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**State Fund's Online Safety University<sup>SM</sup>**  
**Administrator Guide**



# State Fund’s Online Safety University<sup>SM</sup> Administrator Guide

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### Before you get started

- To sign up, scan this QR code or go to [www.SafeAtWorkCA.com](http://www.SafeAtWorkCA.com).
- 
- When Users/Learners receive their activation email it will come from [donotreply@neogov.com](mailto:donotreply@neogov.com).
  - The Subject of the email will read “Activate Your User Account”
  - If you cannot locate your activation email in your inbox, please check your spam or junk mail folders.
  - Recommended Browsers: Google Chrome, Internet Explorer, and Microsoft Edge.
  - 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
  - State Fund’s Online Safety University<sup>SM</sup> is not an accredited university and does not offer college credit, degrees or certifications. Neogov, an entity separate from State Fund, provides the platform. When you access Neogov, you are subject to their terms of service and privacy policy.

### Definitions:

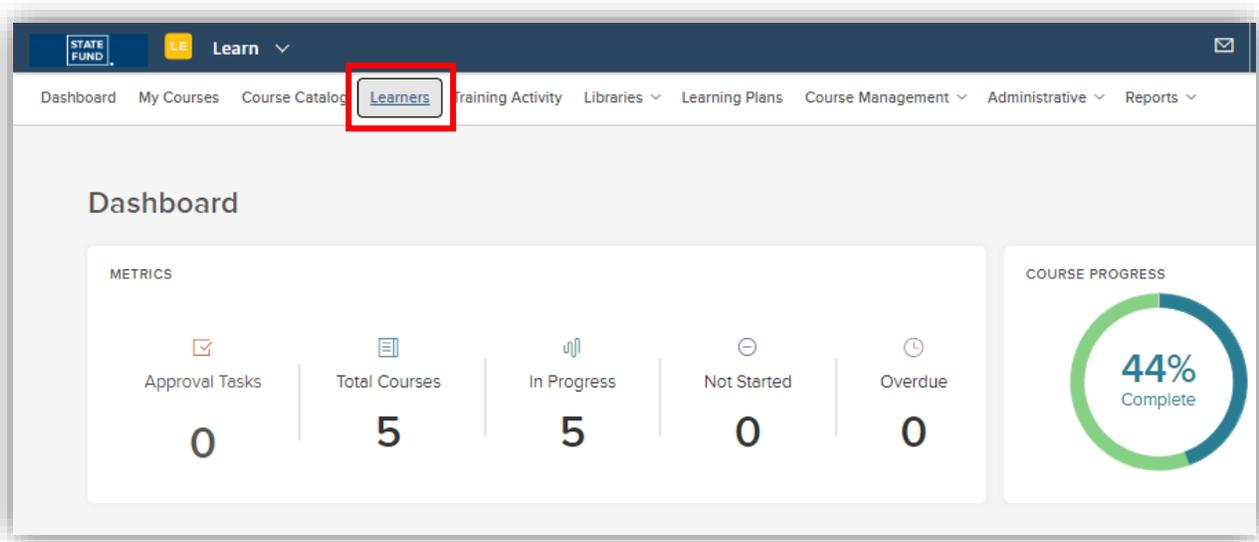
- **Administrator:** The Administrator is the person or persons assigned to create Learner profiles and assign courses. The Administrator can be the owner of the company, safety personnel, Human Resources staff, or a Supervisor or Manager
- **Learn** is the term used for the Online Safety University<sup>SM</sup> 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.

