State Fund's Online Safety University℠ Administrator Quick Start Guide

Technical Tips Before You Get Started

1. To access State Fund's Online Safety University℠ go to www.neogov.com.
   - Please note that Neogov is an entity separate from State Fund. When you access Neogov's webpages, you will be subject to Neogov's terms of service and privacy policy.
   - Also, State Fund's Online Safety University℠ is not a real university. It does not offer college credit, degrees or certifications
2. Recommended Browsers: Google Chrome, Internet Explorer, and Microsoft Edge.
3. If you find that you are having an issue with Pop-Up Blockers – particularly with Google Chrome, please refer to the document titled Instructions for Pop-Up Blockers.
4. When Users/Learners receive their activation e-mail it will come from donotreply@neogov.com.
5. The Subject of the e-mail will read "Activate Your User Account"
6. If you cannot locate your activation e-mail in your inbox, please check your Spam or Junk Mail folders.
7. 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

Online Safety University℠ Terms While Navigating

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℠ 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.

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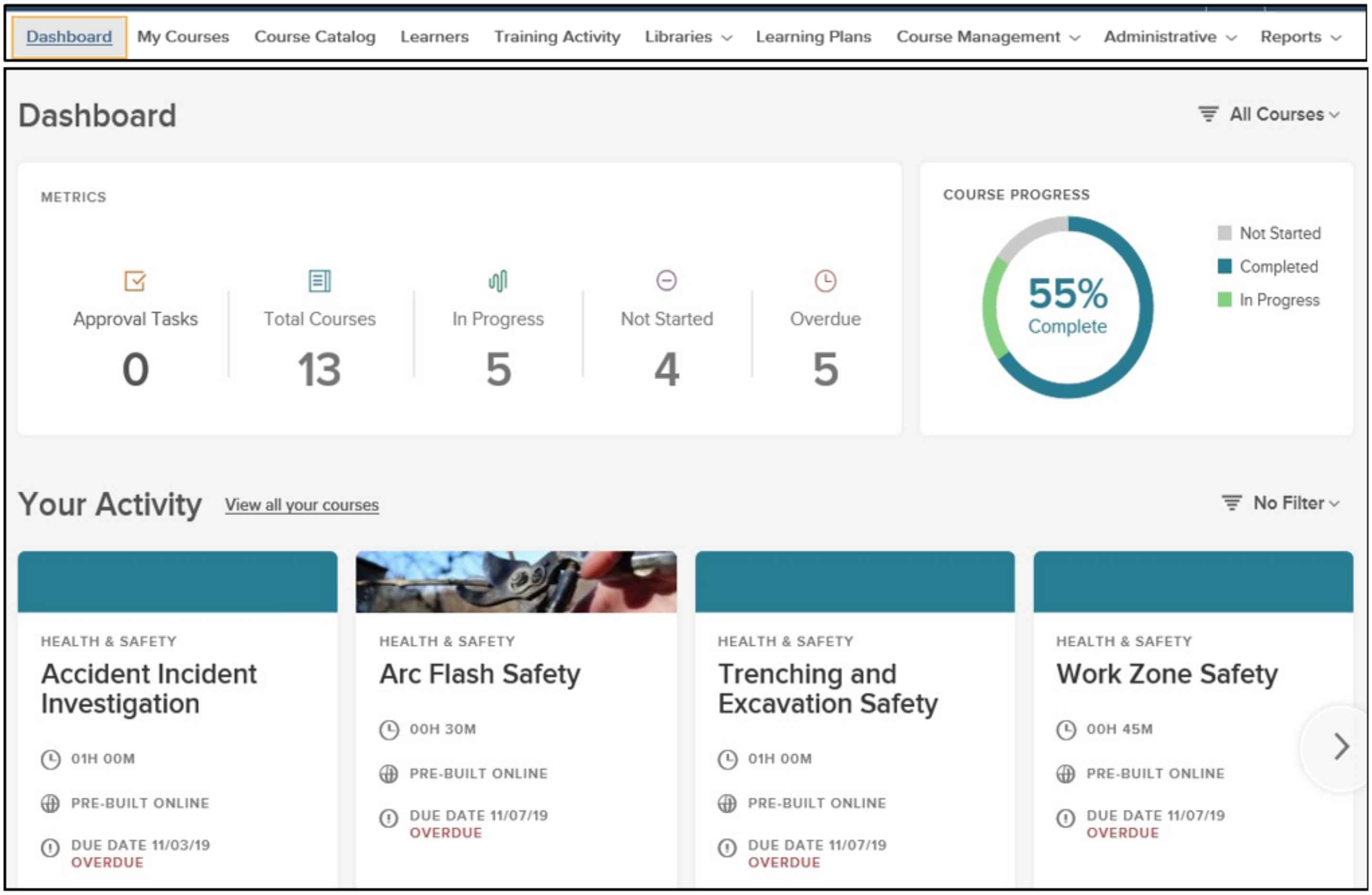
Introduction to the Dashboard and Toolbar

The **Dashboard** is your central location in **Learn** – it's the first page displayed when you log into the system. It gives you the key metrics for your courses and contains all of the courses you're currently enrolled in in the **Your Activity** section. The Dashboard can also be accessed by clicking on **Dashboard** from the complete **Toolbar** below.



General Settings - Navigating the General Settings

To Navigate the Administrative Settings, select Administrative > Settings from the menu bar located at the top of the page.

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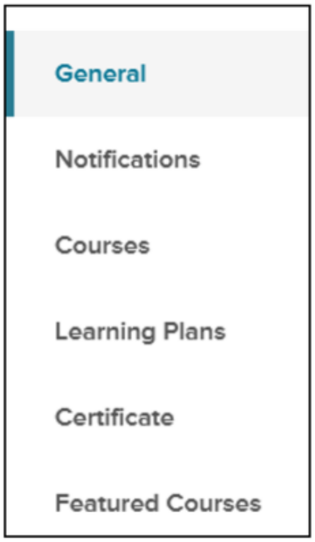

