

Step 1: Sign In

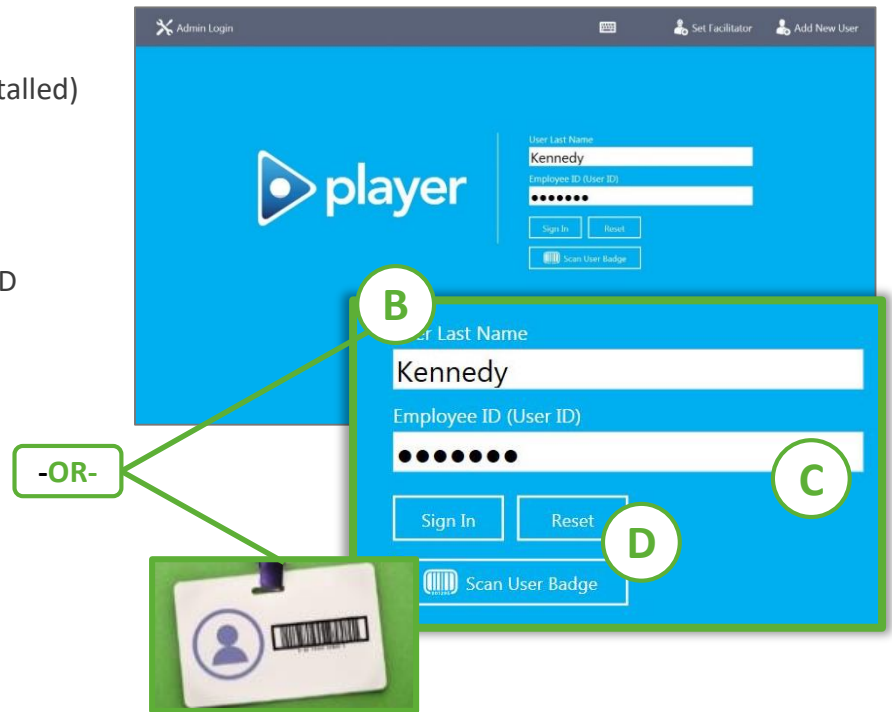
Sign in with a keyboard or badge scanner (if installed)

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 have your ID
- D. Select "Sign In"
- E. Confirm that your information is correct;
select "Yes" or "No"

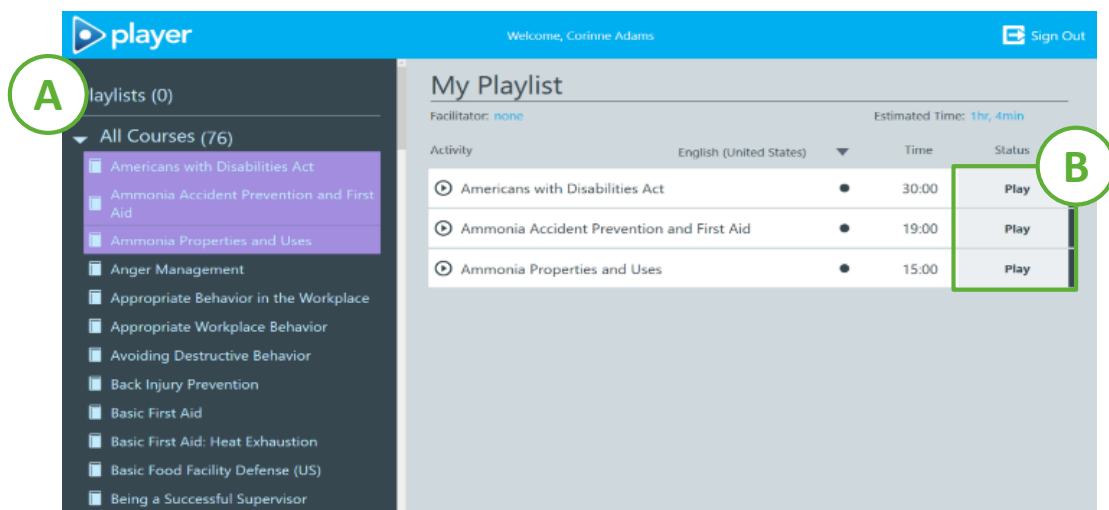
Badge Scanner

- 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 for your session from the left column
 - Only one Playlist or Learning Plan List 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



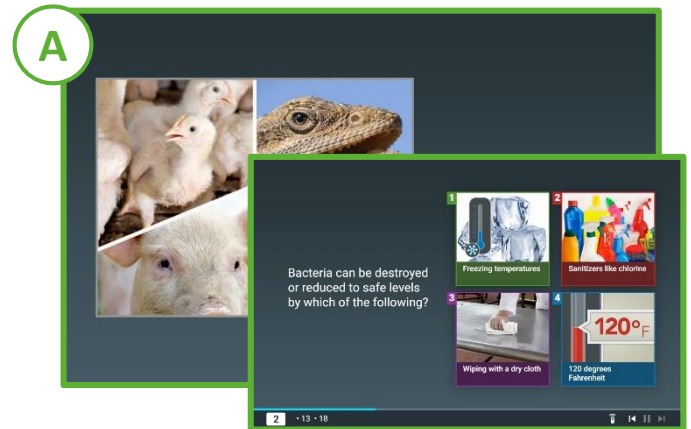
Step 3: Play Activities

A. Navigate the Activity

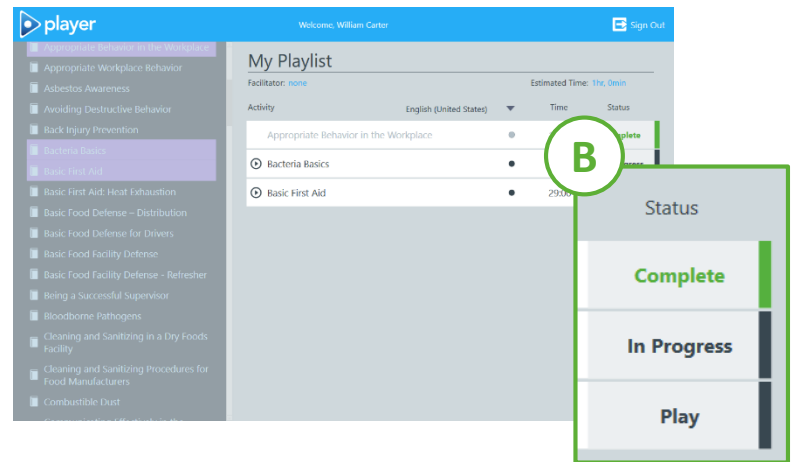
- Most activities advance automatically
- Advance non-automated Courses by selecting the arrows at the bottom corner of the page
- **Provide answers to all questions**

B. Select the Activity in your Playlist to begin

- You can highlight a different Activity, if desired
- An “In Progress” course may be repeated if it displays a Play icon



Exiting early? Skip to Step 4!

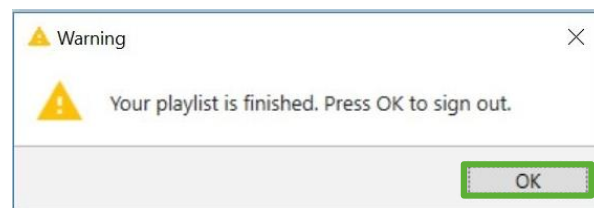


Step 4: Sign Out

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