# Add Learner

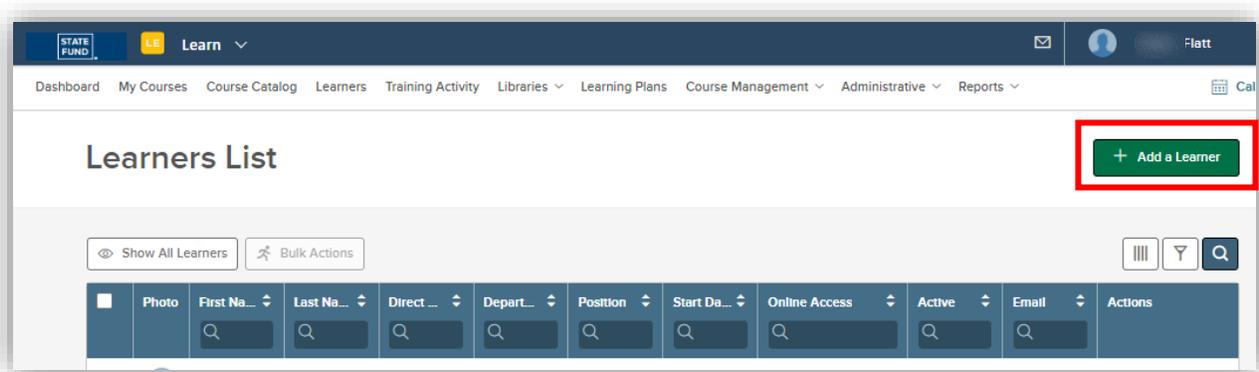
**Dashboard:** The Dashboard is your landing page upon login and has a lot of your course information at a glance.

## Adding Learners

- Choose the Learners tab



- Select + Add a Learner



# Add Learner

- Fill out all required fields marked with asterisks \*
- Employee Number can be a combination of the learners first and last name
- You can use the default positions or you can create your own
- Create a new position by selecting add new

## Add Employee



### Employee Info

**\*Fields are required.**

First Name\*

Middle Name

Last Name\*

Employee Number\*

Position \*

or [Add new](#)

Direct Manager

Additional Manager(s)

# Add Learner

- Position start date can be today's date
- Each employee will need a unique email address
- Click Save

### Hire Info

Hire Date

Position Start Date\*

Separation Date

FTE\*

### Contact Info

Country

Address 1

Address 2

City

State/Province

Zip/Postal

Phone

Email\*

### Online Access User Account

Send Account Activation Email

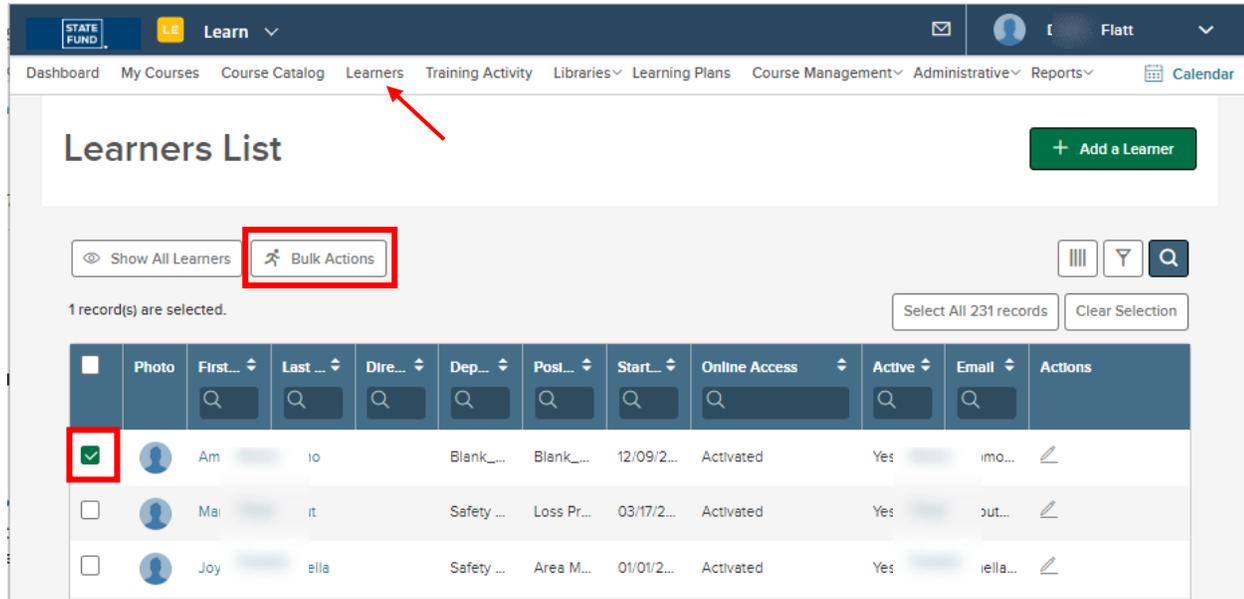
Cancel

# Assigning Courses

**Learners tab:** The Learners tab can be found at the top of your screen, between Course Catalog and Training Activity. Courses can only be assigned to learners that have been added to Online Safety University<sup>SM</sup>.

