



User's Guide

Professional Development and License Renewal Courses at www.redvector.com.

NOTE: Images and screen shots used in this User Guide may be slightly different that what appears on your PC screen. Images are rotated and text may be updated. This will not affect your ability to follow these instructions.

Table of Contents

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(Details will be found in the pages below).

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RedVector one page bullet instructions – for details refer to this User Guide

Step #1 – Registration

Using the *NEW USER REGISTRATION* link on the top right/center side of the homepage...

- 1) Fill-in ALL the required information fields on each page.
- 2) Provide an accurate COMPANY email address & phone number. This verifies your employment.
- 3) Include your [Corporate Partner Affiliation](#) from the drop down menu, type in your Company Name.
- 4) IMPORTANT - Choose Profession*; State; add License numbers (all are required). *Not licensed? Choose "OTHER".
- 5) Save your registration verification email from RedVector - it includes your username and password.

Step #2 - Activation - for licensed and unlicensed professionals

- 1) Activation is *automatically completed* as long as you have entered a selection in the State & Profession section. (**"OTHER" is the designation for unlicensed professionals**). This information is necessary for reporting license renewal hours. Without this information, your registration will not be complete and your account will not activate so that you may order courses. If you do not have your license numbers enter 99999 - return ASAP and enter the correct numbers (see NOTE below).

NOTE: Registration information may be edited AFTER leaving the registration. (Log-in on the homepage and chose the "EDIT profile" link from the "Welcome Menu". Change, update and save your information at any time).

Step #3 – Choosing & Ordering your courses.

- 1) Log on to the RedVector.com web site at <http://www.RedVector.com>
- 2) On the top of the page, in the open boxes, enter your username and password. The fields are case sensitive. Once you have typed in the information, click the "LOGIN" button.
- 3) You will arrive at the User Menu which should say Welcome (your name), Under Online Courses choose Line #1 "View Courses for (your company name)" OR if this text is not visible for your company choose Line #4 "View & Purchase Online Courses". If Line#1 is visible you MUST use this link only.
- 4) All applicable courses are listed on this next page.
 - a. Click on a course title to "View" a synopsis of the course.
 - b. Click the authors name (shown in red) to view a brief bio of the author.
 - c. Order this course now by clicking "Add to Cart" here
 - d. OR return to the course list and view more courses.
- 5) Repeat this process as you choose your courses. Click "Add to Cart" after each course you wish to take.
- 6) At the Shopping Cart page you have 2 options.
 - a. Continue shopping – (Click the continue shopping button to return to the course page for more selections). Repeat step #5.
 - b. or click "Checkout".
- 7) To checkout FIRST click on the red "Have a Coupon" text next to the course name under "discount". Enter your corporate coupon number into the box. You MUST click submit. When you return to the shopping cart, click "Checkout". No credit card info is necessary. **Note: See your company administrator for your purchase Coupon #.**
- 8) Answer the 4 brief survey questions*, Choose "Corporate Education program"; click the "next" button at the bottom of the page. This will take you to a final checkout page. Click "Purchase" to complete the order. You may now access your courses, take your tests or logout and return another time. *(Survey #1" Promo Code" does not apply to you - enter 0000 as Promo Code).

Step #4 – Accessing & Reviewing Courses- Taking Tests

- 1) Log on to the RedVector.com web site at <http://www.RedVector.com>.
- 2) At the Welcome page choose "View & Access Online Courses". Select the course you want to begin.
- 3) When accessing courses you have already loaded into your profile, you will be presented with an Affidavit /security page. *You may enter your Drs. License or Professional Number into the box - hit YES I CONFIRM.* (The State Boards require verification of identity when accepting course submission to renew licenses.) We do not share this information with any third party other than your State Board or Professional Organization.

Step #5 – Log out of courses or tests in progress.

Logging out of "in-progress" courses is easy...

- 1) LOGOUT text is located at the top right corner of the webpage, click YES to save.
- 2) Courses "in-progress" will be saved to the point where you stopped.
- 3) Upon re-entering, the test will open at the beginning and you will need to [click the "Submit" button](#) on each page, forwarding to the page where you stopped and then continue the test.
- 4) Printable completion certificates are accessed by logging in to your account – at the Welcome Page – choose the link "View Your Score History & Course Certificates". Open the .Acrobat .pdf file and print as often as you like. If the Acrobat .pdf does not open on your PC – print from the website page "File/Print" or call client support.

FYI - Forget your Username or Password? Use the appropriate box on the RedVector homepage to get an email of your information. **DO NOT re-register your account.**

Welcome

What is RedVector.com

RedVector.com (www.RedVector.com) is the global leader in online education for professionals in the engineering, architectural, interior design, construction, land surveying, building inspection and landscape architecture industries. Our company has purchased access to RedVector.com's course library, which features over 900 online courses specializing in professional career development, continuing education credit for license renewal, certification, licensing exam prep and other corporate training needs, authored by more than 200 exclusive subject matter experts for the Design and Construction Industry.

The courses are developed to meet state board and professional organization requirements. License renewal hours are reported for you by RedVector to state boards that require mandatory reporting. (Check with RedVector regarding your particular State or Organization's required reporting process). Soft Skills courses including such titles as Six Sigma; Sexual Harassment; Intro to Management; Interviewing Skills and many others will be added to the RedVector library in 2006. Courses are user-friendly, presented in three levels of knowledge detail from basic to advanced, offered in a traditional text format and are currently being revised to a new, interactive slide presentation style.

RedVector Customer Service

RedVector.com client support is available to ensure that our employees have a convenient, meaningful learning experience. They will provide you technical assistance regarding use of the website features and choosing courses; **questions regarding company policy must be answered by our company administrator**. NOTE: Calls placed after 6pm EST or on weekends may be returned the following business day. **This User Guide is invaluable in overcoming any "after-hours" issues.**

RedVector.com Customer Service
CustomerService@RedVector.com
8:00AM – 6:00PM EST
Toll Free 866-546-1212
International 001-813-207-0012

System Requirements

RedVector.com is conveniently available 24 hours a day, seven days a week from any computer with Internet connection and Internet browser. RedVector.com recommends the following system requirements for your online education experience:

- Computer
- Internet connection (28.8 Kbps or faster)
- Internet browser (preferably Internet Explorer 5.0 or higher)
- Adobe Acrobat 4.0 or higher

To enroll in or access your library of RedVector courses, please follow the steps outlined below.

New User Registration

Creating Your Profile

Before you can enroll and complete a RedVector.com course, you must first complete the online registration process to create your profile. You will be asked to provide some basic contact information, as well as your professional license and membership information. Please have your license and membership number(s) available when you complete the registration process.

