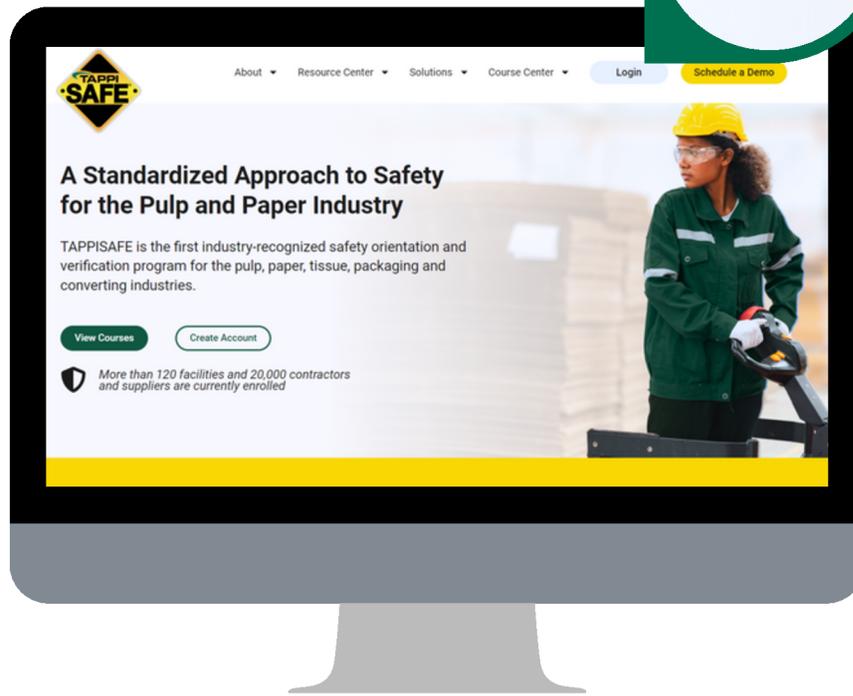


How To: Take Online Training



Go to the TAPPISAFE website www.tappisafe.org

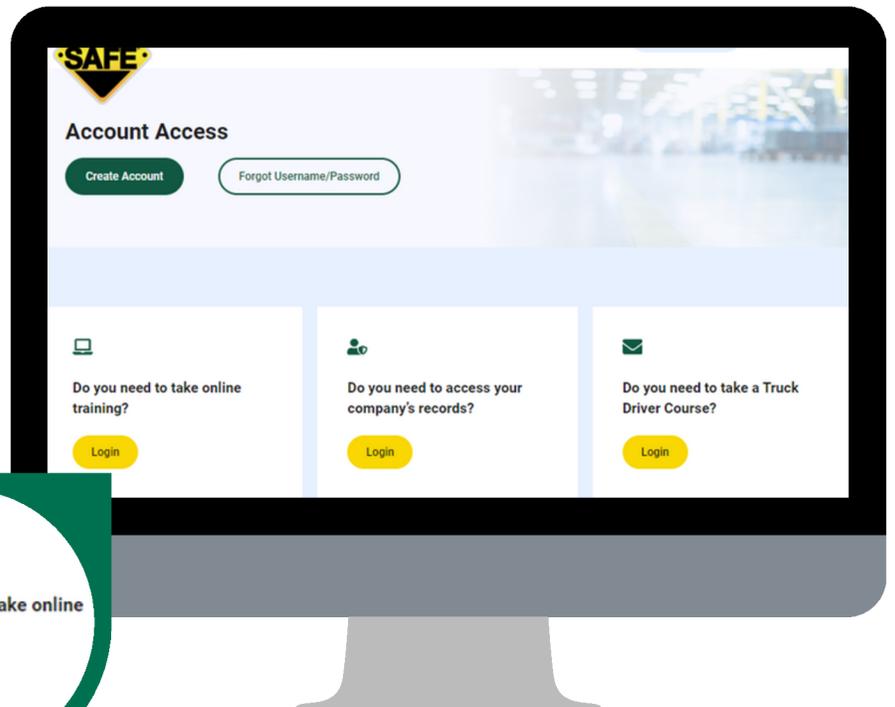
STEP 1 Click on Login



STEP 2 Find Your Portal

