



**SMARTPROS LTD.**

**PROFESSIONAL EDUCATION CENTER  
USER'S GUIDE  
ENGINEERING EDITION**

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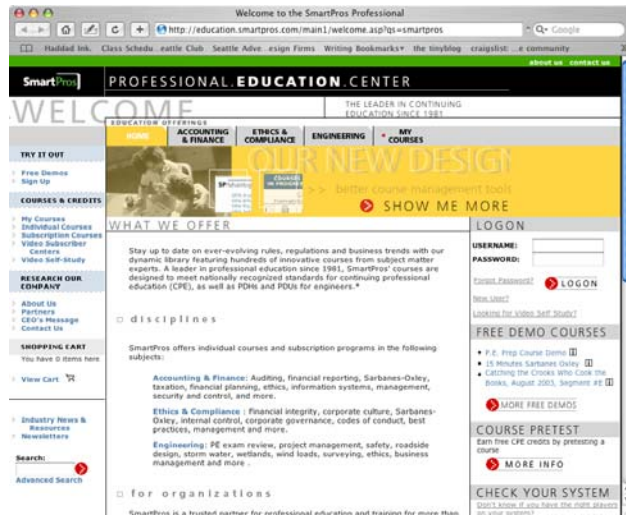
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## **Basic Navigation**

### **The Home Page**

The *Home* page is your portal to all SmartPros courses and features. From here you can access courses in the disciplines of Accounting & Finance, Engineering and Ethics & Compliance.

You can return to the home page at any time by clicking the **Home** tab located near the upper left of your browser window.



### **Browsing Courses by Discipline**

Along the top of the *Home* page you'll find tabs for each discipline. Choose the tab for your area to get started.

- **Accounting and Finance** brings you to a listing of all available accounting and finance related courses. For details on the Accounting and Finance edition of the Professional Education Center, please see the PEC User's Guide, Accounting and Auditing edition.
- **Ethics & Compliance** brings you to a listing of all available Ethics & Compliance related courses.
- **Engineering** brings you to a listing of all available Engineering and Safety Management related courses. You are reading the Engineering edition of the PEC User's Guide.

### **Subscriptions**

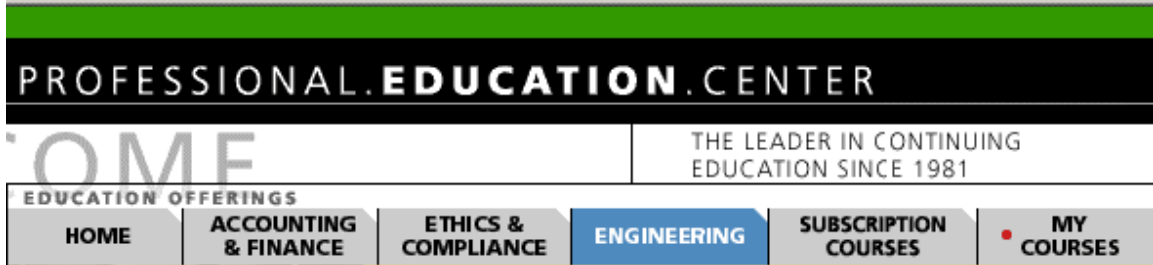
Clicking the **Subscriptions** tab brings you to a list of courses that can be purchased through our subscription model. If the *Subscriptions* tab is not visible, there are no subscriptions available. Subscriptions grant you access to a related group of courses for a period of one year. Subscriptions are not available for all products.

### **My Courses Tab**

Clicking on the **My Courses** tab brings you to the *My Courses* area. From here you can manage your account as well as current and past SmartPros courses.

## Getting Started

To get started with the Engineering edition of the Professional Education Center ("PEC"), choose the **Engineering** tab located at the top of the main screen. Clicking this tab puts the PEC into Engineering mode.



## **Account Features**

### **Creating an Account**

To create an account:

- Click the **Register Now** link located below the login fields on the *My Courses* page.

Not Registered? [Register Now.](#)

- Fill in the requested information on the *Profile* page.  
Note that you must fill in information marked by a red asterisk.

### **Logging In**

You can log in:

- At the top right of the *Home* page or
- On the *My Courses* Page

**LOGON**

---

**USERNAME:**

**PASSWORD:**

Check here to save your username on this computer.