1. To get started, go to www.redvector.com using your Internet browser.

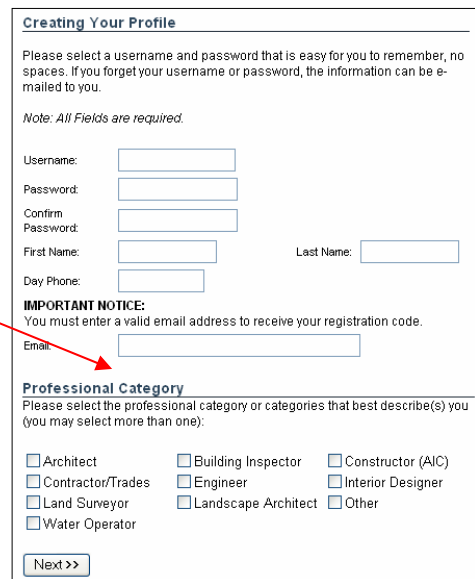
2. On the left column of the home page, click on the second option, “New User Registration”

3. Click on the “CLICK HERE TO REGISTER” button (center screen) to proceed to the next page and create your profile.



4. You will now see the “Creating Your Profile” screen. All of the fields on this screen are required. Most are self explanatory, but here are a few items worth mentioning:

- ❑ Username: You will need to create a unique Username.
- ❑ Password: this should be something that is easy to remember; do not share this with anyone else.
- ❑ **Email: RedVector enrollment information and certification reminders will be sent to the COMPANY email address you enter on this page. Please use a company email account that you check frequently and can access easily. This company email will also serve to verify employment and include you in the company’s Corporate Block of hours.**



Creating Your Profile

Please select a username and password that is easy for you to remember, no spaces. If you forget your username or password, the information can be e-mailed to you.

Note: All Fields are required.

Username:

Password:

Confirm Password:

First Name: Last Name:

Day Phone:

IMPORTANT NOTICE:
You must enter a valid email address to receive your registration code.

Email:

Professional Category
Please select the professional category or categories that best describe(s) you (you may select more than one):

☐ Architect
 ☐ Building Inspector
 ☐ Constructor (AIC)
 ☐ Contractor/Trades
 ☐ Engineer
 ☐ Interior Designer
 ☐ Land Surveyor
 ☐ Landscape Architect
 ☐ Other
 ☐ Water Operator

5. Professional Category
 - ❑ Please select the category(ies) that apply to you.
 - ❑ If your professional category is not listed, please select “OTHER”
6. Click on the “Next” button to continue

Note: The website will not let you proceed to the next screen if the information is incomplete or if you have created a username that already exists. Only ONE registration is required per student. **If you have an EXISTING RedVector account – use that account – do not start another.** All that will change is the manner in which you “purchase” courses. Call client support (866-546-1212) or use the “Forget Username/Password” box provided on the RedVector.com homepage. The information will be emailed to the company email address you listed in your original registration.

You are now at the “Completing Your Profile” screen. Most prompts are self explanatory, but here are a few items worth mentioning:

- ❑ Registration/Shipping Information: Please use your personal contact information in this section
- ❑ Company Information:
 - ✓ Company Name: Enter your company name
 - ✓ Company Type: optional
 - ✓ Title/Position: your title
 - ✓ Company Phone: Be sure to enter your office number and extension (727-123-4567x1213) for any future client support contact that may be necessary.

7. Click on the “Next” button to continue

Completing Your Profile
Please take the time to fill out your personal profile.

It is imperative that you complete the entire registration process accurately so that we may submit your completed hours to your State Board or Organization on your behalf (where required).

NOTE: A red asterisk (*) indicates a required field.

Login Information
Please choose a security question from the drop down box below and enter the answer to the question in the text box provided. This will be used for security purposes only.

*Security Question:
*Answer:

Registration / Shipping Information
Please fill out the following registration information.

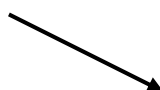
*Address:
*City: *State/Province:
*Zip Code: Other State/Prov.:
Eve. Phone: *Country:
*Day Phone: Other Country:
Fax:

Company Information
Please tell us a little bit about your current employment.

Company Name:
Company Type:
Title / Position:
Company Phone:

8. You are now at the “Corporate Partners” screen. Please select your company name as your corporate partner.

9. Click on the “Next” button to continue



Corporate Partners
Corporate training packages can be created to custom-fit the needs of any corporation, large or small. These packages allow a corporation to purchase a specified amount of credit hours at a discounted rate, so their employees can take RedVector.com's online courses to fulfill continuing education requirements.

Are you an employee of one of these Corporate Partner Companies?

☒ AECOM
☐ ALUMA
☐ Black & Veatch
☐ Blasland, Bouck & Lee
☐ CH2Mhill
☐ Earth Tech
☐ Ecology and Environment, Inc.
☐ EDG Inc.
☐ Fluor Corporation
☐ Jordan, Jones & Goulding
☐ King Engineering
☐ New Mexico DOT
☐ O'Brien & Gere
☐ O'Neal Inc.
☐ OWP/P
☐ PBS&J
☐ Progress Energy NW Florida
☐ SFMAI
☐ SSOE, Inc.
☐ TBE Group, Inc.
☐ TECO Energy
☐ Testing Service Corporation
☐ The REN Group
☐ The Shaw Group Inc.
☐ URS Corp
☐ USKH
☐ Wilbur Smith Associates
☐ Yale University

☐ No, I am not an employee of any of these Corporate Partner Companies.

10. You are now at the “Organization Affiliation” screen. Please select the organization(s) in which you are affiliated; select the “No” option if appropriate.

11. **NOTE: Special offers for organization members or other discounts in pricing including course packages will not apply to any Corporate Partner employee as all special pricing has been pre-arranged with the Corporate Partner / Company.**

12. Click on the “Submit” button to continue

Organization Affiliations
As part of RedVector.com's strong commitment to our Premier Partners, we have special offers for members of the following organizations.

Are you a member of any of the following organizations?

☐ AIC (American Institute of Constructors)
☐ ASCE (American Society of Civil Engineers)
☐ ASID (Amer. Society of Interior Designers)
☐ ASME (Amer. Society of Mechanical Engineers)
☐ CSDA (Concrete Sawing & Drilling Association)
☐ IIDA (International Interior Design Association)
☐ NSPE (National Society of Professional Engineers)

☐ No, I am not a member of any of these organizations.

13. You are now at the “Organization Affiliation Cont.” screen. Please select the organization(s) in which you are affiliated; you may select more than one organization by holding down the control button while making your selections. Select the “No Organizations” option if appropriate.

14. Click on the “Continue” button to continue

Organization Affiliations (cont'd)
Please click below if you are a member of the following organizations. If you are not a member of any organization below, just click CONTINUE. (Hold down the Ctrl button to click multiple organizations)

NO ORGANIZATIONS

AAA - Amer. Arbitration Assoc.
AACE International - Assoc. for the Advancement of Cost Engineering
AAMA - Amer. Architectural Manufacturers Assoc.
ABC - Associated Builders and Contractors
ABD - Brazilian Association of Interior Designers
ACEC - Amer. Consulting Engineers Council
ACI - Amer. Concrete Institute
ACSM - Amer. Congress on Surveying & Mapping
AEE - Assoc. of Energy Engineers

15. You are now at the “State Licenses/Certifications” screen. You will notice that the professional category (ies) you selected during Step 4 (page 3 of this guide) are automatically listed on this page. You will now need to select the state associated with the professional category (ies). **If you are licensed in more than one state, please hold down the control button while selecting each state.**

16. Click on the “Next” button to continue

State Licenses/ Certifications
Please select the state(s) in which you are licensed in the professional categories you selected in Step 2.

