



Instructions for purchasing and completing the MHSRC ONLINE 55+ Driver Improvement course

Who is this guide for?

These instructions are for those who really want to take the class online, but are less familiar with the Internet environment and troubleshooting computer problems. Unfortunately, we don't have a [geek squad](#) at the MHSRC to help with all the problems or challenges that might arise when trying something new online, so we created these detailed instructions to help guide you.

The sample images shown here are based on use of a computer. If you are using a mobile device, the screens will look different.

If you encounter a term or concept in this document that is unfamiliar, try "[googling](#)" it. Click the link to open Google: <https://www.google.com/> and type your question in the box at the center of the page.

We've already "googled" answers to lots of the questions people may have, and provided links throughout this guide. Click on any text shown underlined and in blue to go directly to the indicated web page or location.

Quick Start

Use the Quick Start for a summary of requirements and steps. If you need more details on any part, visit each section for step by step guides.

What if I try it and can't get it to work?

If you find that the course will not work, for any reason, after getting started, e-mail us at mhsrc-dip@stcloudstate.edu. If there is an in-person class in your area that will work for you, we can transfer you to that course. Courses are offered throughout Minnesota and you can find the current schedules here <https://www.stcloudstate.edu/continuingstudies/mhsrc/55-plus/default.aspx>.

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Quick Start: a short summary of steps for taking the course online

Setting up and purchasing

- You'll need a high speed internet connection and an up to date browser, with cookies, pop-ups and [Adobe Flash Player enabled](#).
- If your computer is set to automatically go into sleep or hibernate mode after a short time of inactivity, you'll want to adjust it to allow the machine to stay awake for an hour or more before entering these energy saving modes.
- Go to <https://mnsafetycenter.interactyx.com/Pages/Catalog/CourseCatalog.aspx>
- Choose your course and click the "Purchase" button.
- For new users, scroll down to where it says "Register Now" create your username and password and enter your contact details. Confirm you're not a robot with the "Security Check" and click on "Register."
- Agree to the purchase terms and click "Checkout."
- Enter your credit card details. Do not include any non-letter characters (dashes, apostrophes or periods) in the name field.
- Click "Continue Checkout" and follow the prompts to complete your purchase.
- Click "Launch" or "Go to my material"
- Click on the first chapter title to get started.

Returning, completing and getting your certificate

- When you want to take a break, close all windows and log out. Leaving a chapter open and unattended is a common cause of people losing work in the course.
- When ready to resume, return to the [Login page](#), enter your username and password and click on **Login Now**.
- Scroll to the course you purchased and click the **Start** button.
- Click on the title of the chapter you were last viewing. Once you have completed a chapter, it will be checked off and the next one will be available.
- The chapter slides will progress automatically based on the audio tracks. You will need to interact with the content in several places.
- If you encounter trouble with the course, visit the [Help](#) section to answers to common questions.
- After completing all 5 required chapters, you will be able to click on the **Download Certificate** link in the menu bar. Then, click the **Download Certificate** button and save the [Adobe Acrobat](#) .pdf file to your computer.
- If you have trouble finding the file, it may be in your "downloads" folder. You can also e-mail us at mhsrc-dip@stcloudstate.edu to request a copy of the certificate. We will send the file as a pdf, unless an image is requested.

Making sure you have the right equipment and getting set up

In order to access the course online, you will need:

- Computer or mobile device connected to the Internet
- Minimum 512MB of [RAM](#)
- 900MHz [Processor](#). All newer (1-4 yrs. old) computers should be better than this. If your processor is listed as a long string of incompressible numbers, symbols and acronyms then you are good.
- [High speed Internet](#) connection: Minimum 1.5 Mbps
- A [web browser](#): Internet Explorer 9 or higher, [Firefox](#) 3 or higher, Safari 5 or higher, or [Google Chrome](#).
- Soundcard and speakers.
- Current Adobe Flash Player [add-on](#) (Desktop and laptop users) For instructions getting this free software: <https://helpx.adobe.com/flash-player.html>
- Adobe Acrobat Reader. This is only needed to directly download and open your certificate. If you don't want the reader, you can contact us at mhsr-dip@stcloudstate.edu to request a copy of the certificate that can be opened without the reader. Download free reader here: <http://get.adobe.com/reader/>