[Forgot your password?](#)  **LOGON**

Enter your username and password to log in to SmartPros. Once you've logged in, your name will appear near the top of the screen and you will have access to the *My Courses* page.

### **Updating Your Profile**

To edit or update your profile:

- Click the **Update Profile** link located under your name at the top of the screen.

logged in as: Joe User  
[LOG OUT](#) | [UPDATE PROFILE](#)

From the *Update Profile* page you can edit your:

- Name
- Street Address
- City
- State

- Zip Code
- Phone Number
- Fax Number
- Email Address
- Password

Note that fields marked with a red asterisk must be filled in.  
From here you can also Subscribe or Unsubscribe from SmartPros newsletters.

### Forgotten Passwords

To retrieve a lost or forgotten password:

- Click on the **Forgot Password?** link on either the *My Courses* page or in the upper right corner of the *Home* page in the Logon box.
- Enter your email address. Make sure to enter the email address that you used when registering with SmartPros



Email Address:






- You'll be presented with the username associated with the entered email address. If the username is yours then click **This is Me**. Your password will immediately be emailed to you.

| Lost password - Account identification  |                    |                   |
|---|--------------------|-------------------|
| Please identify your account. If you do not see your account here please <a href="#">Return</a> . |                    |                   |
| User Name   | Email              | Send Password     |
| Joeuser   | user@smartpros.com | <b>This is me</b> |

- If you do not see your username, click the **Return** link. This will bring you back to the enter email page.

## The My Courses Area

Found at the top of the *My Courses* area, the *Course and Credit Summary* is intended to give you a quick summary of your progress in the SmartPros system.

| COURSE AND CREDIT SUMMARY   |   |
|---|---|
|  <a href="#">HELP</a>  |   |
| <p> MY COMPLETED CREDITS</p> <p>PEC Credits: 0 External Credits: 0<br/> <b>Current Credit Total: 0</b></p> | <p> MY AVAILABLE CREDITS</p> <p>Free Courses: 0 Free Pretest Courses: 10<br/> <b>Registered (Available) Course Credits 0</b></p>                       |
| <p><input type="checkbox"/> MY SUBSCRIPTIONS</p> <p>Financial Integrity Suite (with FMN) (Expires: 7/15/2005)</p>   | <p> PROMOTIONAL CODE</p> <p><input type="text"/>  <b>SUBMIT</b></p> |

### Completed Credits

- PEC Credits: indicates the number of courses you have earned through SmartPros Courses.
- External Credit: indicates the number of credits you have entered into the *External Course Journal*
- Current Credit Total: Indicates the total number of credits earned from both PEC and external sources.

### Available Credits

- Free Pretest Courses: Indicates the number of Free and Pretest credits you have available. Pretest courses are considered candidates for earning free credits and must undergo testing before being made available for credit.

### Available Subscriptions

Subscriptions assigned to your account are listed in this section. This summary section will not appear if there are no subscriptions available. The expiration date of your subscription is listed immediately after the title. Once this date has passed, your subscription is no longer valid and must be renewed in order to access any courses in your account. Note that courses in your course history or completed courses and all certificates will still be available after this date.

### Promotional/Billing Codes

If you have been assigned a promotional/billing code, please enter it here. If you have not been assigned a code, you may ignore this section.

### Newsletters

Any newsletters you have subscribed to on the *My Profile* page will be listed in this section. Newsletters can be added or deleted by clicking **View Options** in the newsletters section or by clicking **Update Profile** at the top of the screen under your name.

## Removing Enrolled Courses

| COURSES IN PROGRESS                 |                | COMPLETED COURSES          | COURSE HISTORY  | EXTERNAL COURSE JOURNAL | Expiration Date | Credits      | Current Status |      |
|-------------------------------------|----------------|----------------------------|---|-------------------------|-----------------|--------------|----------------|------|
| Formats                             | Catalog Number | Course Title (Subs. Brand) |   |                         |                 |              |                |      |
| <input checked="" type="checkbox"/> |                | 991004                     | Travel, Entertainment, Gift, and Car Expenses (SPA)                                     |                         |                 | Jul 15, 2005 | 6.00           | Paid |
| <input type="checkbox"/>            |                | 998646                     | CPAR GOV/NFP - Vol. 2003 - No. 4 - A - Improving Audit Quality - The First Steps (CPAR) |                         |                 | Jul 15, 2005 | 2.00           | Paid |

(Click to view detail)

REMOVE CHECKED COURSES

To remove a course you've enrolled in from your account:

- Check the remove course checkbox.
- Click the **Remove Checked Courses** button.