In which state(s) are you licensed as a(n) **Architect**?
(Hold down the Ctrl button to select multiple states)

Alabama
Alaska
Arizona
Arkansas
California
Canada
Colorado
Connecticut
Delaware
District of Columbia

17. You are now at the “State Licenses/Certifications (cont'd)” screen. Now that you have told RedVector.com which state(s) and which license(s) you hold, you must now provide the appropriate license number(s). **If you do not have the license numbers available, please enter 999999 and then “Edit your Profile” ASAP to enter the correct license number.**

State Licenses/ Certifications (cont'd)
Please enter any applicable license numbers for each license you hold in each state. Each text box can hold a MAXIMUM of 255 characters.

Architect
Please enter any applicable license numbers for each state that you are licensed in the profession of **Architect**.

New York:

If needed - Edit Profile directions are available thru RedVector, your company administrator or will be posted on your company Intranet site. All information may be changed here after registration is completed. After login you will come to the “Welcome (your name)” Screen. The Edit Profile link is found on this page. Please - **Do not start a new registration because of an incorrect entry. Complete the process and return to adjust the information.**

18. Click on the “Next” button to continue

19. You are now at the “Subscriber Interests” screen. RedVector.com can remind you of important license(s) deadlines and provide other course information via email. Please do not uncheck these boxes so you can receive these notifications.

20. Click on the “Next” button to continue

Subscriber Interests

Please select the areas of interest about which you would like occasional e-mail updates from RedVector. Click 'Next >>' if you would not like to be added to any of these user interest lists.

Please check all topics you would like to receive information about (click on a topic to see a description)

- ☒ [New Courses Added](#)
- ☒ [New Seminars Added](#)
- ☒ [Notification of Site Changes & New Features](#)
- ☒ [Specials & Discounts](#)

[Next >>](#)

21. You are now at the “Quick Survey” screen. Most of the questions on this screen are required. Please note the following:

- ☐ Promotion Code: Please leave this field blank.
- ☐ Question 2: Choose Corporate Education Program
- ☐ Question 5: Skip this question.

22. Click on the “Finish” button to continue.

Quick Survey

Please take a moment to answer a few questions about yourself in order to assist RedVector.com in tailoring our services to your needs and interests.

NOTE: A red asterisk (*) indicates a required field.

1. Promotion Code (Optional):

2. How did you first hear about RedVector? *

- ☐ Written Correspondence (Direct Mail, Postcard)
- ☐ Search Engine/Internet Search
- ☐ Tradeshow/Convention
- ☐ Referred by a friend or colleague
- ☐ Link from a Partner/Affiliate website
- ☐ Prof Organization Newsletter/Directory
- ☐ Email Correspondence
- ☐ Corporate Education program
- ☐ Link from my Organization website
- ☐ Magazine or other Advertisement
- ☐ Contacted by RedVector Representative
- ☐ Don't Know

3. What kind of Internet connection do you have? *

- ☐ Dialup (Modem)
- ☐ High Speed (Cable, DSL, Office LAN)
- ☐ Don't Know

4. What interests you the most about RedVector.com? *

- ☐ Personal Client Support 7 days a week
- ☐ Selection of Courses
- ☐ Pricing
- ☐ Submission of credits to State Board(s)
- ☐ Convenience of online vs. other CE
- ☐ 100% Guarantee
- ☐ Don't Know

5. Who referred you to RedVector.com?

First Name:

Last Name:

E-Mail:

[Finish](#)

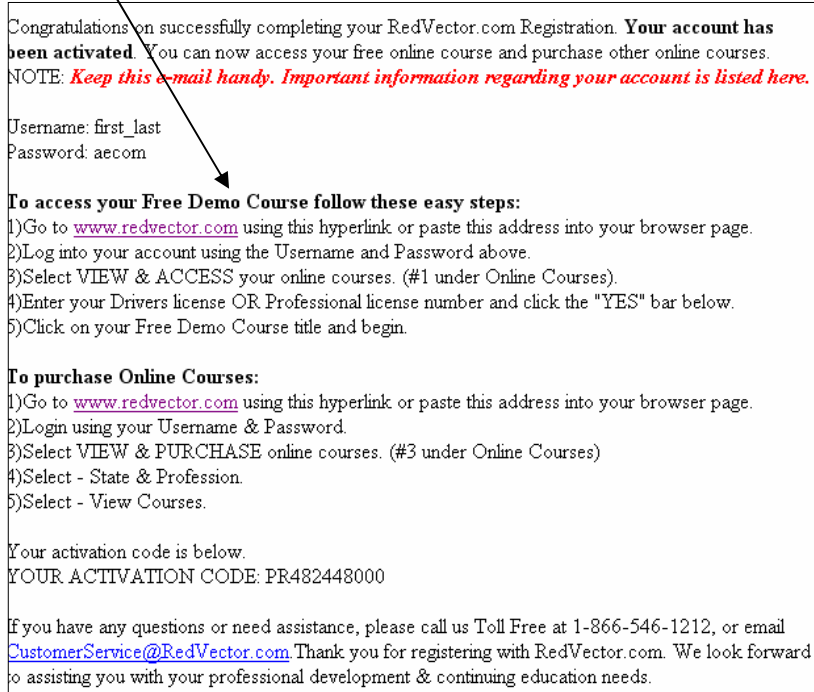
23. You are now at the “Thank You” screen. You have successfully completed your RedVector.com registration. An email will be sent to you from RedVector – confirming your registration and including a copy of your Username and Password. **SAVE THIS EMAIL** for future reference.

Activating Your Account

1. Once you have completed the registration process, **activation is automatic**. RedVector.com will send you an email using the COMPANY email address you provided on Step 3 (page 3 of this guide) to verify the activation of your account. Please read the entire email.
2. This email should arrive within 30 minutes of your registration completion. If you do not receive an account activation email, please contact RedVector.com Customer Service at 866-546-1212 for assistance.
3. NOTE: emails may be caught in your company SPAM filters by mistake. Please notify your company administrator if this happens so filters can be adjusted to allow for receipt of Client Support emails from RedVector.

Text on these emails are changed regularly – below is a sample of the text you may receive.

Demo Courses are pre-selected and loaded into your account based on your professional choice during registration. They may be used for professional development, CE license renewal or left unused in your account. The Activation Code is a RedVector internal code not used by students.



Congratulations on successfully completing your RedVector.com Registration. **Your account has been activated.** You can now access your free online course and purchase other online courses.
NOTE: *Keep this e-mail handy. Important information regarding your account is listed here.*

Username: first_last
Password: aecom

To access your Free Demo Course follow these easy steps:
1) Go to www.redvector.com using this hyperlink or paste this address into your browser page.
2) Log into your account using the Username and Password above.
3) Select VIEW & ACCESS your online courses. (#1 under Online Courses).
4) Enter your Drivers license OR Professional license number and click the "YES" bar below.
5) Click on your Free Demo Course title and begin.

To purchase Online Courses:
1) Go to www.redvector.com using this hyperlink or paste this address into your browser page.
2) Login using your Username & Password.
3) Select VIEW & PURCHASE online courses. (#3 under Online Courses)
4) Select - State & Profession.
5) Select - View Courses.