Are you a student?
Select the Login button to
take training

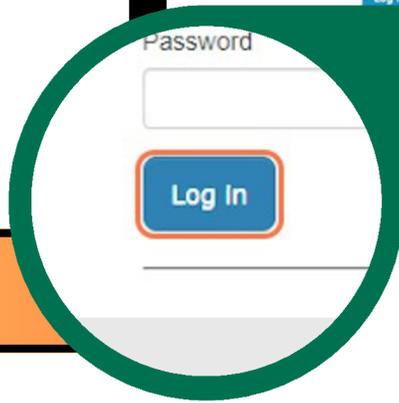
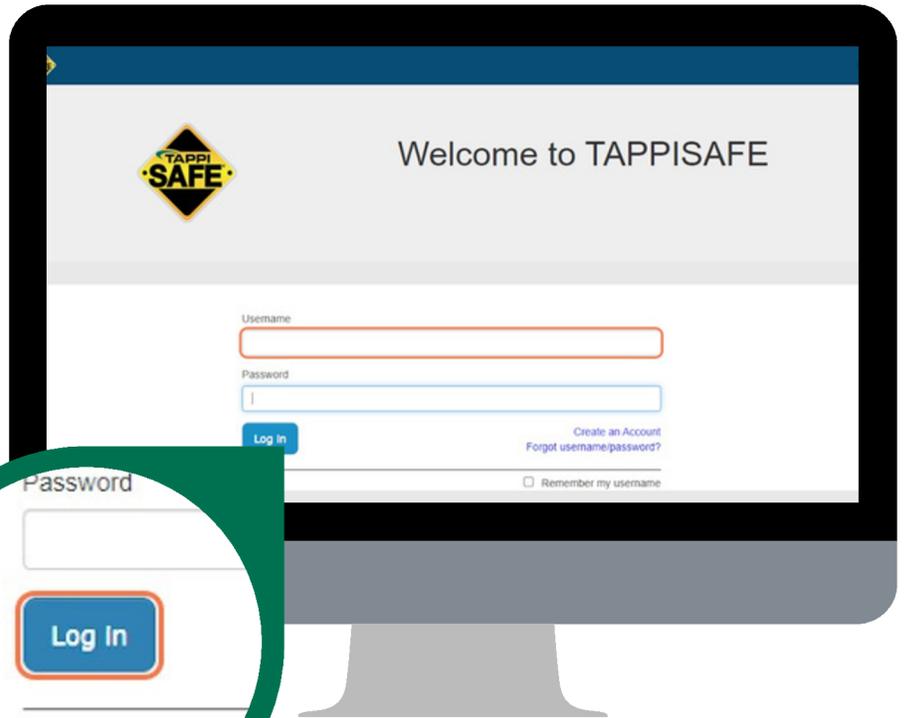
Are you a Truck Driver?
Select the Login button to
take truck driving courses



