

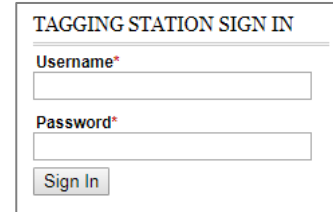
## Self-Training

Visit the training website: <https://54.90.225.65/online/training/gametagging/index.html>

If your computer flags the site for security, select Advanced/Details and click Proceed to/Visit the website.

Sign in using the following credentials  
(visit page 3 of this User Guide for visual instructions):

Training Station Username:  
Training Password: **train**  
Click Sign In



TAGGING STATION SIGN IN

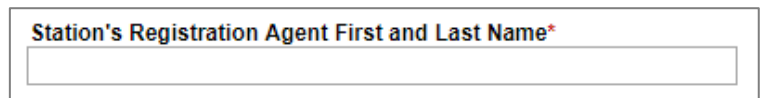
Username\*

Password\*

Sign In

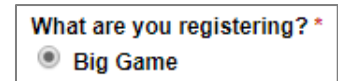
You will advance to the **Main Menu** page to begin registering an animal (visit page 5 of this User Guide for visual step-by-step instructions):

Type in your name as the clerk.



Station's Registration Agent First and Last Name\*

If your station is able to register big game and fur, select **Big Game**.



What are you registering? \*

Big Game

Choose a species from the dropdown menu.



Animal to be Tagged\*

--

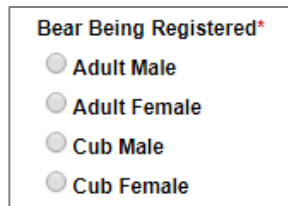
Bear

Deer

Moose

Turkey

Select the sex and age of the animal.



Bear Being Registered\*

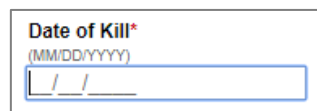
Adult Male

Adult Female

Cub Male

Cub Female

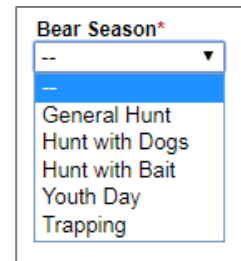
Enter the **Date of Kill** (MMDDYYYY).



Date of Kill\*

(MM/DD/YYYY)

Choose a season the bear was harvested in from the dropdown menu.



Bear Season\*

--

General Hunt

Hunt with Dogs

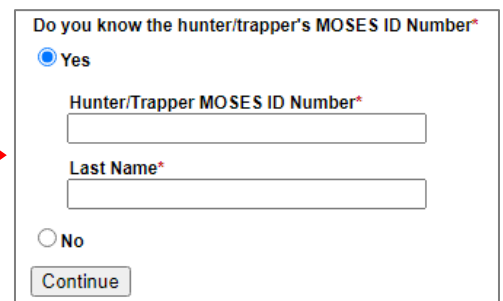
Hunt with Bait

Youth Day

Trapping

For the first training example—perfect MOSES ID entry—select **Yes** under **Do you know the Hunter's MOSES ID Number\***  
(visit page 4 of this User Guide to view MOSES IDs on a hunting license)

Enter the ID: 2894431  
Enter the Name: Rabbit  
Click Continue.



Do you know the hunter/trapper's MOSES ID Number\*

Yes

Hunter/Trapper MOSES ID Number\*

Last Name\*

No

Continue

You will advance to the **Hunter Information** page. This example includes the appropriate license and permit for registering the animal. Confirm all fields are correct with the hunter. To edit any hunter information, select the [Edit Hunter Information](#) link in the top right corner (see page 9 of this User Guide for a visual example). Once the information has been edited, click Continue to proceed with registering the animal.

You will advance to the **Animal and Weapon Information** page. Please turn to pages 10-12 of this User Guide for step-by-step visual instructions on how to fill out this page and finish registering the animal.

