United States Coast Guard Auxiliary
U.S. Department of Homeland Security

First Northern Navigation Systems
We verify the AtoNs and PATONs, check the Bridges, and update the Charts of First Northern

Navigation Systems WebEX Training Announcement

For: **Tuesday evening, May 15, 2012 – 2000 to 2200 hrs.**

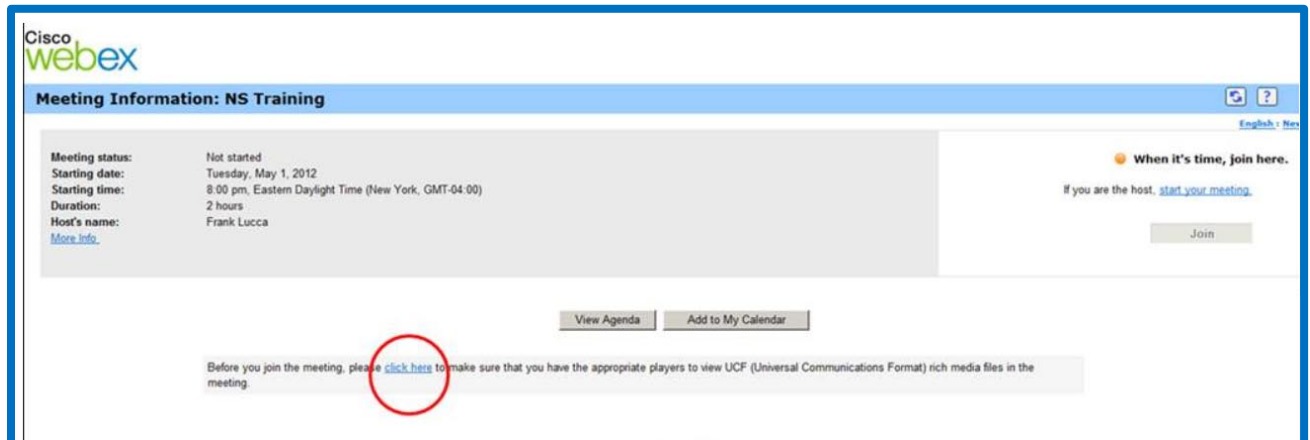**Place:** **The comfort of your home.**

May 15 Session - Training Topics:

- *How to register on the On-Line PATON System* – 15 minutes.
  - AVs will learn how to register and receive access codes to the PATON System.

- *How a PATON Owner applies for a PATON Permit and prepares an application on-line* - 20 minutes.
  - It is important to understand how easy it is to apply for a Private Aid permit on-line which is a requirement in the First District.

- *Review of the features of the Standard AV PATON System screen.* – 15 minutes.
  - You will learn how to search and sort the system PATON list and prepare EXCEL spreadsheets, One Page Verification Reports and to understand the implication and meaning of each data column.

- *How to access and prepare a "7054 AV Verification Report on-line* – 35 minutes.
  - Each field and drop down menu on this report is explained. You will learn how to add photos and how to prepare an on-line AUXDATA 7030 Activity report.

- *How Aquaculture Facilities should be documented and reported.* – 20 minutes.

How the WebEX Training System works:

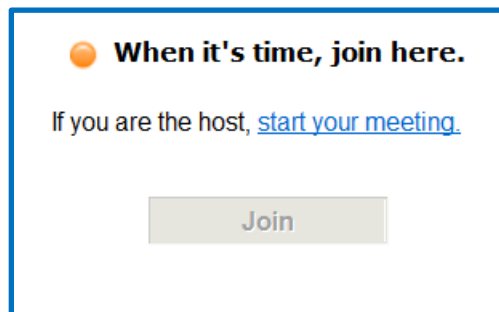WebEX training sessions are limited to 25 people.

Step 1 - Click the new **WebEX** page on the NS Web Site at: **www.uscgaan.com.**

Step 2 - Access this training session by clicking on the **RED** link, "**Third Tuesday of the Month.**" This screen will appear.

Step 3 - Before you join a session, click on "click here" that is circled in red to make sure that you have the appropriate players to view UCF (Universal Communications Format) rich media files in the meeting. The WebEX training site will be open for access at 1945 hrs.

Step 4 – Click on the "Join" box at the top right-hand corner of the screen to enter the training class session. The WebEX training site will be open for access at 1945 hours.

Training starts at 2000 and ends at 2200 hours.

A brief tutorial to explain your participation as a student will be given at 2000.

Pre-registration is desired so we know who plans to participate.

E-mail FrankJLarkin@verizon.net to indicate that you will be joining this session.

You will receive a reminder e-mail on the day of the training.

Up-Coming Events: (Announcement will follow)

On Tuesday, June 12th, we plan to cover the following Bridge topics:

- **Bridge Lighting and Safety Equipment. –** 60 minutes.
- **Logging on to the on-line Bridge System in First Northern. -** 5 minutes.
- **Review of the "Show Bridge Details" Screen.** – 10 minutes.
- **Review of the "Discrepancy Screen." Including how to add discrepancy photos you're your report.** – 10 minutes.
- **Review of the "Discrepancy Resolution" Screen.** – 10 minutes.
- **Review of the "Annual Survey" Screen.** – 5 minutes.
- **Review of the "Update Physical Characteristics" Screen.** – 10 minutes.
- **How to prepare an AUXDATA 7030 Activity Report on the Bridge System.** – 10 minutes.