\*Note. Removing a course from your account is permanent. You may enroll in the course again, but you will be required to start again from the beginning. If you purchased an individual course by credit card (as opposed to purchasing a subscription), you will not be able to remove the course and get a credit, unless you are within the 30-day purchase period.

## Course Functions

The tabs across the top middle of the *My Courses* section (see picture below) navigate the course functions tools. Clicking on the tabs where indicated will take you to each section.

| COURSES IN PROGRESS | COMPLETED COURSES | COURSE HISTORY | EXTERNAL COURSE JOURNAL | STUDENT MATERIALS | SHOPPING CART |
|---------------------|-------------------|----------------|-------------------------|-------------------|---------------|
|---------------------|-------------------|----------------|-------------------------|-------------------|---------------|

## Courses in Progress

The *Courses In Progress* tab gives you access to all courses for which you are currently enrolled. The list of courses will appear immediately below the navigation tabs.


| Formats                  | Catalog Number | Course Title (Subs. Brand) |  |  | Expiration Date | Credits | Current Status |        |
|--------------------------|----------------|----------------------------|--|--|-----------------|---------|----------------|--------|
| <input type="checkbox"/> |                | 998034                     | Partnership Taxation I(ISDN or higher-video)(56k and lower-audio) (SPA)  (8) |  |                 | 5.09.05 | 1.00           | Passed |
| (1)                      | (2)            | (3)                        | (4)  |  | (5)             | (6)     | (7)            |        |

The above columns are defined as:

1. Remove course checkbox: See above for how to remove courses.
2. Formats: Indicate the type of course in your order. Refer to the Format Key below for more information.

Format Key: Video Flash Text CD Book









3. Catalog number: The catalog number of your course.
4. Course Title: The title of your course.
5. Expiration Date: The date at which the course will expire and can no longer be used. This date is the earlier of either the course's expiration date or your subscription's expiration date (if applicable.)
6. Credits: The number of credits that can be earned by completing this course.
7. Status: The current status of the course.
8. Course detail icon (

### Completed Courses

This section lists courses you have successfully completed, as well as the details of each course. If you wish to obtain one, course certificates are available in this section.

| Catalog                  |   | Course Title (Subs. Brand) |  |  |  | Credits | Status | Completion | Score                 |      |
|--------------------------|---|----------------------------|--|--|--|---------|--------|------------|-----------------------|------|
| Formats                  | Number  |                            |  |  |  |         |        |            |                       |      |
| <input type="checkbox"/> |  | 999052                     | Communications Technology Terms and Options (SPA)  <a href="#">(view certificate)</a> |  |  |         | 1.00   | Passed     | Jan 1 2004<br>12:00AM | 100% |
| (1)                      | (2)   | (3)                        | (4)  |  |  |         | (5)    | (6)        | (7)                   | (8)  |

Columns are defined as:

1. Move to history checkbox: Used to move a completed course to the *Course History* section.
2. Formats: Indicate the type of course in your order. Refer to the Format Key below for more information.  
Format Key:  Video  Flash  Text  CD  Book
3. Catalog number: The catalog number of your course.
4. Course Title: The title of your course.
5. Credits: The number of credits that can be earned by completing this course.
6. Status: The current status of the course.
7. Completion: The date the course was completed.
8. Score: Your final score after completing the final exam for the course.
9. Course detail icon (

### Moving a Completed Course to the Course History Section

To move a course from *Completed Courses* to *Course History*, select the move to history checkbox and click the **Move Checked Courses to History** button.

## Surveys

Upon completion of a course, you may be asked to participate in a Survey. Surveys are intended to provide SmartPros with feedback on the course you have taken.

