

**CERTIFIED BY ECDIS ACCREDITATION**

**ANNUAL COMPETENCY ASSURANCE TRAINING (ECDIS)**

Internationally Recognised Trainers:

- Generic ECDIS
- Type Specific ECDIS
- ECDIS Inspection
- Competency Assurance

ISO 9001 001

Issued under the authority of ECDIS an ISO 9001 certified company. Part of the eMaritime Group.

# ECDIS ACAT

(Annual Competency Assurance Training)

[www.eMaritimeTraining.com](http://www.eMaritimeTraining.com)



This course is issued under the approval authority of ECDIS.  
Company Number: 06711458, an MCA accredited course provider.



MCA accredited course provider



# How to Guide For Crew Members

# 1 Registration Email

1

You will receive an email from your ship manager like this one



2

Click this link to be taken to your registration page



3

After clicking the link you will be taken to this page. Please enter your HULL PASSWORD to authenticate



## New Email

Hello, You have been added to ECDIS ACAT courses for your vessel.

Please click the link below to sign up for your course(s):

[http://www.emaritimetraining.com/crew-member-registration/?ai\\_company\\_id=123456789](http://www.emaritimetraining.com/crew-member-registration/?ai_company_id=123456789)

Company Name: The Shipping Company

Fleet Manager Name: Captain Bloggs

Hull Password (not your own personal password): 1234567890

Thank you  
eMaritime Training



!

**IMPORTANT:** Make a note of this "hull password" as you will need this to register

Password Authentication

Hull Password (Please see your registration email):

enter password here

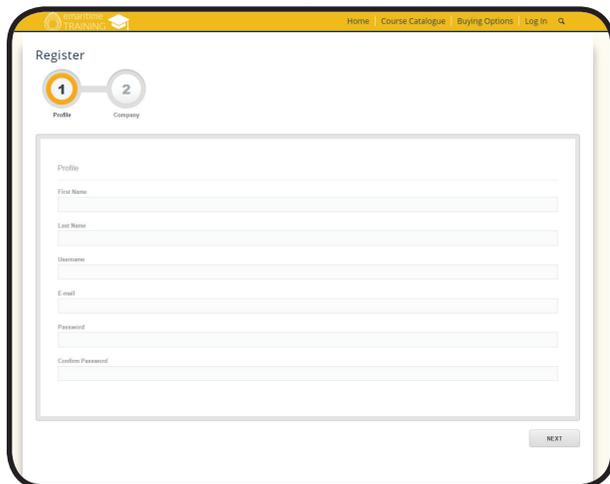
Submit

# 2 Account Registration

1

Next, enter your details. Name, username, email address, and **YOUR OWN password\***

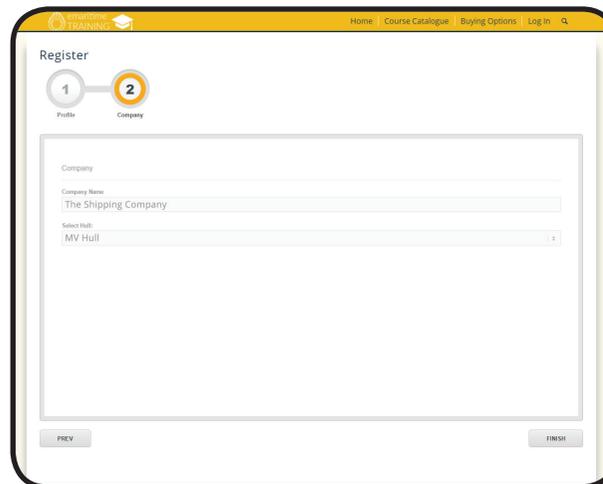
(\*Please make your password as complicated as possible to help prevent fraud)



A screenshot of the 'Register' page on a mobile device. The page has a yellow header with navigation links: Home, Course Catalogue, Buying Options, Log in. Below the header, there are two progress indicators: '1' (Profile) and '2' (Company). The '1' indicator is highlighted. The main content area contains a form with the following fields: First Name, Last Name, Username, Email, Password, and Confirm Password. A 'NEXT' button is located at the bottom right of the form.

