

1 FRT Admin Login

Username: Password:

Enter Username & Password

Top Frequently Asked Questions

Q1. Why can I see registration data for classes other than my own?
Training providers can see all classes assigned to them in the RES system. This is helpful in the event that a secondary training provider needs to approve forms.

Q2. When do I need to approve course registrations?
Faculty course registrations are approved quickly by both instructors and training providers.

Q3. What should I do if the number of course registrations or student evaluations doesn't match the number of students in my class?
In the event that the number of registration forms are lower than the class size, instructors will notify ask students that did not register on the first day to register the next day. If a student never fills out the registration form, then the training provider can add it at any time.

Q4. Who should I contact if I have additional questions?
For additional help, please call 1-800-476-4627 or email res@product.mnhs.gov.

2 FRT Admin - Home

Select RES

Select OK

3

Select Approve Forms OR Forms

Select OK

4

Approve Forms

Enter First & Last Name

Select Submit

6

Class ID	Class Name	Start Date	End Date	City	State	Instructor	Enroll
181	2014-04-08	2014-04-08	2014-04-08	SEALED	VA	RPW-JAMES	0
182	2014-04-09	2014-04-09	2014-04-09	SEALED	VA	RPW-JAMES	0
183	2014-04-10	2014-04-10	2014-04-10	SEALED	VA	RPW-JAMES	0
184	2014-04-11	2014-04-11	2014-04-11	SEALED	VA	RPW-JAMES	0
185	2014-04-12	2014-04-12	2014-04-12	SEALED	VA	RPW-JAMES	0
186	2014-04-13	2014-04-13	2014-04-13	SEALED	VA	RPW-JAMES	0
187	2014-04-14	2014-04-14	2014-04-14	SEALED	VA	RPW-JAMES	0
188	2014-04-15	2014-04-15	2014-04-15	SEALED	VA	RPW-JAMES	0
189	2014-04-16	2014-04-16	2014-04-16	SEALED	VA	RPW-JAMES	0
190	2014-04-17	2014-04-17	2014-04-17	SEALED	VA	RPW-JAMES	0

7

Click on Class ID

8

Approve Forms

Enter Pre-Test & Post-Test Scores

Select Approve Forms

9

Confirm Class Details

Select Confirm

10

Class ID 181

Start Date: 2014-04-08

End Date: 2014-04-08

City: SEALED

State: VA

Instructor: RPW-JAMES

Enroll: 0

Select Confirm