



State Fund's Online Safety UniversitySM Learner Quick Start Guide

Technical Tips Before You Get Started

1. To access State Fund's Online Safety UniversitySM go to www.neogov.com.
 - Please note that Neogov is an entity separate from State Fund. When you access Neogov's webpages, you will be subject to Neogov's terms of service and privacy policy.
 - Also, State Fund's Online Safety UniversitySM is not a real university. It does not offer college credit, degrees or certifications
2. Recommended Browsers: Google Chrome, Internet Explorer, and Microsoft Edge.
3. If you find that you are having an issue with Pop-Up Blockers – particularly with Google Chrome, please refer to the document titled Instructions for Pop-Up Blockers.
4. When Users/Learners receive their activation e-mail it will come from donotreply@neogov.com.
5. The Subject of the e-mail will read "Activate Your User Account"
6. If you cannot locate your activation e-mail in your inbox, please check your Spam or Junk Mail folders.
7. If your organization has restricted internet access to specific IP addresses or blocks spoofed emails except from specific IP addresses, then update your firewalls to allow information to and from the IP addresses below:

IP network address 162.246.160.0
Subnet 255.255.252.0 or /22
Broadcast address 162.246.160.0
IP address range 162.246.160.1 - 162.246.163.254

If necessary, also whitelist the following email addresses:

info@neogov.com
support@neogov.com
noreply@neogov.com
customersupport@neogov.com
donotreply@neogov.com
reports@neogov.com
neogovintegrations@neogov.com
adhocreports@neogov.com

Online Safety UniversitySM Terms While Navigating

Learn: is the term used for the Online Safety UniversitySM Platform.

Learner/User: is any employee with a learner profile that has the ability to enroll in and complete courses. **Users** will also include Managers who may not want to take courses, but will be required to have a profiles set up in **Learn** in order to assign courses to their direct reports.

Dashboard for Learners

The **Dashboard** is your central location in **Learn** – it's the first page displayed when you log into the system. All of the courses you're currently enrolled in are located in the **Your Activity** section.

The dashboard is titled "Dashboard" and includes a filter for "All Courses". It features a "METRICS" section with five cards: Approval Tasks (0), Total Courses (13), In Progress (5), Not Started (4), and Overdue (5). To the right is a "COURSE PROGRESS" donut chart showing 55% completion, with a legend for Not Started, Completed, and In Progress. Below this is the "Your Activity" section, which can be filtered to "No Filter". It displays four course cards for "HEALTH & SAFETY": "Accident Incident Investigation", "Arc Flash Safety", "Trenching and Excavation Safety", and "Work Zone Safety". Each card shows a duration, "PRE-BUILT ONLINE" status, and a "DUE DATE 11/07/19 OVERDUE" warning.

Learn Toolbar

The **Learn Toolbar** displays all available **Learn** pages as tabs in the screenshot. The **Toolbar** can be accessed from any page in the **Learn** system.

The toolbar is a dark blue navigation bar. On the left, it says "STATE FUND" and "Learn". On the right, there is a search box and a user profile icon. Below the bar is a horizontal menu with tabs: Dashboard, My Courses, Course Catalog, Learners, Training Activity, Libraries, Learning Plans, Course Management, Administrative, and Reports.

