

<https://apps.tn.gov/ustop/>

You create your own password and user ID
(remember your user ID must not have any spaces)

Once you have logged in you will see your operator dashboard

Path A

I am the operator for one owner only that only has tanks in Tennessee

The owner will need to designate you for their facilities from their owner dashboard

When you log in, after the owner has designated you, you will see a message in red that you have pending notifications
You will need to click on the notification and accept this designation if you want to be the designated operator for the facilities

Now you will be able to see the facilities you have been designated for on your dashboard
There is a quick guide called compliance plan under each facility

Once you have accepted the designations you are ready to begin training
See Page 2

Path B

I am the operator for more than one owner and/or
I will be the operator for tanks in Tennessee as well as another state that accepts training from Tennessee Tank Helper

Before going on to the next steps
Go to Page 2 and begin training

Once you have completed all of the training owners can add you as a designated operator from their owner dashboard

When you log in, after the owner has designated you, you will see a message in red that you have pending notifications
You will need to click on the notification and accept this designation if you want to be the designated operator for the facilities

Now you will be able to see the facilities you have been designated for on your dashboard. There is a quick guide called compliance plan under each facility

When you are ready to train

If you chose Tennessee Tank Helper (the free online training) click the “**Begin Training**” button at the bottom of your Operator Dashboard.

Note: If you took the ICC Exam or attended Tank School UST staff will confirm your passing score and add a date beside your name. You can skip the next 3 steps.

On the training dashboard you will see the modules

You will select the module you are ready to start and hit the “**Begin Selected Training**” button

At the end of each module is a test

Make sure all other browser windows are closed and do not leave the test idle once you begin

On the training dashboard beside each module that has been passed you will see **Passed** in the Module Score column

You can click on the word passed to print your certificate at any time

Once you have completed **all of the required training modules and passed** the test, there will be a date beside your name on your dashboard under **Training Completed** this will also appear on the owner’s dashboard when you have been designated

If you were following Path A you there are no further steps

If you were following Path B go back to page 1 for instructions on designations