STEP 3
Click on Username

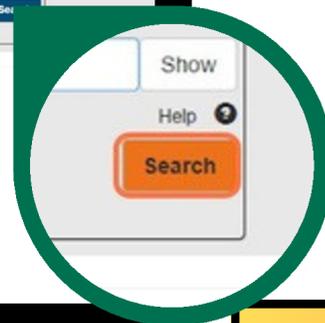
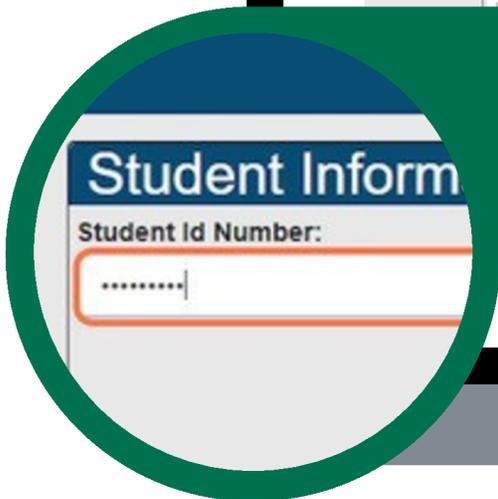
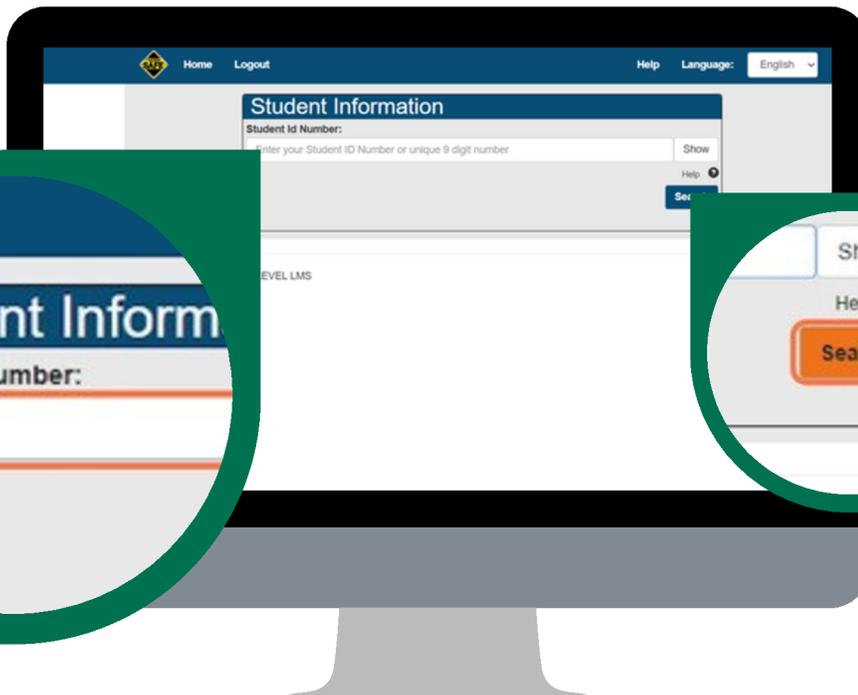
Enter login credentials

You will have received these login credentials by email, or your company provided the training account login credentials to you.



