Thank you for your interest in using the Volunteer Instructor Database website!

This document was created and designed to walk you through the website and answer some of the questions you may have while working in it.

While using this website, you can:

- Register your safety classes
- Manage your class and students (Need to mark your class full? You can do it yourself using this system)
- Submit payment and class roster online (Students receive their cards within 3 days of submitting fees online)
- Allow students to register online and save you time from entering each student on your roster
- View and update your instructor contact information
- View your instructor record
- View upcoming workshops and trainings across the state
- Have access to the forms instructors commonly use
- Send comments and suggestions

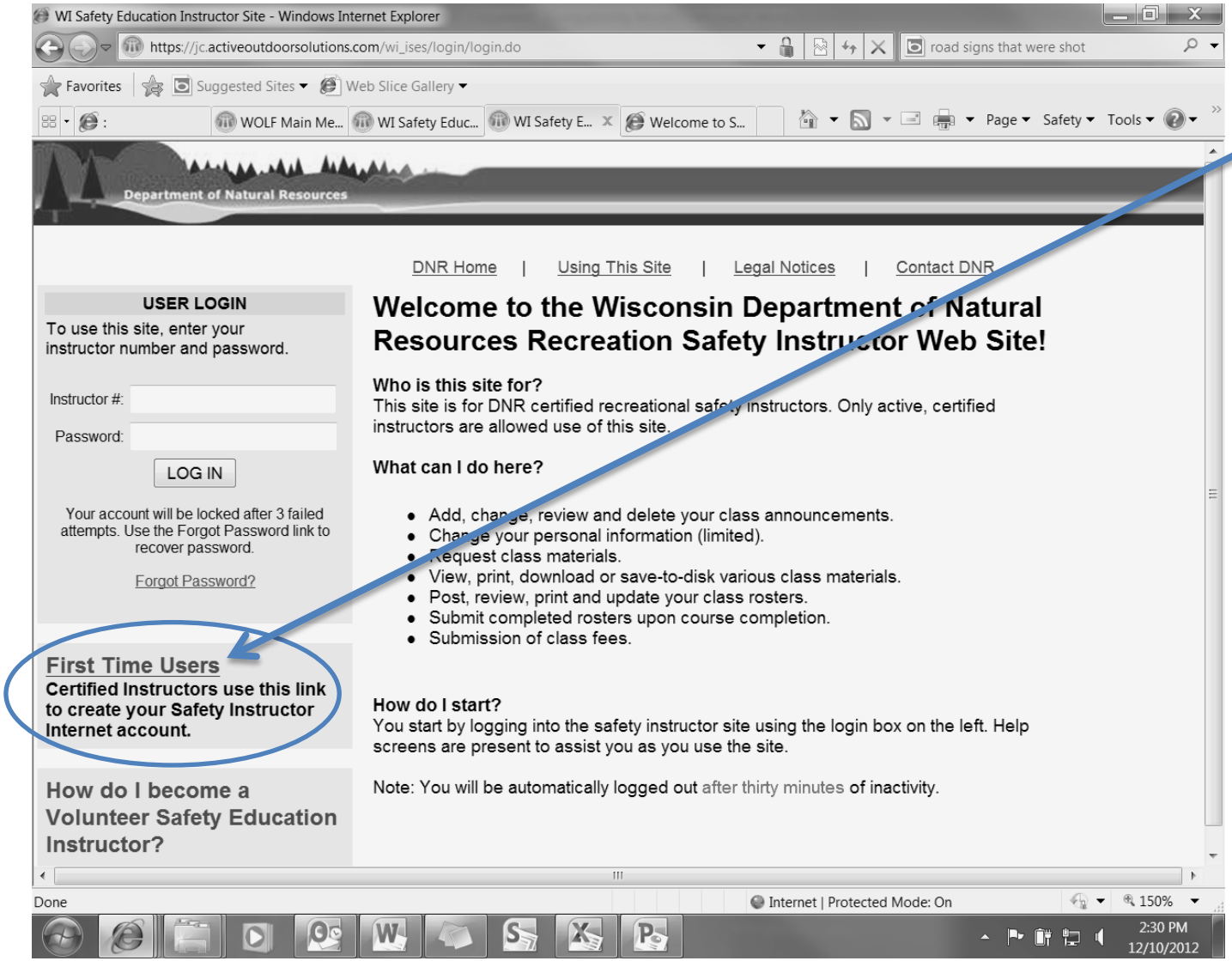
If you have questions on any part of the site please contact your Recreational Safety Warden (RSW) or RSW Assistant:

Not sure who that is? View your county and this map to find your RSW and their contact informaiton:

http://dnr.wi.gov/volunteer/safetyeducation/rswmap.html

The link to get started in using the online instructor interface is listed below and can also be found on the volunteer instructor corner. http://dnr.wi.gov/volunteer/instructorcorner/

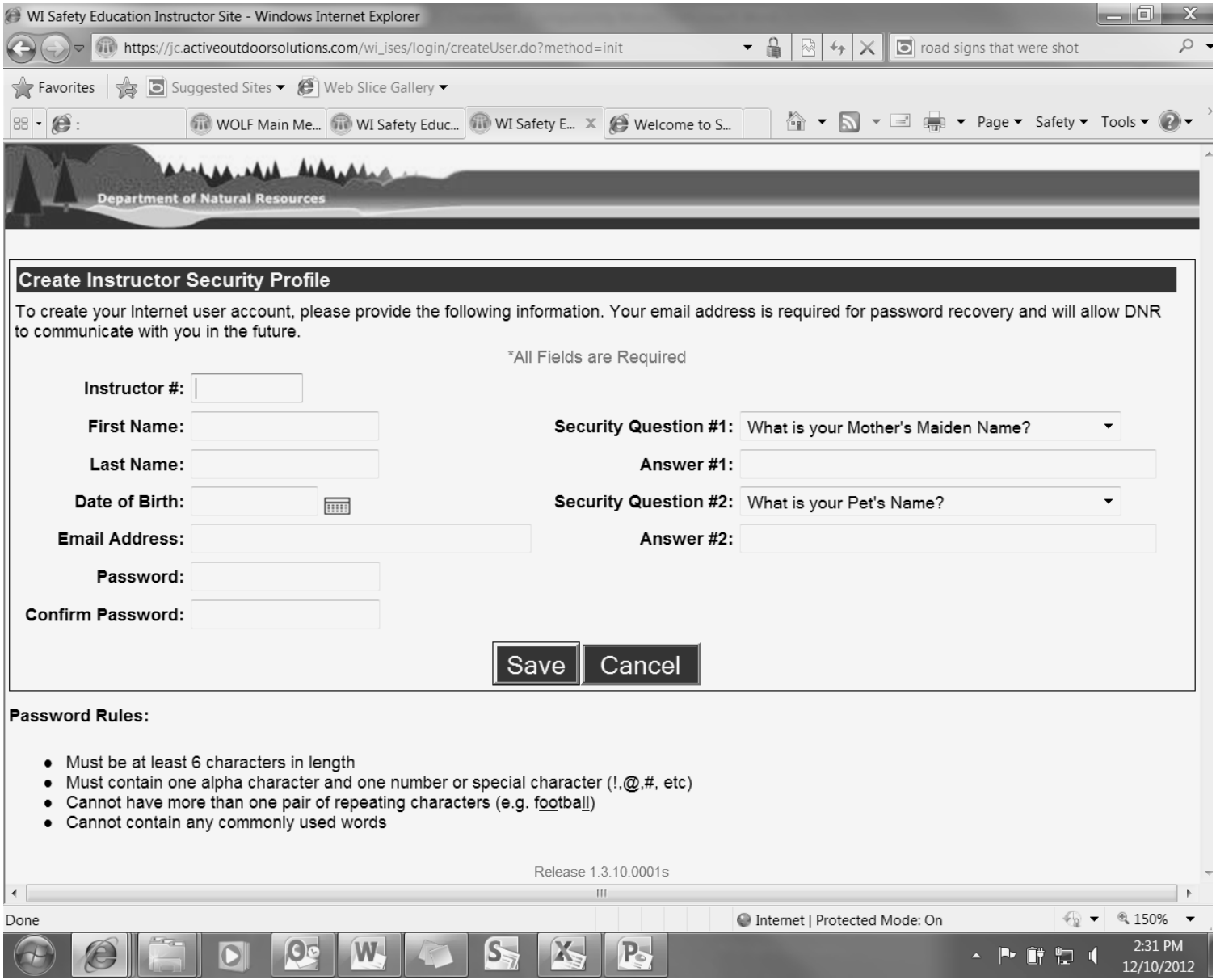
Instructor Interface Link:
https://jc.activeoutdoorsolutions.com/wi_ises/login/login.do



