

NATIONAL SAFETY COUNCIL ONLINE TRAINING USER INSTRUCTIONS

New Users – The first time using an Access Code you must register as a New User even if you've previously registered for a different course title / using a different Access Code.

1. Navigate to the URL provided by your company's training administrator. **Do not enter www. before the URL as it will not work.**
2. Click **New User**.
3. Type in your Access Code (provided by your company administrator) and click **Register**.
4. You will be presented with the New User Registration page. Type in your information, including a Login ID and a Password of your choice, and click **Submit**.

PLEASE NOTE: When creating your Login ID, it must be unique, like when creating an email address. You will receive a confirmation email reminding you of the Login ID you created.

5. On the My Courses tab, click on the **Start eLearning** button (located to the right of the course title) to begin your training.

IMPORTANT: If you're in the course and want to take a break for 5 or more minutes, ALWAYS click **Save and Exit**, then **Logout** on the upper right side of your account page to ensure your course progress is saved. If you allow your course to "timeout", or login to your account on more than one browser/device/tab at the same time, you will lose course progress that cannot be restored.

Returning Users – If you've already created a Login ID and password for an Access Code / a specific course *but have not yet completed the course*, you will enter the site as a Returning User to continue work on the course.

1. Navigate to the URL provided by your company's training administrator.
2. Click on **Returning User**.
3. Type in the Login ID and Password you created for the course, then click **Login**.
4. On the My Courses tab, click on the **Continue** button to the right of the course title.

If you have questions or require support, please reach out to our technical services team:

Call: 1-833-3NSCLRN (1-833-367-2576)

Email: traininghelp@nsc.org