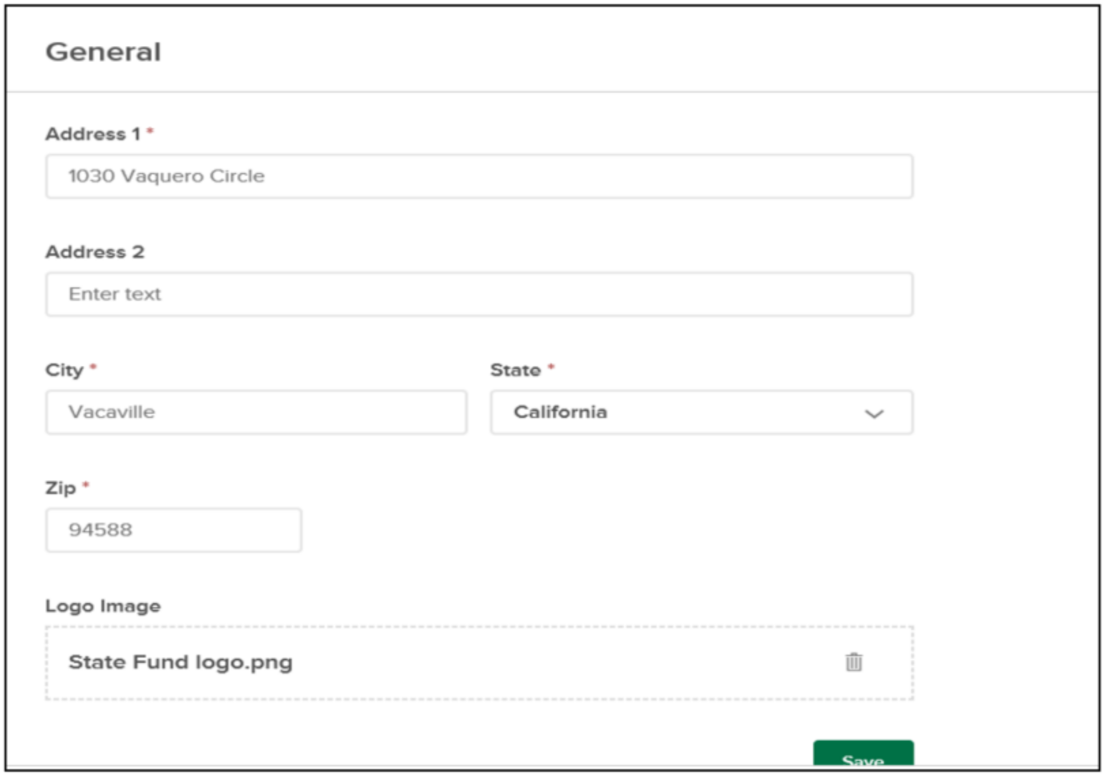

- Clicking on settings will automatically load to **General** settings. The General settings page is where your organization's basic information should be entered, i.e. **Address, City, State, Zip Code**.
- Adding your organization's logo, is also an option on the **General** settings page. **(See the Administrator's Complete User Guide for further instruction on how to utilize this feature.)**

Any changes or updates made on the Settings page should always be saved!

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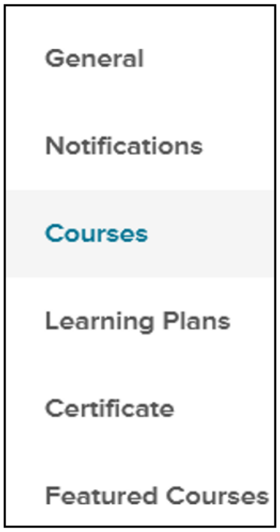
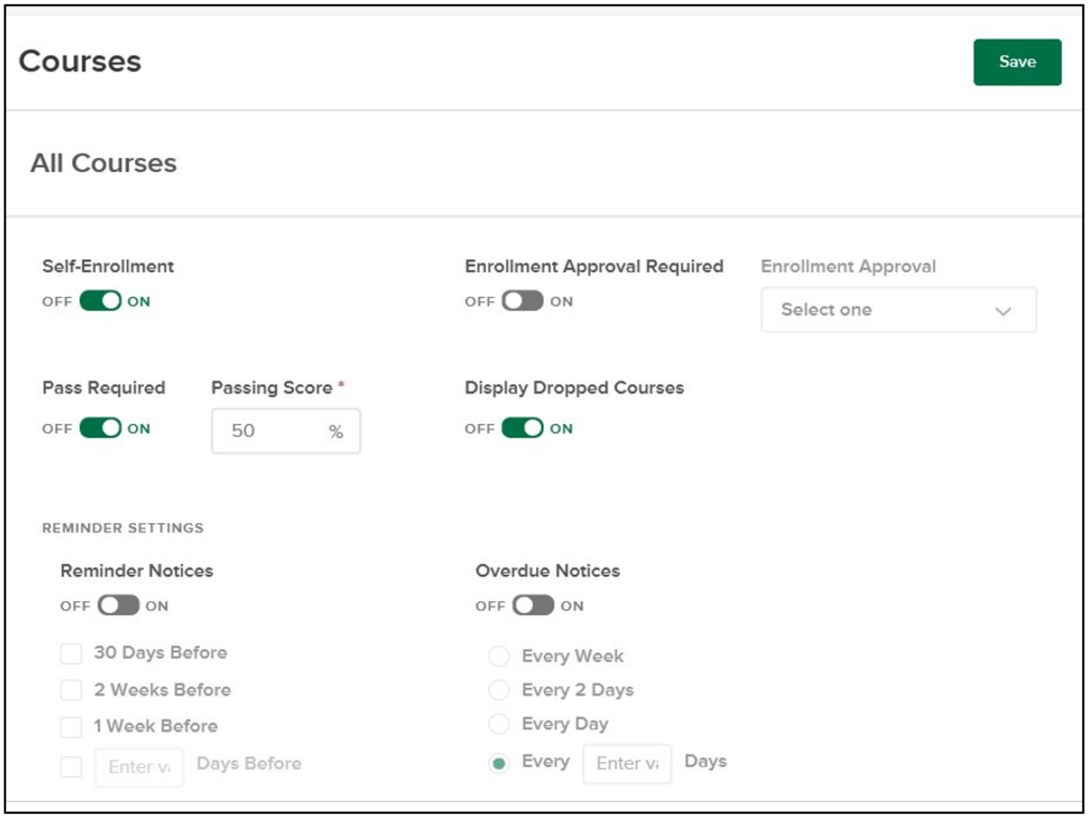
Course Settings – Navigating the Courses Settings

Next, let's move on to **Courses**. Click the **Courses** tab on the left sidebar.





1. **Self-Enrollment**: Controls if learners can enroll themselves in the course
2. **Enrollment Approval Required**: If turned on, select the appropriate user role or specific employee responsible for approving enrollment
3. **Enrollment Approval**: Select an enrollment approver from this dropdown menu
4. **Pass Required**: Determine if Learners must pass the course
5. **Passing Score**: If Pass Require is enabled, a passing score percentage must be entered
6. **Display Dropped Courses**: Controls if a **Cancelled** status displays for a dropped course (Enabled by default)
7. **Reminder Notices**: If enabled, reminder notices are sent to enrolled learners at the frequency selected

Overdue Notices: If enabled, overdue notices are sent to enrolled learners at the frequency selected – these notices are only applicable for online courses, and are sent based on the relative Due Date.

Adding your Organization's Departments

Adding the different **Departments** for your organization can be done by clicking on **Administrative** from the Toolbar below, then clicking **Department**. You can now create the **Department** by clicking **Create** in the top left corner of the page. This steps allows you to assign employees to specific departments when you are adding new **Learners**.

