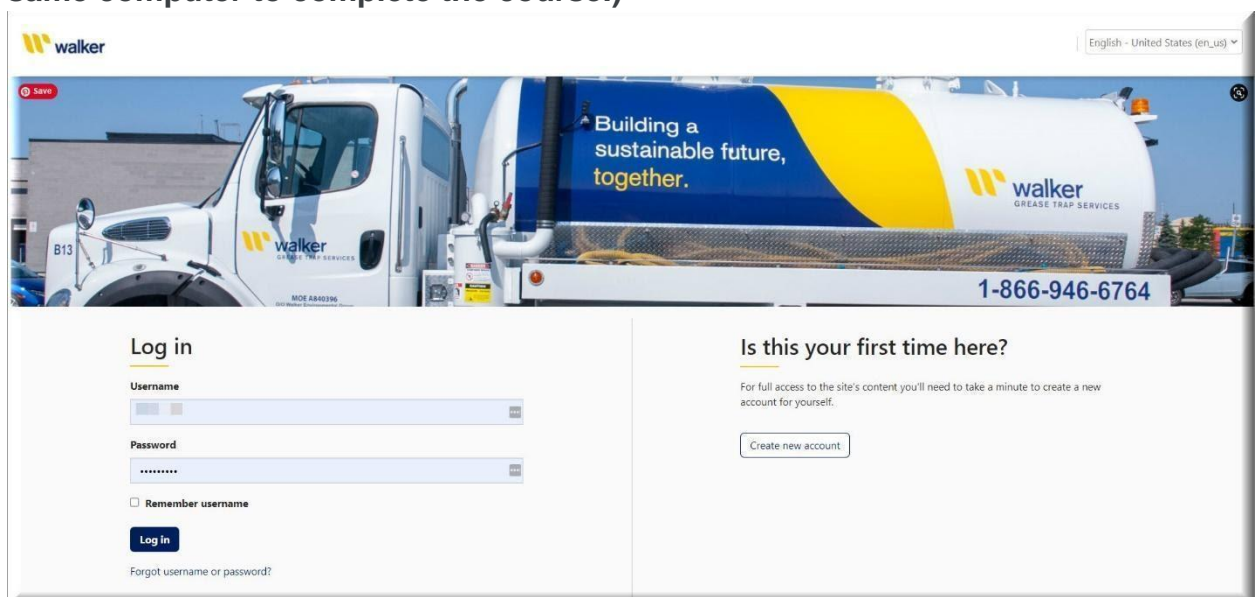


WEG Contractor Safety Course Instructions

Overview: This guide will show you how to:

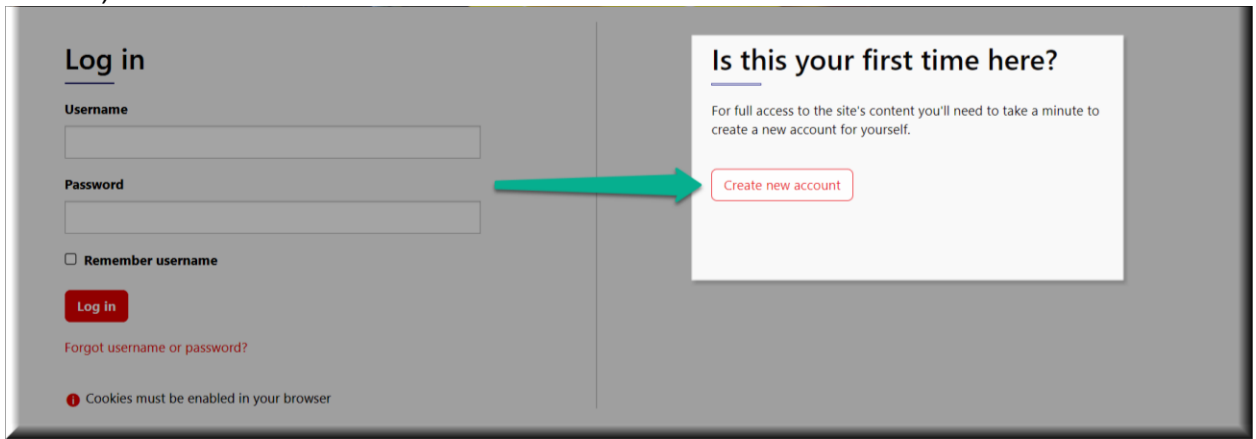
- Access the Totara LMS
- Create an account
- Complete the WEG Contractor Safety Course
- Take the quiz to achieve an 80% passing score
- Receive a certificate
- Log out

1. Welcome. Click this link <https://learn.pcslms.com/WALKCONWEG>
Please ensure you use this full link even if the website is already loaded on your computer. This is especially important if you are using a shared computer in your workplace (e.g. if you and your co-workers are using the same computer to complete the course.)