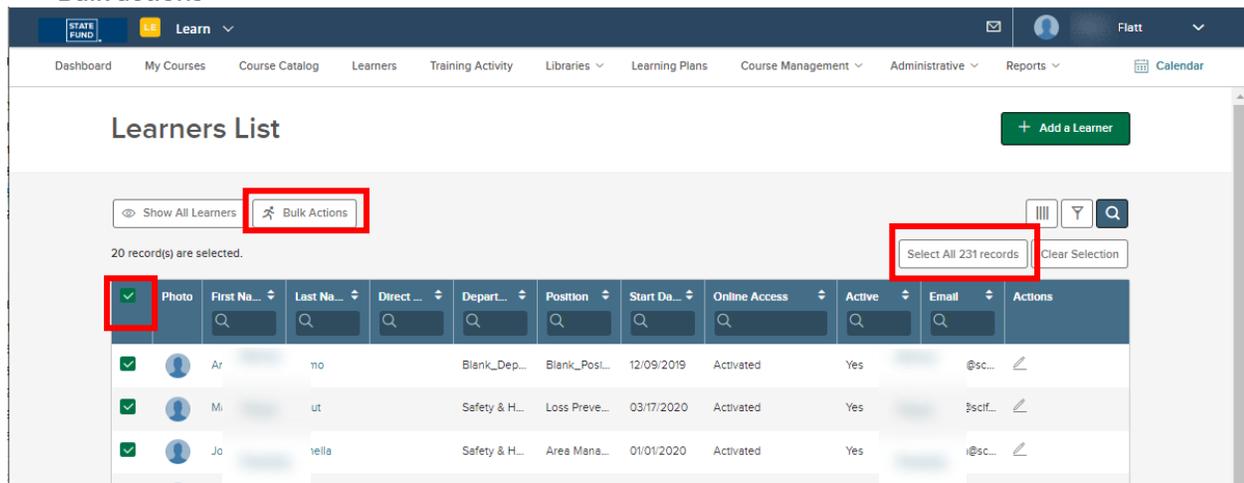
## Assigning courses to selected employee(s)

