



New IHT Student Registration & Pre-Test Guide

1. To register as a new student, click “Register” in the upper-right hand corner of your screen on <http://www.avofstechu.com>



2. A “Register” screen will pop up. Fill out all the required information on this screen and check the two boxes before pressing “Next”.

Register

This site functions best using Chrome or Firefox. Internet Explorer is not recommended. Begin your new learning experience by simply filling out this form.

1 User Profile — **2** Additional Fields

Email (Required)

First Name (Required) **Last Name (Required)**

Language (Required) English **Time Zone** (GMT -06:00) America/Chicago

Branch name (Required)

I accept the terms of the privacy policy [View Privacy Policy](#) (Required)

I agree with the Terms and Conditions of the service. [View Terms & Conditions](#) (Required)

Already registered? [Sign In](#)

CANCEL **NEXT**



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- Fill out at least the required fields. Some fields (State and Country) are drop-down fields (HINT: Type the first letter quickly to jump down the list). Click “Register” in the bottom right corner.

Register [Close]

This site functions best using Chrome or Firefox. Internet Explorer is not recommended. Begin your new learning experience by simply filling out this form.

✓ User Profile — 2 Additional Fields

Address Line 1 (Required) [Input] Address Line 2 [Input]

City (Required) [Input] State (Required) [Dropdown]

Zip/Postal Code (Required) [Input] Non-US State/Province/Region [Input]

Country (Required) [Dropdown: UNITED STATES OF AMERICA] Phone Number (Day) (Required) [Input]

Employer/Company Name (Required) [Input] Supervisor's Name (Required) [Input]

Supervisor's Email (Required) [Input] Occupation [Input]

Electrician License(s) - one per line [Input] License Issuing State [Input]

AVO Certification Number(s) - one per line [Input] MIHT Only - AVO Number [Input]

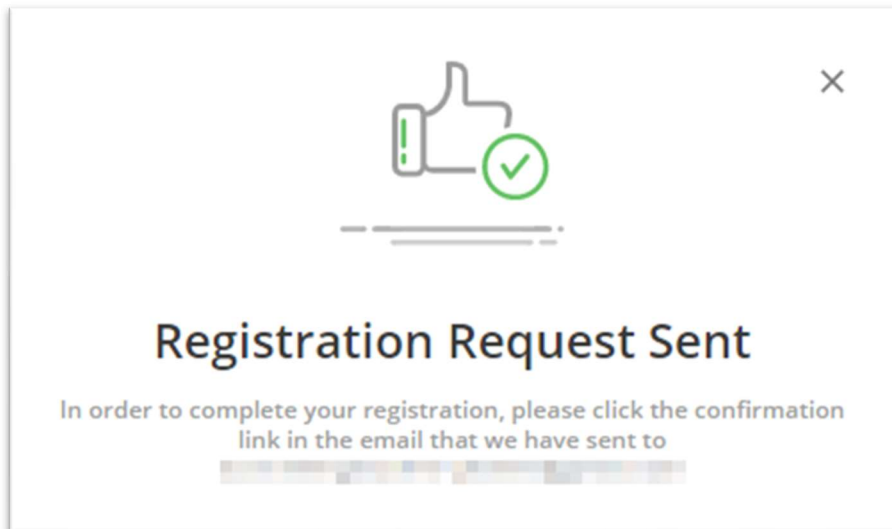
CFOT Number [Input]

Already registered? [Sign In](#)

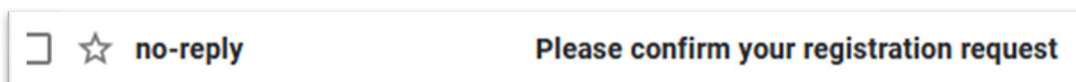
[PREVIOUS](#) [CANCEL](#) [REGISTER](#)

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4. You should now see a confirmation popup with instructions.