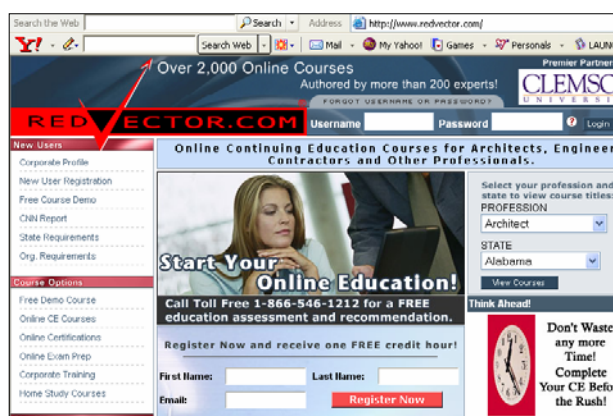
Your activation code is below.
YOUR ACTIVATION CODE: PR482448000

If you have any questions or need assistance, please call us Toll Free at 1-866-546-1212, or email CustomerService@RedVector.com. Thank you for registering with RedVector.com. We look forward to assisting you with your professional development & continuing education needs.

Searching RedVector.com's Library of Courses

Now that you have completed the registration process and activated your account, you are ready to search for courses. Searching the list of over 2,000 courses can be overwhelming, so here is a way to search based upon your professional category and the state in which you are licensed.

NOTE: On the last page of this Guide are HOW TO information on “choosing the right course” by using the designated tags at the end of the courses title.



1. To get started, go to www.redvector.com using your Internet browser.
2. To the right of the RedVector.com logo, you will see a field for your Username and your Password. Please enter your username and password and click on the “login” button.

3. You are now at the “User Menu” screen. You should see a note that says “Welcome, (Your Name)”. If you do not see your name, please go back to the main menu and log in again.

To begin your search, click on the fourth bullet under “Online Courses” – View and Purchase Online Courses.

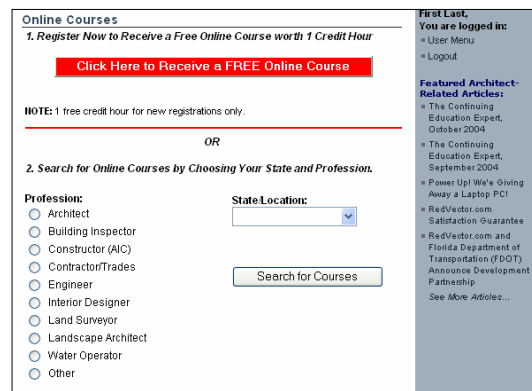
4. Your company purchase code/coupon will be used in replacement of your personal credit card. Be sure that you have this coupon code from your company administrator before you begin.



You are now at the “Online Courses” screen.

- ❑ Profession: Select the category that applies to you...you may use OTHER if you are not interested in any license renewal credit.
- ❑ State Location: Select the state in which you are licensed
- ❑ Click on the “Search for Courses” button to continue.

Note: This training guide will search for Architect license in the state of Texas for example purposes only.

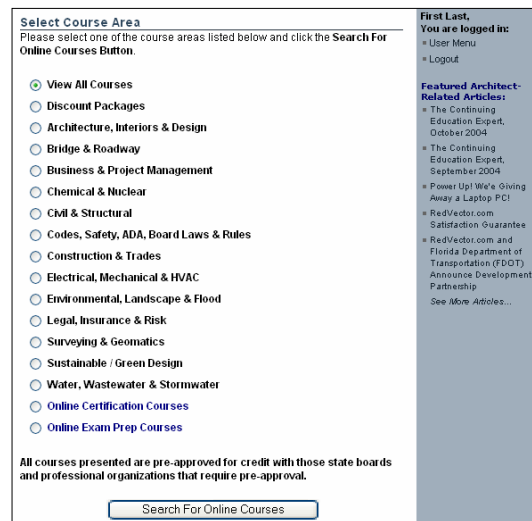


5. You are now at the “Select Course Area” screen. As you will see, you can either view all courses or * filter your search further by selecting a focus of study.

*This will limit the course results shown to those topics you selected.

6. Once you have made your selection, click on the “Search for Online Courses” button to continue.

Note: This training guide will search for courses on Bridges & Highways for example purposes only.



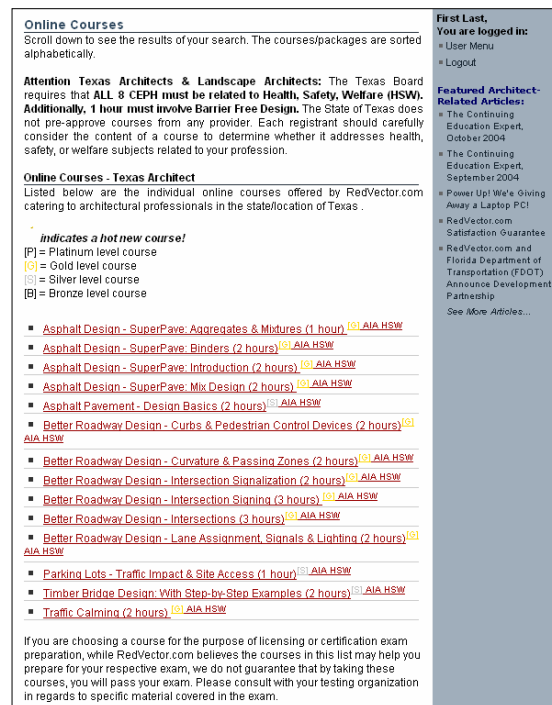
7. You will now see a list of courses for the state, license type and area of focus you selected in Steps 4 & 5.

8. Each course title will display “tags” at the end -

- a) the level of course **depth and detail** (B=entry; S= intermediate; G= Advanced)
- b) the number of CEU hours associated with that course*
- c) the governing body that recognizes the course or the profession the course is geared to - (AIA for example). See your administrator or call RedVector for the “Helpful Guidelines” list of these designations.

* **This is NOT a designated time that the course will take you to complete.** This is an assigned hourly credit for any license renewal applications. The time needed will depend on your individual abilities to move through the information.

9. To read a course description, click on the course title.



10. You should now see a brief course description.
 - ❑ If you wish not to take this course, click the “back” button on your Internet browser and refresh your screen if prompted. This will allow you to continue your search.
 - ❑ If you would like to take this course, follow your company’s pre-approval procedure to obtain the appropriate approval to take the course...or proceed to ADD TO CART.

Once you have obtained the approval to enroll in this course, (if applicable) continue to the section below entitled “Enrolling in RedVector.com Courses”.

The screenshot shows a course page with the following details:

Course Type:	Online Courses
Topic:	Asphalt Pavements
Provider:	Mark Peterson, P.E.
Hours Satisfied:	1
Author:	Mr. Mark Peterson, P.E.
Current Price:	\$49.95 (USD)
Registered With:	AIA Reg. # RV510, Does Qualify for HSW

Below the table is a button labeled "Add To Cart".

