MTS ▶ User Instructions

Medical Training Solutions (MTS) Lab Training and Competency Assessment equips labs with a comprehensive online resource for training staff and building competency. Users and Administrators have unlimited access 24/7 from home, work, or school to:

A. Training Courses with engaging video and animation worth over 50 hours of continuing education credit. Specimen images make an ideal reference tool.

B. Competency Assessment tests for meeting regulatory requirements. Test questions change twice annually.

Getting Started

Log In
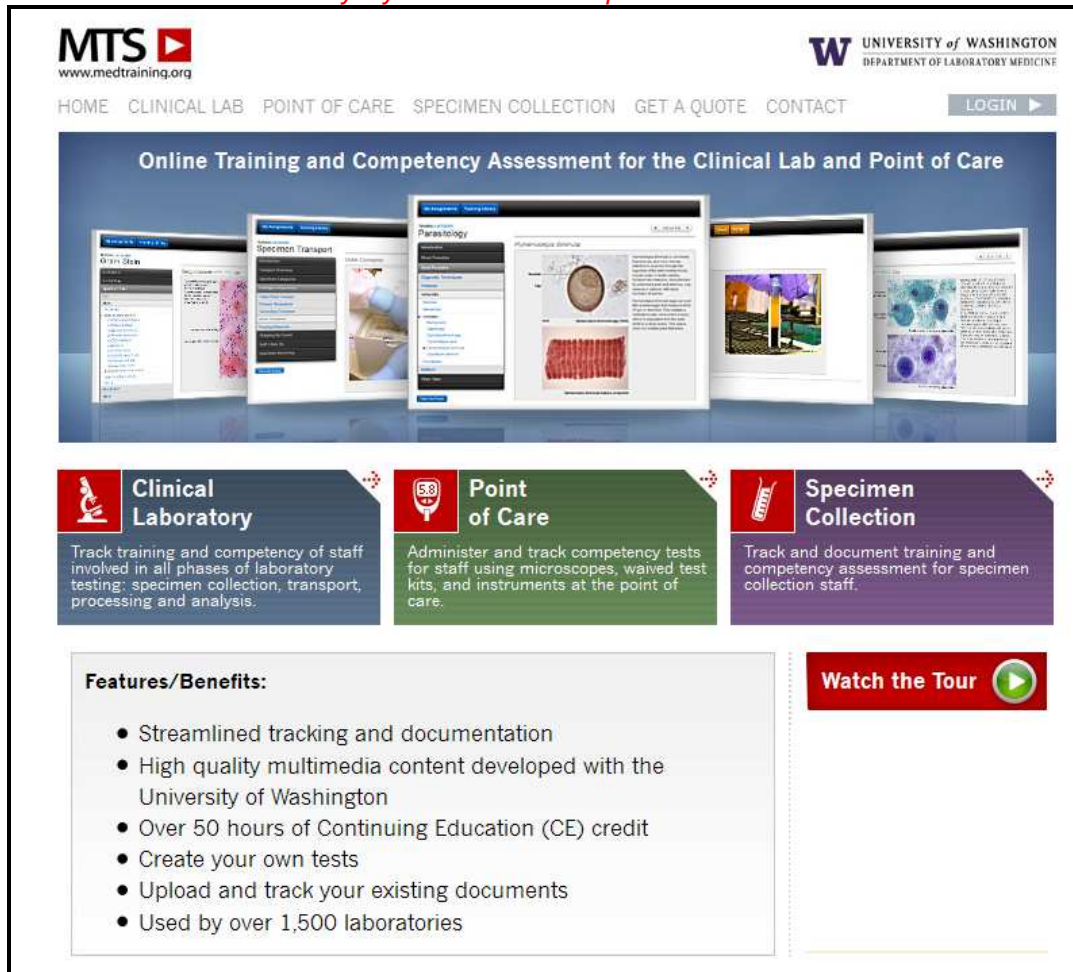
To access the account, Users must log in:

1) Open a browser of your choice and go to **www.medtraining.org**

2) Log in with your User ID and password provided by your administrator. The User ID is typically the User's full email address.

3) Click **Sign in.**

Register with a Lab Code*

Do this once only, thereafter log in using the User ID/password set up:

1) Open an Internet Explorer browser window and go to **www.medtraining.org.**

2) Click on Log In and then "Sign Up for a New Account" 3) Fill in all fields, click **Submit.**

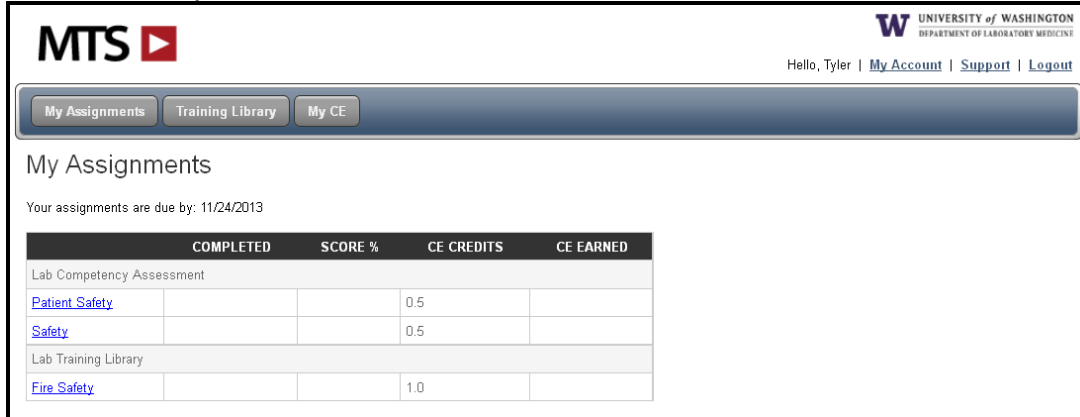** This feature to be used only if your Administrator provides a Lab Code.*

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My Assignments

After log in, Users see their assigned training and competency tests (**below**). The content of this menu will vary depending upon your subscription and will only list the tests assigned to you by your Administrator. If your account has access to the Training Library you can click on this tab to access all training courses.

Click on a test title to get started. You may quit at anytime, the next time you login you will continue where you left off.

Change Your Password

Users may change their own password: 1) After you have logged in select "My Account" in the upper right corner.
2) Enter new password 3) Click **Save.**

Continuing Education
P.A.C.E. Certificates

Users may print their own P.A.C.E. completion
certificates:
1) After you have taken a test, and scored above 80%, click on the CE tab at the top of the page.
2) You will see all courses listed for which you may apply for CE.
3) Click the "Apply" link next to the course for which you wish to apply for CE.
4) Fill out application form, click Submit
4) Click on the course title; a PDF will open.
5) Print and/or Save the certificate.
- *A minimum score of 80% is required to receive CE credit.*
- *Test scores can be reset by your Administrator for you to retake.*
- *Not all tests are eligible for CE credit.*
- *Users must apply for credit before a certificate can be printed.*

Contact MTS Support:

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