

**PINNACOL**

ASSURANCE

SAFETY SERVICES

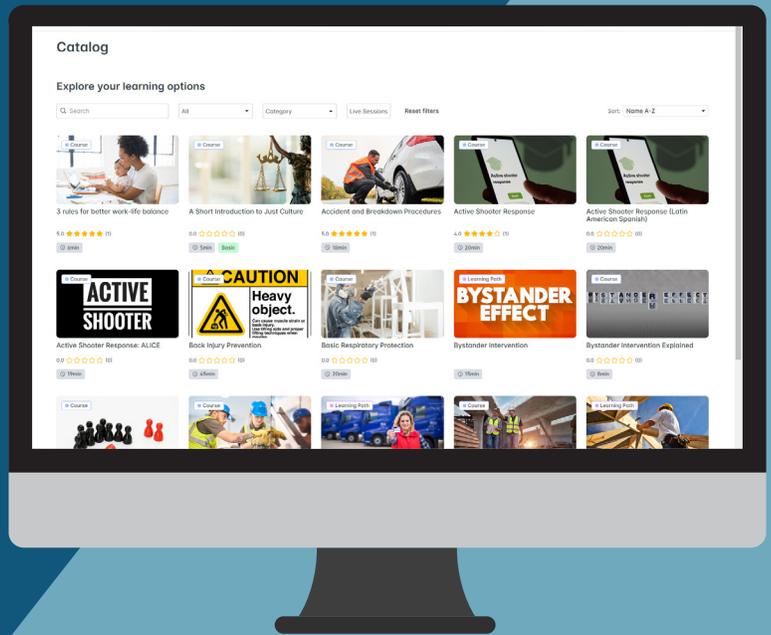


# SAFETY EDUCATION ONLINE

## HOW TO GET STARTED

REVISED JANUARY 2024

# SAFETY EDUCATION ONLINE



## GETTING STARTED

Welcome to Pinnacol's Learning Management System, Safety Education Online. This guide is intended to walk you through the first few steps to get started as a new manager in our system.



### ACCESS SAFETY EDUCATION ONLINE WITH MULTIPLE DEVICES

You can access Safety Education Online using a computer, tablet or mobile device.\*



### AVAILABLE 24/7, 365 DAYS A YEAR

Training can be completed at any time with around-the-clock access to this resource.



### SUPPORT AVAILABLE

If you have questions or experience any technical difficulties, please email [lms.support@pinnacol.com](mailto:lms.support@pinnacol.com).

## HOW TO REQUEST ACCESS AND LOG IN

If you have not received access to set up your profile, please go to our [Safety Education Online](#) page to request enrollment.

Log in to Safety Education Online using the access link provided upon enrollment.

\*Google Chrome is the recommended browser for all devices.

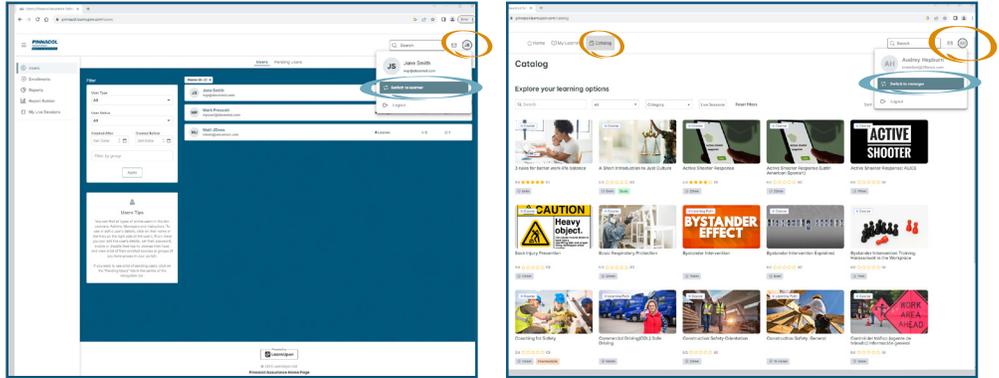
# HOW TO GET STARTED AS A MANAGER

## MANAGER LOG IN

Log in to your profile, you will be immediately directed to the Manager page. This is where you will be able to view the catalog, add learners, enroll learners in courses and pull reports.

## VIEW CATALOG

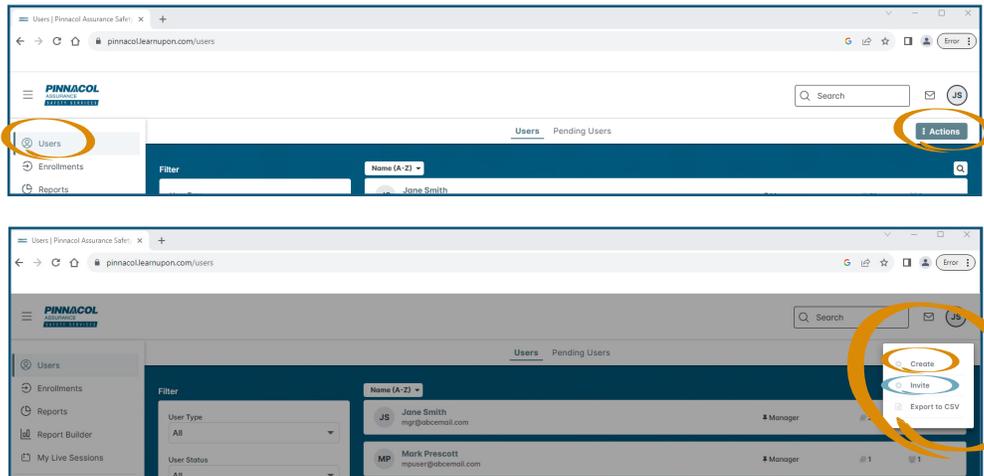
Click on your **profile icon**, represented by your initials, in the upper right corner of the page. Select **Switch to Learner**. To view the catalog, choose the **Catalog** option at the top of the page. To go back to Manager View, click on your **profile icon** and select **Switch to Manager**.