- Check the box next to their name
- Bulk actions



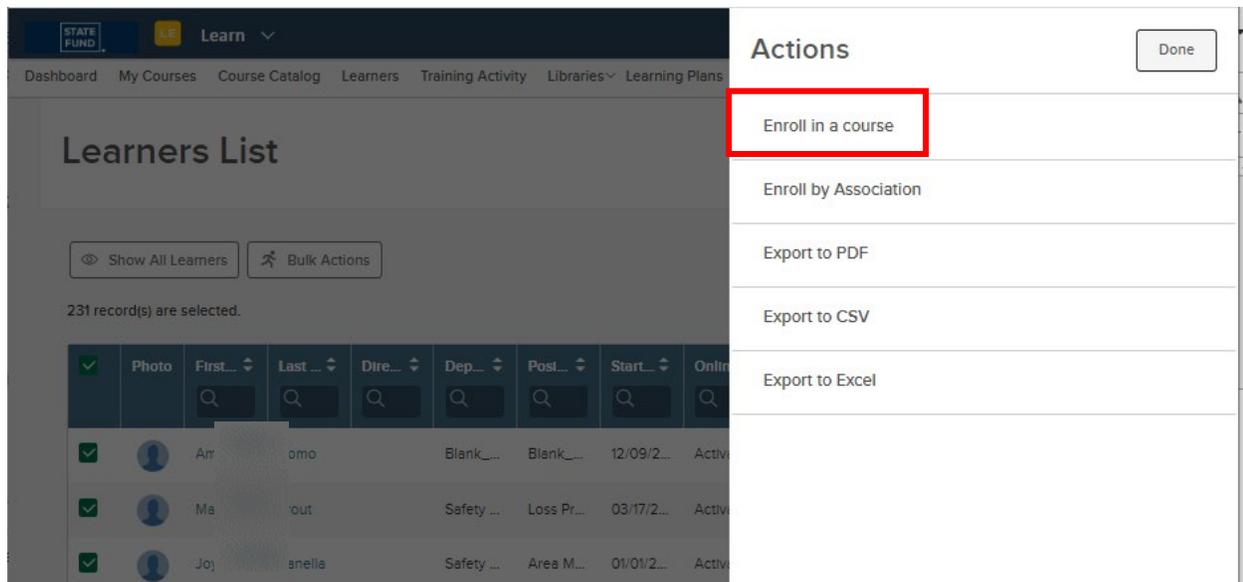
## Assigning courses to all learners

- Mark the box that is near the top left
- Select all records
- Bulk actions

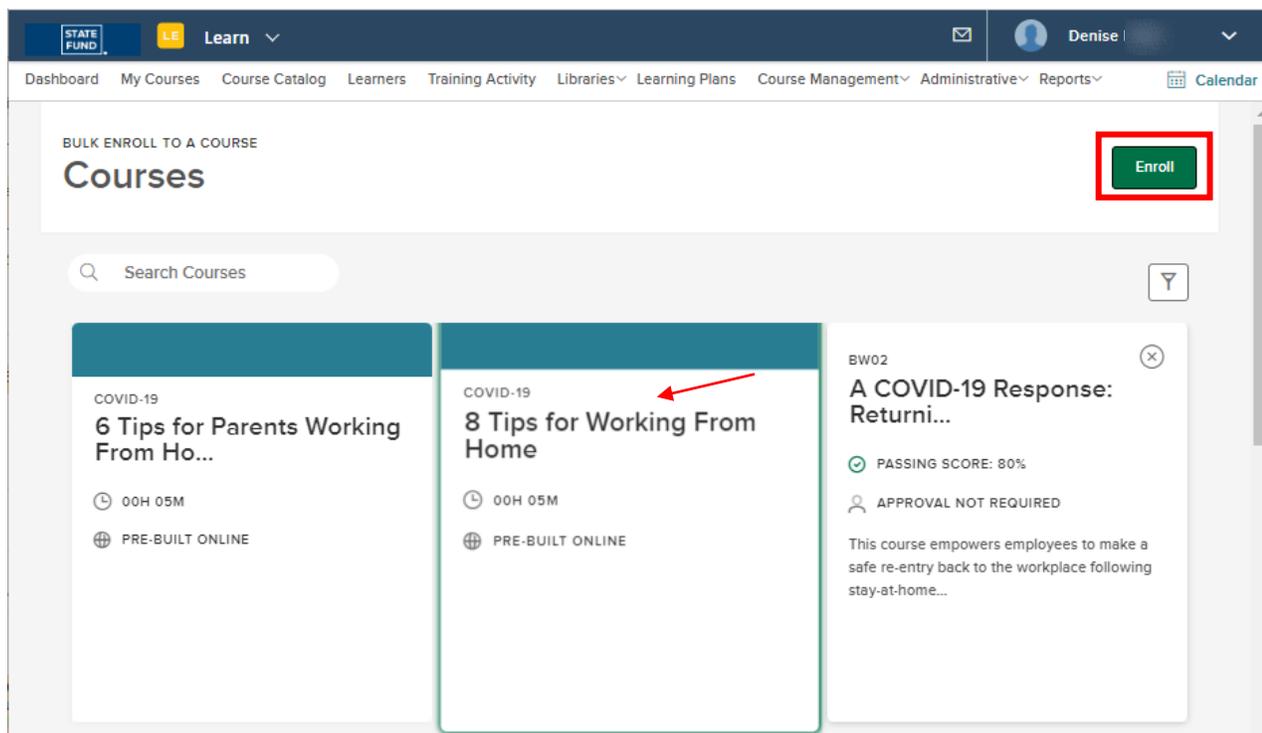


# Assigning Courses

- Enroll in a course

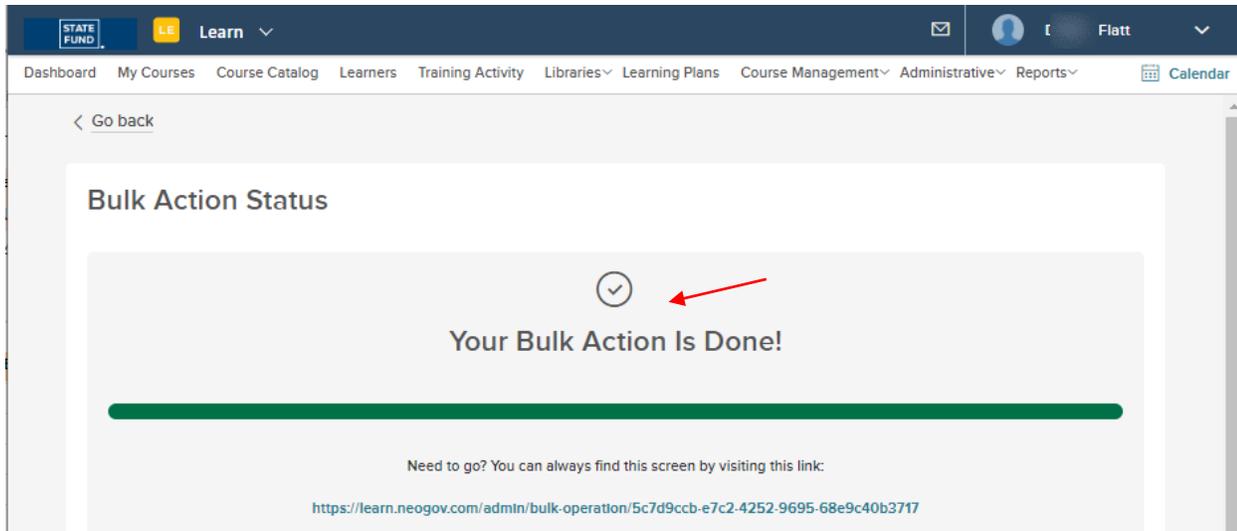


- Find and choose a title among the cards and click enroll