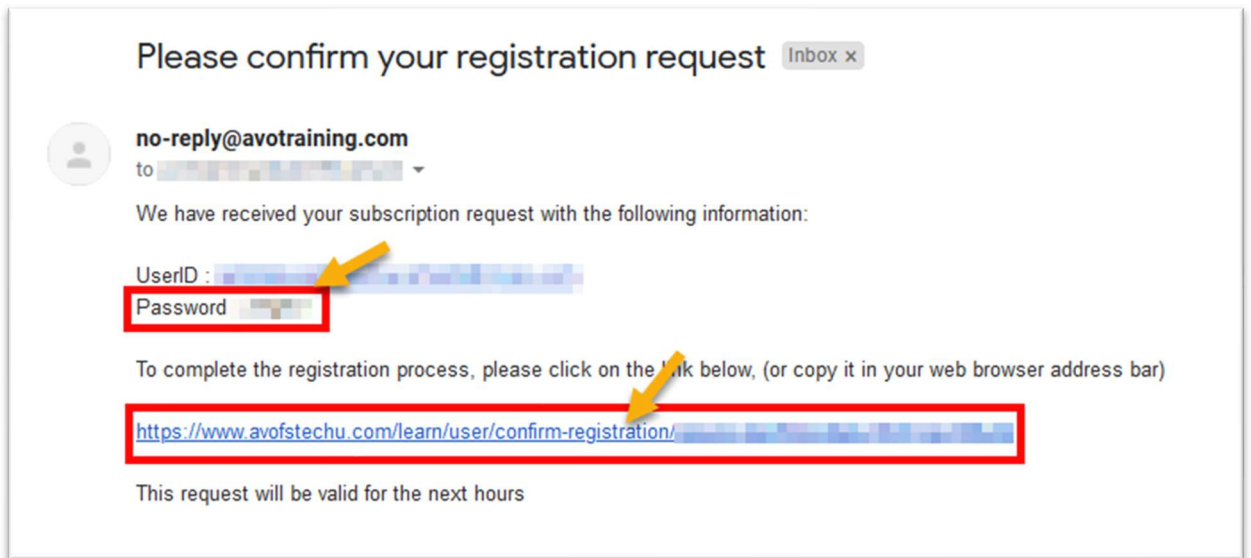
5. Access the email account you used for registration. You should see an email that looks like this:



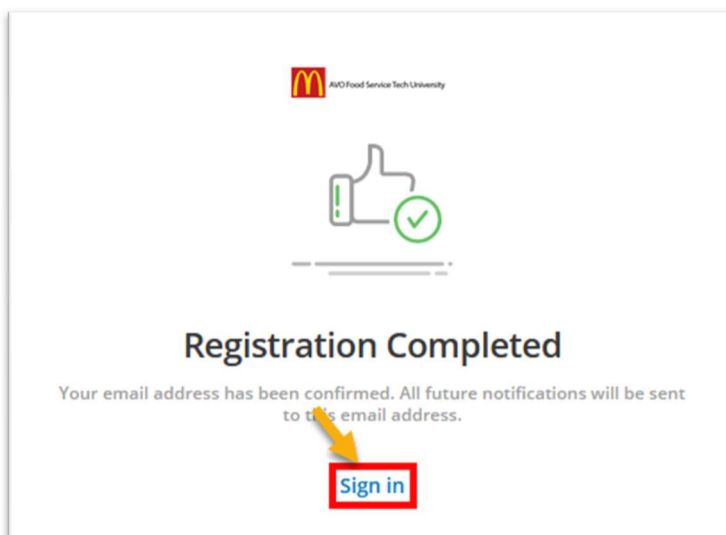


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6. Inside your email you will see a message that contains your User ID (your email) and a temporary password. Copy this password for now (you will be prompted to make a new password after in a few steps). Then click on the link to complete your registration process.



7. Congratulations, you're all registered. Click "Sign In" to get into your account.





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8. Input your username (this is your email address) and temporary password you saved from earlier.

Sign In ×

This site functions best using Chrome or Firefox. Internet Explorer is not recommended. Please enter your username and password to proceed.

Username (Required)
[Redacted]