TIP! Frequently accessed Toolbar Tabs for Learners

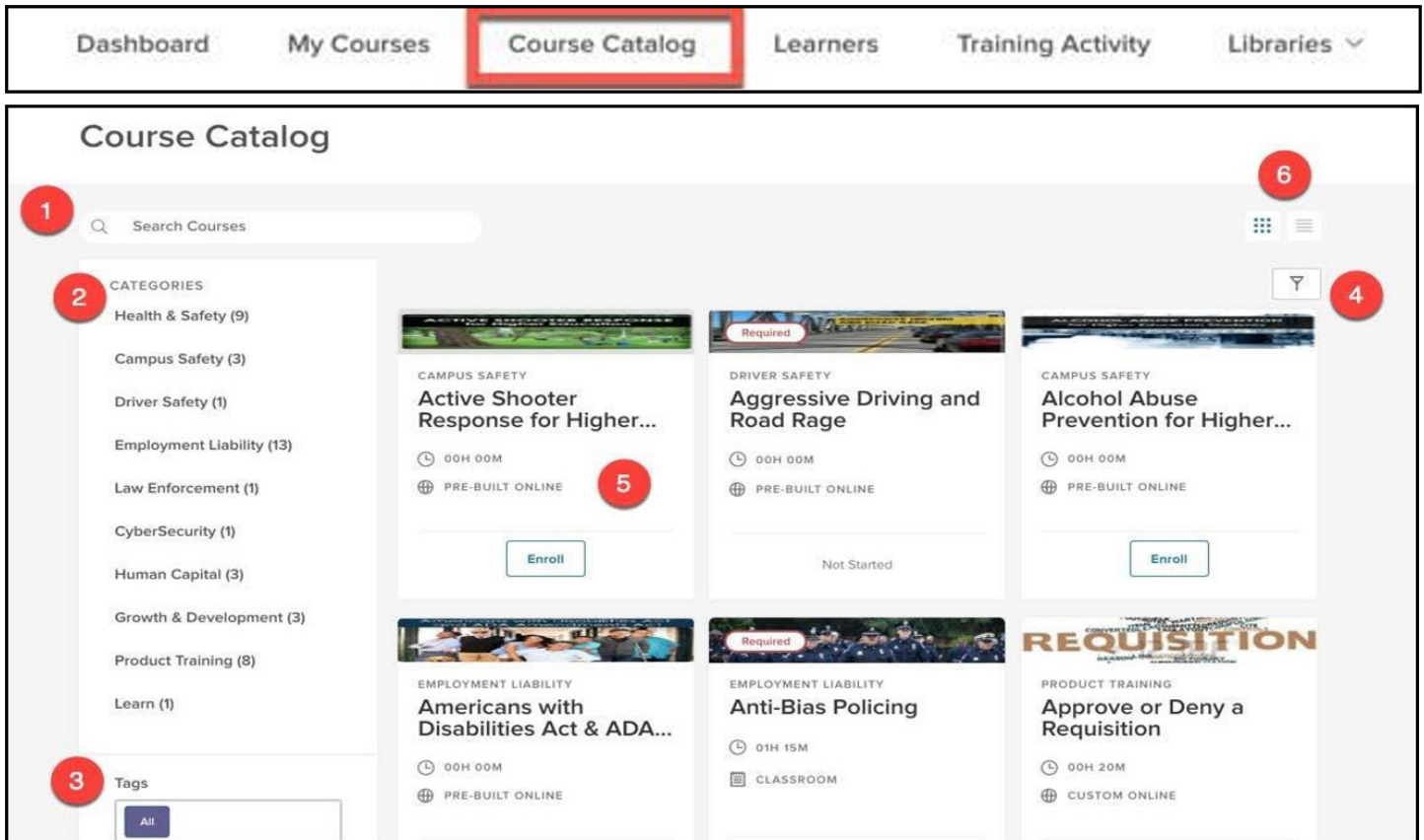
1. **Course Catalog:** A grid-view of all courses in the system you can enroll in
2. **My Courses:** A grid-view of all courses you are currently enrolled in
3. **Training Activity:** Further statistics on your interaction with all enrolled courses

Course Catalog


All users (Employees, Managers, HR Admins) should use this section to learn how to enroll in courses via the Course Catalog. This method of enrollment is particularly versatile since all users have access and all types of courses are viewable from the Course Catalog.

Navigating the Course Catalog

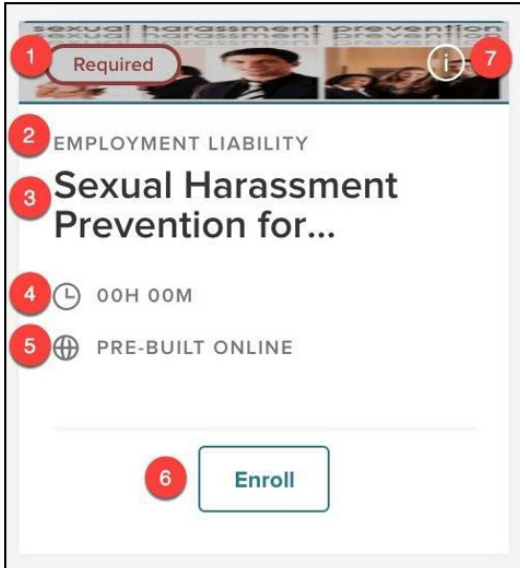
The **Course Catalog** is where you can view all the published classroom and online courses you have access to. To Navigate the **Course Catalog**, select **Course Catalog** from the menu bar located at the top of the page.