Description:
 Millions of tons of asphalt pavement are placed in the United States every year. Methods of mix design have remained virtually unchanged since the 1940's, despite significant changes in traffic volumes and load. Recent advantages in asphalt mix design have led to the use of Superpave for many highway projects. Superpave has been designed to overcome some of the historic problems with asphalt pavements, including rutting and cracking.

First Last, You are logged in:
 • User Menu
 • Logout

Featured Architect-Related Articles:
 • The Continuing Education Expert, October 2004
 • The Continuing Education Expert, September 2004
 • Power Up! We're Giving Away a Laptop PC!
 • RedVector.com Satisfaction Guarantee
 • RedVector.com and Florida Department of Transportation (FDOT) Announce Development Partnership
 See More Articles...

Enrolling in RedVector.com Courses

Once you have located your desired course(s); received the appropriate approval to take the course(s), and contacted your company administrator to obtain the payment coupon code – you are ready to order. If you are unsure who your administrator is, please contact RedVector at 866-546-1212 for assistance.

Once you have obtained the payment coupon code, you may enroll and pay for the course(s) by doing the following:

1. Repeat steps 1-10 of the Searching RedVector.com’s Library of Courses process (pages 8-10 of this guide).
2. Once you have retrieved the course description of the desired class, click on the “Add to Cart” button to purchase the course.



The screenshot shows a course page with the following details:

Course Type:	Online Courses
Topic:	Asphalt Pavements
Provider:	Mark Peterson, P.E.
Hours Satisfied:	1
Author:	Mr. Mark Peterson, P.E.
Current Price:	\$49.95 (USD)
Registered With:	AIA Reg. # RV510, Does Qualify for HSW

Below the table is a button labeled "Add To Cart".

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 • RedVector.com Satisfaction Guarantee
 • RedVector.com and Florida Department of Transportation (FDOT) Announce Development Partnership
 See More Articles...

3. You are now at the “Your Shopping Cart” screen. Click on the **RED text “Have A Coupon?”** link in the Discount column.

Keep?	View	Product Name	Quantity	Price	Discount	Sub Total
<input checked="" type="checkbox"/>		Asphalt Design - SuperPave: Aggregates & Mixtures (1 hour) AIA HSW	1	\$49.95 (USD)	Have A Coupon?	\$49.95 (USD)
					Total:	\$49.95 (USD)

Buttons: Recalculate, Continue Shopping, Checkout

First Last, You are logged in: User Menu, Logout

Featured Architect-Related Articles:

- The Continuing Education Expert, October 2004
- The Continuing Education Expert, September 2004
- Power Up! We're Giving Away a Laptop PC!

RedVector.com

4. You are now at the “Redeem A Coupon” screen. Enter the payment coupon code you received from the administrator and click on the “Submit” button.

Redeem A Coupon
Type in the number of the coupon you wish to redeem.

IMPORTANT NOTICE: After you enter your coupon number in the space provided, you MUST click the “Submit” button. If you only press the “Enter” key, your coupon will not be applied.

Coupon Number:

[- Back To Previous Page -](#)

First Last, You are logged in: User Menu, Logout

Featured Architect-Related Articles:

- The Continuing Education Expert, October 2004
- The Continuing Education Expert, September 2004

5. You are now back at the “Your Shopping Cart” screen. Notice that the Discount column reflects a 100% discount and the amount due is \$0.00.

Keep?	View	Product Name	Quantity	Price	Discount	Sub Total
<input checked="" type="checkbox"/>		Asphalt Design - SuperPave: Aggregates & Mixtures (1 hour) AIA HSW	1	\$49.95 (USD)	100%	\$0.00 (USD)
					Total:	\$0.00 (USD)

Buttons: Recalculate, Continue Shopping, Checkout

First Last, You are logged in: User Menu, Logout

Featured Architect-Related Articles:

- The Continuing Education Expert, October 2004
- The Continuing Education Expert, September 2004
- Power Up! We're Giving

6. Click on the “Checkout” button to finalize your purchase.

7. You are now at the “Customer/Shipping Information” screen. Some of the fields are required, so answer them accordingly.

- ❑ **Billing Information:** please note that because you used the prepaid coupon code, the billing information section is not required. Leave these fields blank.

Customer / Shipping Information
Any information you enter below is **specific to this order**. It will **NOT** update your user profile. Also, in order to receive confirmation of your order, you must provide an e-mail address below.

NOTE: A red asterisk (*) indicates a required field.

*First Name: *Last Name:
 Attention:
 *Address:
 *City: *State/Province: CA
 *Zip Code: Other State/Prov.:
 Day Phone: *Country: United States
 Eve. Phone: Other Country:
 *E-Mail:

Billing Information

Because you are checking out with only free courses, billing information is NOT required.

*Cardholder: *Card:
 *Card No.: *Expires:
 *Address:

First Last, You are logged in: User Menu, Logout

Featured Architect-Related Articles:

- The Continuing Education Expert, October 2004
- The Continuing Education Expert, September 2004
- Power Up! We're Giving Away a Laptop PC!
- RedVector.com Satisfaction Guarantee
- RedVector.com and Florida Department of Transportation (FDOT) Announce Development Partnership

See More Articles...

8. The “Your Shopping Cart” screen has been updated to reflect your customer/shipping information. This is your last opportunity to change the information before purchasing your course(s).

❑ To edit your customer information, click on the [Click to Edit] link

9. Once all information is confirmed, **click on the “Purchase” button to finalize your purchase. If you do not click PURCHASE your order will not process.**

Your Shopping Cart - [\[Click To Edit\]](#)

View	Product Name	Quantity	Price	Discount	Sub Total
	Asphalt Design - SuperPave: Aggregates & Mixtures (1 hour)	1	\$49.95 (USD)	100%	\$0.00 (USD)
					Total: \$0.00 (USD)
					Tax: \$0.00 (USD)
					Overnight Shipping Surcharge: \$0.00 (USD)
					Final Total: \$0.00 (USD)

- Click here to attach coupons to individual products - (if you haven't already done so)

[Purchase](#)

Please Press Purchase One Time Only

Customer / Shipping Information - [\[Click To Edit\]](#)

First Name: First Last Name: Last

Attention:

First Last, You are logged in:

- User Menu
- Logout

Featured Architect-Related Articles:

- The Continuing Education Expert, October 2004
- The Continuing Education Expert, September 2004
- Power Up! We're Giving Away a Laptop PC!
- RedVector.com Satisfaction Guarantee
- RedVector.com and Florida Department of Transportation (FDOT) Announce Development Partnership
- See More Articles...

10. You are now at the “Thank You for Your Order” screen. RedVector.com will send you an order confirmation and description email.

NOTE: Course processing after your order is placed can take from 1-15 minutes. During this time the words “Access Pending” will appear after the course title.

Logout and return later or choose “VIEW – Refresh or Reload” from your top Browser icons to view the updated information on your screen.

Thank You For Your Order!

If you provided a valid e-mail address, you will receive a detailed description of your order very soon.

