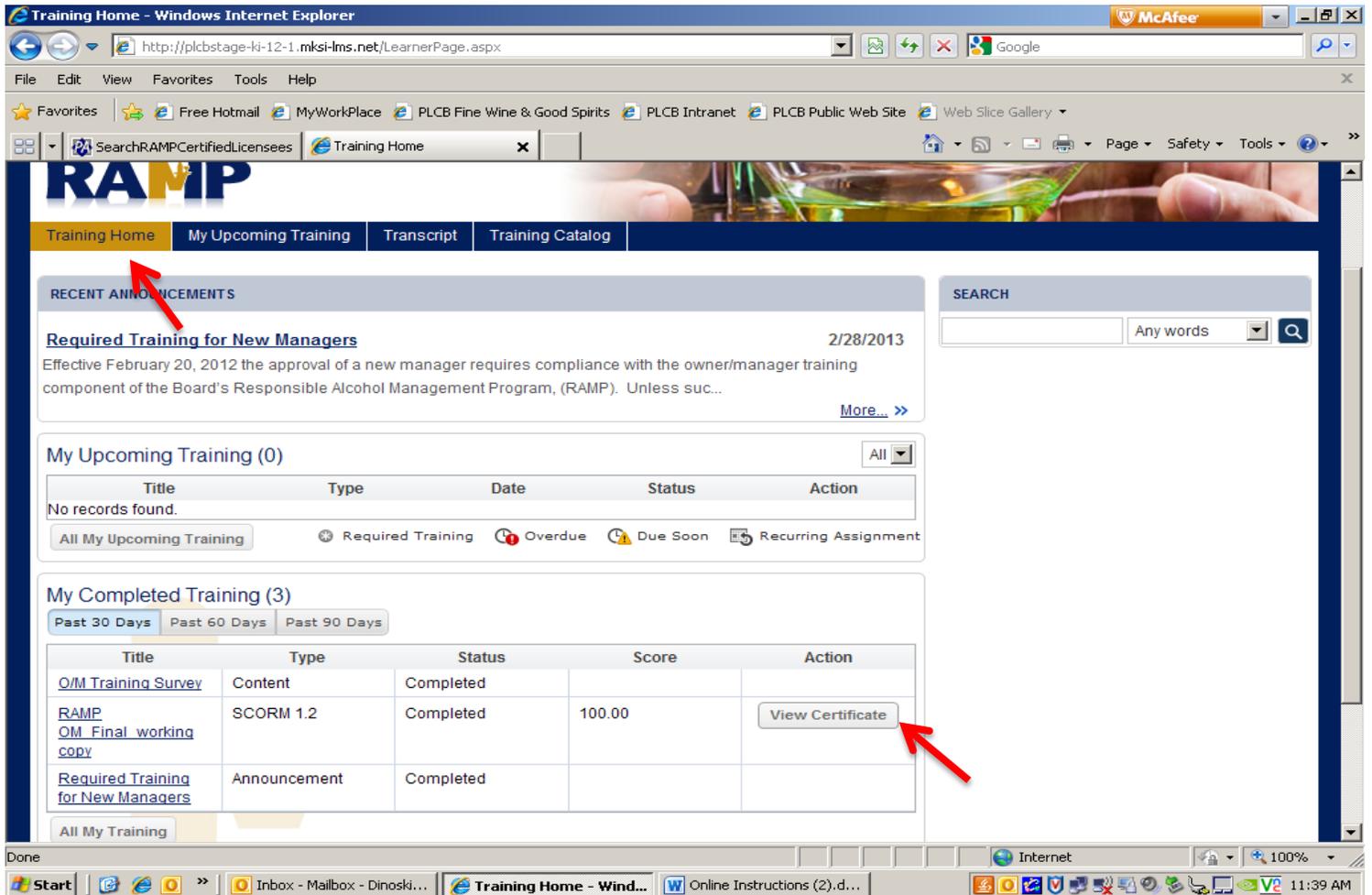
On the last screen, click on the  to close out of the training course.



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.



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.