Login Screen

First time users need to click on “FIRST TIME USERS”

Attempting to login without clicking on “First Time Users” will result in an error message.



First Time Users

This is where you need to go to set up an account. Your username will be your instructor number. You must make a password, and pick two security questions and answers you can remember.

Instructors should never use a leading 0 when creating your instructor account.

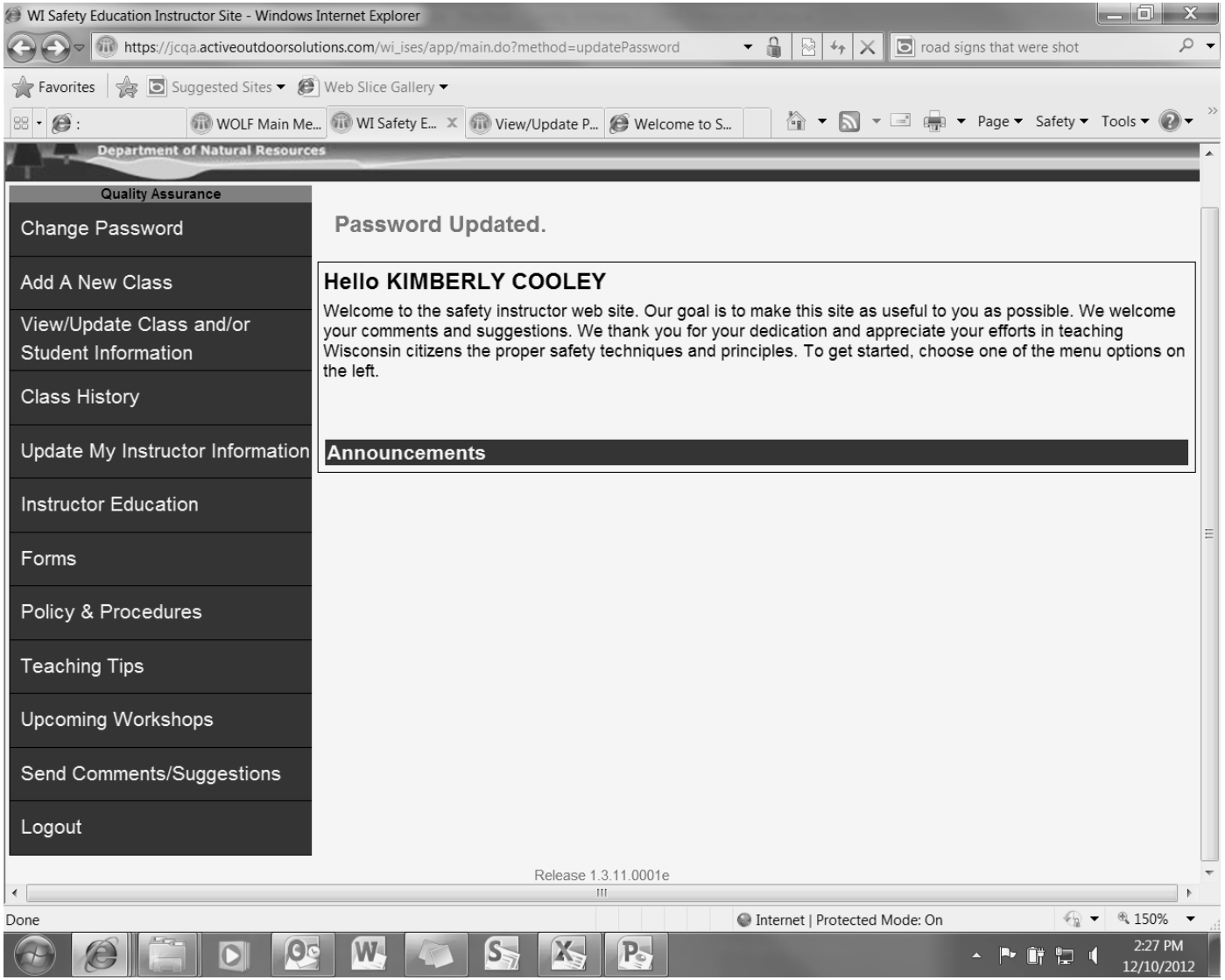
Password requirements:

The system password automatically expires in 45 days. The reason for the short password duration is because it links to a banking system (for processing of course fees). We understand the issues created with the short password expiration but it cannot be changed with this current system. Here are some helpful tips when creating your password:

System Password Criteria

i. Must be at least 6 characters in length
ii. Must contain one alpha character and one number or special character (!,@,#, etc)
iii. Cannot have more than one pair of repeating characters (e.g. football)
iv. Cannot contain any commonly used words

Password suggestion – it is difficult to develop a password that meets the system criteria, a good suggestion is to use a word and replace one of the letters with a number that is similar to that particular letter. Document the password used and keep it in a safe location.