# Assigning Courses

- You have completed assigning this course

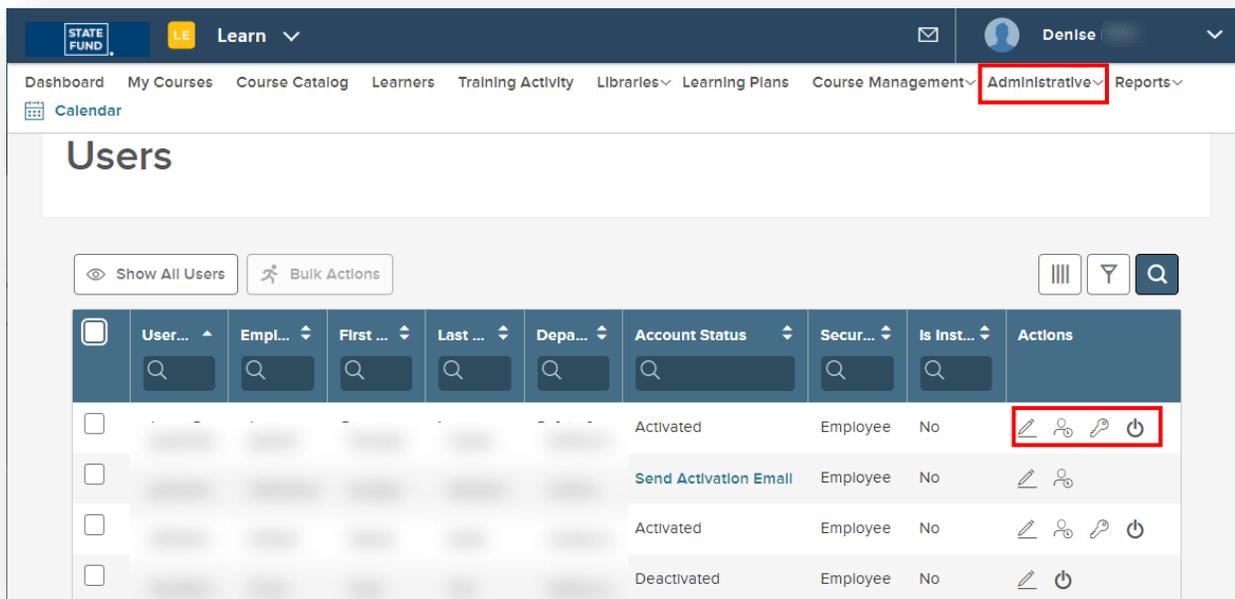


By assigning courses through the learners tab, the system automatically assigns a due date. If you would like to assign courses with a custom due date, or find other ways to assign courses, please visit our [Admin Guide](#) or view our [FAQs](#).

