

Step 1: Sign In

Sign in with a keyboard or badge scanner (if installed)

Keyboard

- A. Select Language at bottom of screen
- B. Type in your Last Name
- C. Type in your Employee ID (User ID); ask your supervisor if you do not know your ID
- D. Select "Sign In"
- E. Confirm that your information is correct; select "Yes" or "No"

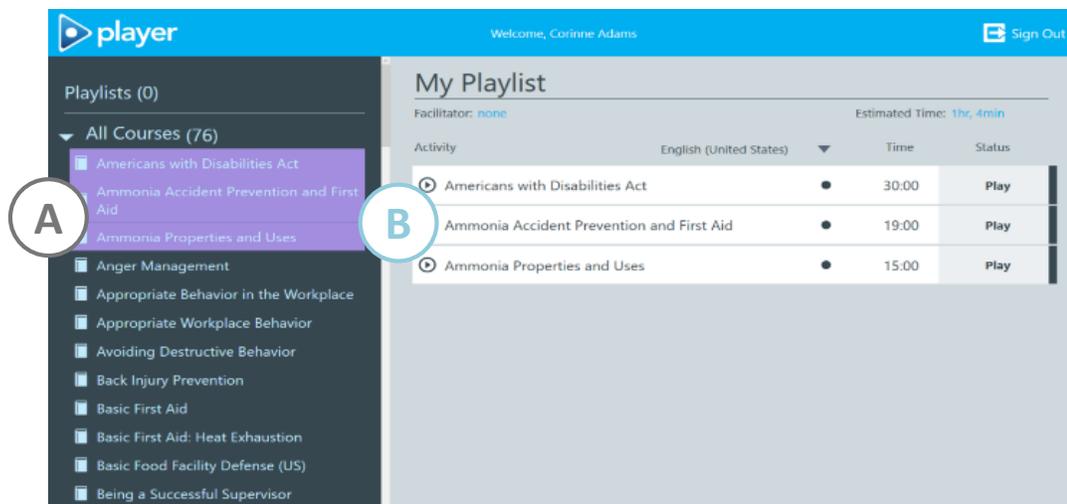
Badge Scanner

- A. Select "Scan User Badge"
- B. Scan your badge or ID card
- C. Confirm that your information is correct; select "Yes" or "No"
- D. Select Language at bottom of screen



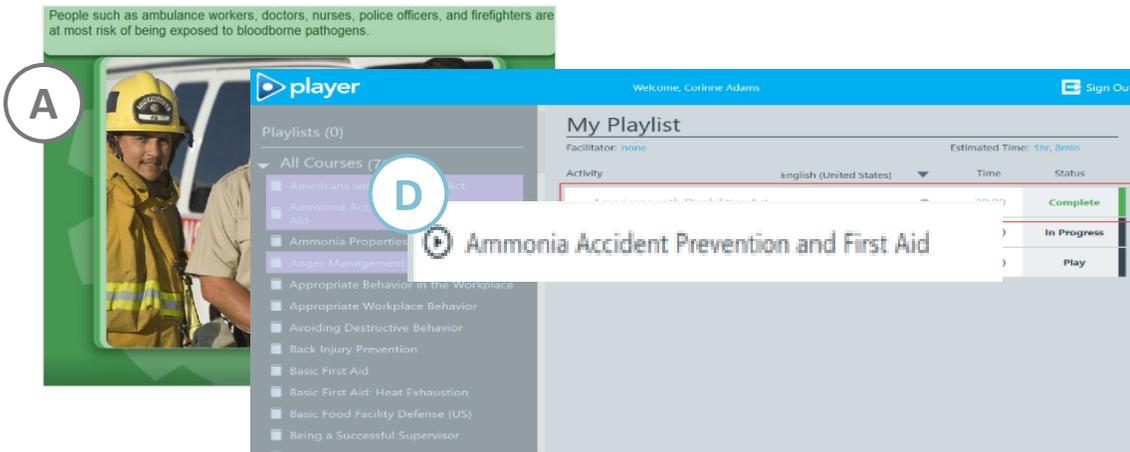
Step 2: Select Activities

- A. Select the Activities (Playlists, Courses, Tests, Evaluations) for your session from the left column
 - Only one Playlist may be selected at a time
 - Activities cannot be added to or removed from a Playlist
 - If All Courses are available, choose as many activities as you wish
- B. Select the Course Panel on the right to Play



Step 3: Play Activities

- A. Navigate the Activity
 - Most activities advance automatically
 - Advance non-automated Courses by selecting the arrows at the bottom corner of the page
- B. Provide answers to all questions
- C. You will be notified of the Status of each activity taken
- D. Select the Course Panel to start the next highlighted Activity
 - You can highlight a different Activity, if desired
 - An “In Progress” course may be repeated if it displays a Play icon
 - If you wish to exit a Playlist early, skip to Step 4



Step 4: Sign Out

Options to prepare Player for the next User

Playlist Completed

A Sign Out screen will open; select “OK” to sign out

Exit Early

- A. Select “Sign Out” at the top of the Activities page
- B. Select “Yes” to save completed training and sign out