## Course History

The *Course History* tab is meant to archive courses you have already completed, but no longer wish to list in the *Completed Courses* section. For example, you may wish to store courses here for which you have already reported your CPE credit. Courses listed in the *Course History* are otherwise exactly the same as courses listed in the *Completed Courses* Section.

To move courses back to the *Completed Courses* section:

- Check the box to the left of the course title and then click the **Move Checked Courses to Completed** button.



## External Course Journal

The *External Course Journal* is intended to keep record of any courses you have passed from sources *outside* the SmartPros system. You may wish to list credits earned from seminars or classroom courses. This section is intended for your reference and convenience only.

To add an entry:

- Click the **Add Course to Journal** button. You may modify or delete any entry by clicking the **modify** link immediately to the right of the title.

## Student Materials

This section of the *My Courses* area lists materials, or physical goods you have purchased. This includes the product's ID number, title, and any shipping status that may be associated with the product.

## Launching A Course





There are two ways to launch a course within the SmartPros system

1. From the *My Courses* page, click on the course title for the course you wish to launch under the *Courses In Progress* tab.

| COURSES IN PROGRESS      |                | COMPLETED COURSES   | COURSE HISTORY | EXTERNAL COURSE JOURNAL |         |
|--------------------------|----------------|---|----------------|-------------------------|---------|
| Formats                  | Catalog Number | Course Title (Subs. Brand)  |                | Expiration Date         | Credits |
| <input type="checkbox"/> | 991004         | Travel, Entertainment, Gift, and Car Expenses (SPA) <a href="#">i</a>                                     |                | Jul 15, 2005            | 6.00    |
| <input type="checkbox"/> | 998646         | CPAR GOV/NFP - Vol. 2003 - No. 4 - A - Improving Audit Quality - The First Steps (CPAR) <a href="#">i</a> |                | Jul 15, 2005            | 2.00    |

(Click [i](#) to view detail)

2. From any discipline page, select a course subject and click the **Launch** button in the Catalog list.

| Formats   | Catalog Number | Course Title (Subs. Brand)  | Credits | Price/Status | Action |
|---|----------------|---|---------|--------------|--------|
|  | 000000         | Transactional Efficiency Meets Financial Policy (SPA)                                    | 1.00    | \$0.00       | LAUNCH |
|  | 8004           | How to Prevent Sexual Harassment and Hostile Work Environments--Manager Version (SPA)  | 4.00    | \$79.96      | ENROLL |

Note that the *Launch* option is only available for courses you have already enrolled in.

## Logging Out

To Log Out:

- Click the **Log Out** button located beneath your name at the top of the screen.

logged in as: Joe User

[LOG OUT](#) | [UPDATE PROFILE](#)





## **Purchasing and Enrolling**

You can purchase courses either individually or through a subscription (if subscriptions are available). The subscription tab will be visible only when subscriptions are available. Individual courses cost a single fee for a single course. A Subscription allows you to take a group of courses over a period of one year.

### **Buying an Individual Course**

To purchase an individual course:

- Access the course catalog. This can be done either by clicking on a discipline tab – such as *ENGINEERING* or, if available, by clicking **Individual Courses** at the left side of your browser.
- Select a course subject area from the list. This will bring you to the catalog for that subject area within your discipline.

| Business & Management - General Engineering                                       |                            |  |                |              |          |        |  |
|---|----------------------------|--|----------------|--------------|----------|--------|--|
| Catalog   | Course Title (Subs. Brand) | PDHs   | Price Standard | Price Member | Action   |        |  |
| Formats   | Number                     |  |                |              |          |        |  |
|  | EM02                       | Recruiting Stars (ENG)            | 4.00           | \$230.00     | \$200.00 | ENROLL |  |
|  | EM03                       | Business Management Trends (ENG)  | 1.50           | \$45.00      | \$37.50  | ENROLL |  |

- Click the **Enroll** button for the course you wish to purchase. The title and price will then be listed individually for confirmation.
- To continue with your purchase click **Proceed**. This will bring you to your Shopping cart. From here you can either purchase your course or continue shopping.

### **Promotional Codes**

Promotional codes may allow you to “purchase” courses for free. If you have a promotional code, enter it into the promotional code field on the *My Courses* page and click the **Submit** button. Doing so will provide you with free credits.