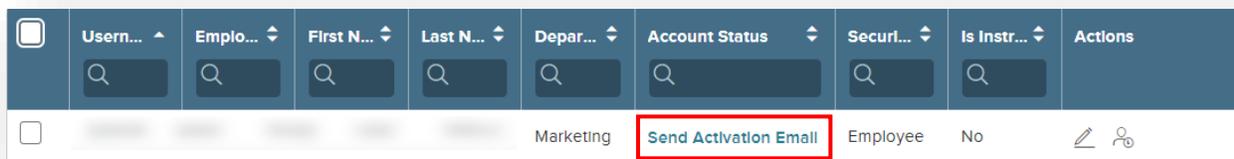
# Administrative Tab

**Users:** In this section, you will learn where to edit learner information, send password resets and deactivate users.

- Each Action icon has a different function



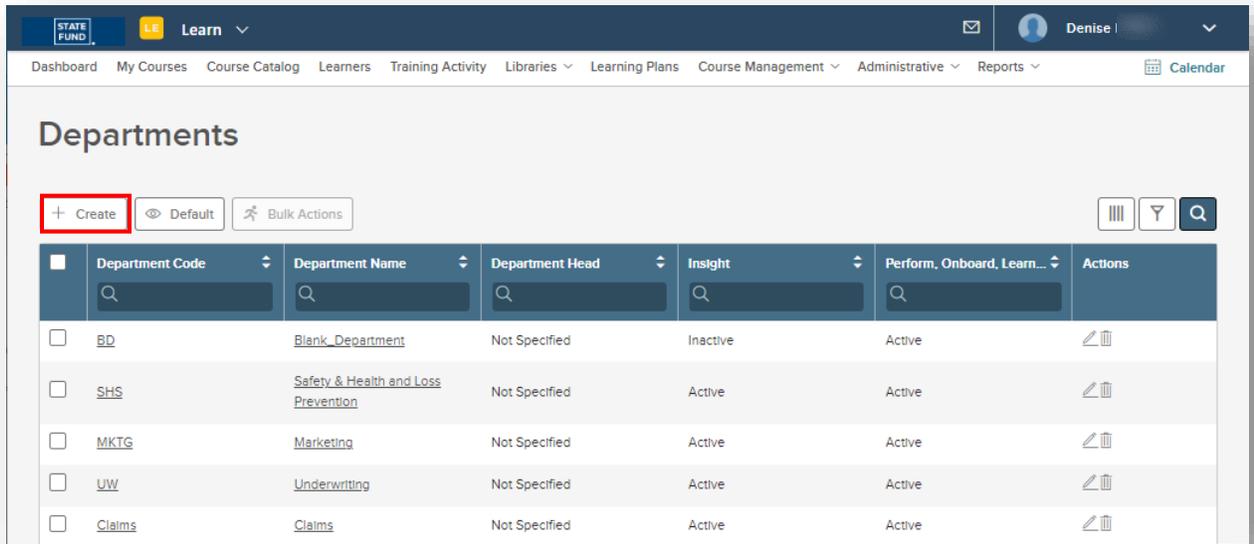
- Edit learner information 
  - Change profile type
    - HR Admin
    - Employee/Manager
    - HR user
  - Department access
  - Deactivate/Activate account
- Set temporary password 
- Send password reset 
- Deactivate user 
- HR Admin can resend activation emails



# Administrative Tab

**Departments:** In this section, you will learn how to create, edit, and delete a department. Departments are not mandatory but can help with tracking learner's progress.

- To create a department select the + Create option



# Administrative Tab

- Department code and department name are mandatory fields, the rest is optional. Once you have filled in the necessary information, click save.