Password (Required)
[Redacted] 👁

Keep me logged in

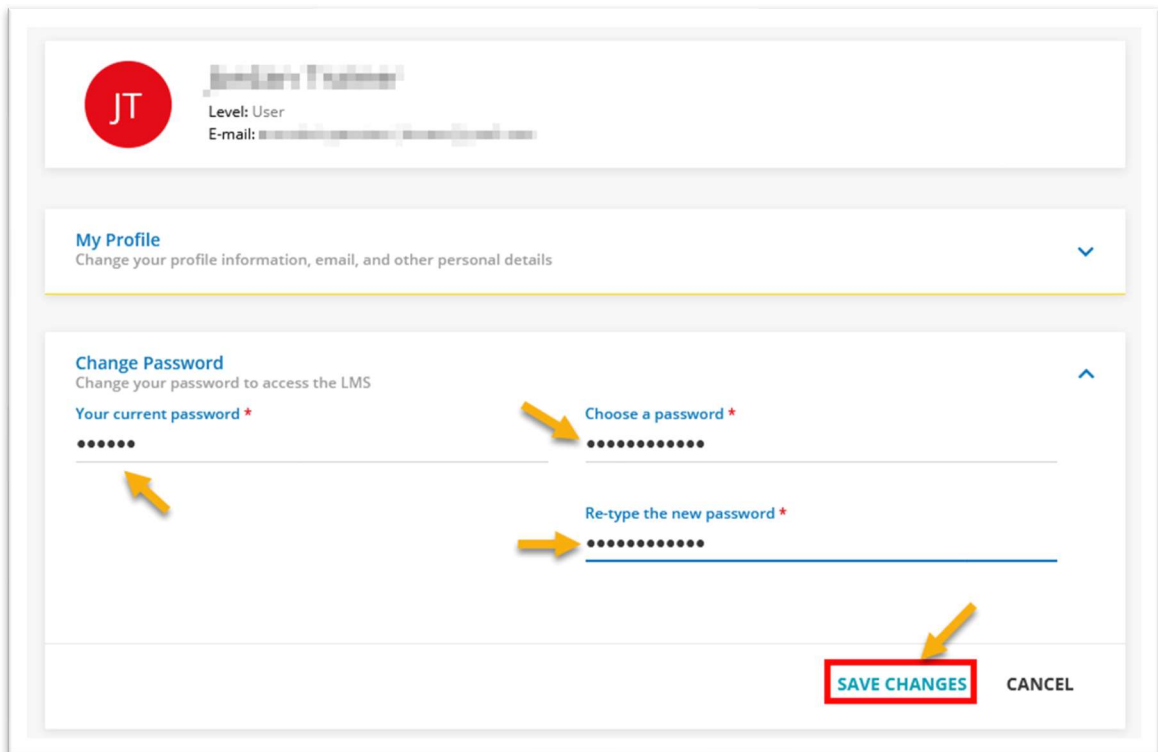
SIGN IN

[Forgot your password?](#)

New user? [Register](#)

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9. You will be taken to a screen to change your password. Input the temporary password from earlier under “Your current password” and then enter your desired new password on the right. When you are finished, click “Save Changes”.

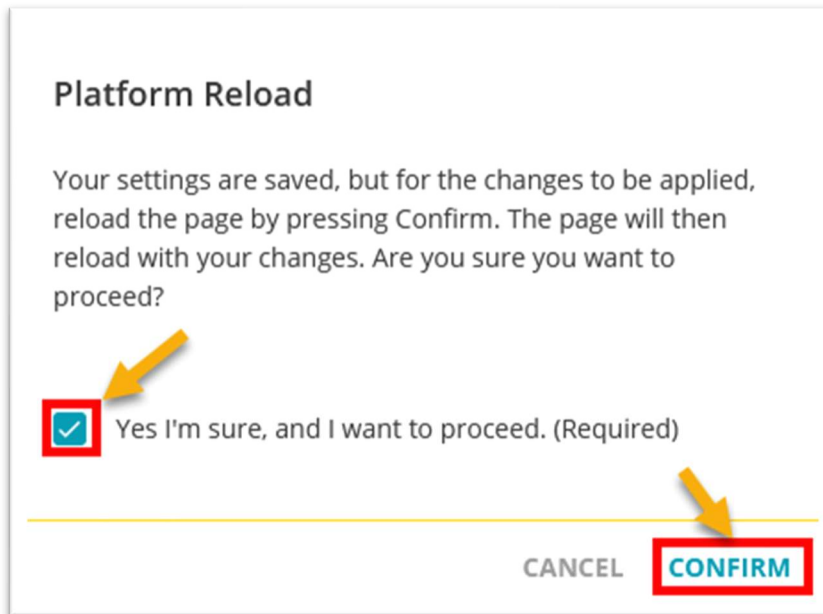


The screenshot shows a user profile page with the following elements:

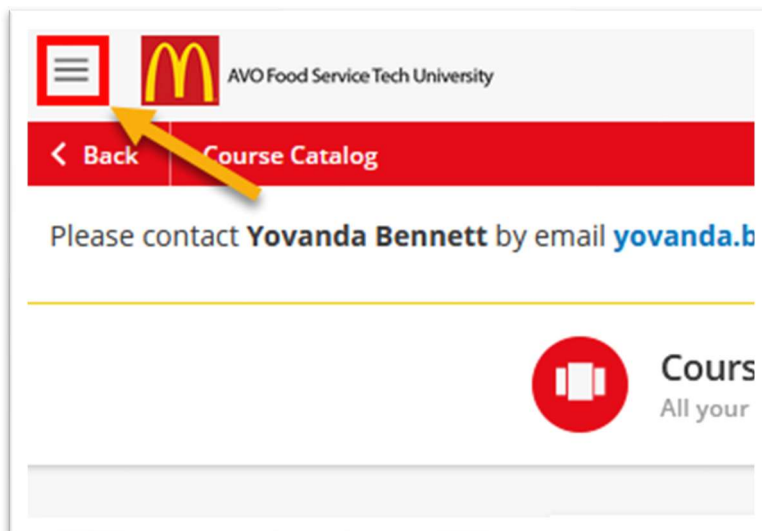
- User Profile:** A red circular profile picture with the initials "JT", the name "Jonathan Trueman", "Level: User", and "E-mail: jonathan.trueman@avofsu.edu".
- My Profile:** A section header with a dropdown arrow and the text "Change your profile information, email, and other personal details".
- Change Password:** A section header with a dropdown arrow and the text "Change your password to access the LMS".
- Form Fields:**
 - "Your current password *": A text input field with a red asterisk and a yellow arrow pointing to it.
 - "Choose a password *": A text input field with a red asterisk and a yellow arrow pointing to it.
 - "Re-type the new password *": A text input field with a red asterisk and a yellow arrow pointing to it.
- Buttons:** A "SAVE CHANGES" button (highlighted with a red box) and a "CANCEL" button.

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10. A prompt will pop up after this. Check the box and press confirm.



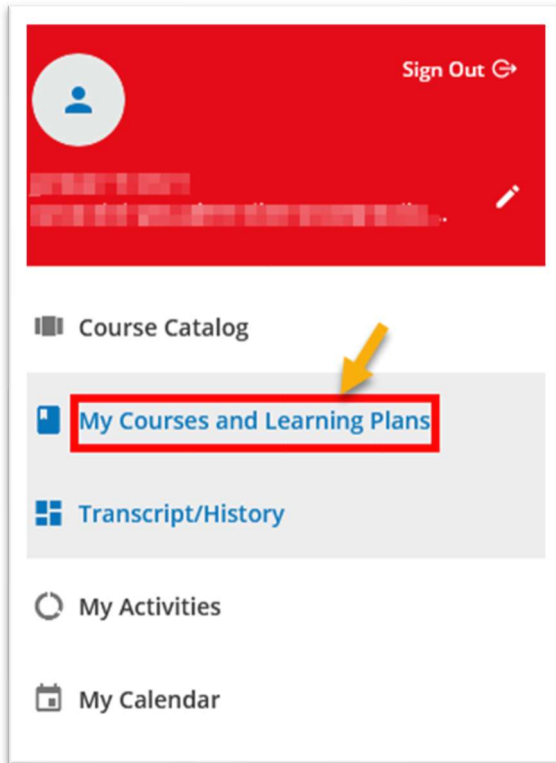
11. If you are new, we recommend watching our "New LMS User" video located under "My courses and Learning Plans". First, open up the sidebar menu by clicking on the icon in the upper left corner.