[Click Here](#) to Access and Take Your Online Courses

[Click Here](#) to Go to Your User Menu

[Click Here](#) to Purchase More Online Courses

[Click Here](#) for a Printable Receipt of Your Order

[Click Here](#) to Return to the RedVector.com Homepage

If you have any questions:

CONTACT US BY PHONE
(8:00 a.m. to 6:00 p.m. EST M-F)
TOLL FREE: 1-866-546-1212
(International: 001-813-207-0012)

First Last, You are logged in:

- User Menu
- Logout

Featured Architect-Related Articles:

- The Continuing Education Expert, October 2004
- The Continuing Education Expert, September 2004
- Power Up! We're Giving Away a Laptop PC!
- RedVector.com Satisfaction Guarantee
- RedVector.com and Florida Department of Transportation (FDOT) Announce Development Partnership

11. Confirmation Email. This is an example of the confirmation email sent to you by RedVector.com. You will notice that there are instructions on how to begin your course, as well as how to properly save and exit the course (in the even you need to log out before taking the test)

From: info@redvector.com [mailto:info@redvector.com]
Sent: Wednesday, November 03, 2004 2:35 PM
To:
Subject: Order Confirmation

Hello First Last,

Thank you for the order you placed on 11/3/2004 5:34:31 PM.
 You may [click here](#) to access your course(s) now.

To access your online courses another time, follow these easy steps.

- 1) Go to www.redvector.com using this hyperlink or paste this address into your browser page.
- 2) Log into your account using the Username & Password you selected. (See below)
- 3) Select **VIEW & ACCESS your online courses** (#1 under Online Courses).
- 4) Enter your Drivers license or Professional license number and click the “YES” bar below.
- 5) Click on the course title and begin your course.

To log out of your online course before completing the test:
 Logging out of “in-progress” courses is easy...

- 1) **LOGOUT** at the top right corner of the website, click **YES** to save.
- 2) Courses “in-progress” will be saved to the point where you stopped.
- 3) Upon re-entering, the test will open at the beginning and you will need to click the “submit” button on each page, forwarding to the page where you stopped and then continue the test.

Username: first last

Accessing and Completing RedVector.com Courses

Now that you have enrolled and paid for your course, you are ready to begin the course. Since RedVector.com courses are available 24 hours a day, seven days a week and can be taken from any computer with Internet connectivity, you can start, stop and resume the course as your schedule permits. Additionally, if you do not pass the quiz at the completion of the course, you will not have to pay to retake the course. Simply reread the course text and retake the quiz as often as required until you PASS.

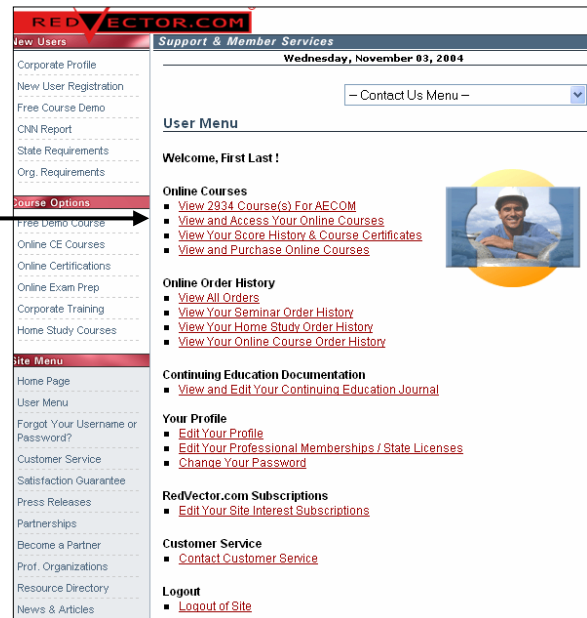


1. To get started, go to www.redvector.com using your Internet browser.

2. To the right of the RedVector.com logo, you will see a field for your Username and your Password. Please enter your username and password and click on the “login” button.

3. You are now at the “User Menu” screen. You should see a note that says “Welcome, Username”. If you do not see your username, please go back to the main menu and log in again.

4. Click on the second bullet under “Online Courses” – View and Access Your Online Course.



5. You are now at the “Affidavit” screen. You will be asked to complete this page every time you access a RedVector.com course. The request for driver’s license or state identification number serves as an electronic signature acknowledging that you have read and fully understand the policy and terms of use and that you are the person licensed

Click the bar “YES I confirm...” do not use the ENTER key as this will produce an error message.

AFFIDAVIT

I hereby represent, warrant and confirm, under penalty of perjury, that I am **First Last**.

As these credit hours are being completed to fulfill state mandated continuing education requirements for license renewal, it is a direct violation of the RedVector.com, Inc. Terms of Use for any registered User to let another party use his or her account and/or password for any reason. Violators will be removed from the website, lose all fees and privileges, and be reported to their respective State Licensing Board(s).

To proceed forward and take your course, you must first confirm your full understanding of the above policy and confirm that you have read and agree to adhere to the Terms of Use linked below. To do so, enter your Driver's License number (or State Identification Card number), then click the button below to confirm your identity.

Driver's License No. (or State ID No.):

6. You will now see all of the RedVector.com courses you have purchased. To begin the course, click on the course name of the class you would like to start.

Note: You will have one year from the date you enrolled/purchased the course to complete the course.

This page is your starting point for all of your online course activity at RedVector.com. Below is a list of all online courses that you have purchased since you registered with RedVector.com.

To get started, click on the name of the course you wish to begin.

Course Name	Access Granted	Expires	Order No.	Time Spent (minutes)	Status
(Free Demo) Leadership Course (1 hour) AIA IDCEC AIC	11/2/2004	11/2/2005	N/A	N/A	Open
Asphalt Design - SuperPave: Aggregates & Mixtures (1 hour) AIA HSW	11/3/2004	11/3/2005	943766	N/A	Open

DON'T SEE YOUR COURSE?
If you purchased a course in the from RedVector.com, and you do not see it listed here, the course

7. You are now at the “Course Introduction” screen. Once you have read this screen, click on the “Begin Course” button to continue.

8. You will see a screen for each of the sections listed in the bulleted list. Read the screens and click “Continue”
- ❑ The screen entitled “Body” is the course text. **You may find it helpful to print the “Body” or course text as a reference tool or for travel purposes.**
 - ❑ Once you have read the “Body” or course text and are ready to begin the quiz, click on the “Continue” button at the bottom of the “Body” screen.
 - ❑ NEW Lectora slide presentation courses (designated in the library with **two red arrows** before the title) will proceed in a different manner that is easy to follow and self explanatory.

RedVector.com | Online Course Facility Home | Get

You are about to begin one of RedVector.com's online courses. Before you begin, we would like to provide you with a brief explanation of what to expect as you navigate through this course.

The course you are about to begin (Asphalt Design - SuperPave: Aggregates & Mixtures (1 hour) AIA HSW) consists of six main sections, listed below:

- **Course Description** - A brief description of the course and what it entails.
- **Performance Objectives** - A statement indicating what you will know or be able to do better upon finishing the course.
- **Introduction** - A statement or series of statements introducing you to the course topic.
- **Body** - The main course content, which may consist of several paragraphs as well as illustrations that you will need to analyze in order to successfully complete the course.
- **Conclusion** - A summary restating the main ideas of the course topic and emphasizing the key information you need to know in order to successfully complete the course.
- **Quiz** - A series of questions to test your knowledge of the subject matter. Your performance on the quiz is the key to successful completion of the course.