1. **Search Bar:** Type here to look for a specific course.
2. **Categories Sidebar:** Narrow courses down by their associated category
3. **Tags:** Narrow courses down by associated tags or keywords
 - a. If learners are looking to improve in a specific competency, such as Driving Safety, then this is the best way to find those types of courses.
4. **Filters:** Limit the view in the Course Catalog with specific requirements.
 - a. Filters available include: course name, course code, category and type of course
5. **Course Card:** Bite-sized information about a particular course.
 - a. See **Course Cards** for more information
6. **Catalog View:** Toggle the Course Catalog view by either the default card view or list view

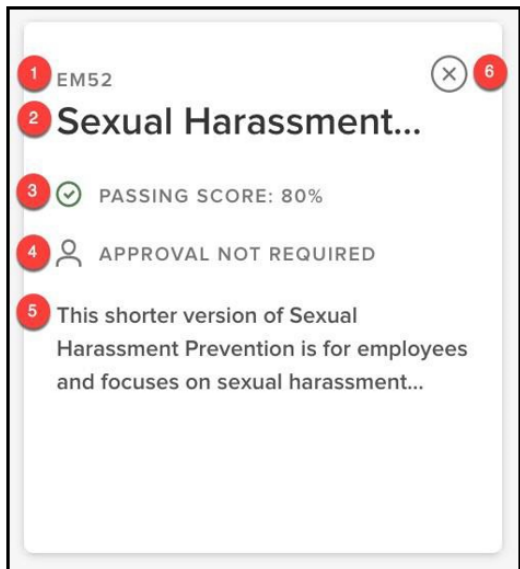
The **Course Card** is a graphic display of the important details of a particular course. The **Course Card** can be flipped back and forth by pressing the  icon in the upper right hand corner of the card. This allows you to see at glance what the course is about before you enroll.

Course Card Front



1. Header
2. Course Category
3. Course Name
4. Duration
5. Type of Course
6. Enroll Button
7. (i) Icon: click to flip back and forth

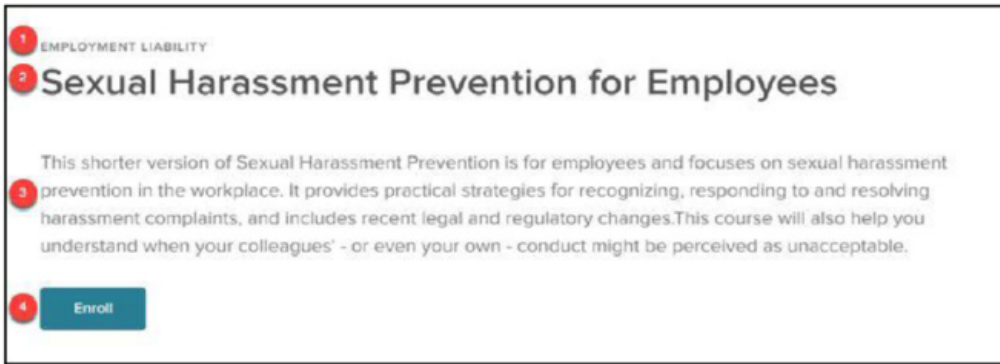
Course Card Back



1. Course Code
2. Course Name
3. Passing Score
4. Approval Required
5. Description
6. (x) Icon: click to flip back to front side

Course Details Page

The **Course Details Page** is accessed by clicking on the name of a course on its **Course Card**. This will open to a full page with all the details of the course. Each **Course Details Page** is broken up into smaller sections that make it easy to digest information. Learners can also enroll in a course from the **Course Details Page**.



1. **Course Category:** Specifies what category the course belongs to
2. **Course Name:** The title of the course
3. **Description:** Brief explanation of the course
4. **Enroll:** Select this to register yourself in this course

Enrolling in a Course

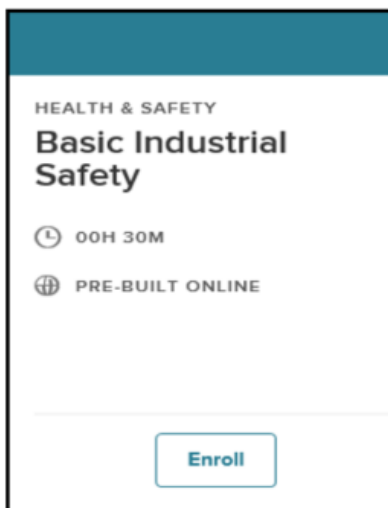
There are two ways to enroll via the **Course Catalog**, one way is from the **Course Card**. The second way is from the **Course Details** page. To access the **Course Catalog**, click on **Course Catalog** from the **Toolbar** below.



Enrolling via Course Card

Once you have clicked on the Course Catalog tab, the Catalog of courses will appear. You can then type into the Search Bar to look for a specific course, or you can narrow down courses by using the Category Sidebar. Once you have located your course you can click Enroll from the Course Card.