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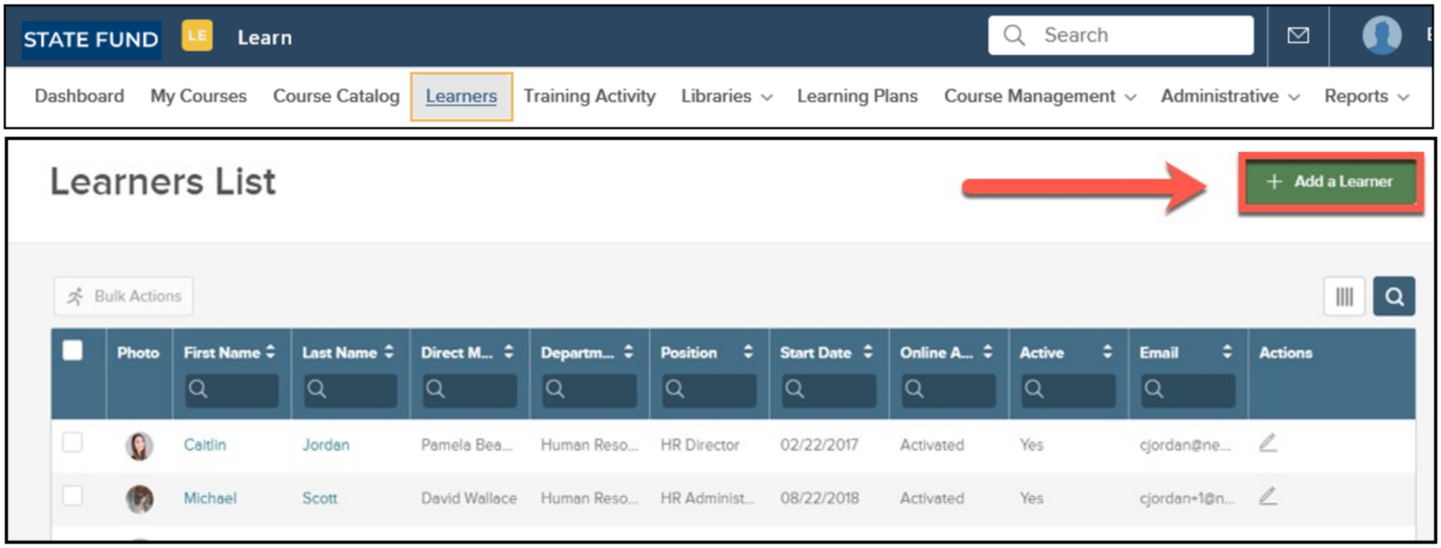
Creating a New Learner

Any employees required to complete or assign courses must have an employee record set up in the system. To set up a new employee record, access the **Learner List** by clicking on **Learners** in the top menu bar, then **+ Add a Learner**.



Add the Learner info. i.e. **First & Last Name, Employee #, Email address**, etc. All fields with an asterisk are required.

TIP! Tips for required fields when adding a New Learner

- **Employee Number**: If your organization does not use an **Employee Number**, or if it is unavailable you can use any combination of letters and numbers, or the employee's first and last name. **(Please do not use Social Security Numbers)**
- **Hire Date & Position Start Date**: If the employee **Hire Date & Position Start Date** are unavailable you can use the date you are entering the employee information, or you can estimate when you think the hire date is.
- An employee **E-mail** address is required. If the employee does not have a company e- mail address they will need to create an e-mail address that is specific to their profile. Employees should not share e-mail addresses or use their Administrator's e-mail address. The email address entered is used as the learner's username during login and is used to provide notification when they have been enrolled in a course by their manager.

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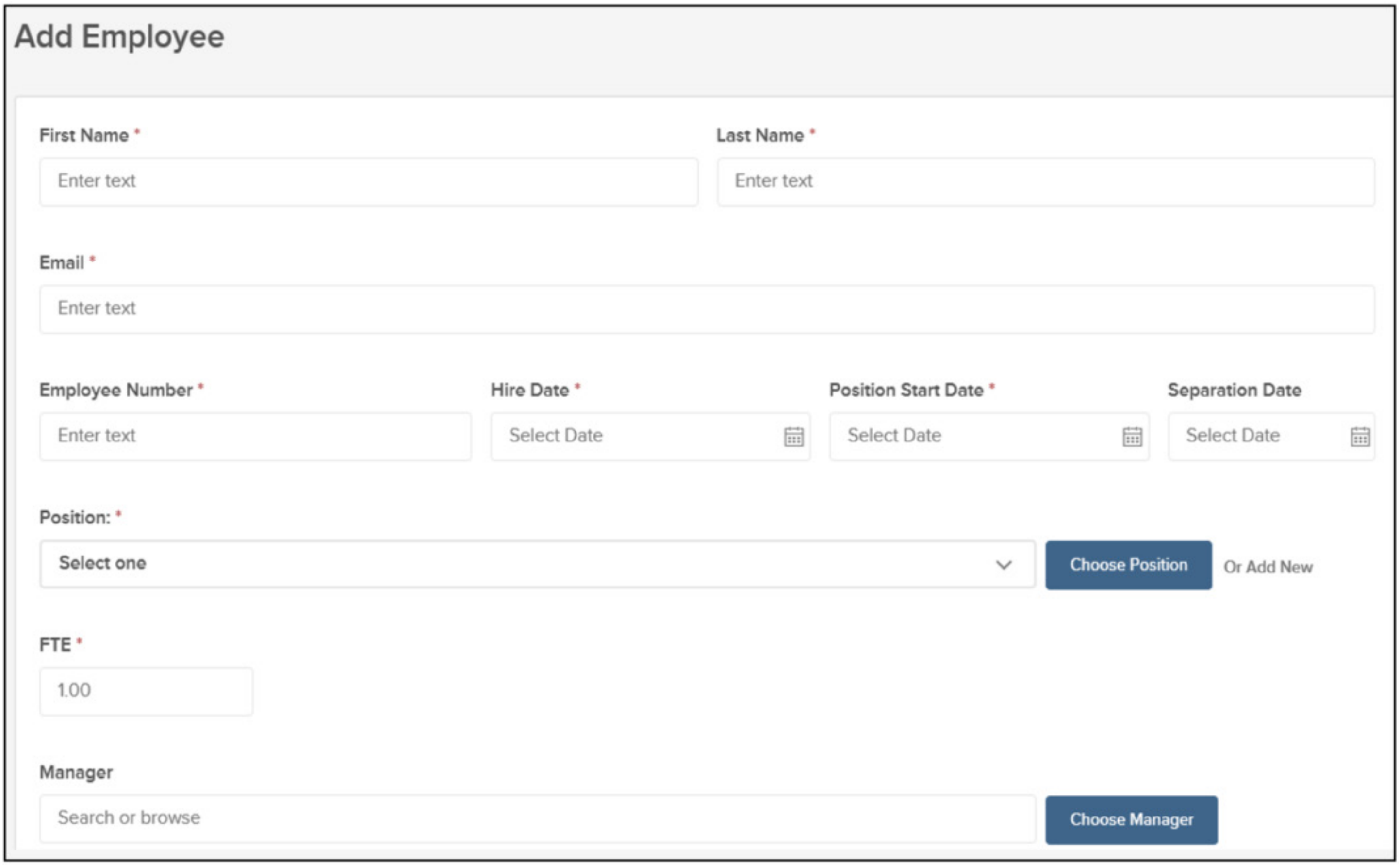

Select the Learner's position and click **Choose Position**. If the position does not exist, you can create one by clicking **Add New**. When creating a new position, you are required to complete the fields marked with and asterisk.

