



TRAINING TOUR GUIDE Member Dashboard

The **Member Dashboard** gives users quick access to begin required training, view their transcript, and access recommended courses.

The screenshot shows the 'LEARNING MANAGEMENT' dashboard. It features a 'Welcome!' message with a 'My Transcript' button. Below is a search bar and a table of 14 results. The table columns are 'ASSIGNMENT TITLE', 'STATUS', 'AVAILABLE FROM', and 'DUE DATE'. The results include courses like '02- Listening Even When It's Difficult' and '101-03 Respiratory Protection Program'. A 'Featured Training' section at the bottom displays several course cards with 'Learn More' buttons.

TRANSCRIPT

Click **My Transcript** to view the courses that have been assigned, view their current status, and access a completion certificate for completed courses.

The screenshot shows the 'Transcript' page. At the top, it displays a summary: **17** Total Active, **4** In progress, **7** Complete, and **6** Not Started. Below this is a table of course records. A large, decorative 'Record of Completion' certificate is overlaid on the left side of the page. The certificate text reads: 'Record of Completion. This document is for demonstration purposes only. has satisfied all the requirements for the course 102-02 Ladder Safety - Classroom. Demo. Completion Date: 03/04/2023. Time Spent: 12:00:00. hsi'.

VIA	STATUS	START DATE	COMPLETION DATE	COURSE TYPE	
com	Complete	03/04/2023 12:00 AM	3/4/23, 12:00 PM	Classroom	📄 ...
com	Complete	03/17/2023 12:00 AM	3/18/23, 12:00 PM	Classroom	📄 ...
ber	In Progress	07/19/2023 3:03 PM		Online	Launch ...
ment	In Progress	07/25/2023 3:34 PM		Online	Launch ...
ber	Complete	02/24/2023 10:22 AM	2/24/23, 10:31 AM	Online	Review 📄 ...



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ASSIGNMENTS

Clicking the **Launch button** to the right of an assignment title on the dashboard allows a Member to open a training course.

The screenshot shows the 'Aerial Lifts' requirement page. It includes a 'Welcome Message' and a 'Description' section. The 'Requirement Details' section shows 'Days Until Due' as 30 and 'Retrain Frequency' as 365. The 'Acceptable Courses' table lists four courses:

TITLE	REQUIREMENT COUNT	TYPE	STATUS	DURATION	
Mobile Elevating Work Platforms: Aerial and Scissor Lift Safety	1	Online	Not Started	30	Launch
Mobile Elevating Work Platforms: Aerial and Scissor Lift Safety - Equivalent Credit	1	General Task	Not Started	0	
Mobile Elevating Work Platforms: Aerial and Scissor Lift Safety - Classroom	1	Classroom	Not Assigned	0	
Mobile Elevating Work Platforms: Aerial and Scissor Lift Safety Overview	1	Online	Not Started	7	Launch

Launching a **Training Requirement** will open a screen that will present the user with all of the acceptable courses that will fulfill the requirement. Members must complete only one of the courses listed in the “Acceptable Courses” section.

The screenshot shows the 'Evacuation Safety v2.3' assignment details. It includes 'Requirement Details' and a list of acceptable courses. The 'Floods (Required)' section lists two courses:

TITLE	TYPE	STATUS	DURATION
National Flood Insurance Program	AICC	Not Started	0
Severe Weather: Flash Floods (Microlearning)	AICC	Not Started	0

The 'Fires (1 of 2)' section lists two courses:

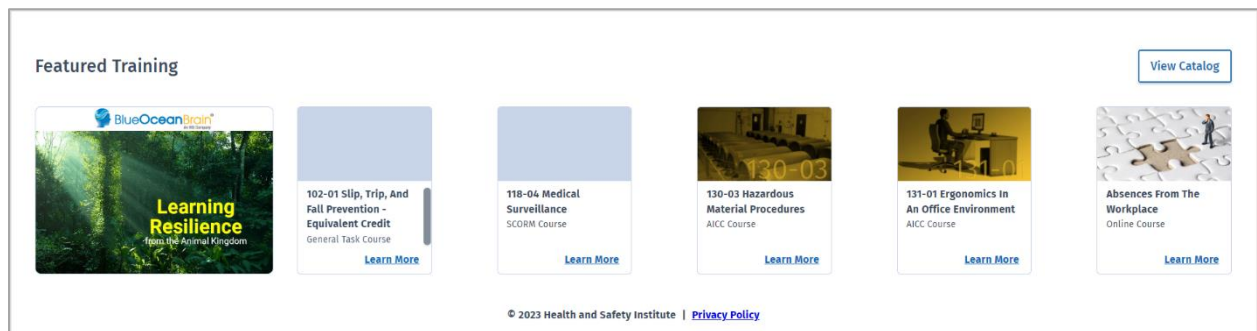
TITLE	TYPE	STATUS	DURATION
Fire Protection Oil and Gas: Emergencies and Evacuation (Microlearning)	AICC	Not Started	0
Fire Safety: Fire Response and Evacuation Procedures (Microlearning)	AICC	Not Started	0

Curriculum courses will open an additional slide-out panel with the required sections listed. Members will launch courses from this panel by clicking on the course name.