STEP 4
Click on Log in

STEP 5
Enter your unique Student ID Number

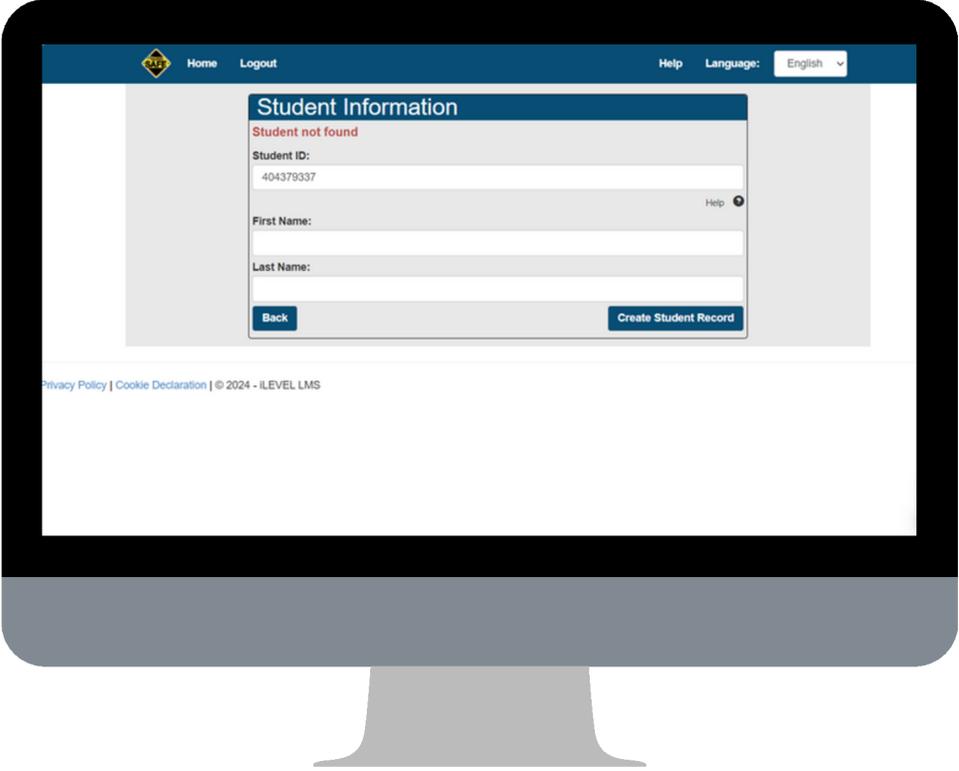
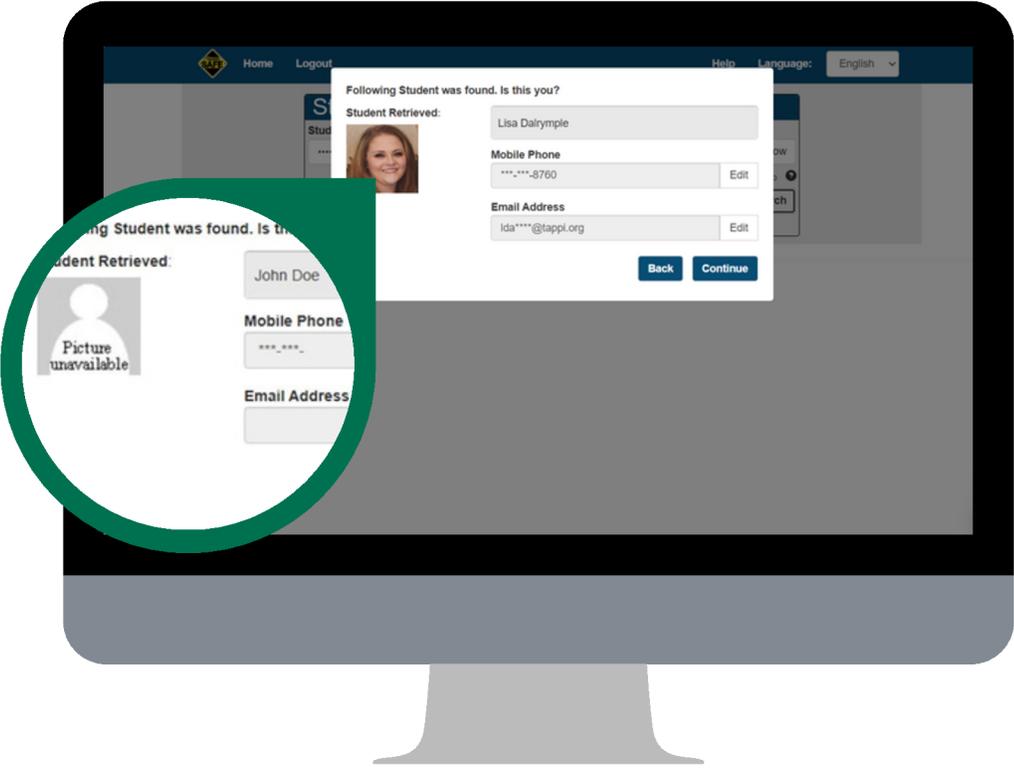


STEP 6
Hit Search

STEP 7
Confirm student record and
click Continue

Confirm that the information is correct and that this is your student record. Once you click continue, the course listing page will appear for you to select and complete courses.

Click Back if this is not your student record and reenter your Student ID, and search again.



If you are a new student, you will need to create your student ID at this step. Enter a unique 9 digit number that is easy to remember.