TIP! Tips for required fields when Creating a New Position

- **Position Control Number**: If your organization does not use a Position Control Number or if it is unavailable to you, you can use the employee number.
- **Department**: If the employee's department is not available to select in the drop down list there is an option to create a new department, however; this must be done prior to adding the New Learner. It is recommended that the Administrator add all of the organization's Departments prior to adding New Learners so they are available to select when creating a new position.

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Create Position

Cancel | Save

Title *

Enter text

Position Control Number *

Enter text

Description

Enter text

Department: *

Select one — Choose from list

Division:

Select one — Choose from list

Class spec:

Select one — Choose from list

Next, Search and choose a **Manager**.

Manager

Search or browse — Choose Manager

Tips for activation

The new employee is immediately added to **Learn** and an activation email is automatically sent to the employee notifying them to activate their account. If the account is not activated within 5 days, the activation e-mail will expire. If this occurs the Admin for your organization will need to send the learner a new activation e-mail.

Email comes from donotreply@neogov.com

Subject: Activate Your User Account

Hello Jason Miner

Please click on the following link to activate your account.

https://login.neogov.com/setpassword?GUID=
MDI1ZGI2YzItOTQzNi00ZDliLTllN2ItMTAwNjl4NDcyY2Rj&siteCode=
LMS&EA=ab0e395e6f3be88ffd092ac9a47359
53b9e0a65968ae9e0c6331be6f62fba8dfe124b1b07071344f59e548676e
eed15a89913fabecbdf94285bbc7853a834e8c573a3106b2adbdd5

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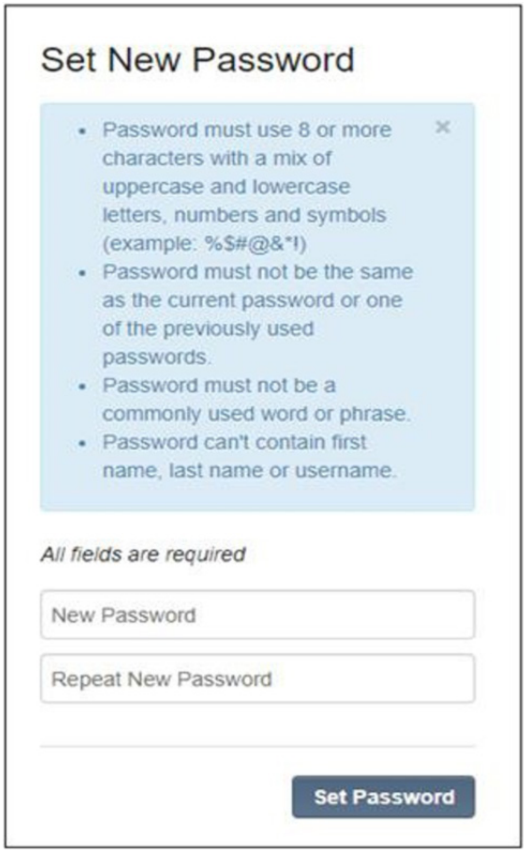
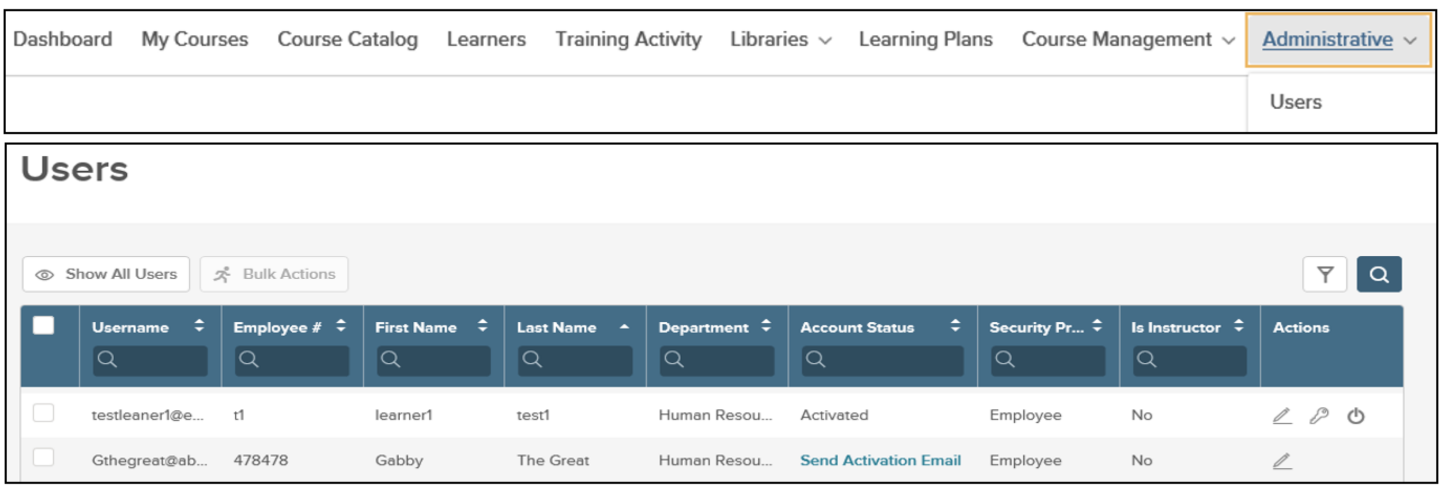
When the activation link is clicked on, you are taken to the following screen:



To resend an activation e-mail once it has expired click on **Administrative** and then **Users**, from the **Users** list select Send Activation E-mail to the appropriate user.



