AAMVA FDR e-Learning CD or Central File Quick Start Guide January 2016

1) Basic system requirements

- Internet Explorer (version 6.0 or higher) or similar browser.
- Active X controls must be allowed
- Adobe Flash OR HTML5 player
- Adobe Reader

2) Place course in directory/media

Locate the downloaded file on your hard drive, and extract the zip file. Copy the **entire** extracted courseware folder(s) named Level 1 and Level 2 into a directory location, CD, or other media. Please do not rename or move files out of their Level 1 or Level 2 folders.
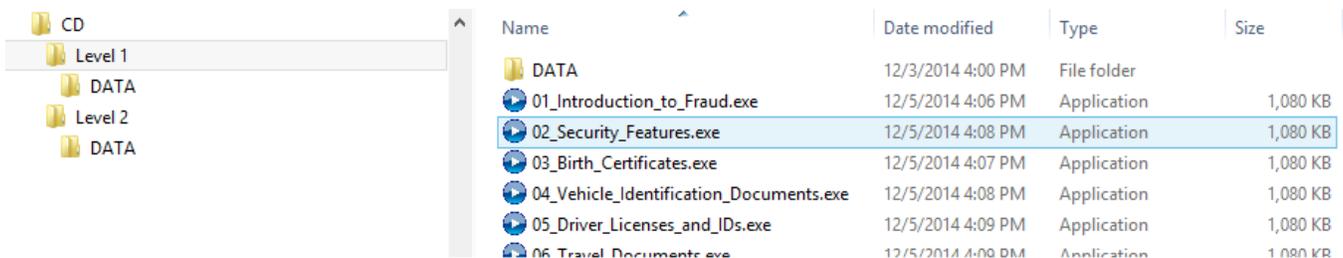
3) Access to courses

Each module's launch file (.exe suffix) is contained in the first level when you open the Level 1 or Level 2 folder. Students can be instructed to simply click the executable for the module they wish to take. "Custom" module lists can be made by deleting the executables for any modules that you wish the student to skip, or when compiling study paths for students according to AAMVA's Suggested Curricula (Section 4 below). Corresponding deletions can be made to the module subfolders within the DATA folder, but are not required.

If you have trouble using each module's exe in the Level 1 or Level 2 directory, simply place the contents of the DATA folder to a directory and instruct students to click the "Launch Presentation.exe" file _**within**_ each module's folder.
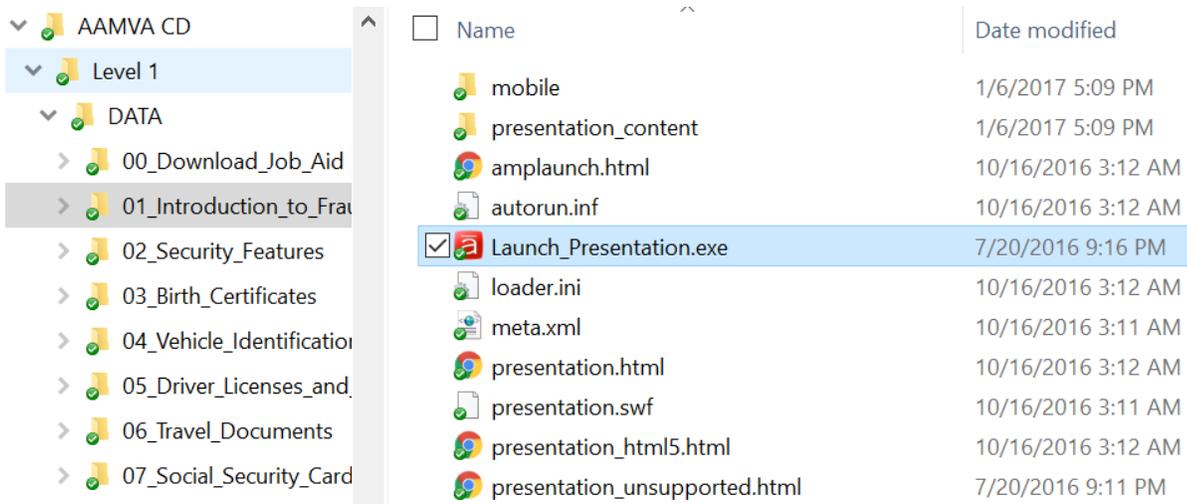
4) Suggested Curricula

The table below provides suggested course catalogs for typical student populations. Using the table, you can use the process outlined above in Topic 2, Access to Courses to provide the most pertinent courses based on job responsibilities.

	FDR Curricula	Prerequisite
Study Path Modules	**FDR Level 1 Core** Intro to Fraud Security Features Counterfeits and Alterations People and Actions FDR Tools	**None**
Study Path Modules	**FDR Level 1 - Driver** Birth Certificates DLs and IDs Travel Documents Social Security Cards Immigration Documents Military IDs High Quality Counterfeits 1	**FDR Level 1 Core**
Study Path Modules	**FDR Level 1 - Vehicle** Vehicle Documents NMVTIS Investigation Tools	**FDR Level 1 Core**
Study Path Modules	**FDR Level 1 - Canadian and Mexican Documents** CAN Travel, Citizenship, Immigration Docs CAN Birth, Driver, Vehicle Documents Mexican Documents	**FDR Level 1 Core**
Study Path Modules	**FDR Level 2** Intro to Covert Features Expanding the Review High Quality Counterfeits 2	**FDR Level 1 Core**
Study Path Modules	**FDR Electives** Annual Update Module Internal Fraud for Staff Law Enforcement Supplement	**None**
Study Path Modules	**FDR for Managers/Admins** Internal Fraud for Managers Administrator's 15 Administrator's 15 Focus Modules	**None**

5) Indexed Job Aid

Job aids for each individual module have been discontinued and are now combined into a single indexed, searchable, electronic document. The Indexed Job Aid is provided so that you may deploy it to student workstations or to your intranet, thus giving students an electronic, easily accessed job aid for use on the job. Alternatively, a new module (00 Download Job Aid) has been created, and intended to be the first module for students to access. Here they are instructed to download the Job Aid from within the module before beginning the formal course.

6) Doc Authenticity Contacts

This spreadsheet contains jurisdictional contacts who are experts with their driver and/or vehicle documents. Should your jurisdiction encounter suspicious documents from another jurisdiction, these contacts have been designated as the parties to whom you can reach out. The worksheet IS NOT contained within the courseware but can be distributed (and accessed via Microsoft Excel) by training managers to staff as deemed appropriate, or can be used in its .csv format to import into your agency's global contact utility.

Note: These same contacts can be accessed from the members-only Online Community Directory on the AAMVA website. Simply select "Driver Document Authenticity Contact" or "Vehicle Document Authenticity Contact" from the "Program Area/Subject" dropdown menu.

Lastly, agencies that partner with AAMVA in the maintenance of FDR have graciously provided their local fraud contacts. These can be found in the tabs of the Excel workbook. New tabs are added as agencies provide their contact lists.

7) Knowledge Assessment

Each course concludes with a 10-question knowledge assessment. Pass/Fail criteria have been preset to AAMVA's standard of 80%. At the conclusion of the assessment, students may select the "print results" option to enter their identifying information and create an html file that can be saved or printed for their/your records. Because this installation CD is intended for "free-standing" applications, there is no inherent utility to track student activity. It is suggested that the administrator develop a process for students to print test results and record their identifying information when prompted by the courseware, or alternatively save the electronic file for forwarding (perhaps as an email attachment or deposited in a predetermined parent directory).

Questions:

Please contact Steven Sebestyen at ssebestyen@aamva.org with any questions.