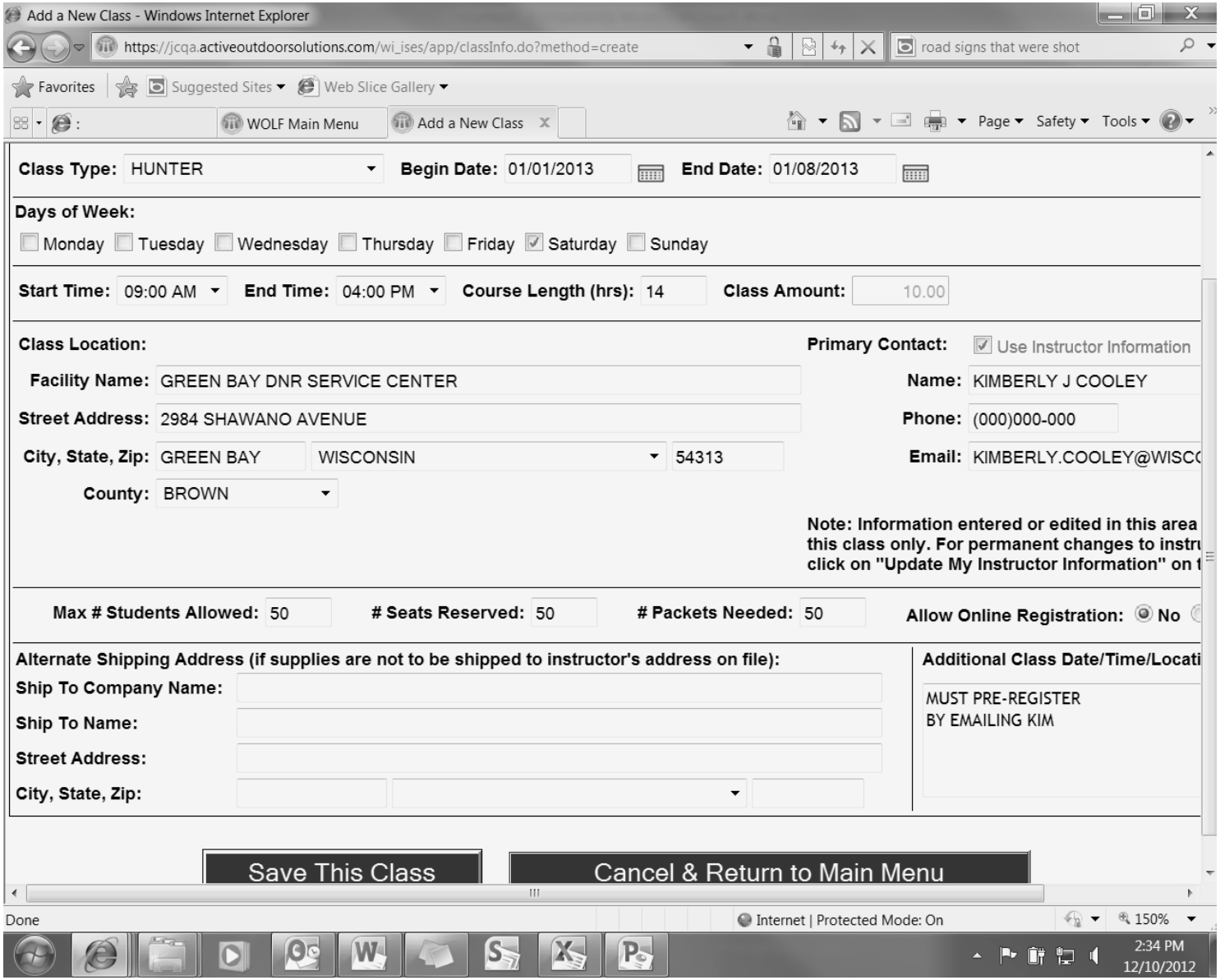


a. Mallard = M4ll4rd
b. Wooduck = W00duck
c. Feb2013 or mar0213 (something a little easier, the month your class is being held plus the year.

Home Screen

This is your main navigation screen. You can see the options on the left side of the screen.

Important Messages will be displayed on this page, including recertification notifications, program updates, and important program announcements, etc…



Add a Class

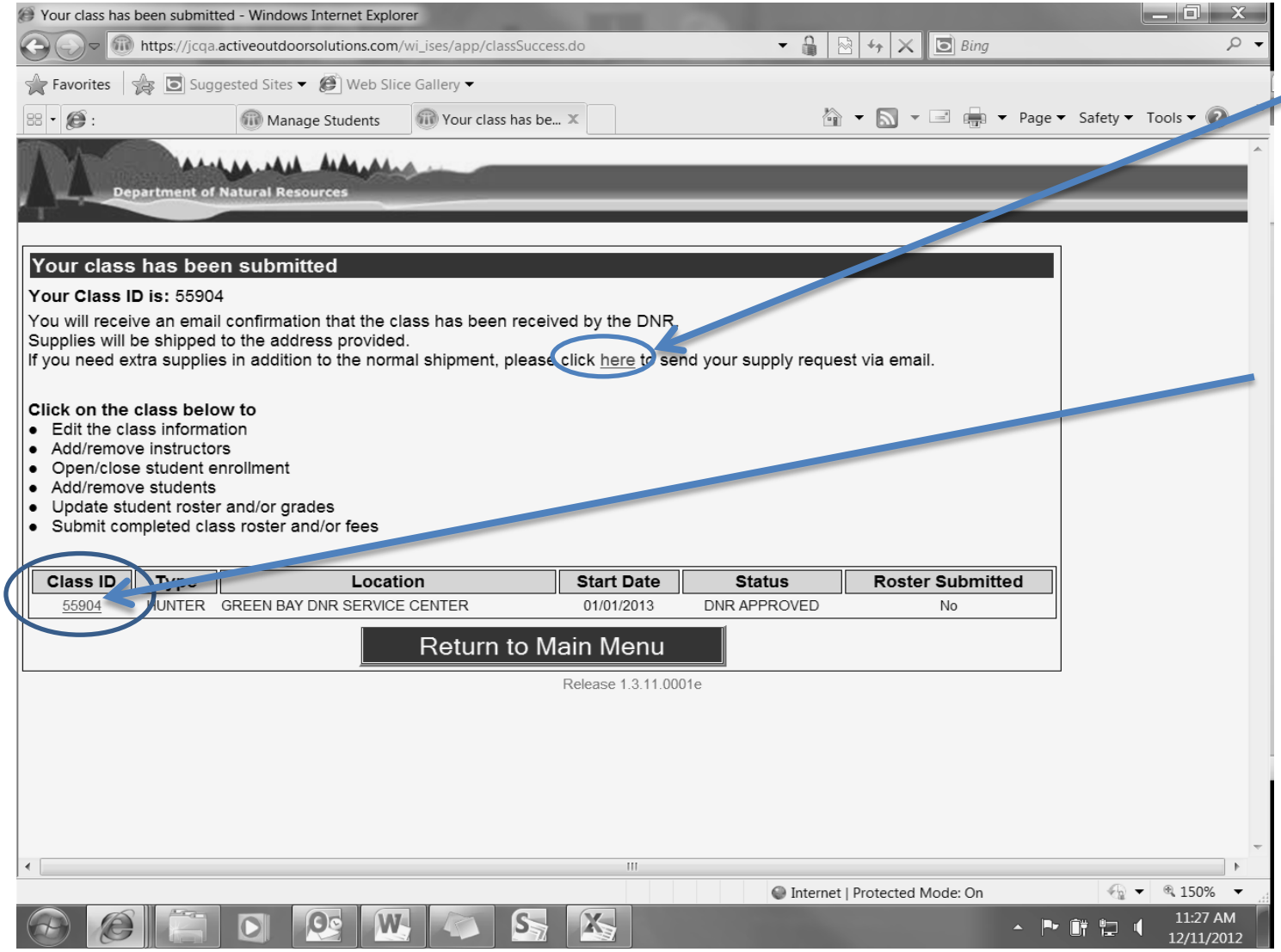
This is what the page looks like to register a class. It is an electronic version of the course registration card you are used to seeing. You need to enter in all of the information, just like you would write on the course registration/start card.