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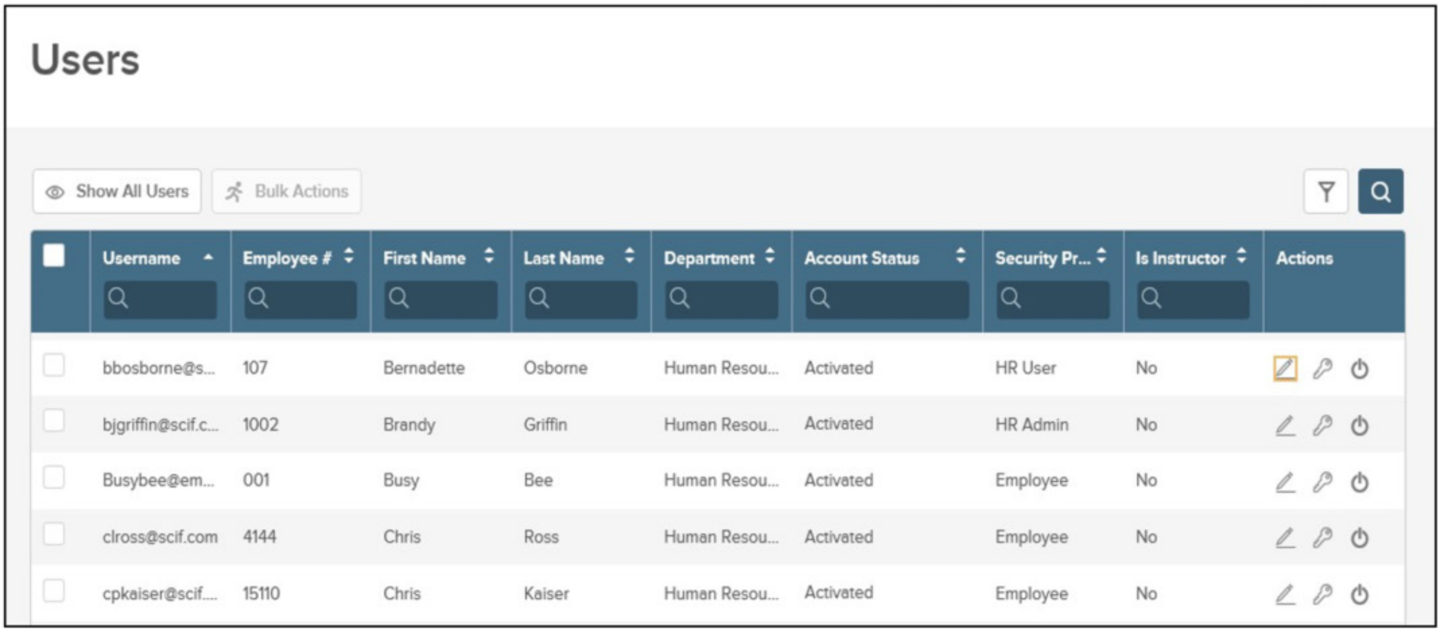
Users – Navigating the User Settings

In addition to the general **Administrative Settings**, there are also **User Settings** where the Administrator can update the security profile for all **users** and **learners** once they have been added to **Learn**.

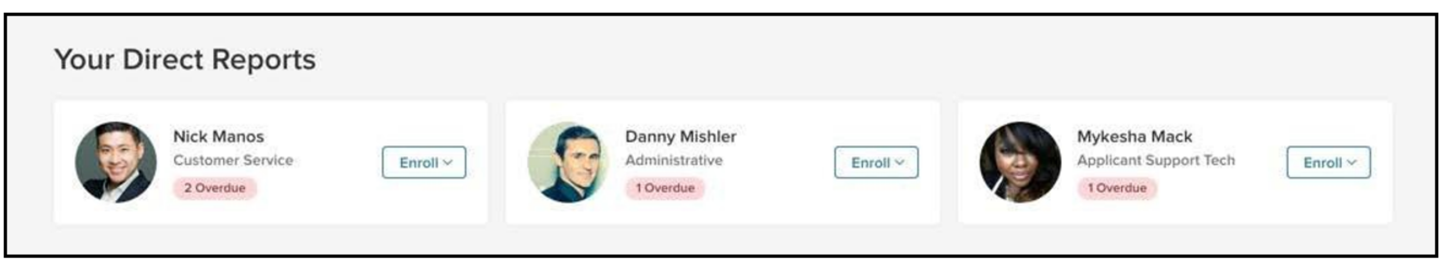
To navigate to the **User Settings**, select **Administrative > Users** from menu bar located at the top of the page.



Additionally, each column located at the top of the chart with the magnifying glass next to it can be searched, making it easy to find an employee. For example, instead of scrolling through multiple pages you can type the users first name in the first name column.

Hovering over these images  in the **Actions** column will allow you to update and edit **User/Learner** information, provide a password reset or deactivate an employee who is no longer with your company.

If the newly added employee is the Administrator's **Direct Report**, their information will be listed on the Administrator's **Dashboard**. The **Direct Reports** section can be found at the bottom of your **Dashboard**, as shown on the following page.



This section displays the employee's name, position, and picture. From here you can easily see how many overdue courses they have by clicking on the employee name. This function provides information needed to keep your team on track and maintain compliance. From here you can also enroll an employee via the **Enroll Dropdown**.

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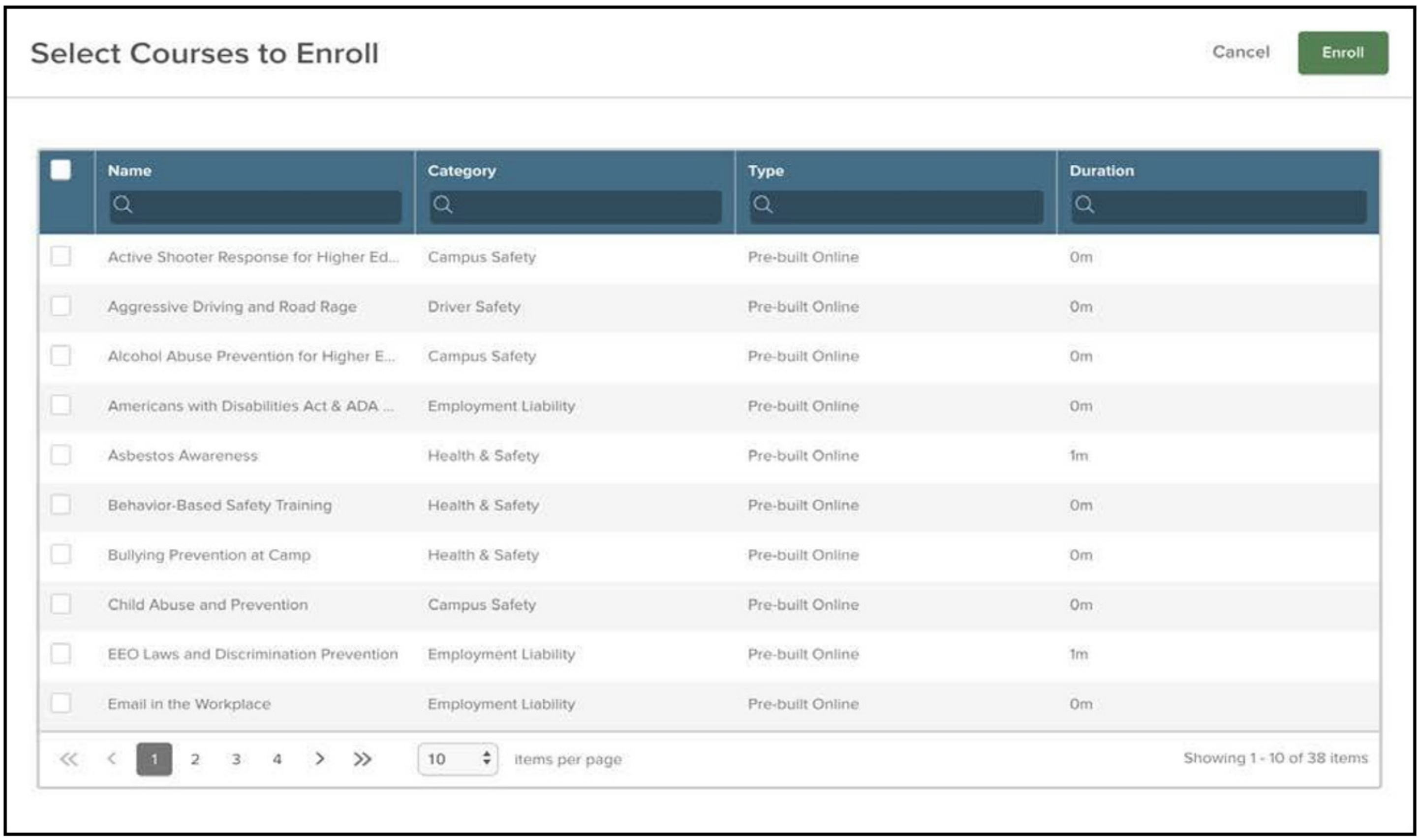
Enroll Dropdown