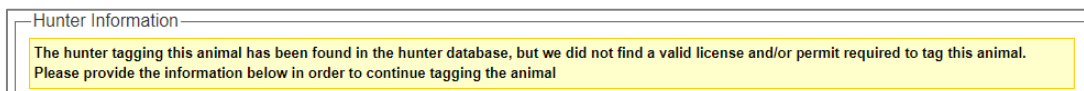
For the second training example—no permit and/or license—select **Yes** under **Do you know the Hunter’s MOSES ID Number\*** (see page 7 of this User Guide for a visual example).

Enter the ID: 2894432

Enter the Last Name: Rabbit

Click Continue.

At the top of the **Hunter Information** page, a yellow banner will indicate that the hunter is in the database but lacks a license and/or permit for the harvested animal.



At the bottom of the **Hunter Information** page, you will add the license and permit information.

You would choose the **License Type\*** from the dropdown menu, and then enter the **License Number\***.

You would then choose the **Permit Type\*** from the dropdown menu, and then enter the **Permit Number\***.

However, there are instances where the permit or license number was not provided. Check either box for **License/Permit Not Provided**.

Next, choose the **Reason\*** the license and/or permit was not provided from the dropdown menu.

If the license was not located, you can select the reason and click Continue. You are still able to move forward and register the animal even if you are not shown the license/permit.

You will advance to the **Animal and Weapon Information** page. Please turn to pages 10-12 of this User Guide for step-by-step visual instructions on how to fill out this page and finish registering the animal, or select **Cancel** at the bottom of the page to be taken back to the beginning of the training.

For the third training example—multiple permits available—if your station registers deer, choose an antlerless deer (Adult Female or Fawn) and the **Firearms** Deer Season.

**Animal to be Tagged\***  
 Deer ▾

**Deer Being Registered\***

Adult Male (Buck)

Adult Female (Doe)

Fawn Male

Fawn Female

**Deer Season\***

-- ▾

Firearms

Archery-Expanded

Archery-Regular

Youth Day

Muzzleloader Statewide-wk1

Select **Yes** under **Do you know the Hunter's MOSES ID Number\***

Enter the ID: 2894435

Enter the Last Name: Rabbit

Click Continue.

At the bottom of the **Hunter Information** page, choose the **License** from the dropdown list.

Choose the **Permit** from the dropdown list. In a real-world situation, you would select whichever permit the hunter wants to use. If their permit isn't listed, select that option to manually enter the permit type and number.

**License\***

1901 - Life Over-70 License - 125168 ▾

**Permit\***

Select ▾

Select

30001 - Deer Permit Lanowner - 3ATEST

30004 - Deer Permit Regular Bonus - 3BTEST

Permit not listed

For the fourth training example—no MOSES ID found—select **No** under **Do you know the Hunter's MOSES ID Number\***

Enter the first name: Roger

Enter the last name: Rabbit

Enter the birth date: 05/20/1959

**Do you know the hunter's MOSES ID Number\***

Yes

No

**Hunter First Name\***

**Hunter Last Name\***

**Hunter Suffix**

-- ▾

**Hunter DOB\***

Example: MM/DD/YYYY

In this example, multiple hunter profiles are found. You want to choose the profile with the most up-to-date information.

As the hunter information is identical, select the first option to reveal the full profile.

**Tag Animal**

Hunter Information

Multiple hunters were found with the name and date of birth provided. Please select the customer associated with this tagging transaction.

Select	Hunter Information
<input type="radio"/>	Name: Roger Rabbit Date of Birth: 05/20/1959 Street Address: 9 BEAL ROAD City/Town: CHESTERVILLE ZIP Code: 04355
<input type="radio"/>	Name: Roger Rabbit Date of Birth: 05/20/1959 Street Address: 9 BEAL ROAD City/Town: CHESTERVILLE ZIP Code: 04355

[Cancel](#) [Wrong Hunter? Search Again](#)

Click Continue.