All locations must be listed. For example, if you hold the classroom sessions at a town hall, and then go to a range, both addresses must be listed. List the second address in the “Additional date/time/location” box.

You cannot request more folders than your max number of students allowed. If you need more, please use the email link on the next page to request more. Please include instructor information (name, number, address, course ID number) in email.

If you know your class is full, set your max # of students to equal your # of seats reserved.

This will close your course and take the course off the website.
Optional ~ you may put in the class notes section: “Class is FULL” No seats available.



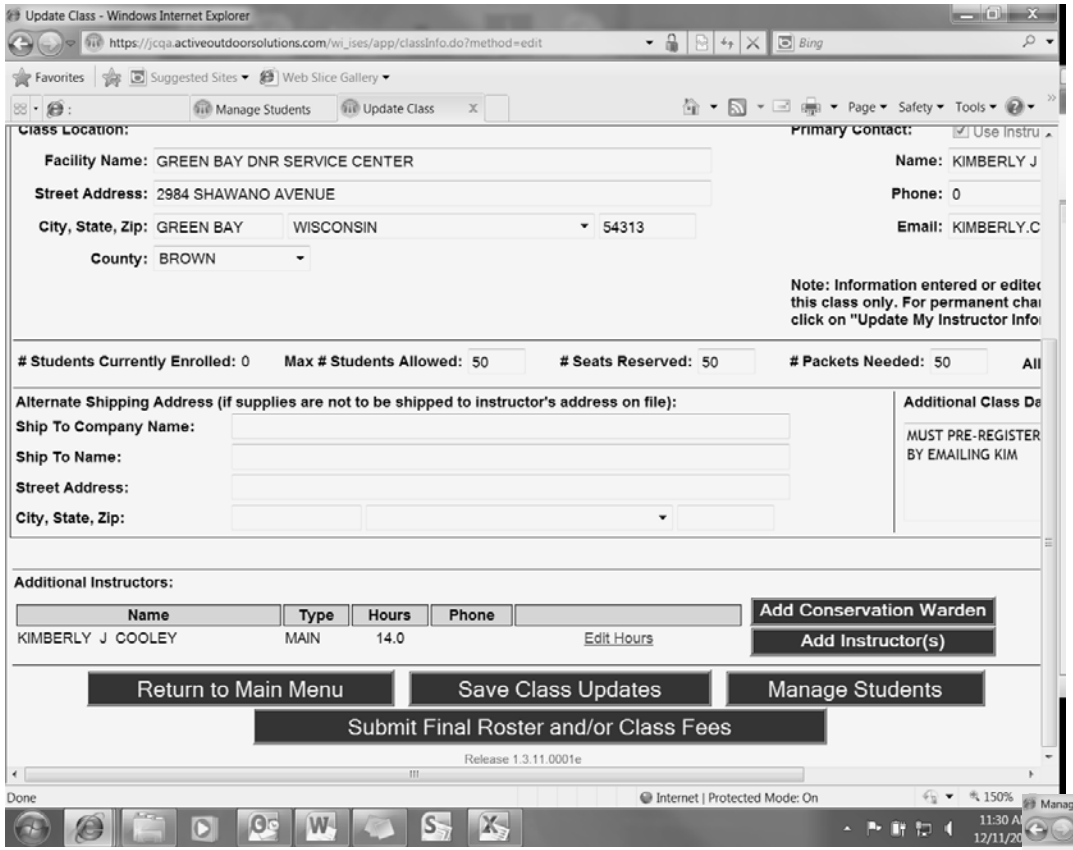
Once you save your class there will be an option to “Click HERE” if you need to send instructions to the warehouse about your materials requested.

After you save your class, you will see this screen.

Your **CLASS ID** will be assigned.

To manage the class, you will need to click on the class ID.

You can get to this screen by clicking on **View/Update Class and/or Student Information** on the home screen.



The buttons on the bottom of the screen allow you to:

Add instructors

You can add other instructors along with the hours that each instructor has put into the class

Add the Conservation warden

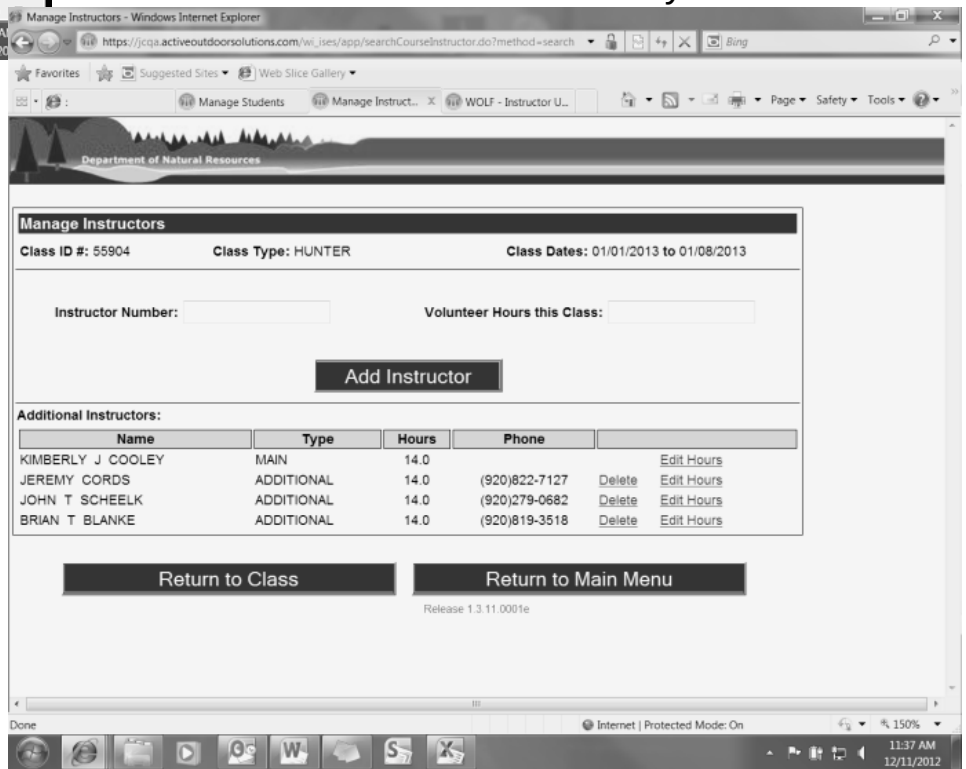
Remember - Conservation Wardens attending any part of a DNR safety program course are paid. DO NOT log volunteer hours for wardens.