The **Enroll Dropdown** is divided into Online Courses and Classroom courses. Classroom courses are not currently able to be set up in State Fund's Online Safety University℠ , but will be a potential future option.

When you click on the **Enroll Dropdown** a fly out will open. Click on the **Online** option. From here you can select form a list courses to enroll in. These courses are organized by name, category, type of course, and duration to make it easy to find the courses you want. You can click into each column to search within any subcategory.



Select Courses to Enroll

Cancel Enroll

Name	Category	Type	Duration
Active Shooter Response for Higher Ed...	Campus Safety	Pre-built Online	0m
Aggressive Driving and Road Rage	Driver Safety	Pre-built Online	0m
Alcohol Abuse Prevention for Higher E...	Campus Safety	Pre-built Online	0m
Americans with Disabilities Act & ADA ...	Employment Liability	Pre-built Online	0m
Asbestos Awareness	Health & Safety	Pre-built Online	1m
Behavior-Based Safety Training	Health & Safety	Pre-built Online	0m
Bullying Prevention at Camp	Health & Safety	Pre-built Online	0m
Child Abuse and Prevention	Campus Safety	Pre-built Online	0m
EEO Laws and Discrimination Prevention	Employment Liability	Pre-built Online	1m
Email in the Workplace	Employment Liability	Pre-built Online	0m

1 2 3 4 — 10 items per page — Showing 1 - 10 of 38 items

Enrolling employees in this method also allows you to bulk enroll your chosen **Direct Report** into multiple courses at once. Simply select the desired courses (or all) and then **Enroll**.

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Bulk Actions for Adding Multiple Employees

The Bulk Actions feature is located in the **Learner List**. It allows you to bulk enroll employees, rather that enrolling them one by one. To access the **Learners List** click on **Learners** on the **Toolbar** at the top of the page.

When enrolling employees using the **Bulk Action**, you start by selecting the employees you want to enroll by clicking the check box next to each employee, or you can select all. Once you have selected the employees, click the **Bulk Actions** button in the top left corner.

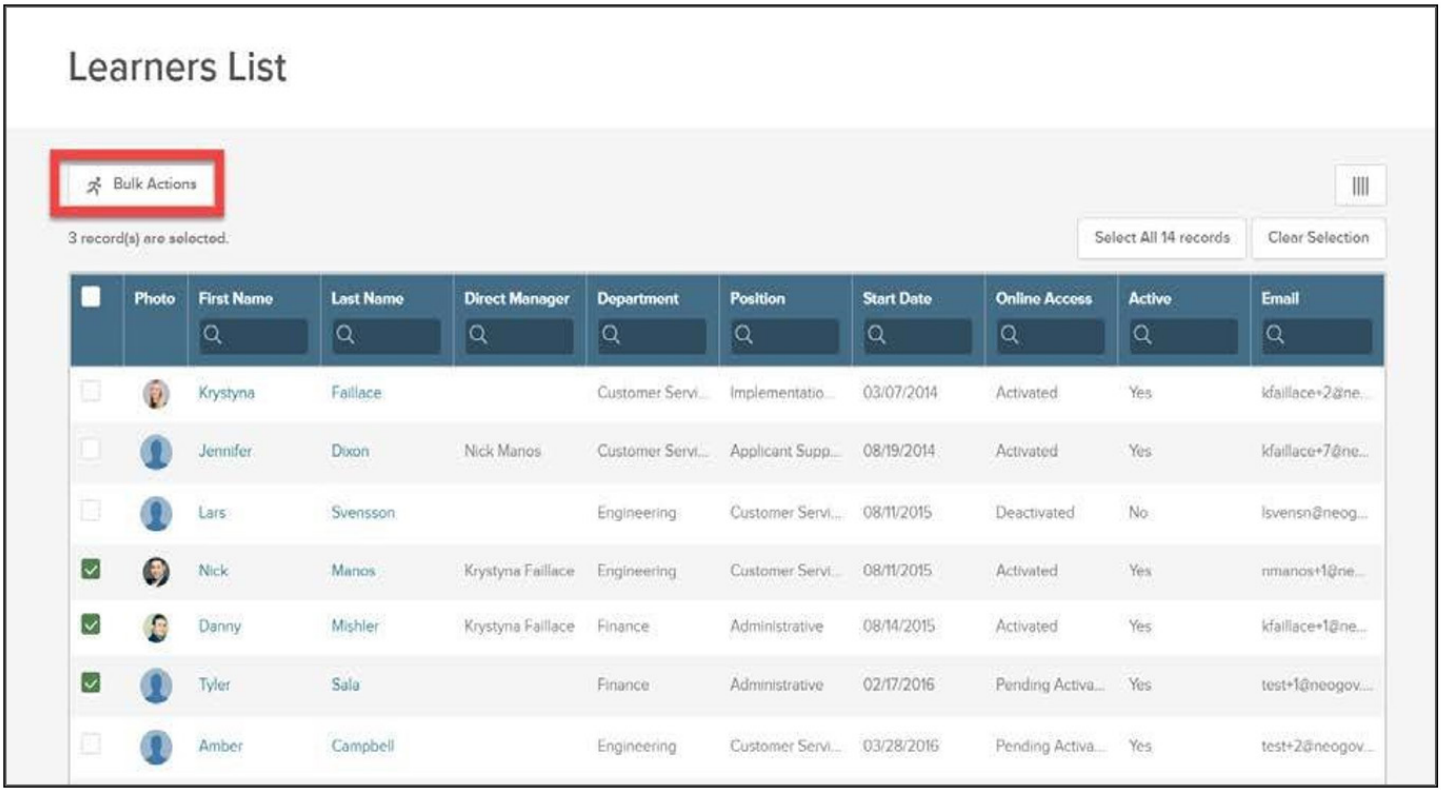
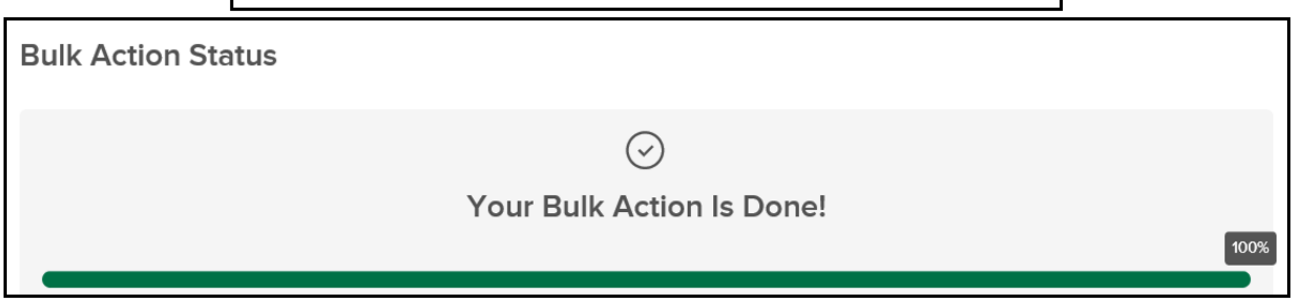