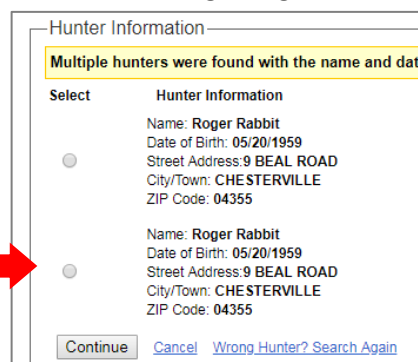


The bottom of the **Hunter Information** page does not show any active license or permit options. Since there were two profiles to choose from, this option is likely an inactive profile.

Click the link [Wrong Hunter? Search Again](#) at the bottom of the page to be taken back to the beginning. Select **No** under **Do you know the Hunter's MOSES ID Number\*** and enter Roger Rabbit 05/20/1959

Select the second option.

Click Continue.



Hunter Information

Multiple hunters were found with the name and date

Select	Hunter Information
<input type="radio"/>	Name: Roger Rabbit Date of Birth: 05/20/1959 Street Address: 9 BEAL ROAD City/Town: CHESTERVILLE ZIP Code: 04355
<input type="radio"/>	Name: Roger Rabbit Date of Birth: 05/20/1959 Street Address: 9 BEAL ROAD City/Town: CHESTERVILLE ZIP Code: 04355

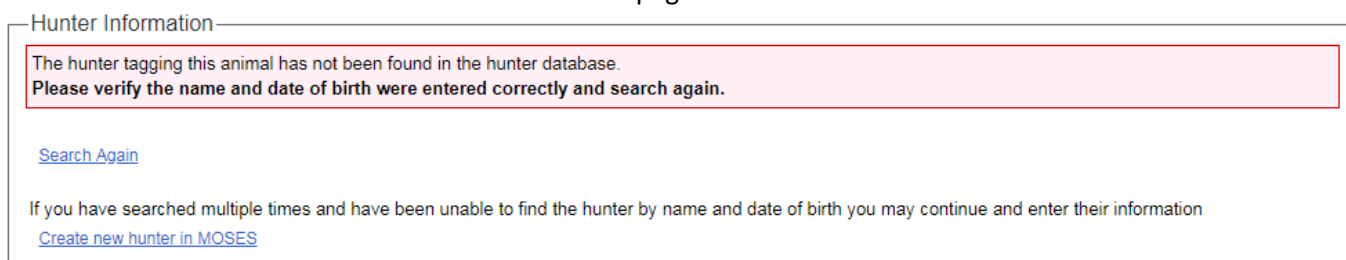
[Wrong Hunter? Search Again](#)

The Hunter Information includes the license and permit and, therefore, is the most up-to-date profile.

Click Continue to advance to the **Animal and Weapon Information** page. Please turn to pages 10-12 of this User Guide for step-by-step visual instructions on how to fill out this page and finish registering the animal, or select [Cancel](#) at the bottom of the page to be taken back to the beginning of the training.

For the fourth training example—no hunter found—select **No** under **Do you know the Hunter's MOSES ID Number\*** and enter any name and birth date not used in this training (see page 6 of this User Guide for a visual example).

Click Continue to advance to the **Hunter Information** page.



Hunter Information

The hunter tagging this animal has not been found in the hunter database.  
Please verify the name and date of birth were entered correctly and search again.

[Search Again](#)

If you have searched multiple times and have been unable to find the hunter by name and date of birth you may continue and enter their information  
[Create new hunter in MOSES](#)

In a real-world situation, you would select [Search Again](#) to be brought back to the start page to re-enter the hunter's name and birth date, making sure that all fields are correct and ask the hunter if they go by a shortened name or nickname that their license may be listed under (e.g. "Dan, Danny, Daniel").

For this example, the hunter does not exist in MOSES, so select [Create new hunter in MOSES](#)

You will create a MOSES profile for the hunter by filling out all required information, as well as the license and permit used. Click Continue to advance to the **Animal and Weapon Information** page. Please turn to pages 10-12 of this User Guide for step-by-step visual instructions on how to fill out this page and finish registering the animal, or select [Cancel](#) at the bottom of the page to be taken back to the beginning of the training.