Manage students

You must have a DNR customer ID number and birth date to enter for the student. If you notice that a student gives you contact information that does not match what is in our electronic system you need to tell the student to call our customer service line at 888-936-7463 to have their customer record updated. Students/Customers should treat their DNR Customer ID number account the same as they would their Driver's License. The DNR will not know when someone moves unless they call and tell someone.

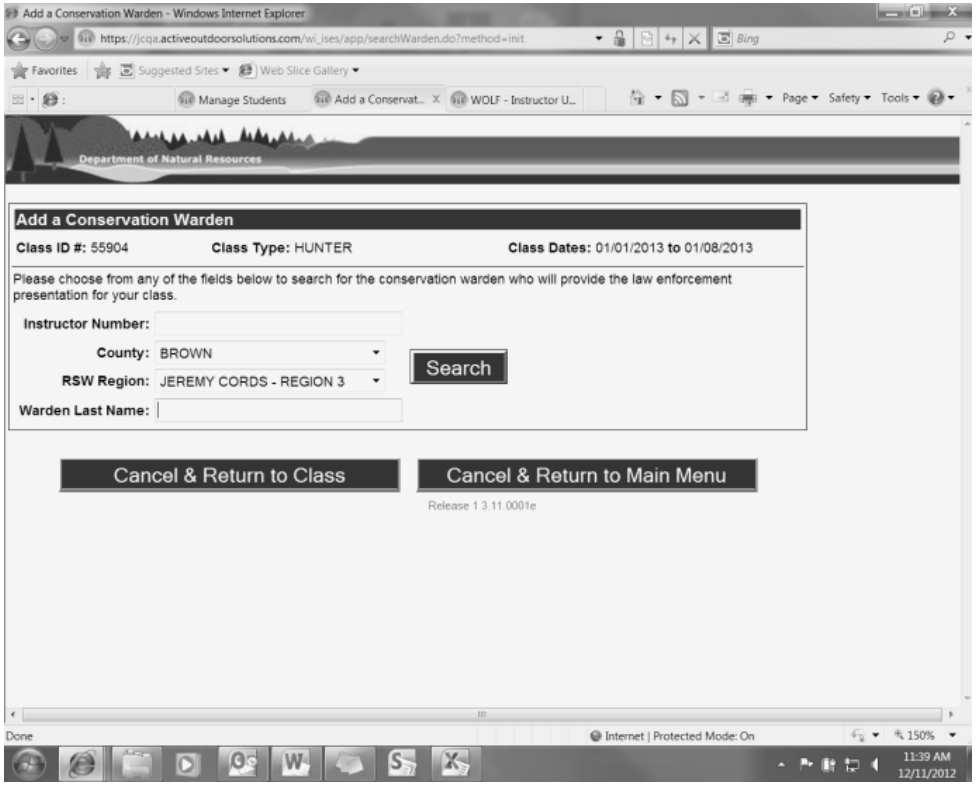
It is *not* the responsibility of the instructor to update a student's customer record and for security purposes instructors are unable to update student records.

Submit final roster and class fees

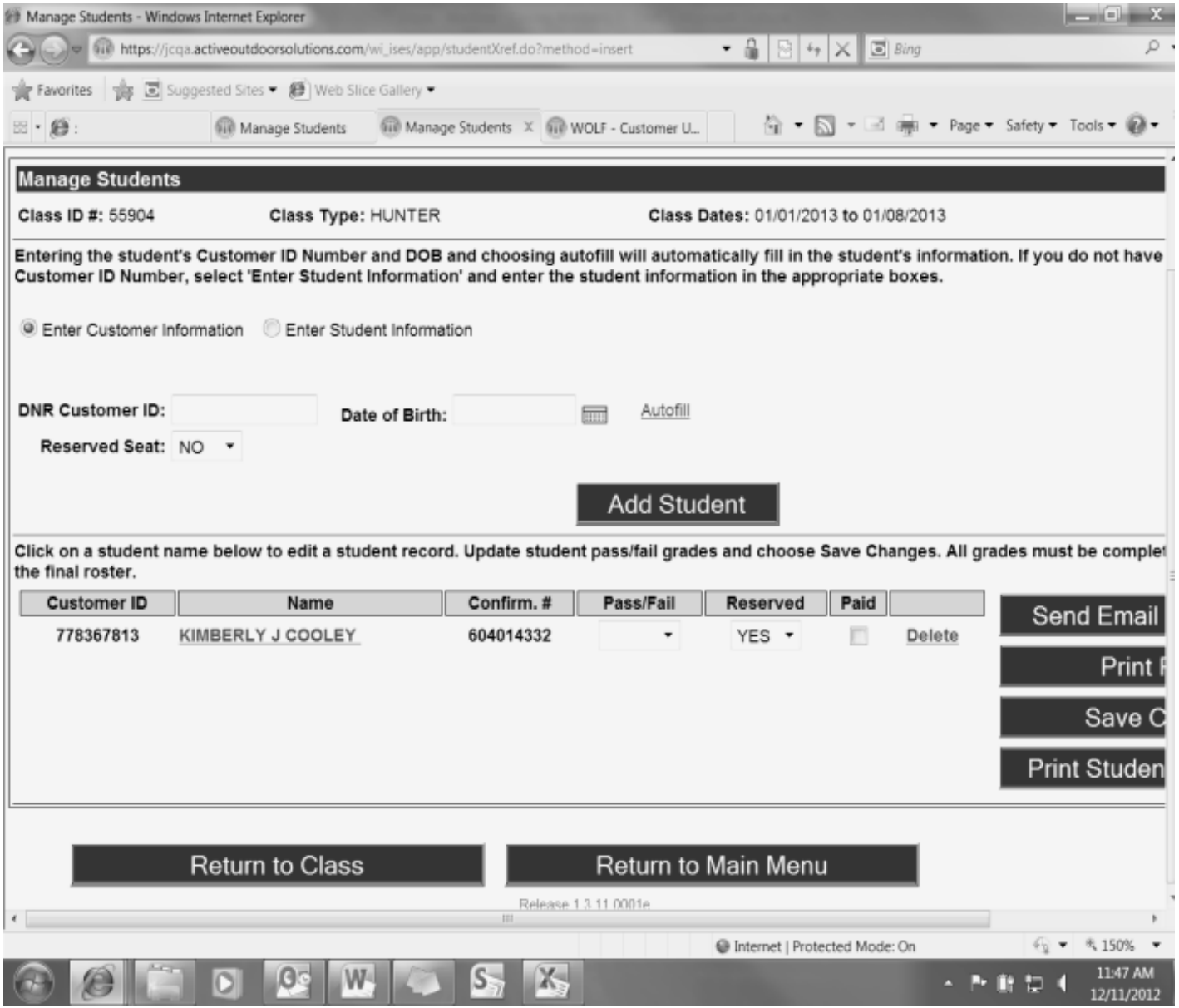


When you are all done with your class, you can submit final roster and
Payment online. Fees must be submitted online using a credit or debit card. Please **DO NOT** have the students make checks payable to WDNR when using the website. If this happens, please contact your RSW or RSW Assistant.

