How to access WebInservice for Controlled Substances Administration & Accountability

1. Enter the following URL into the Address box: http://webinservice.com/vanderbilt

2. At the Welcome page type your name, first and last, and your birthdate. If your birthdate is before 1930, you will need to enter the entire year (e.g., 01/05/1926).
3. If you have been assigned any lessons since your last login, the new lessons will appear at the bottom of your Learning System Home Page under the heading Top 10 List. You can click on the hyper-linked lesson or you can go to your Lesson Plan and view all of the lessons that have been assigned to you. To get to your Lesson Plan, click on the icon for Lesson Plan.

4. You will then be prompted to start the lesson. Once you have completed the lesson, your Learning System Home Page will update and you will have a link to the test associated with the lesson.
You will notice that even though you have viewed the material, your status is still Not Complete. You need to take the test.

4. If you do not have this particular lesson assigned, go to the Self Enroll icon in the upper right portion of the screen and follow the steps to enroll yourself.

5. If you have questions or need help please contact: the Help Desk 343-4357 (3-HELP). For answers to Frequently Asked Questions, visit go to [http://www.mc.vanderbilt.edu/compliance/soctraining/faq.htm](http://www.mc.vanderbilt.edu/compliance/soctraining/faq.htm).