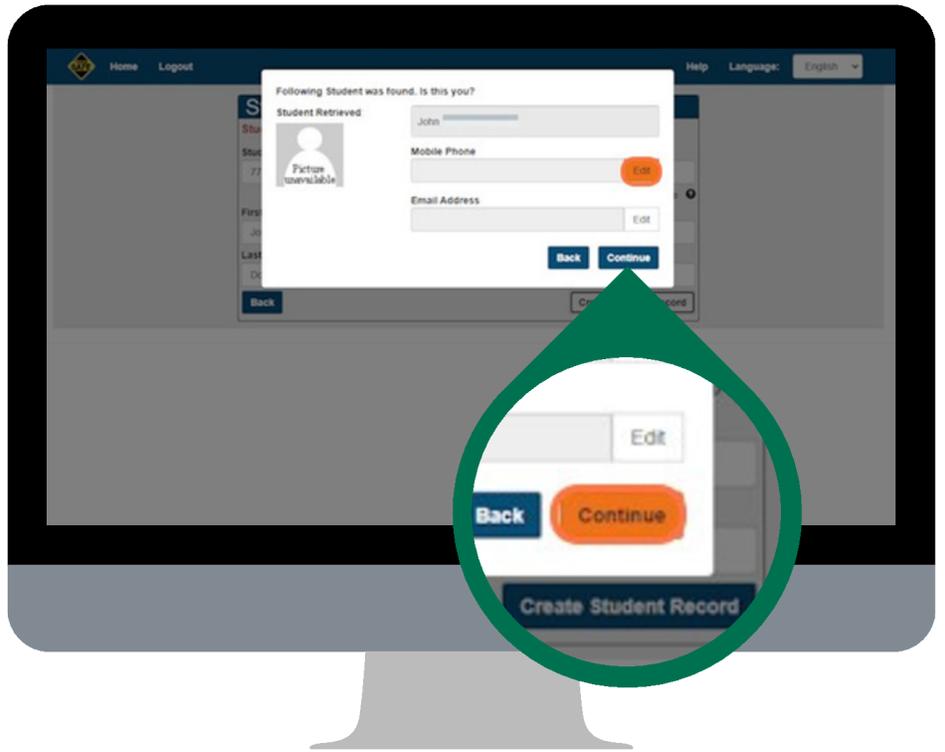
We suggest using the first 9 digits of your phone number

Once you enter your number and hit search, you will be asked to enter your first and last name to create your student profile.

STEP 8 Add Student Record Information

Enter your contact information on file to receive the following:

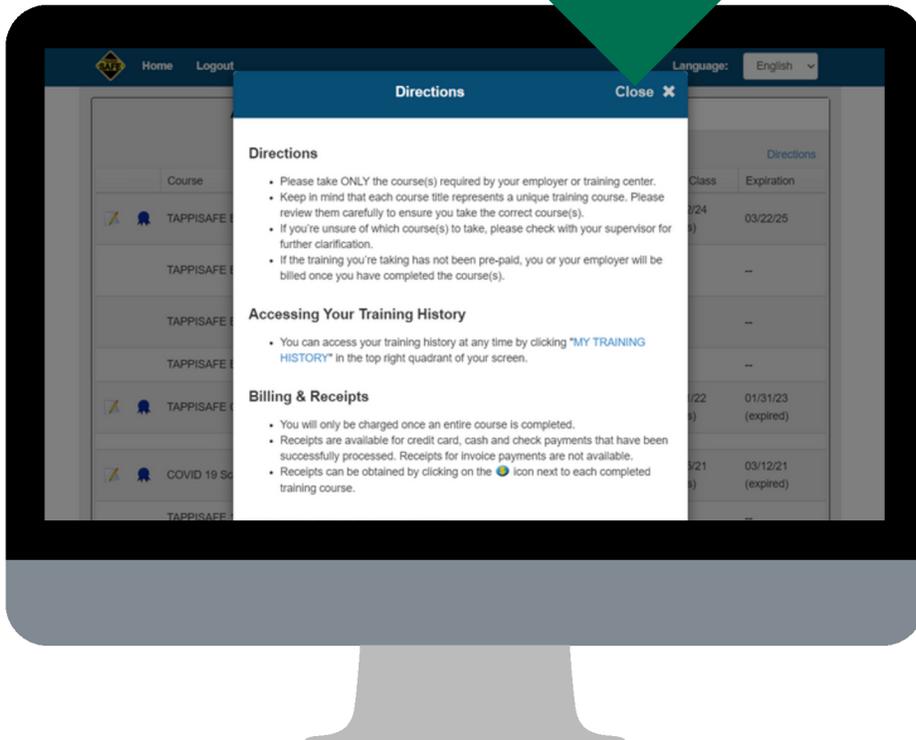
- **Mobile Phone:** Receive your digital badge via text message
- **Email Address:** Receive email notifications of upcoming expiring courses