2

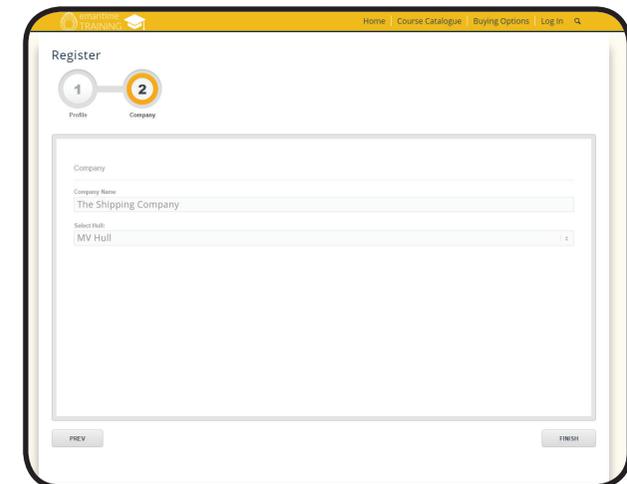
The next screen will show your company name and a list of hulls from a drop down. **Please select your hull**



A screenshot of the 'Register' page on a mobile device. The page has a yellow header with navigation links: Home, Course Catalogue, Buying Options, Log in. Below the header, there are two progress indicators: '1' (Profile) and '2' (Company). The '2' indicator is highlighted. The main content area contains a form with the following fields: Company Name (with the text 'The Shipping Company' entered), and a 'Select Hull' dropdown menu (with 'MV Hull' selected). 'PREV' and 'FINISH' buttons are located at the bottom of the form.

3

Once you have successfully registered you will be taken to the log in screen. Please log in using **either your username or email address and personal password**



A screenshot of the 'Register' page on a mobile device. The page has a yellow header with navigation links: Home, Course Catalogue, Buying Options, Log in. Below the header, there are two progress indicators: '1' (Profile) and '2' (Company). The '2' indicator is highlighted. The main content area contains a form with the following fields: Company Name (with the text 'The Shipping Company' entered), and a 'Select Hull' dropdown menu (with 'MV Hull' selected). 'PREV' and 'FINISH' buttons are located at the bottom of the form.



## IMPORTANT:

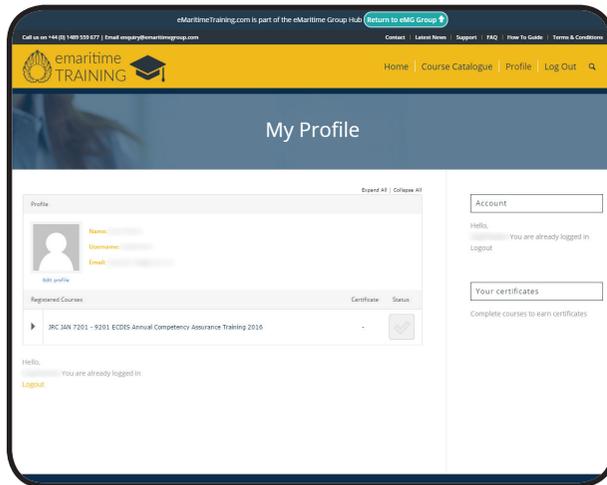
On completion of the final slide of module 1 "Introduction" you must scroll to the top, select "Back to Module" and on the next screen select "Next Module"

# 3 Starting Your Course(s)

1

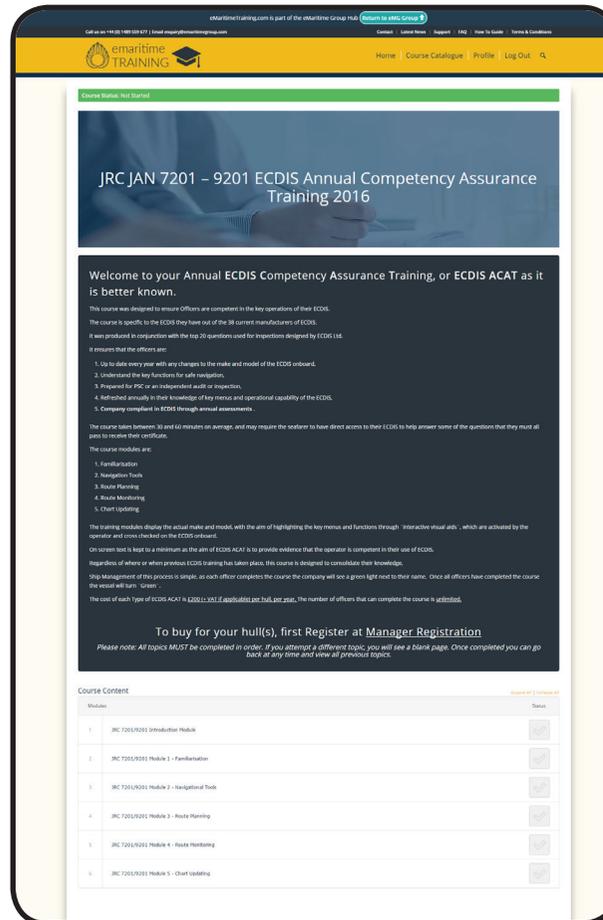
After logging in, you will be taken to your profile screen. Here you will see your available courses.