	Photo	First Name	Last Name	Direct Manager	Department	Position	Start Date	Online Access	Active	Email
		Krystyna	Faillace		Customer Servi...	Implementatio...	03/07/2014	Activated	Yes	kfaillace+2@ne...
		Jennifer	Dixon	Nick Manos	Customer Servi...	Applicant Supp...	08/19/2014	Activated	Yes	kfaillace+7@ne...
		Lars	Svensson		Engineering	Customer Servi...	08/11/2015	Deactivated	No	lsvensn@neog...
✓		Nick	Manos	Krystyna Faillace	Engineering	Customer Servi...	08/11/2015	Activated	Yes	nmanos+1@ne...
✓		Danny	Mishler	Krystyna Faillace	Finance	Administrative	08/14/2015	Activated	Yes	kfaillace+1@ne...
✓		Tyler	Sala		Finance	Administrative	02/17/2016	Pending Activa...	Yes	test+1@neogov...
		Amber	Campbell		Engineering	Customer Servi...	03/28/2016	Pending Activa...	Yes	test+2@neogov...

Once you have clicked the **Bulk Action** button you will have the option click **Enroll in a Course**.

Clicking **Enroll in a Course** will then bring you to the **Course Cards** in the in the **Course Catalog**. Click on the **Course Card** of the course you want to enroll in. The card will become highlighted. You can now click **Enroll** in the top right corner. You should receive the message **"Your Bulk Action Is Done"** if completed successfully. The learners should then see the course under the **My Courses Tab** and now be ready to start their course.



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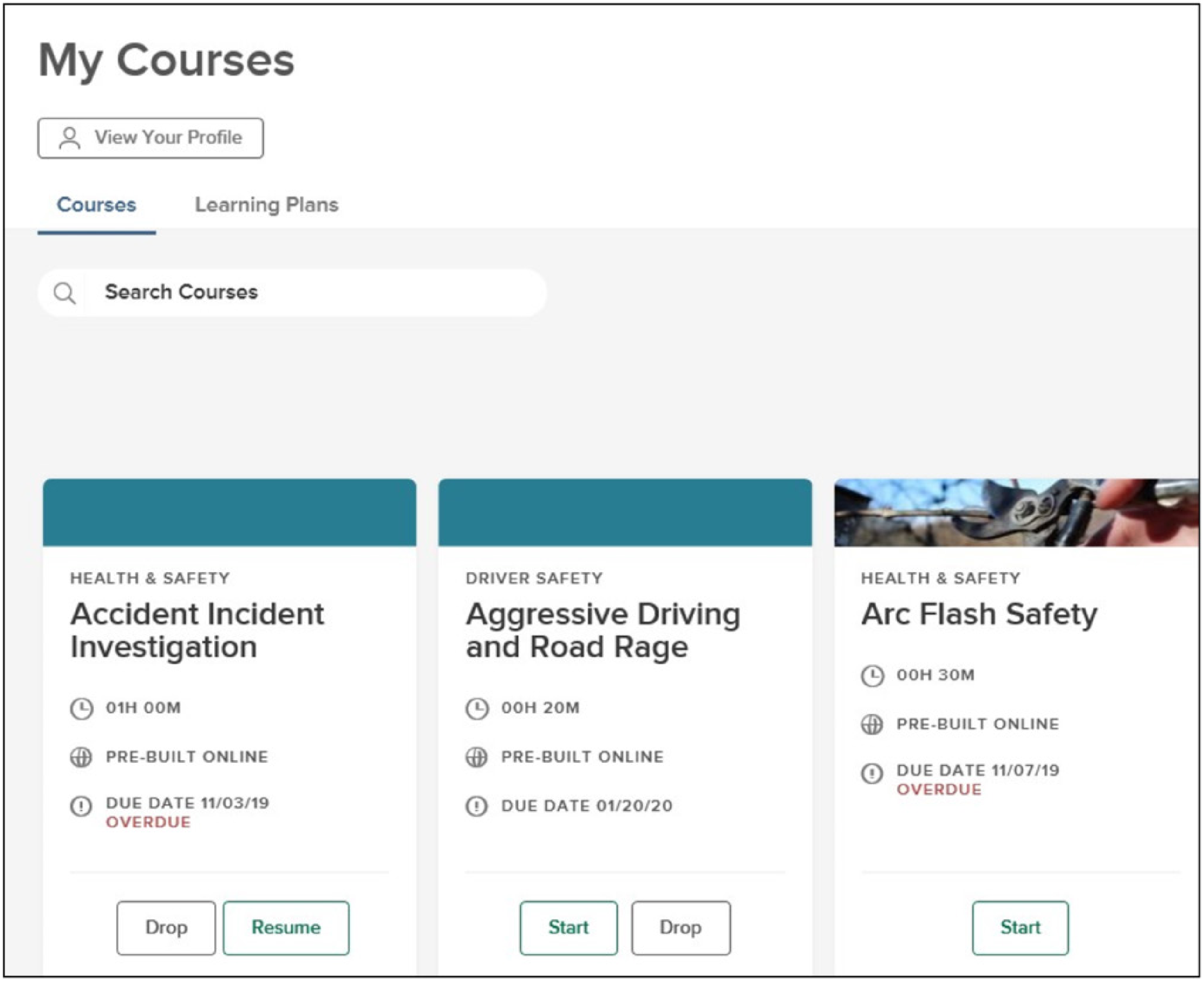

Course Catalog – Navigating the Course Catalog

The **Course Catalog** is where you can view all the published classroom and online courses you have access to. To Navigate the **Course Catalog**, select **Course Catalog** from the menu bar located at the top of the page.