**Department Details**  
\*Fields are required.

<b>Department Code*</b> <input type="text" value="SAH"/>	<b>Department Name*</b> <input type="text" value="Safety and Health"/>
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**Country**

<b>Address 1</b> <input type="text" value="Enter text"/>	<b>Address 2</b> <input type="text" value="Enter text"/>
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<b>City</b> <input type="text" value="Enter text"/>	<b>State/Province</b> <input type="text" value="Search or browse"/>
--	--

**Zip/Postal**

<b>Phone 1</b> <input type="text" value="Enter text"/>	<b>Phone 2</b> <input type="text" value="Enter text"/>
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**Website URL**

**Logo**

**Activate Department in**  
 Onboard/eForms/Perform/Learn

# Administrative Tab

## Settings:

In this section you can upload your company's logo, set up custom notifications, reminders, and print certificates of course completion.

The screenshot displays the 'Settings' interface for the 'Administrative' tab. The top navigation bar includes 'STATE FUND', 'Learn', and a user profile 'Denise'. The main menu contains 'Dashboard', 'My Courses', 'Course Catalog', 'Learners', 'Training Activity', 'Libraries', 'Learning Plans', 'Course Management', 'Administrative', 'Reports', and 'Calendar'. The 'Settings' page has a sidebar with the following options: General (selected), Notifications, Courses, Learning Plans, Certificate, and Featured Courses. The 'General' settings section includes a 'Save' button and the following fields:

- Address 1\* (text input)
- Address 2 (text input with placeholder 'Enter text')
- Country\* (dropdown menu showing 'US')
- City\* (text input)
- State/Province\* (dropdown menu showing 'California')
- Zip/Postal Code\* (text input)

# Training Activity

## Reports:

The primary function of the Training Activity tab is to track learner's progress and to create training reports.

- You can filter the training activity by course or learner using the options on the right
- If you want to change the data columns displayed on your summary or report, press the icon with 4 vertical lines in the middle of your screen



**STATE COMPENSATION INSURANCE FUND**  
**Course Activity**

Category	Count	Percentage
Not Started	210	23%
In Progress	116	12%
Completed	603	65%
Not Completed	1	0%
Pending Enrollment	0	0%

**OVERDUE COURSE ENROLLMENT METRICS**

**243**  
Total Overdue

Overdue Not Started: **148**  
Overdue In Progress: **95**

**Filters** [Reset filters](#)

Due Date Range: All Time

Department: All

Position: All

Course: All

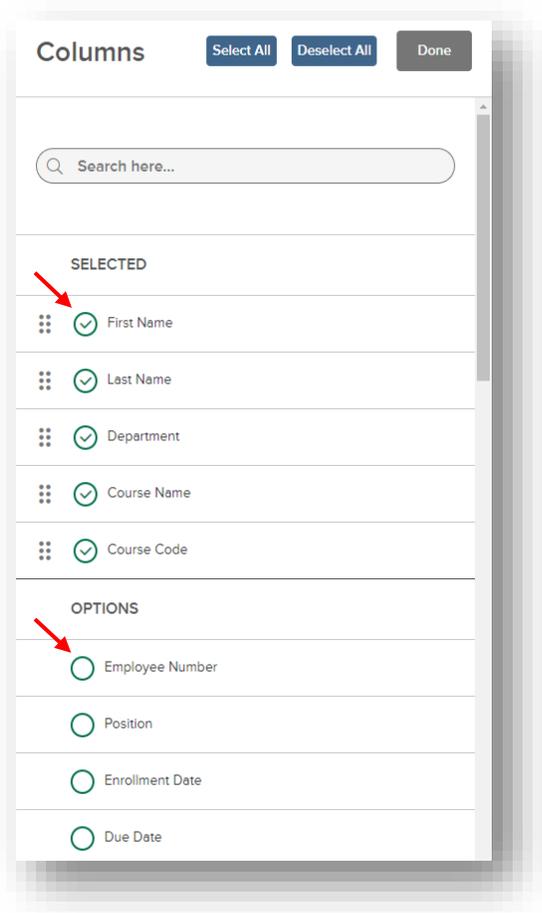
Learner: All

First Name	Last Name	Employee	Position	Department	Course Name	Course Code	Enrollment	Due Date