### **The Shopping Cart**

Any items you’ve added to your purchase cart are listed here. This may include individual courses or subscriptions. This tab will not appear if your cart is empty.

**Custom Billing Code** – If you have a Custom Billing Code, enter it in the box to the left of the *Purchase* button. If you do not have a billing code, you may ignore this section.

### **Pay by Subscription or Credits**

If you have courses in your shopping cart that are a part of a valid subscription, click the **Use Subscription** button to “purchase” them. Similarly, if you have available credits, you may apply your credits to the courses purchased here. These options will only be visible if available.

...you can apply these actions to the checked courses above:

USE FREE COURSE

USE SUBSCRIPTION

USE CREDITS

### **Completing Your Order**

To complete your order, click the **Purchase Now** button.

**PURCHASE NOW**

## Courses & Catalogs

### Enrolling and Browsing Courses

You can view available courses by:

- Selecting a discipline tab located near the top of the page



or

- Selecting **Individual Courses** from the navigation sidebar, if available, located on the left side of your browser window.



Performing either action will bring you to a catalog page. (Example below)

## Engineering



Selecting a subject area from this catalog page will bring you to the actual course catalog for that subject area. (Example below)

| Civil Engineering Technical |                |  |      |                 |              |        |
|-----------------------------|----------------|--|------|-----------------|--------------|--------|
| Format                      | Catalog Number | Course Title (Subs. Brand)                                 | PDHs | Price Standard  | Price Member | Action |
|                             | EG01           | Fundamentals of Slope Stability (ENG)                      | 8.00 | <b>Paid</b>     | Paid         | LAUNCH |
|                             | EG0A           | ▼ Wetlands - All Modules (ENG)                             | 6.00 | <b>\$345.00</b> | \$295.00     | ENROLL |
|                             | EG03           | Wetlands I: What are Wetlands? (ENG)                       | 1.50 | <b>\$129.00</b> | \$99.00      | ENROLL |
|                             | EG04           | Wetlands II: Wetlands Regulations (ENG)                    | 1.50 | <b>\$129.00</b> | \$99.00      | ENROLL |
|                             | EG05           | Wetlands III: The 404 Permitting Process (ENG)             | 1.50 | <b>\$129.00</b> | \$99.00      | ENROLL |
|                             | EG06           | Wetlands IV: Wetlands Mitigation & Future Directions (ENG) | 1.50 | <b>\$129.00</b> | \$99.00      | ENROLL |

Clicking the **Enroll** button will add the course to your *Shopping Cart* and allow you to Enroll in the course.

### “Series” or “Grouped” Courses

Note the expansion arrow at the top-level of some courses, in this example the Wetlands course. As the Wetlands program is a *series* of courses, this series grouped together via the expansion arrow. To see all the courses in the series, click the arrow to open the course listing, so the arrow is pointing down:

|   |  |
|---|--|
| ▼ | Wetlands - All Modules (ENG)                               |
|   | Wetlands I: What are Wetlands? (ENG)                       |
|   | Wetlands II: Wetlands Regulations (ENG)                    |
|   | Wetlands III: The 404 Permitting Process (ENG)             |
|   | Wetlands IV: Wetlands Mitigation & Future Directions (ENG) |
| ▼ | Stormwater - All Modules (ENG)                             |

To close the series, click the arrow again so the arrow is pointing to the right:

|      |   |                                |
|------|---|--------------------------------|
| EG0A | ▶ | Wetlands - All Modules (ENG)   |
| EG0B | ▼ | Stormwater - All Modules (ENG) |

Note that in rare cases, the expansion arrow feature does not work for all browsers. If this is the case the series will always be expanded.

### Products and Catalogs

SmartPros Engineering courses are broken down into several categories. Depending on your PEC, any combination of products may be offered. These include the FE Exam Review, PE Exam Review, Project Management series, Civil Engineering series, Business and Management courses, Ethics, Performance Management and Safety, among others.