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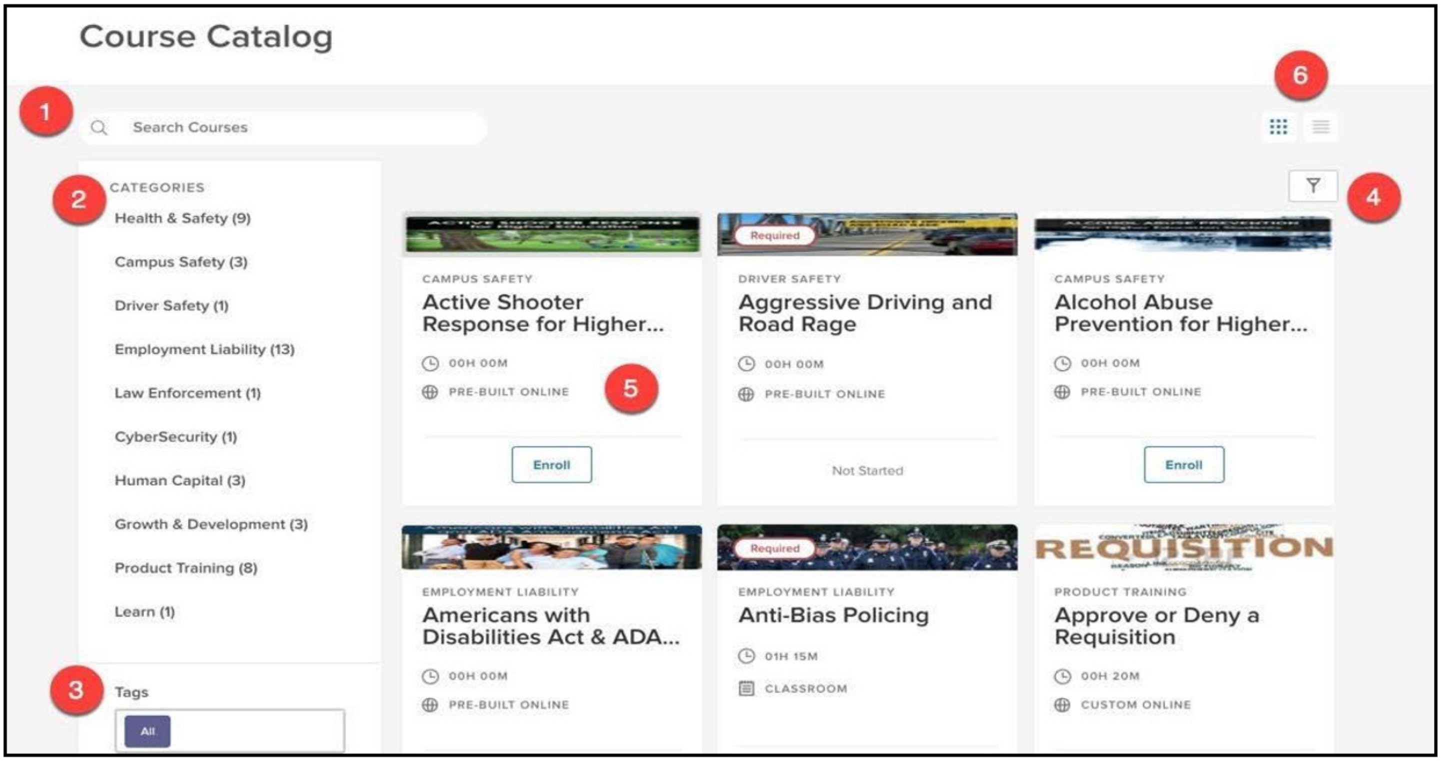

1. **Search Bar:** Type here to look for a specific course.
2. **Categories Sidebar:** Narrow courses down by their associated category
3. **Tags:** Narrow courses down by associated tags or keywords
   a. If learners are looking to improve in a specific competency, such as Driving Safety, then this is the best way to find those types of courses.
4. **Filters:** Limit the view in the Course Catalog with specific requirements.
5. **Course Card:** Bite-sized information about a particular course.
   a. See **Course Cards** for more information
6. **Catalog View:** Toggle the Course Catalog view by either the default card view or list view

The **Course Card** is a graphic display of the important details of a particular course. The Course Card can be flipped back and forth by pressing the  icon in the upper right hand corner of the card. This allows you to see at glance what the course is about before you enroll.

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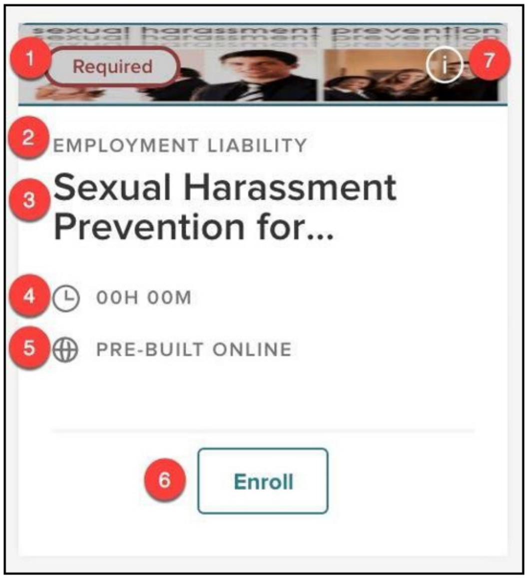
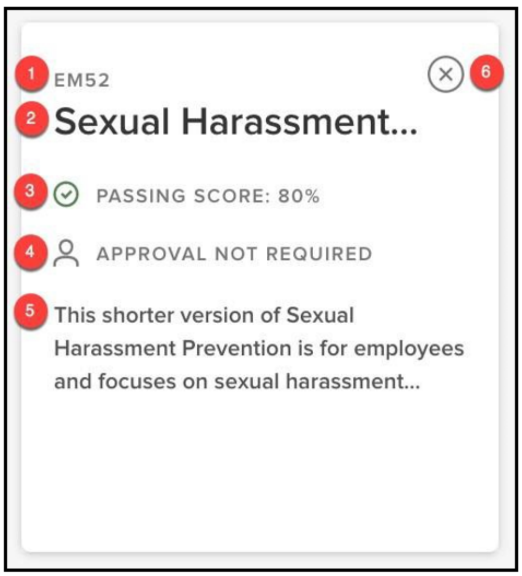
Course Card Front



1. Header
2. Course Category
3. Course Name
4. Duration
5. Type of Course
6. Enroll Button
7. (i) Icon: click to flip back and forth

Course Card Back



1. Course Code
2. Course Name
3. Passing Score
4. Approval Required
5. Description
6. (x) Icon: click to flip back to front side

Course Details Page

The **Course Details Page** is accessed by clicking on the name of a course on its **Course Card**. This will open to a full page with all the details of the course. **(Please refer to pg. 19 in the Administrator's Complete User Guide to view this page.)**

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For more information, visit: www.SafeAtWorkCA.com

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