STEP 9 Click Continue



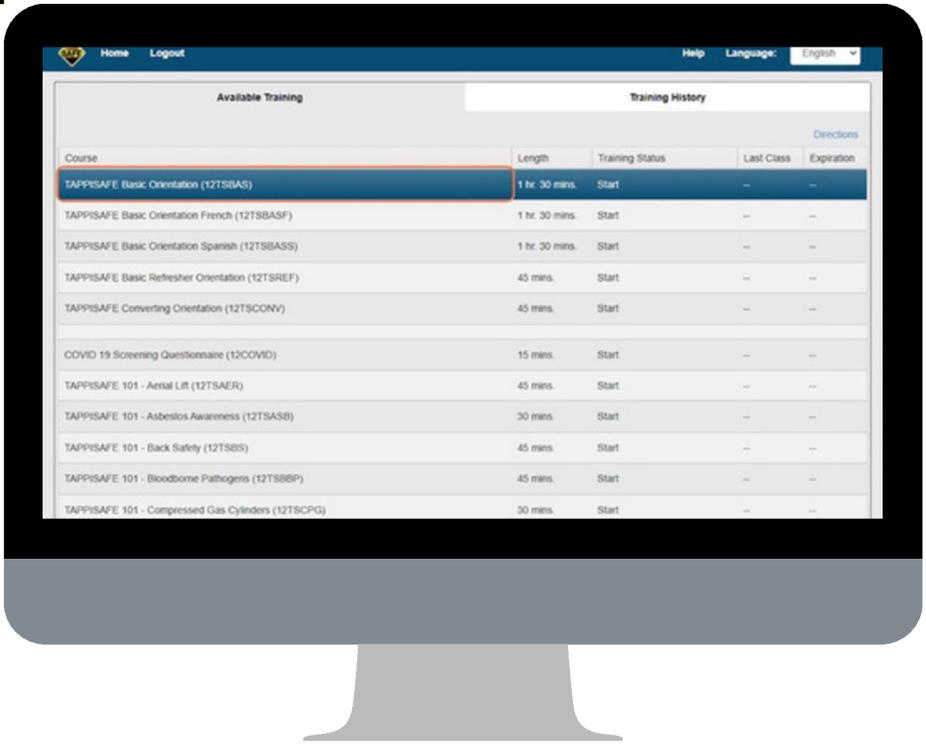
STEP 10 Click Close X



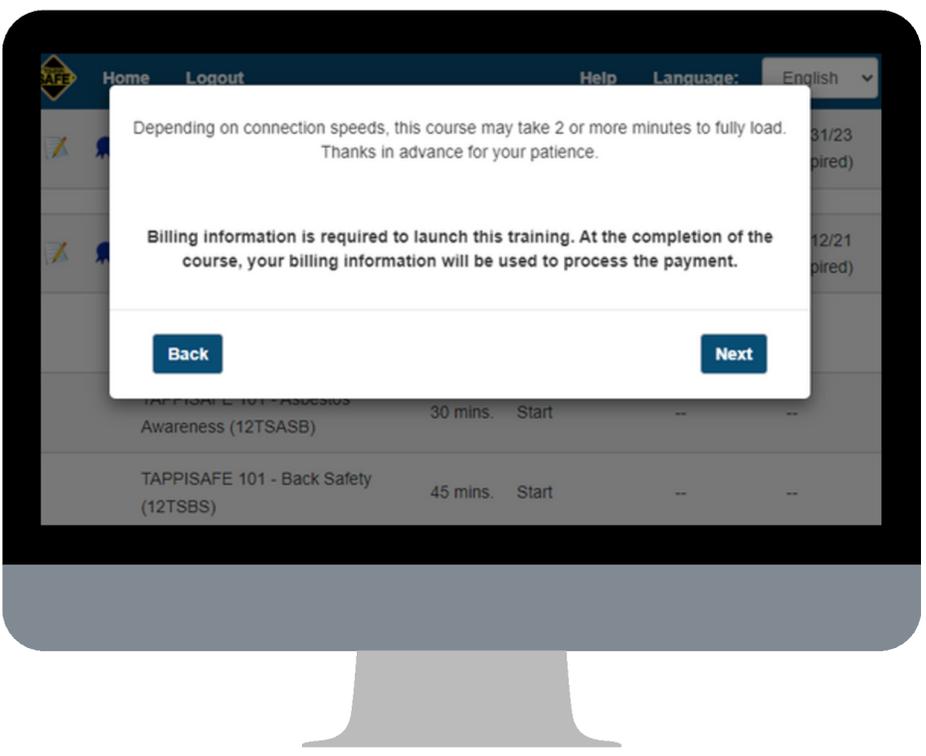
STEP 11 Select Course

Select required courses:

- Only enroll in necessary courses.
- Complete TAPPISAFE Basic Orientation before site-specific courses if required.



