

Creating Your Firm’s FREE Training Account

There are three ways which you can create a training account;

Figure 1.0-Front Page

- 1.1. Use the “Create new account” link in the Login section –Right Column of the site Front Page.
- 1.2. Use the “Yes – Create Us An Account” section in the left column of the site Front Page-24 hours setup time.
- 1.3. Call the “Help Desk” – Left Column of Front Page of site.

Instructions for 1 (2 &3 Instructions are on site)

Step 1: Click the “Create new account” link in the Login section (Figure 1.1).

Step 2: The “New account page” (Figure 1.2) appears. Fill out your account information completely using a valid email address.

A valid email address is required so you can confirm that you are the person creating the account.

The Fields Required to create a training account are:

Choose your username and password

Username
Password

More details

Email address
Email (again)
Company Name
Company Type (LLC/INC. etc.)
City/town
Country

Other fields

Contact
Phone
Number of Employees

Step 3: Once completed –Click the “Create my new account” button.

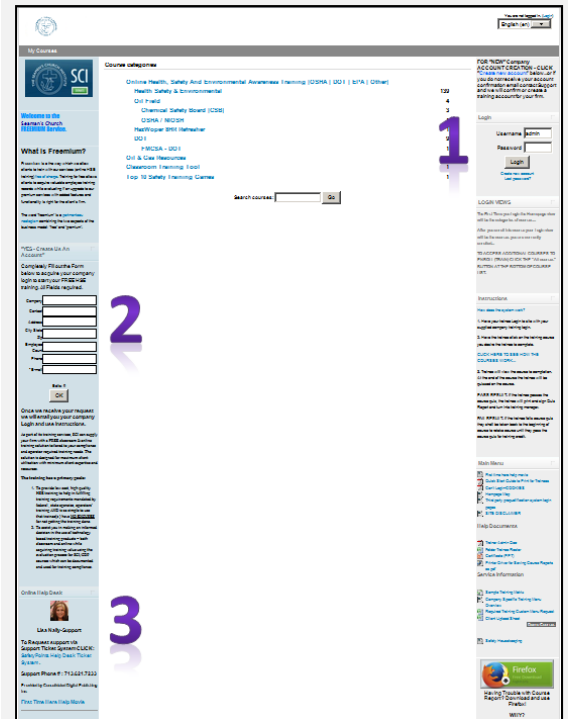


Figure 1.0-Front Page

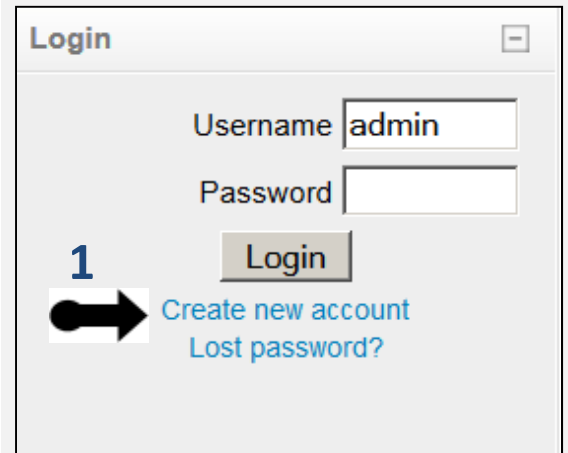


Figure 1.1-Front Page

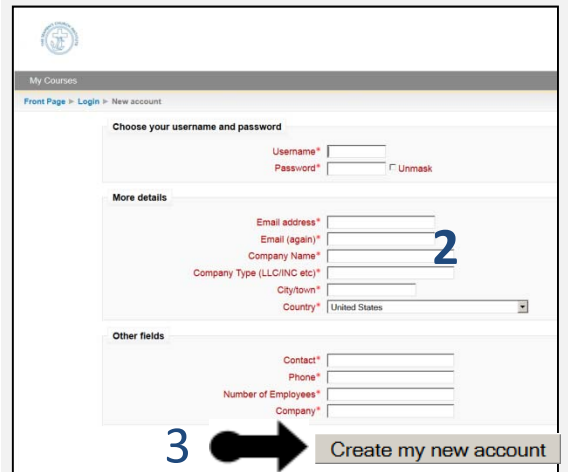


Figure 1.2-New account Page

Creating Your Firm’s FREE Training Account

Figure 1.0-Front Page

1.1. Use the “Create new account” link in the Login section –Right Column of the site Front Page.

Instructions for 1 (Continued)

Step 4: Follow the instructions given on the “ Confirm your account” page. (Figure 1.3)

Instructions on page are:

An email should have been sent to your address at XXXXX@XXXXXXXX.xxx
It contains easy instructions to complete your registration.

If you continue to have difficulty, contact the site administrator at lnally@safeworkday.com.

Once you have read and understand the instructions click the “Continue” button.

Step 5: Confirm your firm’s training account by opening the email send to you in Step 4 and clicking on the confirmation link in the email. (Figure 1.4)

If you do not receive your confirmation email ...please check your SPAM... if not there call support and we will manually CONFIRM your account for you...

Once your account has been confirmed your trainees can use the “Company” Login to enter the site for training.

MULTIPLE TRAINEES CAN USE THIS LOGIN TO TRAIN AT THE SAME TIME!

NOTE TO THE SUPERVISOR

Once your account has been confirmed you can login and enroll into the courses you desire your trainees to take. Now, each time a trainee logs in they will see the list of courses you desire them to take.

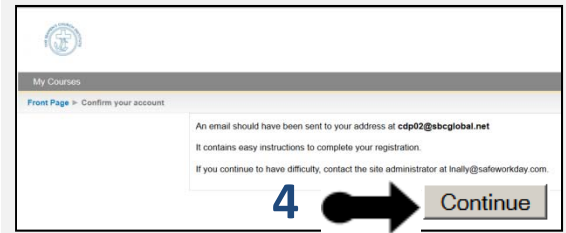


Figure 1.3-New account Page

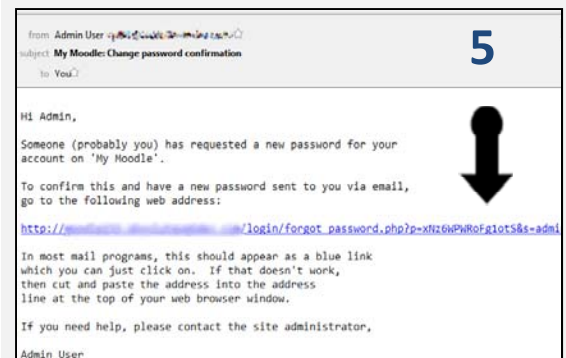


Figure 1.4-Confirmation email