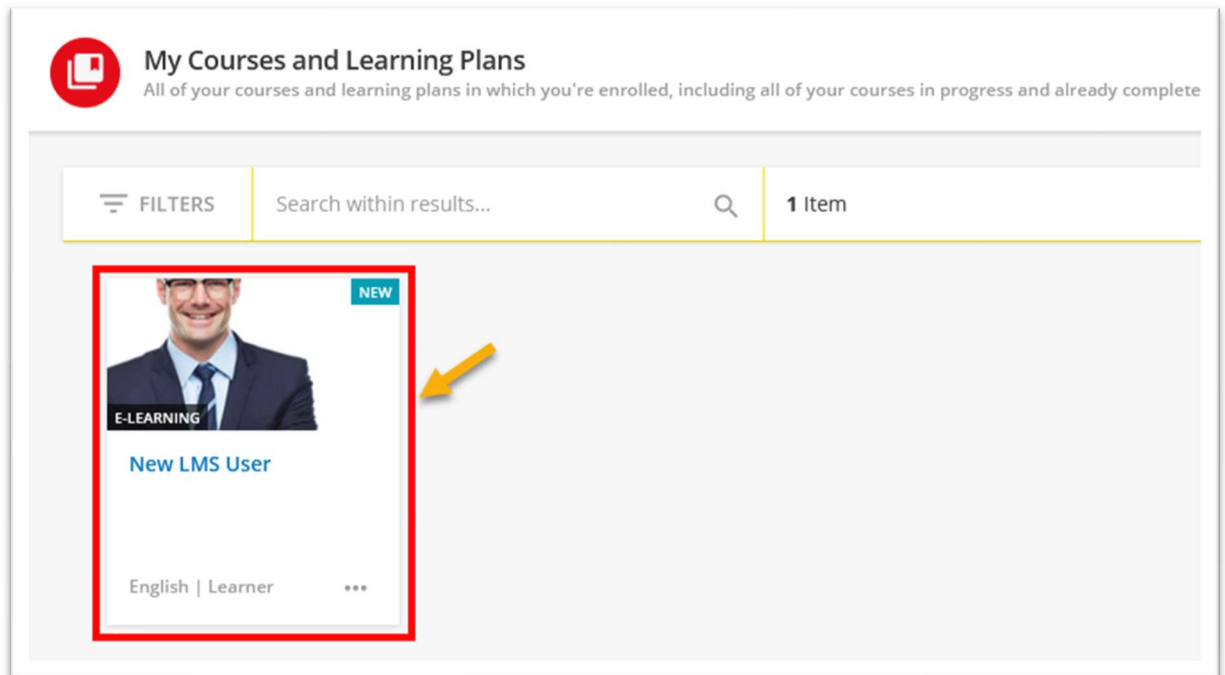
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12. Now, select “My Courses and Learning Plans”. You can also view the “Course Catalog” from this screen.



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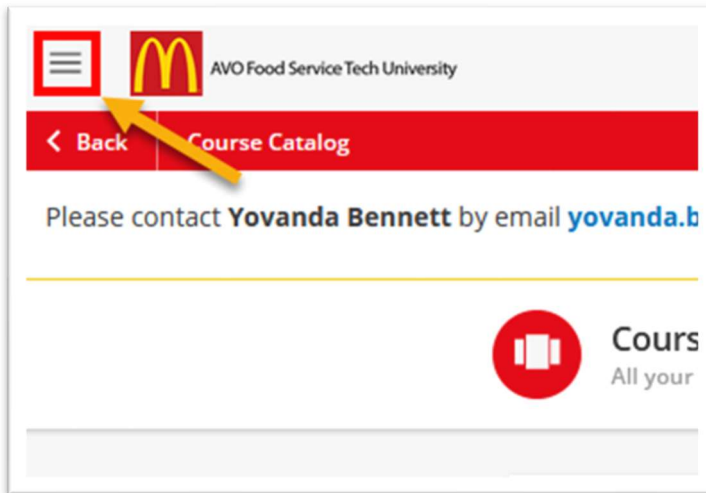
13. Select the “New LMS User” E-Learning module located on this page.





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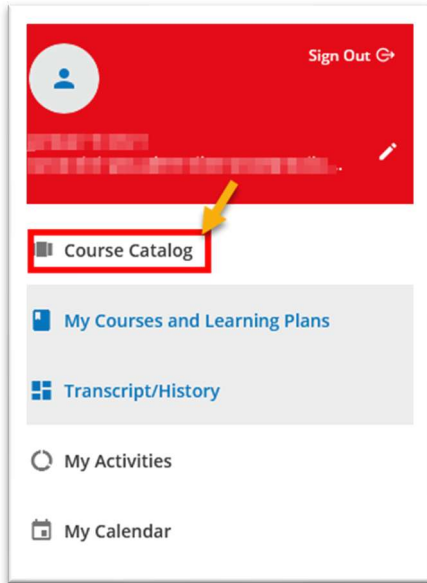
14. To obtain your initial certification you will need to first complete a pre-test to test your knowledge and comprehension skills. The pre-test is located in the course catalog. Start by opening the side bar by clicking the three-line “hamburger” icon in the upper left corner of the page.