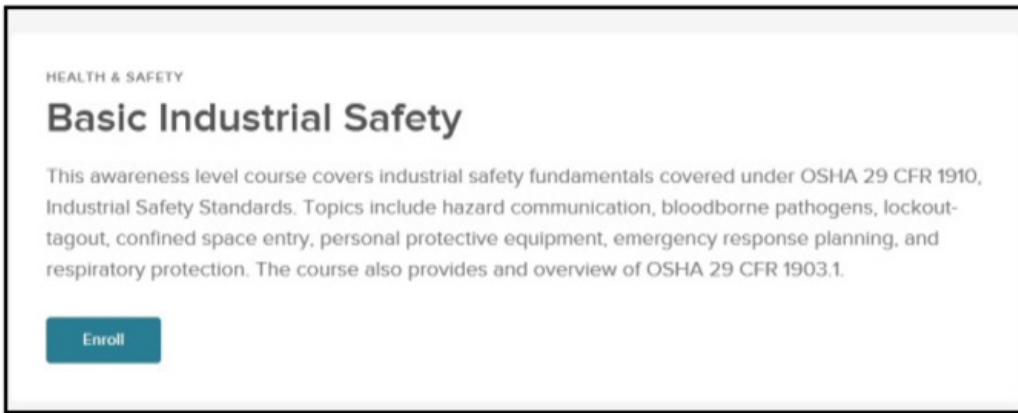
Course Card



Enrolling via Course Details Page

You can access the **Course Details Page** by clicking on the course name from the **Course Card** shown above. When the **Course Details Page** appears you can now click **Enroll**.

Course Details Page



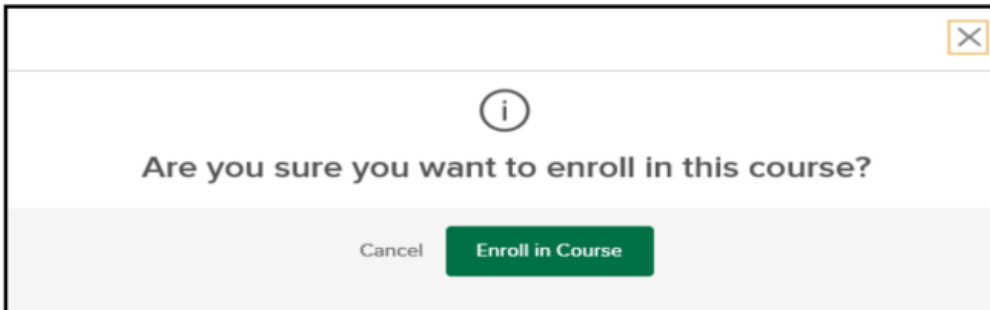
HEALTH & SAFETY

Basic Industrial Safety

This awareness level course covers industrial safety fundamentals covered under OSHA 29 CFR 1910, Industrial Safety Standards. Topics include hazard communication, bloodborne pathogens, lockout-tagout, confined space entry, personal protective equipment, emergency response planning, and respiratory protection. The course also provides an overview of OSHA 29 CFR 1903.1.

Enroll

Enrolling from either section of the **Course Catalog** will prompt the screenshot below to appear to confirm you are ready to **Enroll** in the correct course.



Are you sure you want to enroll in this course?

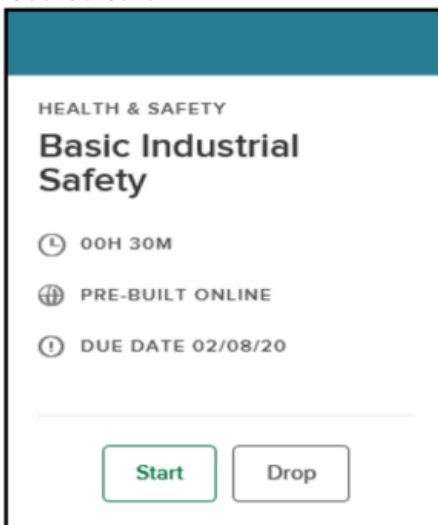
Cancel **Enroll in Course**

Click **Enroll in Course**. The course should now be available to start from **My Courses**. You can begin the course by clicking Start from the **Course Card**.

Dropping a Course

If for some reason you select the wrong course and you need to drop the course, you can easily do so by clicking **Drop** from the **Course Card**.

Course Card



HEALTH & SAFETY

Basic Industrial Safety

🕒 00H 30M

🌐 PRE-BUILT ONLINE

📅 DUE DATE 02/08/20

Start **Drop**

The above evaluations and/or recommendations are for general guidance only and should not be relied upon for medical advice or legal compliance purposes. They are based solely on the information provided to us and relate only to those conditions specifically discussed. We do not make any warranty, expressed or implied, that your workplace is safe or healthful or that it complies with all laws, regulations or standards.

For more information, visit: www.SafeAtWorkCA.com