This Quick Reference Guide outlines the process for completing the required **COVID-19 On-Site Employee Safety Training**. The required training for employees is housed within the SuccessFactors Learning Management System (SF-LMS). Employeesare required to complete and confirm training within the SF-LMS.

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| **Access Training**  Click the [COVID-10 On-Site Employee Safety Training](file:///\\nas01.itap.purdue.edu\puhome_compat\Documents\OrgEffectiveness\QRG\a.https:\performancemanager8.successfactors.com\sf\learning) link located on the [REM training website](https://www.purdue.edu/ehps/rem/worker/COVID-19%20Resources.html) or [HR COVID-19 website](https://www.purdue.edu/hr/COVID-19/onsite/index.php) to access SuccessFactors and complete training. Use Career Account and BoilerKey to Login to SuccessFactors. | cid:image011.jpg@01D63E5D.6DF965B0 |
| The required training is also viewable in **Take Courses** under **To-Do** in SuccessFactors and the cid:image015.jpg@01D63E5D.6DF965B0 checklist |  |
| **View Training**  Click **COVID-19 On-site Employee Safety Training** to start the training presentation, once the online training displays. |  |
| Click **Play** cid:image017.jpg@01D63E5D.6DF965B0  to view presentation. |  |
| Click **Take Quiz Now** following the last slide of the presentation, to verify completion of course |  |
| Click **Yes** and **Submit Answers** to complete verification. |  |
| Click **Continue** to process training.  Total score displays – click **Continue** again. |  |
| Click **Exit**   once system returns to training presentation.  Click **Exit**   once system returns to training content page to leave SF-LMS. |  |
| **Check Learning History**  A confirmation is NOT generated upon completion. However, you may validate via Learning History. | Exit the system and Log Back into SF-LMS |
| Navigate to the **History Tile.** Click **View All.** |  |
| The Confirmation Displays |  |