Additionally, you'll need to make sure you have the right settings to run the course smoothly:

Start by making sure your web browser is [up to date](#) and set to allow [cookies](#), including third party cookies, and [pop-up windows](#). Figuring out how to adjust your browser settings may require visiting your specific browsers "Help" section. Here are links to help for a few of the common ones:

[Google Chrome](#), [Firefox](#), [Internet Explorer](#), [Edge \(Windows 10\)](#), [Mac Safari](#)

Make sure you have the Adobe Flash Player add-on installed and it is not disabled in your browser settings. You can find instructions for that here <https://helpx.adobe.com/flash-player.html>.

Next, if your computer is set to automatically go into sleep or hibernate mode after a short time of inactivity, adjust it to stay awake while taking the course. Because course content runs in a separate pop-up window, if your computer sleeps mid-way while viewing course content, the content may continue running, but the link to the main course may be broken and will not save your place. For more information on how to adjust these settings on your machine, try one of these sources.

PC: <https://support.microsoft.com/en-us/help/13770/windows-shut-down-sleep-hibernate-your-pc>

Mac: <https://support.apple.com/en-us/HT201714>

These settings are required in order to run our course content. If they are not your preference, note the steps you take to change them so that you can easily go back and return to your preferred settings after completing the course.

Purchasing the course

Open the website <https://mnsafetycenter.interactyx.com/Pages/Catalog/CourseCatalog.aspx>.

NOTE: You must take all actions on the actual web site, the following images are just pictures of the site to help guide you through the steps.

8 Hour 55+ Driver Improvement Program



Duration: 60 Days

Price: \$24.95 USD

Purchase

This is an approved accident prevention class for drivers 55 and older. This 8 Hour class is for those who are taking the class for the first time.

Taking this class will certify you for a discount of 10% or more a year on your auto insurance for 3 years. The class will normally pay for itself on your first bill and savings for most people come out to over \$300 over the life of the certificate. After 3 years, take the 4-hour refresher class to keep saving money.

You'll need an Internet enabled device with a high-speed connection to access the class online. For more information on how to use this site and taking the class online, visit our [Help Page](#). Also check out our answers to some [Frequently Asked Questions \(FAQ\)](#) about the insurance discount.

4 Hour 55+ Driver Improvement Program



Duration: 60 Days

Price: \$21.95 USD

Purchase

This is an approved accident prevention class for drivers 55 and older. This 4 Hour refresher class is for those who have already taken their initial 8 Hour Driver Improvement Course.

The 4 Hour refresher is taken every three years to maintain your

Choose your class and
click **Purchase**

Registered Members

If you are a registered member, please sign in.

Username *
Password *

Sign In

* Required information

If you already have a user ID:

Enter your user name & password.

Click **Sign In**

Register Now

If you are not a registered member, please register.

Username *
Password *
Confirm Password *
First Name *
Last Name *
Email *
Middle Name *
Address 1 *
City *
State/Province *
Zip/Postal Code *
Phone *

Security Check



Enter the Text Shown *

Not Case Sensitive

Register

* Required information

First time users only:

Fill out all fields

Write down the user name and password you choose so you can come back to the site & quickly sign in.

Click **Register**

Click to check the agreement box & then
Click **Checkout**

Order Details

Purchase Items	Coupon Code	Price
8 Hour 55+ Driver Improvement Program		\$24.95 USD
<input type="text" value="Enter Coupon Code"/>		<input type="button" value="Add"/>
		Total: 95 USD
<input type="checkbox"/> Must agree with the Refund & Security Policy before proceeding. View Refund & Security Policy		<input type="button" value="Continue Shopping"/> <input type="button" value="Checkout"/>

Payment Information

Order Details

Summary

Credit Card Details

Card Type

Do not include dashes, only enter the numbers.

Credit Card Number *

Enter Card Information

Expiration Date *

Card Verification Number *

Type your name as it appears on the card, but without any hyphens, periods, apostrophes, etc.
The name field only accepts letters of the alphabet

Name (as it appears on card) *

Type your name as it appears on the card, but
without any part that is not a letter of the alphabet
– no periods, dashes, apostrophes, etc.