As you proceed through the course, a navigation toolbar will be available to you in the top and bottom right corners of the screen. Use this toolbar to jump back and forth between the different sections of the course.

You are now ready to begin this course. To proceed to the **Course Description**, click the button below.

Note: There is course navigation bar at the top of all course screens that allows you to jump to other sections of RedVector.com. This course navigation bar will become handy if you need to review the course text while you are taking the quiz and/or if you need to log out of the course or quiz before completion.

You are logged in as First Last.
If you are not First Last, please [click here].

RedVector.com | Online Course Facility Home | General Introduction | Course Description | Performance Objectives | Introduction | Body | Conclusions | File Downloads | Quiz | Logout

9. You are now at the “Conclusion” screen. Once you have read this screen, click on the “Proceed to Quiz” button to continue.

Conclusion

Hot mix asphalt pavement is used throughout the United States for roadway surfaces. The methods used to design HMA were developed over 50 years ago and have changed little since then. The increase in traffic along with heavier truck loads have accounted for shorter pavement life and distress due to rutting and cracking. The goal of the Superpave system is to reduce the historical problems associated with HMA. The aggregates in the asphalt are extremely important and in order to produce Superpave, close attention needs to be given to providing aggregates that meet the specifications. Testing of the asphalt mixtures to insure that the mixture meets the compaction, volumetric and moisture sensitivity criteria is also important.

Please use the material you reviewed in this course to answer the following multiple-choice test questions.

10. You are now at the “Quiz” screen. Here are some navigating tips:

- ❑ **Open book test:** You may refer to the “Body” or course text at any time during the quiz.
 - ✓ If you would like a paper version of the course text, refer to the instructions on how to print the course text in Step 8, bullet 2 (page 14 of this guide).
 - ✓ If you would like to search the course text online, click on the course navigation bar’s “Body” link to go back to the Body screen. Once you have found your answer, click on the course navigation bar’s “Quiz” link to return to the quiz.
- ❑ **Print the Quiz:** You may print the entire quiz by clicking on the print quiz link.

The screenshot shows a quiz interface with a navigation bar at the top. The main content area contains instructions and a question. A checkbox labeled 'Mark For Later Review?' is visible at the bottom of the question. Arrows from the text in step 10 point to the 'Mark For Later Review?' checkbox and the 'Print the Quiz' link in the navigation bar.

11. When taking the quiz, you may either answer the question or mark the question for “later review”. Once you have made your selection, click on the “Submit” button to continue to the next question.

12. YOU MAY LOGOUT using the Logout button on the top bar at ANYTIME – **this will save your answers so you may return later to complete the quiz. See page 16 of this Guide.**

13. At the end of the quiz, you will see an “**Answer Review**” screen. **This screen is ONLY available at this time.** After you logout these answers will not be available at a later date. We suggest you PRINT your answers if you need them.

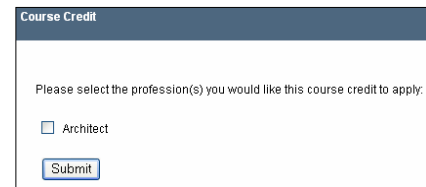
- ❑ The questions marked as “later review” are highlighted in yellow.
- ❑ To review any of your answers, simply click the question number and the question and answer choices will appear on your screen. This is your opportunity to answer the question or modify your answer. Once you have reviewed your answer, click on the “Submit” button to return to the “Answer Review” screen.
- ❑ If you are satisfied with all of your answers, click on the “Score your answers” link.

The screenshot shows the 'Answer Review' screen with a list of 10 questions. Questions 3 and 8 are highlighted in yellow. A warning message is displayed in red text: 'Do not attempt to "score" your quizzes until you have completed all the questions in every scenario. Noncompliance may cause our system to interpret unattempted quizzes as missed questions and may lead to a failing grade.'

14. You will be asked to confirm that you want to score your quiz. You will have to retake the quiz if you do not pass with an acceptable score.

The screenshot shows the 'Confirmation of Course Completion' screen. It contains a warning message in red: 'WARNING: THIS ACTION CANNOT BE UNDONE'. Below the warning is a prompt: 'Are you sure you want to proceed?' with 'Yes' and 'No' buttons.

15. You are now at the “Course Credit” screen. Select the professional category(ies) that that apply to this course. Click the “Submit” button to continue.



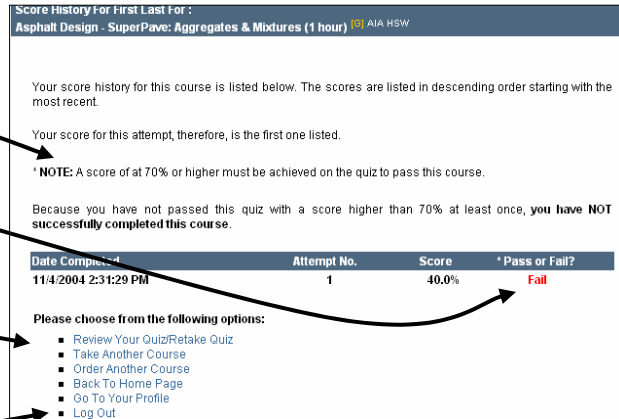
Course Credit

Please select the profession(s) you would like this course credit to apply:

☐ Architect

16. You will be asked to post course feedback. While your feedback is optional, this is a great opportunity for you to let RedVector.com know what worked well about the course and how they could improve the course. Click the “Proceed” button to continue.

17. You are now at the “Score History” screen. You will see the entire score history for the course you are currently pursuing.
- ☐ Minimum score needed to pass the course
 - ☐ Did you pass or fail?



Score History for First Last I or :
Asphalt Design - SuperPave: Aggregates & Mixtures (1 hour) [9] AIA HSW

Your score history for this course is listed below. The scores are listed in descending order starting with the most recent.

Your score for this attempt, therefore, is the first one listed.

*NOTE: A score of at 70% or higher must be achieved on the quiz to pass this course.

Because you have not passed this quiz with a score higher than 70% at least once, **you have NOT successfully completed this course.**

Date Completed	Attempt No.	Score	* Pass or Fail?
11/4/2004 2:31:29 PM	1	40.0%	Fail

Please choose from the following options:

- Review Your Quiz/Retake Quiz
- Take Another Course
- Order Another Course
- Back To Home Page
- Go To Your Profile
- Log Out

18. You can proceed in a few ways:

If you did not pass the course,

- ☐ You can review your scored quiz and/or retake/resume the course now.
- ☐ You can log out. If you did not pass the quiz, you can always retake/resume the course at a later time.

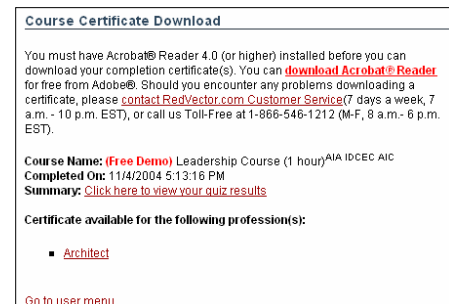
If you passed the course, two things will happen:

- ☐ You will receive an email summarizing your passing test results.
- ☐ A certificate of completion has been saved to your User Menu. To view and/or print the Certificate of Completion, click on the PDF image to download your certificate of completion.