## The Catalog View Page

| Civil Engineering Technical |                |  |      |                 |              |        |
|-----------------------------|----------------|--|------|-----------------|--------------|--------|
| Formats                     | Catalog Number | Course Title (Subs. Brand)                                 | PDHs | Price Standard  | Price Member | Action |
|                             | EG01           | Fundamentals of Slope Stability (ENG)  (8)                 | 8.00 | <b>Paid</b>     | <b>Paid</b>  | LAUNCH |
|                             | EG0A           | Wetlands - All Modules (ENG)                               | 6.00 | <b>\$345.00</b> | \$295.00     | ENROLL |
|                             | EG03           | Wetlands I: What are Wetlands? (ENG)                       | 1.50 | <b>\$129.00</b> | \$99.00      | ENROLL |
|                             | EG04           | Wetlands II: Wetlands Regulations (ENG)                    | 1.50 | <b>\$129.00</b> | \$99.00      | ENROLL |
|                             | EG05           | Wetlands III: The 404 Permitting Process (ENG)             | 1.50 | <b>\$129.00</b> | \$99.00      | ENROLL |
|                             | EG06           | Wetlands IV: Wetlands Mitigation & Future Directions (ENG) | 1.50 | <b>\$129.00</b> | \$99.00      | ENROLL |
| (1)                         | (2)            | (3)  | (4)  | (5)             | (6)          | (7)    |

When you arrive at the Catalog view page, you'll be presented with a screen similar to the one above.

The columns in the catalog view are:

1. Formats – Indicates the type of goods and media included in the course. Refer to the Format Key below for more information.

Format Key: Video Flash Text CD Book

2. Catalog Number – The Catalog number of the course.
3. Course Title – Indicates the title of the course.
4. PDHs – PDH Credits that can be earned from this course.
5. Price (Standard) – The price to enroll in the course (if applicable). This is the "standard" non-discounted price of the course.
6. Price (Member) – The price to enroll in the course, with membership discount applied. Note that this option will not always be available, and is determined by your membership status in participating professional Associations. Please contact your sales representative for more details on discounted pricing.
7. Action – For courses you have not enrolled in, this will be *Enroll*. For courses you have already enrolled in, it will be a *Launch* button.
8. "" – Information and course details. Clicking this button will provide you with a detailed summary of the course, including its cost, author, level, prerequisites, type and expiration date.

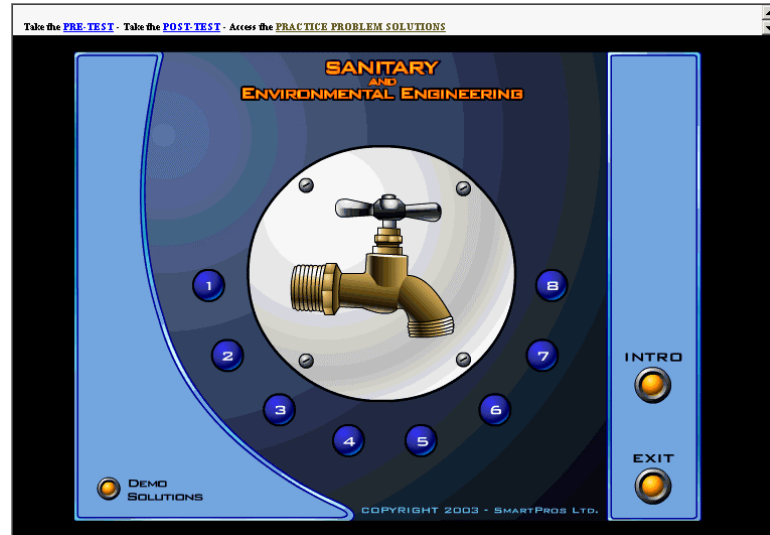


## **Engineering Courses**

Most SmartPros Engineering courses are Flash based. Flash is a dynamic multimedia presentation format for delivering online information.

### **Taking a Course**

Once you've launched a course, you'll be presented with a window similar to the one at the right.



To begin the course, follow the on-screen instructions as course navigation styles will vary.

Note that some courses have helpful links for various activities, such as pre- and post-tests. If these options apply to the course they will appear at the top of the screen.

### **Pre-Test**

Pre-tests are available to test your knowledge of the course subject before you complete the course. Use the pre-test function to finish the exam prior to completing the online course. Then, when you have completed the course, take the post-test. The SmartPros PEC will then compare the results between your two exams and will suggest areas for improvement.