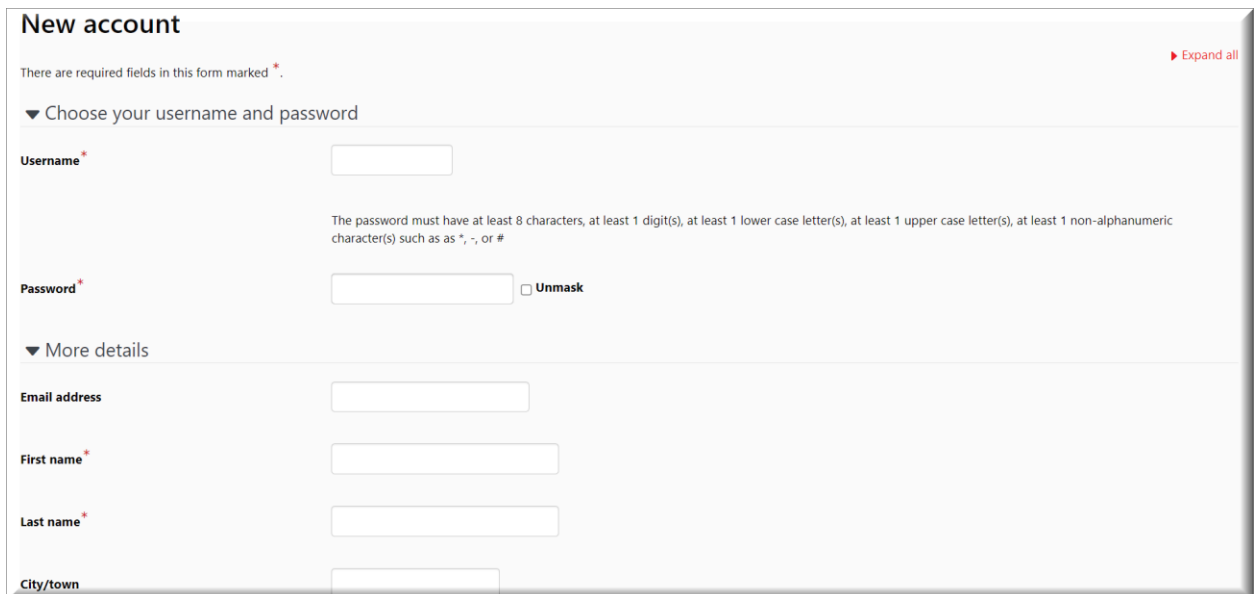
The screenshot shows the Walker Grease Trap Services website. At the top, there is a banner image of a white truck with a blue and yellow tank. The tank has the text "Building a sustainable future, together." and the Walker logo. Below the banner, there is a "Log in" section with fields for "Username" and "Password", a "Remember username" checkbox, and a "Log in" button. To the right of the login section, there is a "Is this your first time here?" section with a "Create new account" button. The website also features a "Save" button in the top left and a language selector in the top right.

- To register for an account, select **Create New Account**. (right-hand side of the screen)