Email Address *

Phone *

Billing Address Details

Address 1 *

Address 2

City *

Enter your address exactly as
shown on your card bill

Country *

State/Province *

Zip/Postal Code *

Continue Shopping

Back

Continue Checkout

Click **Continue Checkout**

Order Summary

8 Hour Driver Improvement Course 24.00 USD
Total: **24 USD**

Credit Card Details

Card Type
Credit Card Number
Expiration Date
Card Verification Number
Name (as it appears on card)

Billing Address Details

Address 1
Address 2
City: St Cloud
State/Province: MN
Zip/Postal Code: 56301
Country: UNITED STATES

[Continue Shopping](#)

[Back](#)

[Continue Checkout](#)

Review details and click **Continue Checkout**

Receipt

Thank you for your purchase.

Your transaction ID is : 0

A receipt of this transaction has been emailed to jmdingmann@stcloudstate.edu



Purchase Items

8 Hour Driver Improvement Course 24.00 USD
Total: **24.00 USD**

Credit Card Details

Card Type:
Credit Card Number:
Name (as it appears on card):
Billing Amount:

Billing Address Details

Address 1:
Address 2:
City:
State/Province:
Zip/Postal Code:
Country: UNITED STATES

[Continue Shopping](#)

[Go To My Material](#)

Click **Go To My Material**

Course	Registration Date	Open
8 Hour Driver Improvement Course	9/26/2014	Course Home Page Launch

Launch

On the course material page, each title or chapter for the course has to be completed in order. Titles showing with a *red asterisk are required for completing the course. Items that do not have an asterisk are optional.

[My Profile](#) |
 [Courses & Pricing](#) |
 [Download Certificate](#) |
 [Admin](#)

[Course Home Page](#) |
 [Course Material](#)

8 Hour 55+ Driver Improvement Program

- * 8 Hr. Chapter 1: Why this is Imp...
- * 8 Hr. Chapter 2: Be Prepared
- * 8 Hr. Chapter 3: Vision & Managing Space
- * 8 Hr. Chapter 4: On the Road
- * 8 Hr. Chapter 5: Laws & Other



Description

Then, click on the first title (varies by course) in the table of contents.

INSTRUCTIONS

Considerations

- [Certificate Download Instructions](#)
- [Additional Resources](#)
- [Anonymous Survey](#)

To get started, click on the title "8 Hr. Chapter 1: Why this is Important" in the table of contents to the left. This will open a presentation in a new tab or window of your browser.

If you are going to take a break, it is recommended to close the tab or window that the presentation is running in and come back to this main course page. Then, close your internet browser. Even though the presentation may continue to run, the main course page will automatically log you out after about 2 hours, and this may cause you to lose your place if left sitting too long without interaction.

To go back to a title in progress, simply click on the title again in the table of contents on the left. You will be asked if you want to resume where you left off.

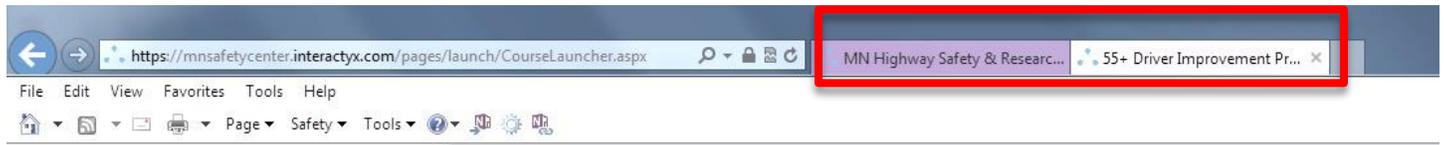
Each chapter title will be checked off as you complete it, and then the next chapter will become available. You do not have to complete the course all at one time. You can exit at any time and come back to where you left off, but must complete all material within 60 days from your date of purchase.

You can turn the audio off or on with the speaker button at the bottom of the screen, but each slide will run the length of the

Viewing Content

Each title opens an interactive presentation in a new tab or window of your web browser. All browsers and computers (or tablets) look a little different, so your view will depend on your particular browser and settings. Most users will see something similar to the below example at the top of the screen while viewing each presentation.