Note that Pre- and Post-tests do not apply to all SmartPros Engineering courses. If these links do not appear in the course material then you may ignore this section.

### **Post-Test**

Post-Tests test your knowledge upon completion of the course. Your answers for the post-test are then compared to those of the pre-test with recommendations for improvement.

### **Taking a Test**

To take a test:

- Select the button next to your chosen answer for each question.
- To submit your answers, click the **Calculate My Score** button.

## **Optional Features**

NOTE: These features are not available for all SmartPros Customers.

### **Free Demo Courses**

If *Free Demo Courses* are available, you will see a box similar to the one at the right on your selected subject area page.

Free demo courses are intended to allow you to sample SmartPros course offerings at no cost.

To enroll in a *Free Demo Course*:

- Click the name of the free course you wish to enroll in or click **More Free Demos** to see a full list of available demo courses.
- Once you have selected a course to take, you'll be brought to the *My Courses* page.
- The free demo course will launch automatically in a new window. The course will immediately be added to the *My Courses* area.

#### FREE DEMO COURSES

- [Arthur Levitt: An Exclusive Interview, December 2003, Segment #1](#) ⓘ
- [Catching the Crooks Who Cook the Books, August 2003, Segment #E](#) ⓘ
- [GAO: Restoring Government Accountability, 2003/#2, Segment#A](#) ⓘ
- [Valuations of an Entity](#) ⓘ

 [MORE FREE DEMOS](#)

### **Featured Courses**


*Featured Courses* can be found at the top right of the selected discipline page.

A *Featured Course* is a new course that you might be interested in.

To purchase the *Featured Course*:

- Click the **Buy** button. This will bring you to the course in the catalog view page.
- Click the **Enroll** button to add the course to your shopping cart. You may then purchase the course as normal.

#### THIS MONTH'S FEATURED COURSE

 **Ethics – Your License Depends on It!** (2 credits). A special course by the Virginia Society of CPAS.

 [BUY](#)  [MORE INFO](#)

[View All New Course Offerings](#)

The **More Info** button will give you more information on the course.


The **View All New Courses** button will bring you to a Catalog view page for all recently added courses.

### **Pretest Courses**

*Pretest Courses* can be found at the right of the *Home* page.

#### COURSE PRETEST

Earn free CPE credits by pretesting a course

 [MORE INFO](#)

Before courses have been rated for credit, they exist as "Pretest Courses." Users may enroll in a Pretest course for free in order to evaluate the course and to provide feedback on it. The feedback collected and time taken to complete the course for these test users determines the course's credit amount. "Free Courses" credits may be used to take Pretest courses.

### Check Your System

Located below the *Course Pretest* box on the home page, *Check Your System* allows you to check your computer to see if you have the necessary media players.

#### CHECK YOUR SYSTEM

Don't know if you have the right  
players on your system?

Clicking the **Don't know if you have the right players on your system?** button will bring you to the *System Requirements* section of the *Help* page.

### Help/Faq

The *Help/FAQ* is intended to answer questions you might have while using the SmartPros system.

To access Help:

- Click the **Help** button located on the top right of any page.

Navigate *Help* by clicking the help topic categories at the left of the screen.

### Shopping Cart

The shopping cart is intended to allow you to easily purchase courses.

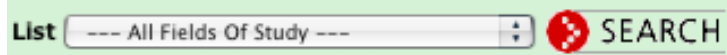
- To access the shopping cart: click **View Cart** on the home page.
- This will bring you to the shopping cart tab on the *My Courses* page.
- From here you can view courses you have selected but not yet purchased, delete courses from your cart or complete your order.

### Search

If available, the drop down Search feature will be located at the top of a broad category page.

If you wish to narrow the list of courses:

- Select the desired narrower category from the drop down field at the top of a category page.
- Click the **Search** button.



### About Us

Clicking the **About Us** button at the top right of your browser will bring you to the SmartPros *About Us* page.

From there you can learn more about SmartPros, read press releases, learn who our clients are and even browse available jobs.

### **Contact Us**

To contact SmartPros, click the **Contact Us** button at the top right of your browser.

Doing so will open a window showing email addresses, phone numbers and physical addresses for assistance or feedback.