STEP 12 Click on Next



Please read the prompt and click Next

STEP 13 Choose Billing Method

NOTE: Invoicing is only granted to companies with prior approval.

Enter Credit Card Information

Click on the boxes and enter the following information before clicking Submit:

- Credit Card Number
- Credit Card Expiration Date (month and year)

Home Logout Help Language: English

Payment Information

Billing Method Credit Card Invoice

Credit Card Information

New Card

Credit Card Number:

Credit Card Expiration: 01 - January 2024

Note: Payment will be processed through Alliance Safety Council and will reflect this on your credit card statement.

Save Credit Card Information

Submit

If you would like to save the credit card on file for the account, Check the box next to Save Credit Card Information.

STEP 14 Click Start Course

Home Logout Help Language: English

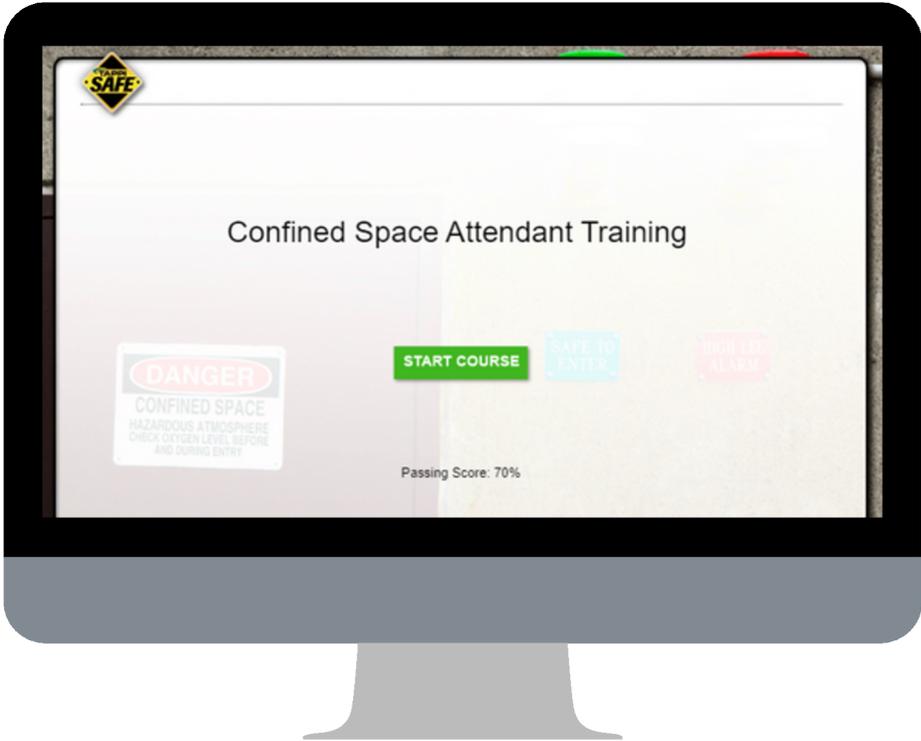
Once you begin this course, you must complete it within 2 days. If you do not complete it in 2 days, your data will not save, and you must start from the beginning. This course will take approximately 1 hr. 30 mins. to complete. Should you stop this course for any reason, the course will resume at the point you stopped once you log into the take course again. At the conclusion of this course you will be required to take an assessment to measure your knowledge of the material presented. No char