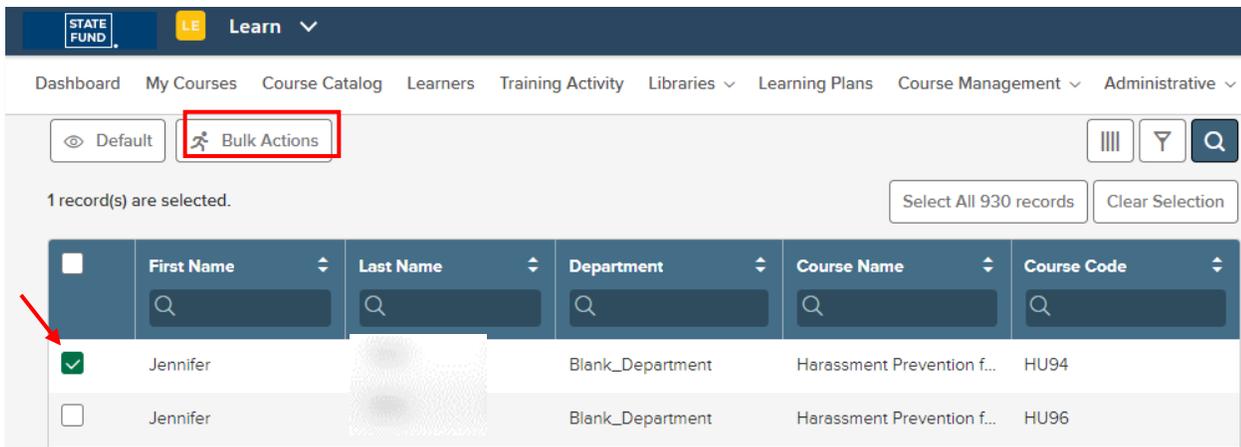
# Training Activity

**Columns and Exporting:** Choose what specific information you would like on your report, and what format you would like to receive the report.

- A window will pop out on the right
- Click in the circles to add or take away topics
- Choose done



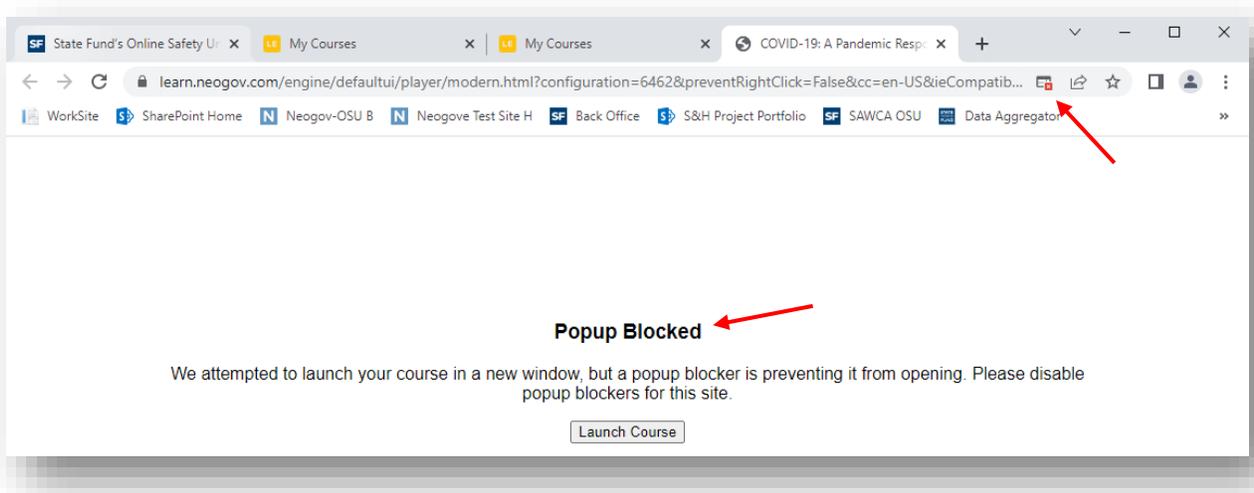
- Select the user(s) you want
- Click bulk action
- A side menu will open for you to choose how you want to export your report, PDF, CSV or Excel



# Pop-up Blocker

**Allowing Pop-Ups:** When you launch your very first course in Learn, you may have to change the pop-up blocker setting on your browser.

- If you see the pop-up blocker icon appear in the URL box, right click on it



- Switch the setting to always allow and click done
- You should then be able to Launch Course