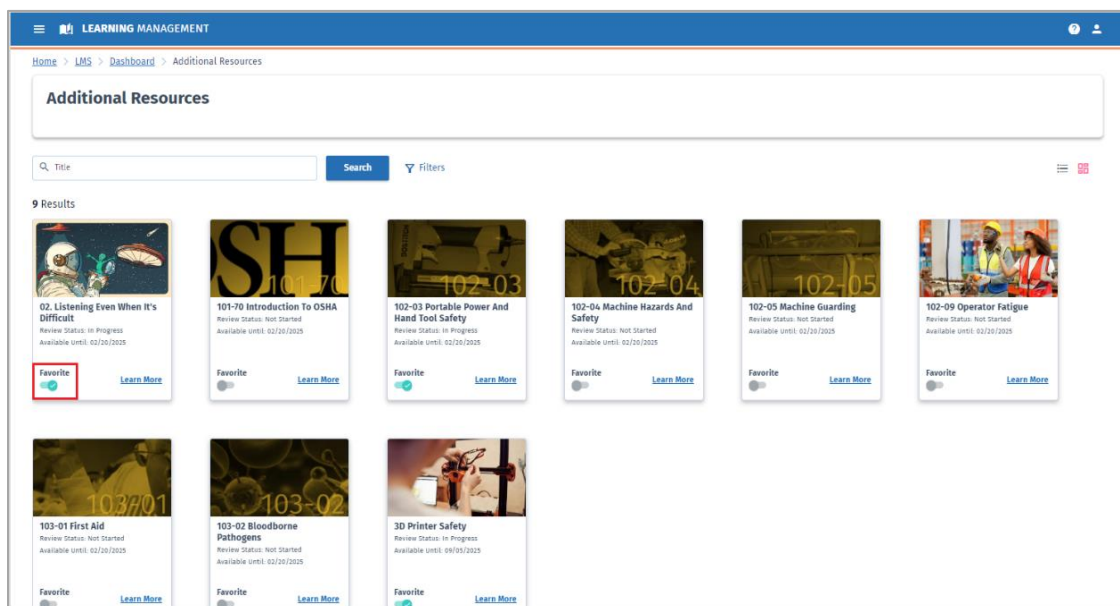
When the launch button on the dashboard is clicked for training that is assigned via **Enrollments**, the course will immediately launch in the current window. Enrollments are courses that are not associated with a Training Requirement, but that *are required*.

FEATURED TRAINING

The Featured Training section of the Member Dashboard contains the courses that have been assigned to Groups as **Additional Resources**. The training content in this section is *recommended but is not required*.



Click **View Catalog** to see all the Additional Resources that are available to you.





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FAVORITE COURSES

Click the toggle (highlighted in the image above) on any course listed on the Additional Resources page to mark a course as a **Favorite**. Courses marked as a Favorite will be shown in the **“Favorite Courses”** section of the Member dashboard.

The screenshot displays the Member Dashboard interface. At the top right, there is a 'View Catalog' button. The 'Featured Training' section contains a grid of course cards, each with a 'Learn More' link. A red box highlights a toggle switch on the first course card. Below this, the 'Favorite Courses' section is visible, containing a grid of course cards, also with 'Learn More' links. At the bottom of the dashboard, there is a copyright notice: '© 2023 Health and Safety Institute | Privacy Policy'.

HELP & SUPPORT

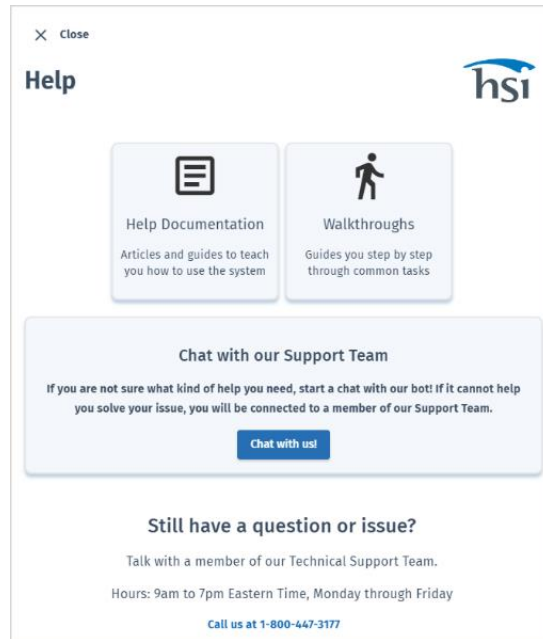
Clicking on the **Help icon** will open the Help page.

The screenshot shows the LMS dashboard. At the top, there is a blue header with the text 'LEARNING MANAGEMENT' and a red box highlighting a help icon. Below the header, there is a 'Welcome!' message and a 'My Transcript' button. At the bottom, there is a search bar with the text 'Assignment' and a 'Search' button, along with a 'Filters' button.

Here you can access to our **knowledge base**, start **guided walkthroughs** to help you accomplish common tasks in the system, or initiate a **chat** with a member of our Support Team.



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PROFILE MENU

Clicking on your **profile icon** allows you to select a **language** to view the LMS user interface in, change your **password**, and view your **notifications**.