Here the class page is open on the first tab (MN Highway Safety & Research...) and the chapter is open on the second tab (55+ Driver Improvement...).



The chapter slides will advance automatically until points where your input is needed. In these places, the **Continue** or selection buttons will appear, or become active, as soon as the narration has completed.

Click the **Transcript** tab to view a transcript of the slide audio.

Adjust audio.

Continue →

Even if you have turned the audio off and are just reading along, slides will not progress until the audio has completed.

The website will timeout (i.e. log you out) after a period of inactivity. It may not record your progress properly if left on pause, or unattended, for more than 30 minutes. When you are ready to take a break, or leave the course unattended for a period of time, be sure to follow the instructions below and log out.

Taking a break to resume the course later

To be sure that you are able to return to the point you left off, always close all course windows.

First, click the “X” on the presentation tab
You may need to hover your mouse over the tab to see an “X”.



Closing the chapter presentation tab brings you back to the class main page.

If you have completed a title, a green check mark will appear next to it and the next title will be available.



Close your web browser.

Returning to Your Course

Navigate to the login page <https://mnsafetycenter.interactyx.com/login.aspx>

Help | Login

Minnesota Highway Safety & Research Center

Online Driver and Traffic Safety Awareness Courses

As a department of St. Cloud State's Center for Continuing Studies, the MHSRC provides educational activities and training that prevents financial loss and human trauma and promotes the safe operation of vehicles on highways.

COURSES & PRICING

Username
Password
 Remember me [Forgot password?](#)
Login Now
[Not registered yet?](#) [Sign up here](#)

Enter your Username & Password

Price: \$24.95 USD

Start

Click **Start** button for your course

[My Profile](#) | [Courses & Pricing](#) | [Download Certificate](#) | [Admin](#)

[Course Home Page](#) | [Course Material](#)

8 Hour 55+ Driver Improvement Program



Instructor: MN Highway & Research Center
Duration: 60 days
Price: 24.95USD

Start

If you do not see the list of presentation titles, click on **Start**.

Material

8 Hour 55+ Driver Improvement Program

Click Lessons Below to Launch

- * Chapter 1: Why This Is Important
- * Chapter 2: Be Prepared to Drive
- * Chapter 3: Vision & Managing the Space Around Us
- * Chapter 4: On the Road
- * Chapter 5: Laws, Personal Safety & Driver Responsibility

[Additional Reference & Resource Links](#)
[Optional Survey](#)

Your completed titles will be checked off, so click on the first highlighted topic that has not been checked off.

Getting Your Certificate

Follow the directions below to download (i.e. get your certificate file from our web page) and save a copy of your certificate. If you have trouble getting your certificate, just e-mail us at mhsrc-dip@stcloudstate.edu to request a copy. Please include your full name and class title with your request, as well as all e-mail addresses you want your certificate copied to. You'll receive your certificate by e-mail in the next 1-5 business days.

You must be logged in with your user name and password to access your certificate.



Minnesota Highway Safety & Research Center Online Driver and Traffic Safety Awareness Courses

Click **Download Certificate**

Click **Download Certificate**

Course	Status	Credit Hours	Percentage Completed	Started Date	Completed Date	Expiration Date	Due Date	
4 Hour 55+ Driver Improvement Program	Completed	0	100	05/04/2016	08/30/2017	07/03/2016		Download Certificate

What happens next will depend on your browser and what you have it set to do with files downloaded from the internet. If it looks like nothing happens when you click the Download Certificate button, it may be that your browser is set to automatically download files to a "Downloads" folder on your computer. These resource may help you find the file.

PC: <https://support.microsoft.com/en-us/help/17436/windows-internet-explorer-download-files-from-web>

Mac: <https://support.apple.com/en-us/HT201732>

If your browser is set to ask you before downloading, you may see a window asking if you want to print or save the file. it is recommended to save the file to your computer for your records. You can then open and print it, or send it as an attachment via e-mail to your insurance agent.

Certificates are Adobe pdf documents and you must have the Adobe Reader program to view them. You can download this free program from <http://get.adobe.com/reader/>