To add additional instructors, you will need their instructor number and the number of hours they spent on the class. If the number of hours is not known at the time, enter 1, and edit the hours later.



To add the Conservation Warden, you will need their instructor number, county, RSW region, and last name. Again: Remember - Conservation Wardens attending any part of a DNR safety program course are paid. DO NOT log volunteer hours for wardens. They will be automatically entered with a zero for hours. Please do not change.
If you are unsure of the Conservation Warden Instructor number, you can search by county. If the warden gives you a call number C123 this is not valid.



Managing Students

This is where you can add students to your electronic roster.

Enter Students by selecting "Enter Customer Information"

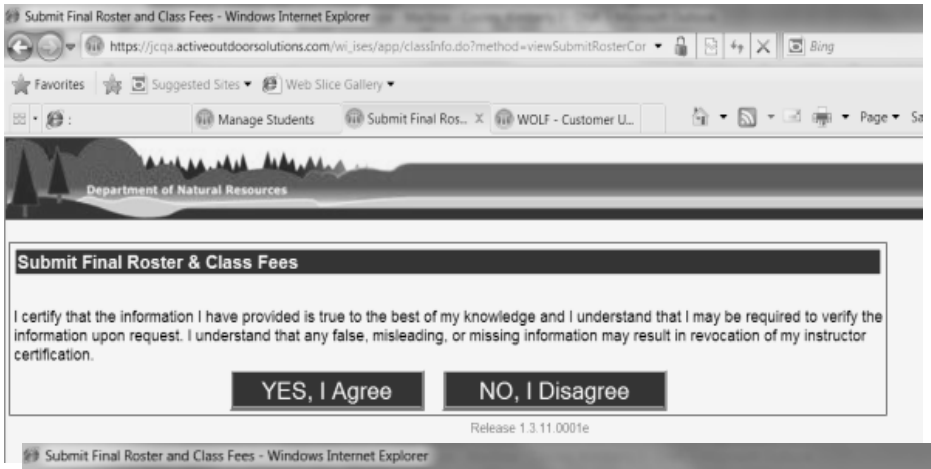
You will need the student's customer ID number and date of birth.

Once entered, click on the student's name to view their information to compare it to what they have written on their student registration cards. If it is different, *the student* will need to contact the DNR Call center 888-936-7463 to update it.

NOTE: Student certification cards are mailed to the address listed in the Wisconsin Online License File System, not to the address they write on their registration form.

From this screen, you can
Mark the final grades (pass/fail)
Mark if the student has paid the $10.00 fee
Print a copy of the roster

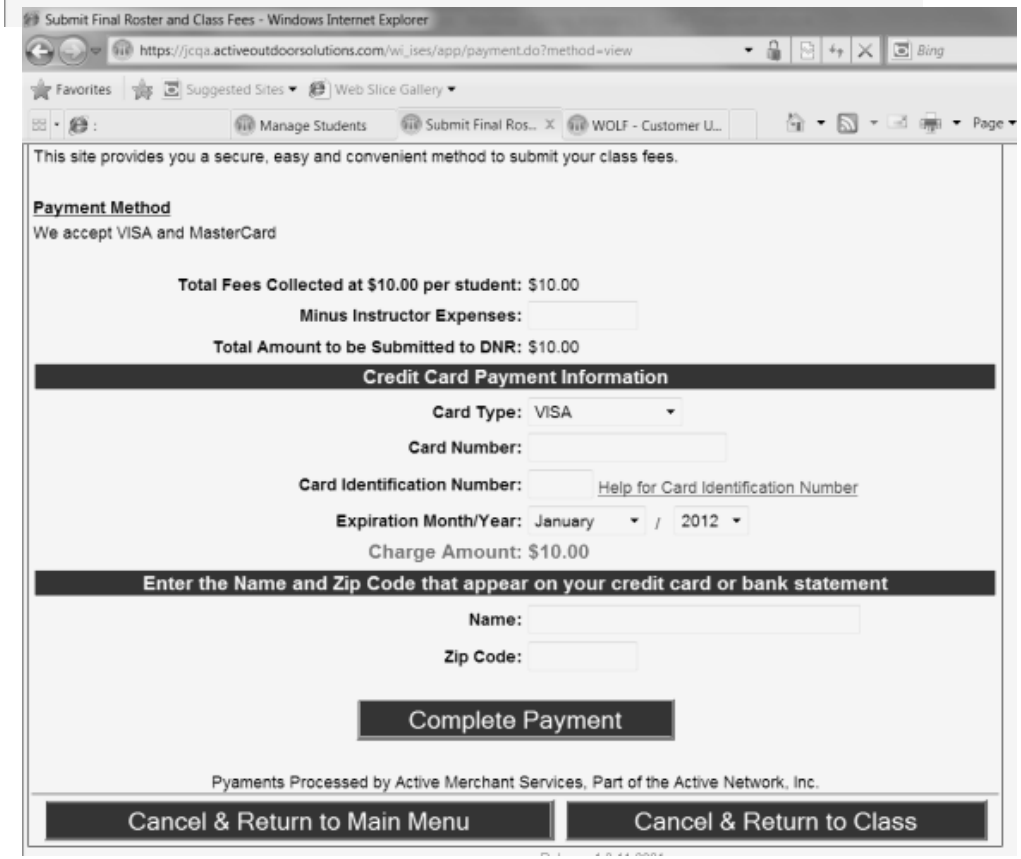
NOTE: If you enter a student using the "enter student information" option, please note that this does not actually put them on the roster. It is only a placeholder until you get the Customer ID number and birth date. Submitting a roster with students who do not have a customer id number will not certify the student.



Submit Final Class Roster and Fees

You will have to agree that info provided is true.
Click on YES, I Agree!

Fees must be submitted online via Credit or Debit cards! No checks when using the website. Please contact your RSW or RSW Assistant if you have questions.