## ADD LEARNERS

With the **Users** tab selected in the left navigation pane, click the **Actions** button in the upper right corner of the page. Select **Create** and complete all of the fields. Click save.

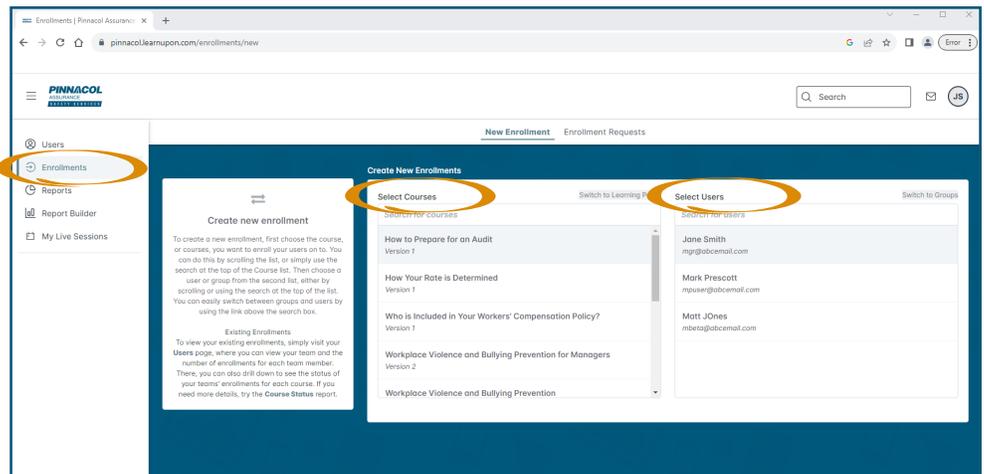
**Note:** If you select **Invite** as an option to add learners, the employees being invited will need to know the company's policy number.



## ENROLL LEARNERS

From the Manager view, select **Enrollments** in the left navigation pane. From this page you can **Select Courses** and **Select Users** (learners) that you want to enroll.

**Note:** Make sure to click the **Save** button at the bottom of the screen to finish enrolling learners.



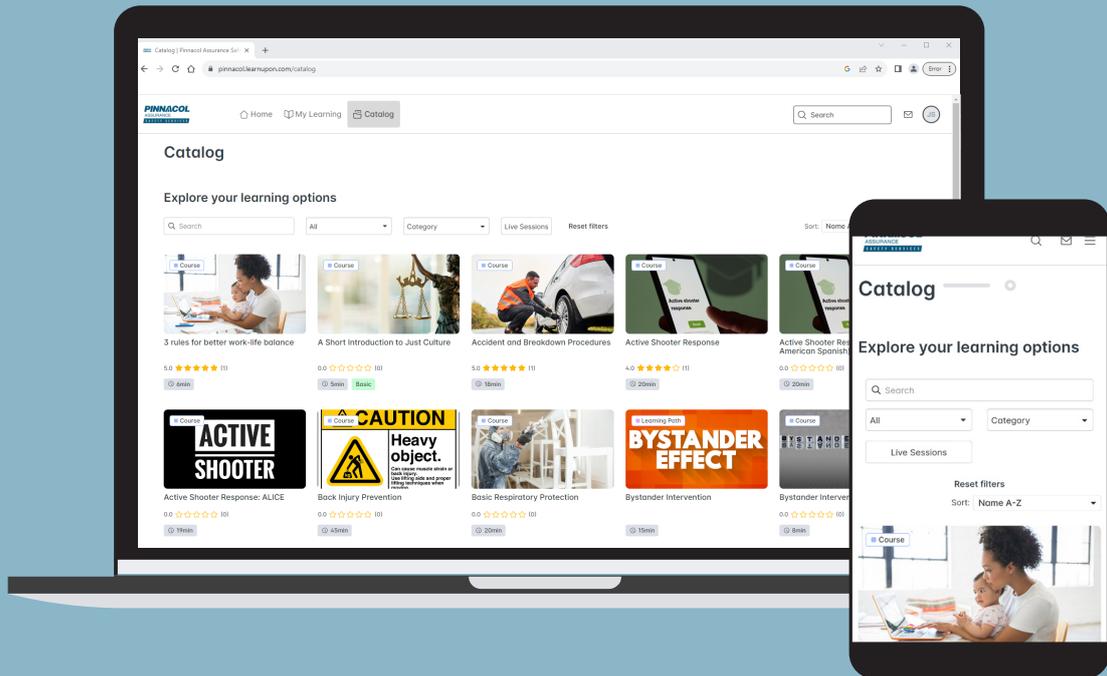
## COURSE COMPLETION

To receive credit for course completion and access your certificate of completion, click the blue **Save and Exit** button in the upper right corner of the course.

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## MORE COURSES COMING SOON

[CLICK HERE TO REQUEST ENROLLMENT](#)