Start Course

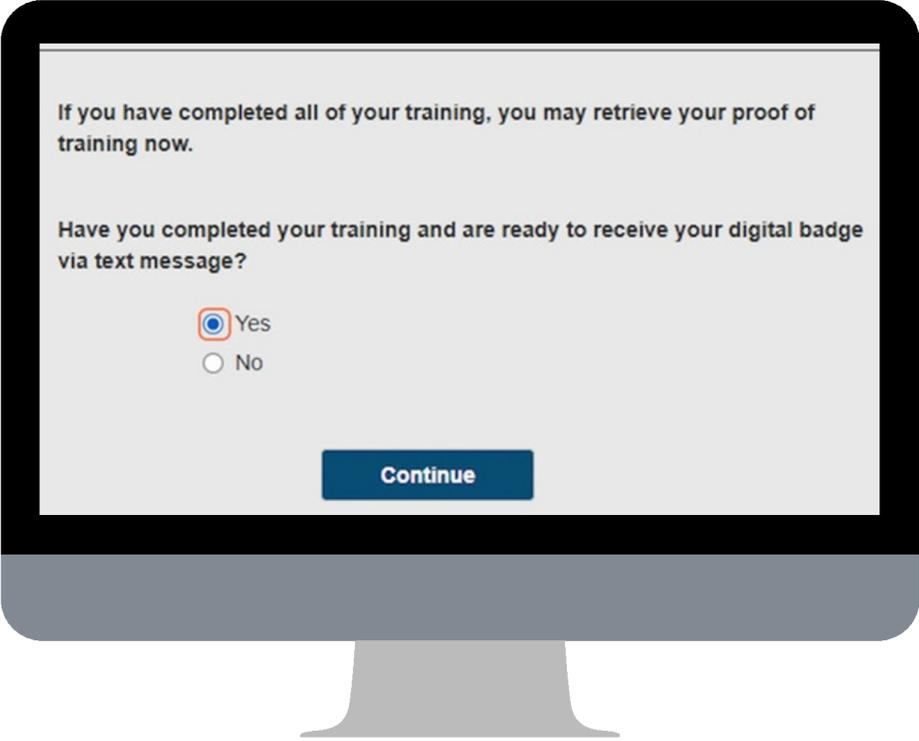
Once you launch the course, you have 48 hours to complete it. If the course has froze, please contact our Customer Service Team.

STEP 15
Click Start Course

Click Start course to begin training. Each course displays the passing score on the launch page and has a test at the end.

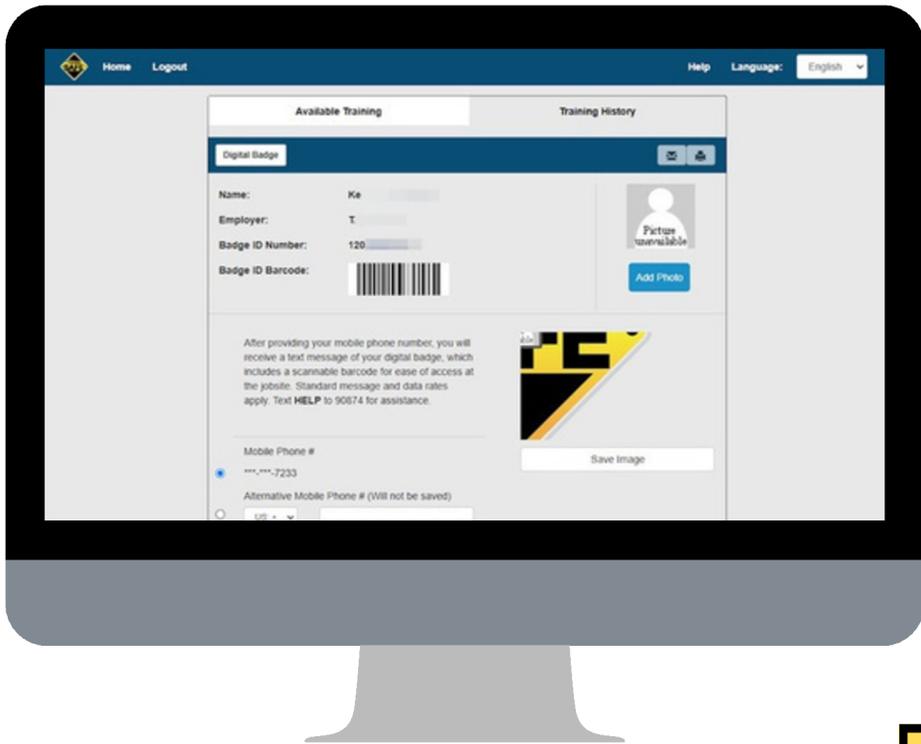


STEP 16
Exit Course



To complete the course and receive credit, you must answer the question and click Continue. To receive your digital badge via text message, click Yes

STEP 17 Get Your Digital Badge



You can send your digital badge to any mobile phone number by either selecting the phone number on file or entering a different number, which won't be saved.

STEP 18 Click Send