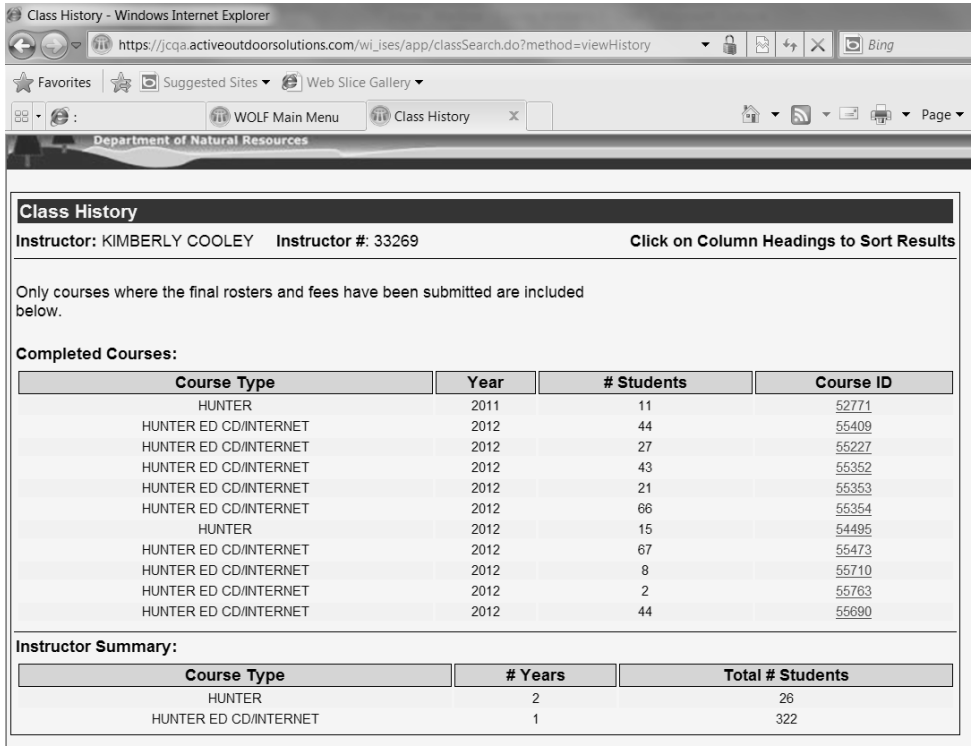


Prepaid debit card fees are considered an allowable expense if you do not want to use your personal cards.

This is the page to submit the class fees. This will need to be done with a credit or debit card. DO NOT do this until you are ready for the money to be transferred out of your account so there are no overdrafts.

The website calculates how much money should have been collected based on the number of students who have been marked paid.

Your total expenses should be put in the box labeled Minus Instructor Expenses:



Class History Link

You can view all of the classes you have taught.
Years of Service
Number of Students

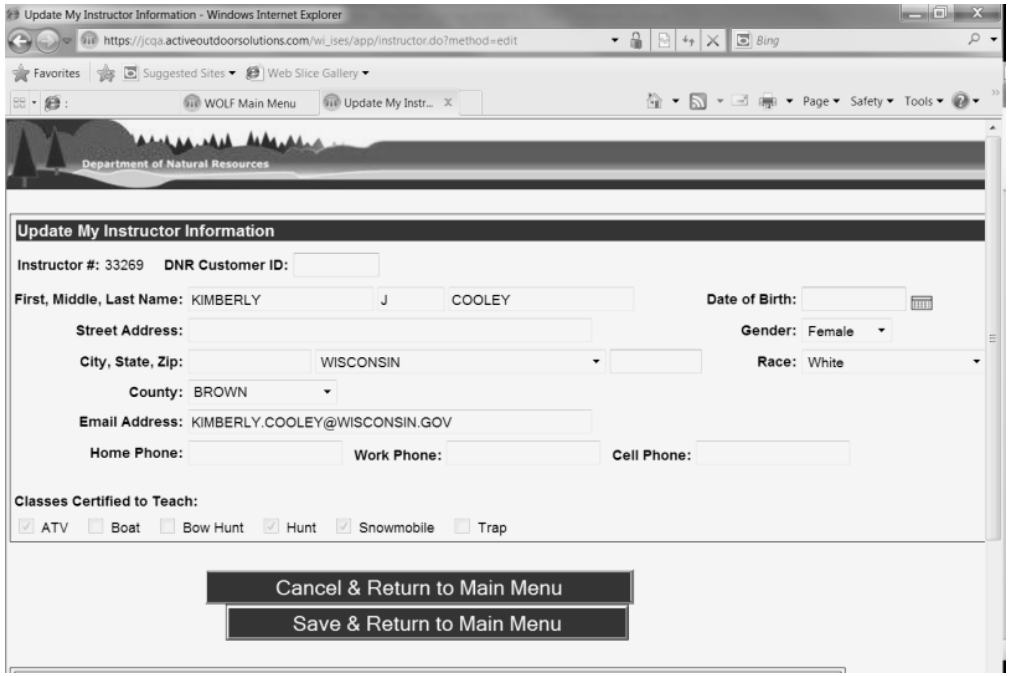
Courses taught file will only show back to 1992.

If you notice any errors, please contact your RSW or RSW Assistant.

Update instructor Information Link

This is where you can update your contact information. Please keep this information as up-to-date as possible because this is how we contact you and send you information about the safety programs.
Make sure you use a current email address.

Spee-Dee Delivery is only able to ship to street addresses. If you have a PO Box please remember to include your street address so you can order your course materials.



Instructor Education

Instructor: KIMBERLY COOLEY
Instructor #: 33269

Click on Column Headings to Sort Results

Workshop ID	Program Type	Training Type	Program Begin Date	Location	Length
166	HUNTER	WORKSHOP	12/31/2009	BEGIN INSTRUCTOR RECERTIFICATI	8
316	HUNTER	WORKSHOP	12/08/2011	PESHTIGO GUN CLUB	3
317	HUNTER	WORKSHOP	01/19/2012	BEAR CREEK TOWN HALL	3
334	HUNTER	WORKSHOP	01/30/2012	PITTSFIELD TRAPP CLUB	3
335	HUNTER	WORKSHOP	03/06/2012	ST. CLOUD	3
336	HUNTER	WORKSHOP	04/25/2012	BERLIN CONSERVATION CLUB	3
338	HUNTER	WORKSHOP	05/08/2012	GREEN BAY DNR SERVICE CENTER	3
341	HUNTER	WORKSHOP	05/24/2012	PEMBINE RANGER STATION	3
348	HUNTER	WORKSHOP	06/20/2012	SHAWANO GUN CLUB	3
349	HUNTER	WORKSHOP	07/10/2012	RIPON NATIONAL GUARD ARMORY	3
359	HUNTER	WORKSHOP	08/15/2012	NEENAH TWIN CITY ROD AND GUN C	3
360	HUNTER	WORKSHOP	09/18/2012	APPLETON GRACE BAPTIST CHURCH	3
333	HUNTER	RE-CERTIFICATION	03/10/2012	LUXEMBURG SPORTSMENS CLUB	6
337	HUNTER	RE-CERTIFICATION	04/28/2012	POYGAN CONSERVATION CLUB	6
387	HUNTER	RE-CERTIFICATION	10/13/2012	GREEN BAY DNR SERVICE CENTER	6
400	HUNTER	RE-CERTIFICATION	10/27/2012	GREEN BAY DNR SERVICE CENTER	5
313	HUNTER		12/01/2011	OPEN BOOK INSTRUCTOR EXAM	1
397	ARCHERY	RE-CERTIFICATION	10/03/2012	PITTSFEILD TRAP CLUB	2
347	ATV	RE-CERTIFICATION	06/26/2012	KI CONVENTION CENTER WAAE	8
388	ATV	RE-CERTIFICATION	09/27/2012	RIPON FIRE DEPARTMENT	4

Return to Main Menu

Instructor Education Link

Here you can see the education events you have attended.