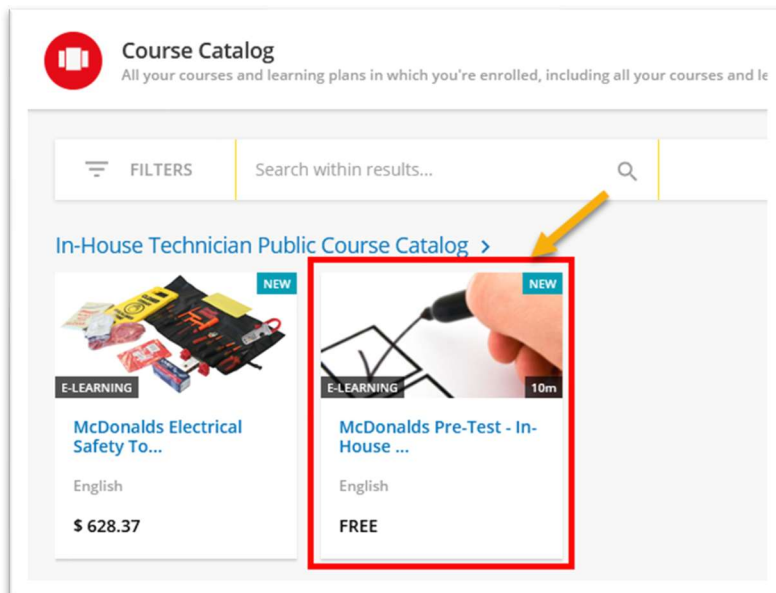


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15. Select “Course Catalog”.

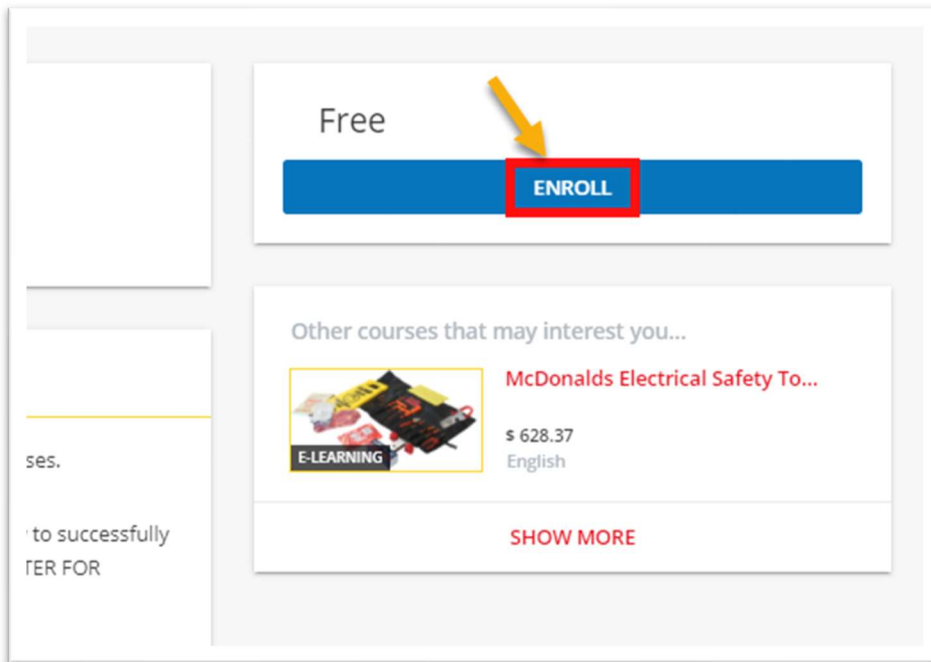


16. Select the “McDonald’s Pre-Test”.

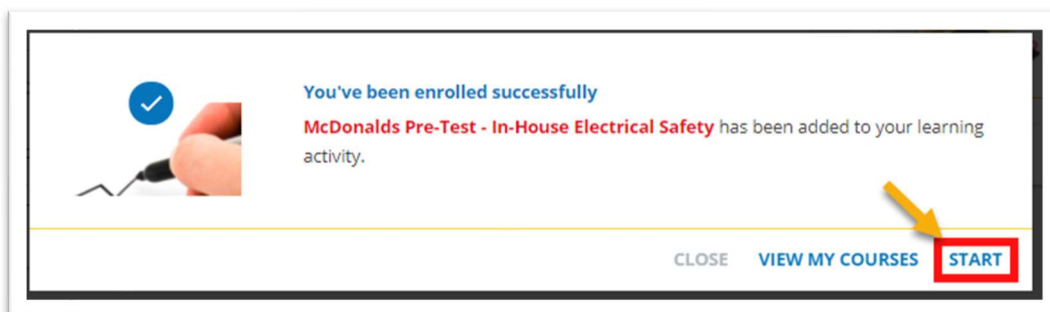


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17. Read over the description and select “Enroll”.



18. When you're ready to proceed with the test, select “Start”.





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19. You will be presented with a screen with the parameters of the test and then can proceed. When ready select “Begin the test”.

IMPORTANT: Once you begin you will not have the opportunity to retake the test if you leave the testing screen. Do not begin the pre-test without a stable internet connection and adequate time for this 15 question test.