Click a course to start



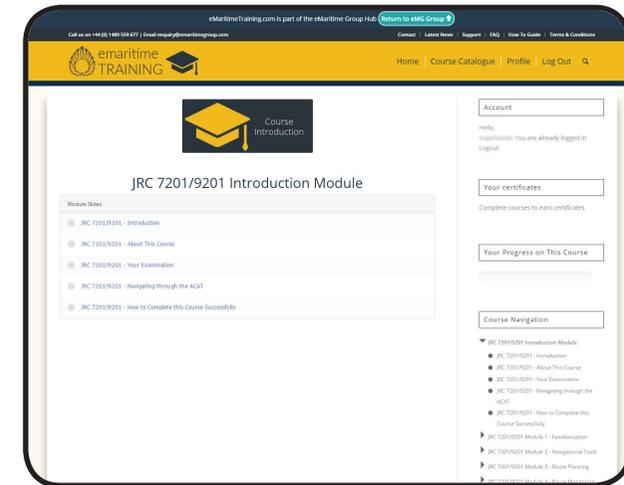
2

The opening screen of the course gives an overview. Scroll down and select the first module  
Modules must be completed in numerical order (eg 1, 2, 3, 4, 5)



3

At the start of each module, you will be shown a list of all slides within the module. Please select the 1st module



# 4 Module Tests

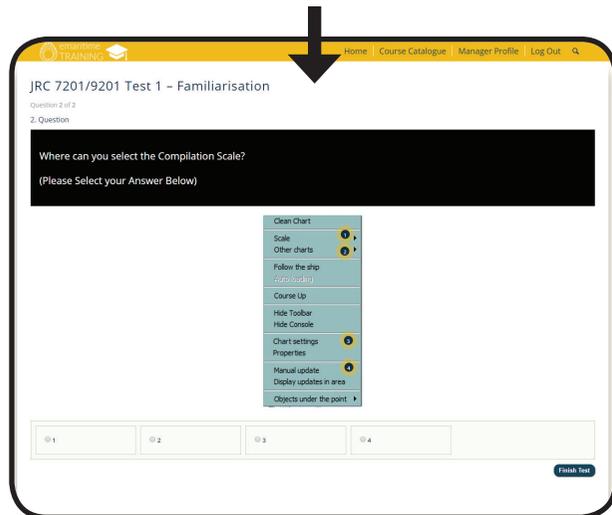
1

At the end of each module you will be presented with a test consisting of 2 questions.

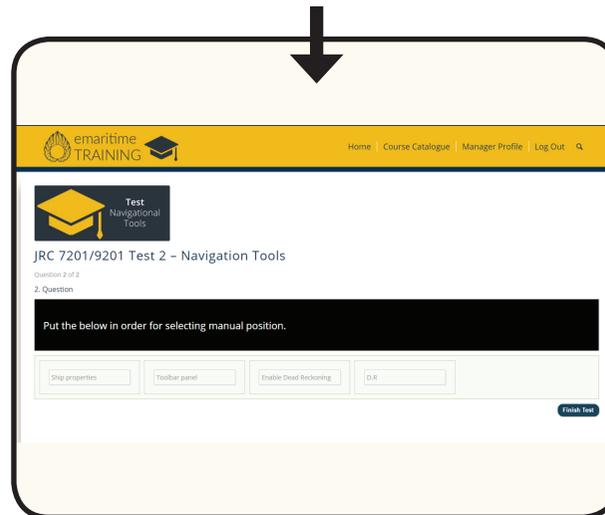
2

The questions come in 2 formats:

1) Multiple choice tick boxes

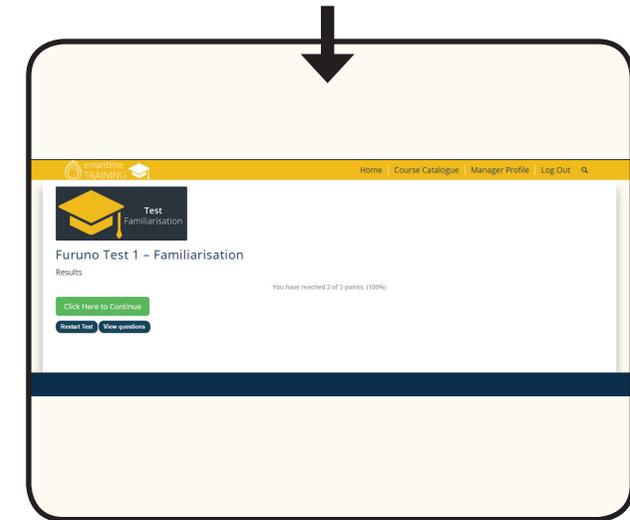


2) Drag and drop the answers in the correct order



3

On successful completion of the test\* you may continue to the next module



!

\*You must score 100% on each test to complete your course and gain your certificate

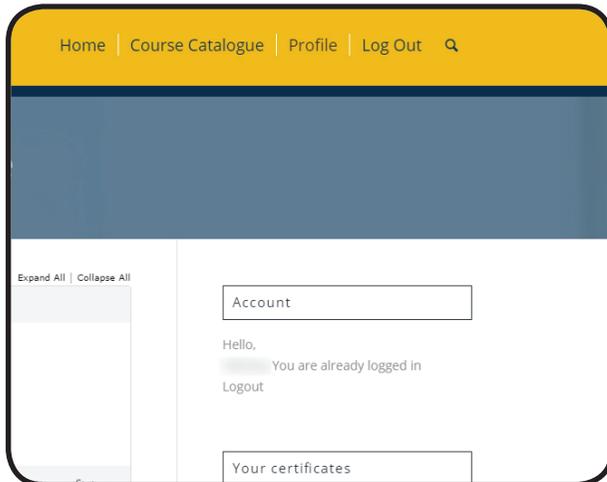
# 5 Your Certificate(s)

1

On successful completion of all modules, a certificate will be generated.

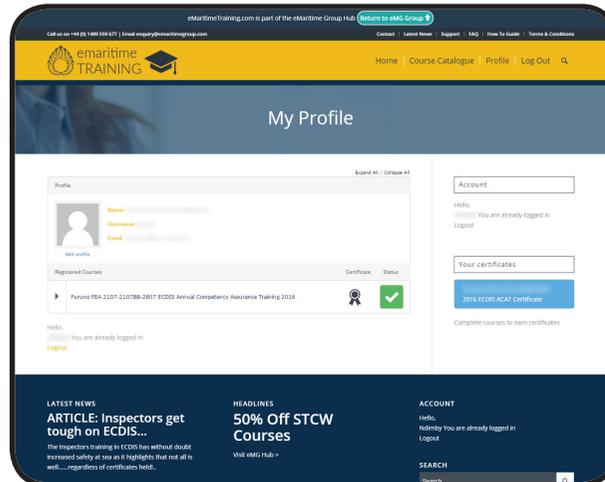
2

To access your certificate(s), select **"Profile"** from the main menu



3

You will now see next to your course(s) a certificate icon and in the right sidebar a blue button with your certificate name on it. Click either the icon or button



4

Your certificate will now open in a new browser window. To save, **right-click the certificate** and select **"save as"** and save it to your computer.



# Course Completed

That's it! If you would like to refresh your knowledge on any part of the course, you can go back to any slide of any module and take another look without the time restrictions



emaritime  
e-LEARNING

If you have any questions, please refer to our "Frequently Asked Questions" page:

**[www.emaritimetraining.com/faq](http://www.emaritimetraining.com/faq)**

Or email us at [enquiry@emaritimetraining.com](mailto:enquiry@emaritimetraining.com)