Recertification requirement needs to be met once every 3 years. For example, if you attended training on 1-31-14, then you would need to do some form of recertification by 1-31-2017.

Upcoming Workshop Link

This is a listing of upcoming trainings and mini academies.

If there are directions to register, please do so. We try to plan some of these events based on a certain number of people being there. If no one registers, we assume no one will be there. If too many people show up without registering, we may not have enough supplies for everyone.

Favorites | Suggested Sites | Web Slice Gallery
WOLF Main Menu | Upcoming Work... | Page | Safety | Tools

Department of Natural Resources

Upcoming Workshops and Academies

* indicates a workshop you are attending

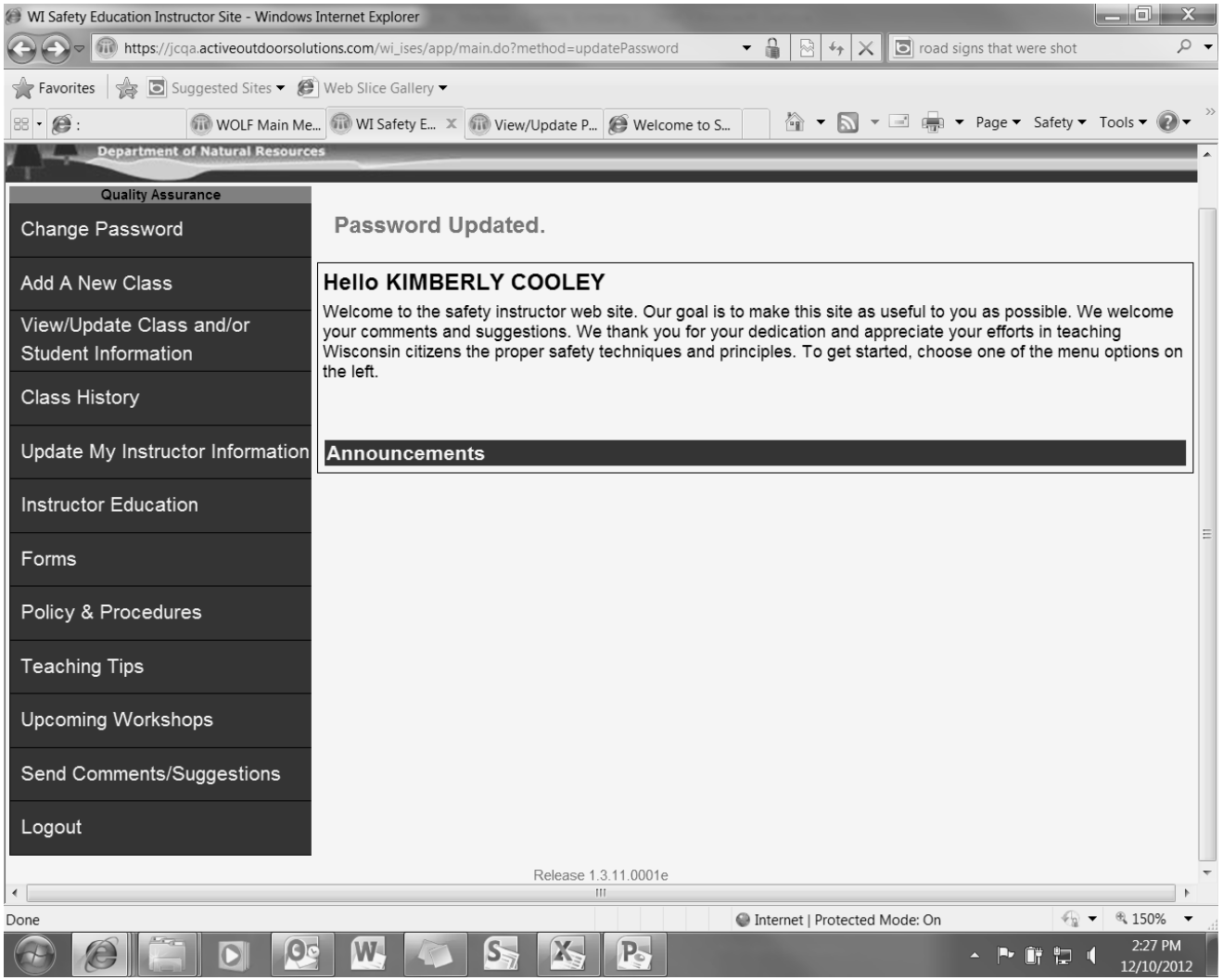
Click on Column Headings to Sort Resul

6 records returned

Location	Training Type	Program Type	Address	Date/Time
GREEN BAY DNR SERVICE CENTER	WORKSHOP	HUNTER	2984 SHAWANO AVENUE GREEN BAY	12/11/2012 - 12/11/2012 6:00:00 PM
DNR SERVICE CENTER	WORKSHOP	HUNTER	1701 N 4TH STREET SUPERIOR	01/12/2013 - 01/12/2013 9:00:00 AM
PENNISULA GUN CLUB	WORKSHOP	HUNTER	3702 JUDDVILLE ROAD FISH CREEK	01/22/2013 - 01/22/2013 6:00:00 PM
SCHEELS IN APPLETON	WORKSHOP	HUNTER	4301 W. WISCONSIN AVENUE APPLETON	01/24/2013 - 01/24/2013 6:00:00 PM
CREX MEADOWS EDUCATION CENTER	WORKSHOP	ATV	102 E CREX AVENUE GRANTSBURG	02/09/2013 - 02/09/2013 9:00:00 AM
UNITY SCHOOL, ELEMENTARY CONF ROOM	WORKSHOP	HUNTER	1908 150TH STREET BALSAM LAKE	03/11/2013 - 03/11/2013 6:00:00 PM

Return to Main Menu

Release 1.3.11.0001e



Forms Link

This link takes you to the Instructor Corner located on the DNR website. There you will see a listing of all of the commonly used forms, in PDF and Word versions.

Policy and Procedures Link

This takes you to the Instructor Corner on the DNR website. There you can download the Volunteer Safety Instructor Policy and Procedures Manual, and Manual exam, to complete for recertification. Additionally, a lot of questions can be answered by looking in the manual.

Teaching Tips Link

This takes you to all of the lesson plans for all of the safety programs, plus other useful tips.

Send Comments/Suggestions Link

This allows you to submit comments or suggestions to the Department.