COURSE CERTIFICATE DOWNLOAD

1. You are now at the “Course Certificate Download” screen.

2. Click on the “Go to User Menu” link



Course Certificate Download

You must have Acrobat® Reader 4.0 (or higher) installed before you can download your completion certificate(s). You can [download Acrobat® Reader](#) for free from Adobe®. Should you encounter any problems downloading a certificate, please [contact RedVector.com Customer Service](#) (7 days a week, 7 a.m. - 10 p.m. EST), or call us Toll-Free at 1-866-546-1212 (M-F, 8 a.m. - 6 p.m. EST).

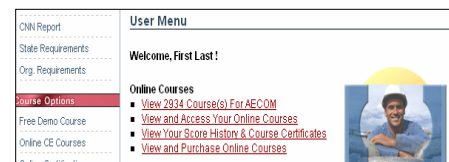
Course Name: **(Free Demo)** Leadership Course (1 hour) AIA IDCEC AIC
Completed On: 11/4/2004 5:13:16 PM
Summary: [Click here to view your quiz results](#)

Certificate available for the following profession(s):

- [Architect](#)

[Go to user menu](#)

3. Click on the “View Score History and Course Certificate” link.



User Menu

Welcome, First Last !

Online Courses

- [View 2934 Course\(s\) For AECOM](#)
- [View and Access Your Online Courses](#)
- [View Your Score History & Course Certificates](#)
- [View and Purchase Online Courses](#)

Free Demo Course

Online CE Courses

Online Certifications

CHN Report

State Requirements

Org. Requirements

Course Options

4. You are now at the “Online Course Score History & Course Certificates” screen.

- ❑ You will notice that some courses require a course survey. You cannot access your certificate of completion until you complete this survey. Please read this screen thoroughly to learn if you need to complete the survey. If survey is required, click on the link to take the survey.
- ❑ If a survey is not required proceed to download your certificate by clicking on the Acrobat .pdf document image.

Online Course Score History & Course Certificates

Your score history for all of your online courses is listed below. The courses are listed in alphabetical order. If you attempted the course more than once, the most recent attempt will be listed first for that course.

Certificates of completion are available for download in Adobe® Acrobat® (PDF) format. Click the icon next to a passing score to proceed to the download page.

NOTE: Certificate download will not be available until your order has been processed and all required surveys are complete. Online courses for which you have **NOT** completed a **REQUIRED** survey can be viewed by clicking [here](#).

Course Name	Test Completed On	Attempt	Score	Status
(Free Demo) Leadership Course (1 hour)	11/4/2004	1	91.7%	Complete

5. You are now at the “Customer Satisfaction Survey” screen. **All of these questions are required.** Submit your answers when you are finished.

Customer Satisfaction Survey

Thank you for allowing RedVector.com to assist you in your continuing education efforts. Please take a few moments to complete the survey below. **Please complete this survey only once per person.**

1. How did you discover RedVector.com?

- ☐ Written Correspondence (Direct Mail)
- ☐ Email Correspondence
- ☐ Word-Of-Mouth
- ☐ Link From Another Website
- ☐ Magazine Advertisement
- ☐ Radio Advertisement
- ☐ Tradeshow/Convention

6. You are now at the “Thank You for Your Feedback” screen. Click on the View Score & Certificate for the Course link

7. Click on the PDF image on the course you successfully completed.

Thank You For Your Feedback!

Thank you for completing the RedVector.com survey. To show our appreciation for your business we'd like to offer you a **10% discount off your next purchase**.

Please contact Customer Service to accept this offer.

Call toll-free at 866-546-1212 or [Click Here to Contact Customer Service](#)

IMPORTANT:
Survey coupons are not valid with other discounts or previous purchases.
Coupon valid for 6 months from issue date.

Please choose from the following options:

- ☒ View Scores & Certificates For This Course
- ☐ Review Your Quiz/Retake Quiz
- ☐ Take Another Course
- ☐ Order Another Course
- ☐ Back To Home Page
- ☐ Go To Your Profile
- ☐ Log Out

RE-ENTERING AN INCOMPLETE QUIZ

If you were unable to complete the Quiz on any course material – follow these steps to complete the quiz and receive your grade and completion certificate.

1. Login to the www.redvector.com homepage
2. Choose the View and Access Course link
3. Enter the Affidavit information
4. Choose the appropriate course title and open that course
5. Click on the QUIZ icon from the top bar
6. Once you are at the QUIZ – click on the SUBMIT button on the bottom of each page until you reach the page where you entered your last answer.
7. Continue answering the remaining questions.
8. Proceed in using the instructions above for the remainder of the quiz, answering the survey, downloading your certificate etc

HOW TO - identifying RedVector courses

Please note that **the designations at the end of the course title** will guide you to choosing the correct course for your mandatory license renewals by state, organization and professional needs.

Using our library for Professional Development? ALL COURSES are available to you. TIP: Choose "International" in place of listing a "State" and the entire library of courses will be provided. *Do not use this tip when renewing a professional license for credit.*

- 1) **The hourly designation (1 hour/ 2 hours/ 3 hours etc)** This allocation is a measure of the time granted for continuing education credit by the State Boards and not necessarily an implication of the time that will be spent in the course.

Administrators please note: The hourly designation **(1 hour/ 2 hours/ 3 hours etc)** and not the time spent in the course will be deducted from the corporate block of hours.

- 2) **The level/detail of the course content.** (**B** - entry or basic information; **S**- intermediate with more in-depth content; **G** - advanced for the seasoned professional or fast -learner).
- 3) **The profession designations** will guide your employees to know; which field the course focuses on; which State Board approvals are applied to that course; which organizational approval may be provided.

All courses will not be marked - in this case the course synopsis will provide information. Many engineering courses have no designation listed unless a search by State and Profession is used to pull up a particular library for license renewal purposes.

NOTE: Engineers may generally take any course that targets their particular professional genre as Civil, Mechanical, Chemical, Structural and so on. However, a structural engineer, due to staffing limitations within their company for example, may be working on a high rise building as opposed to a bridge design and should feel free to take the course that applies to his professional need at the time.

LS = Land Surveyor

AIA= Architect (HSW - designates Health Safety and Welfare requirements are met)

PE= Professional Engineer course recommended for PE exam (this does not apply to most Engineer courses)

BI=Building Inspector

LA=Landscape Architect

ASFPM= Flood Plain Manager

PMI=Project Manager

CON=Contractor

- 4) **Course synopsis** - click on the course title and preview a general description of what you can expect to see and achieve via that course.
- 5) **Author contact** - in the synopsis you may click on the authors name and email them questions concerning that course - such as questions about current content or "when will the next course in the series be available" and so on.
- 6) **Search by State and Profession** - this search will produce ONLY those courses approved for CE credit for the State and Profession selected.

Donna Hamilton
Enterprise Accounts Director
813-864-2586

June 2006