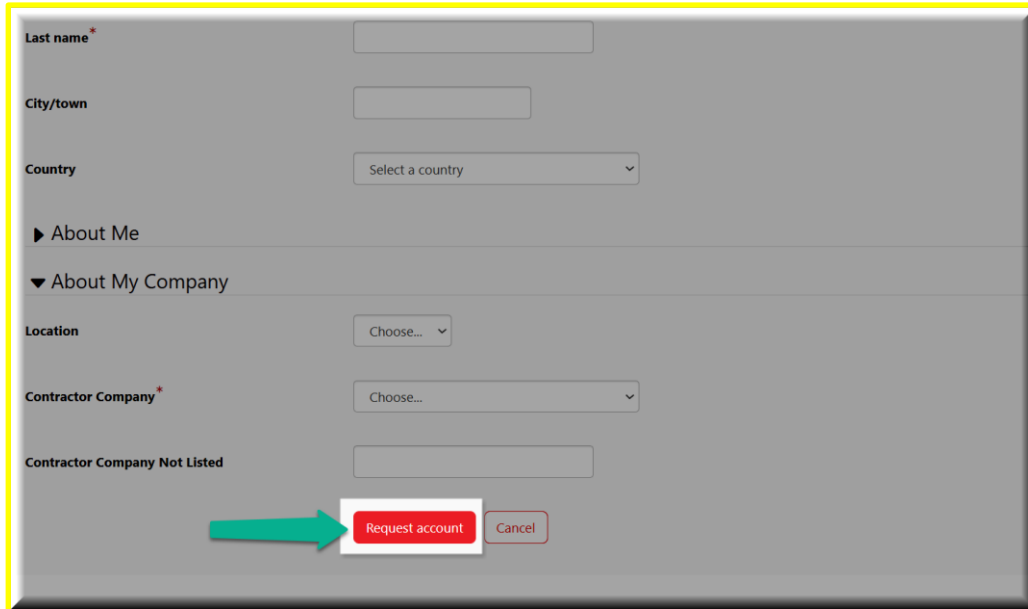
The screenshot shows a login interface on the left and a registration prompt on the right. The login section includes fields for 'Username' and 'Password', a 'Remember username' checkbox, a 'Log In' button, and a link for 'Forgot username or password?'. A note at the bottom states 'Cookies must be enabled in your browser'. The registration prompt, titled 'Is this your first time here?', explains that full access requires account creation and features a 'Create new account' button. A green arrow points from the 'Create new account' button back to the login form.

- Fill out the New account form. An asterisk denotes a required field. If you don't have an email address, you can leave that field blank. Please remember and/or write down your username and password in case you need to access the course in the future.



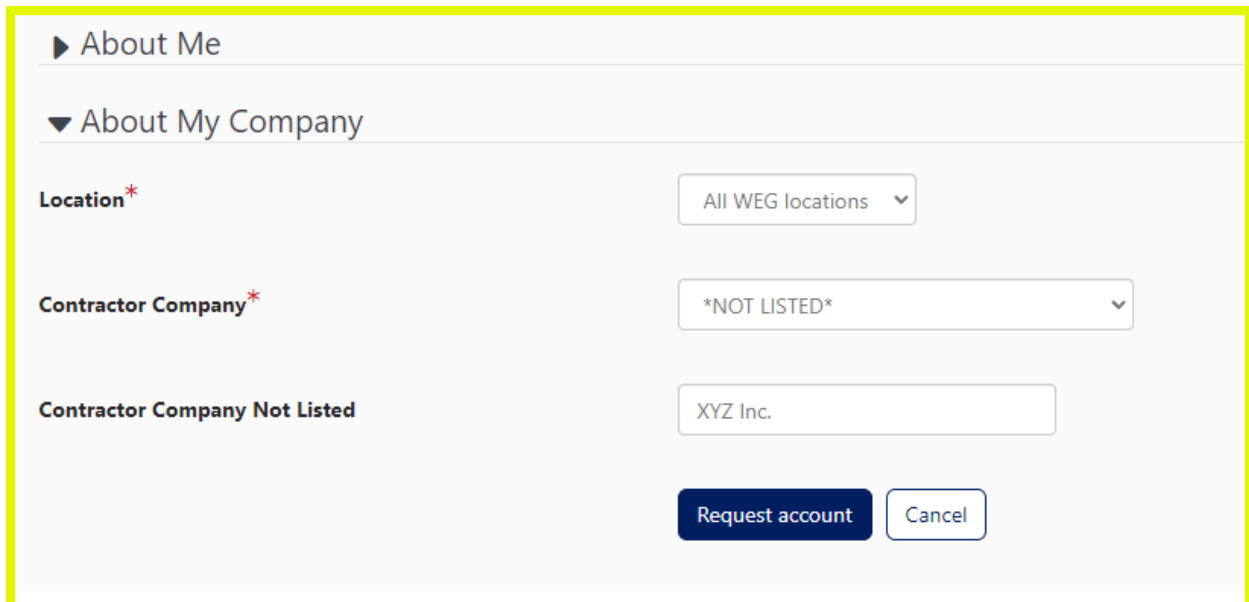
The 'New account' form is divided into sections. The first section, 'Choose your username and password', contains a 'Username*' field and a 'Password*' field with an 'Unmask' checkbox. A password strength note specifies: 'The password must have at least 8 characters, at least 1 digit(s), at least 1 lower case letter(s), at least 1 upper case letter(s), at least 1 non-alphanumeric character(s) such as *, -, or #'. The second section, 'More details', includes fields for 'Email address', 'First name*', 'Last name*', and 'City/town'. An 'Expand all' link is located in the top right corner.

4. When choosing a location, select "Any WEG location." Select **Request Account** when you are done.



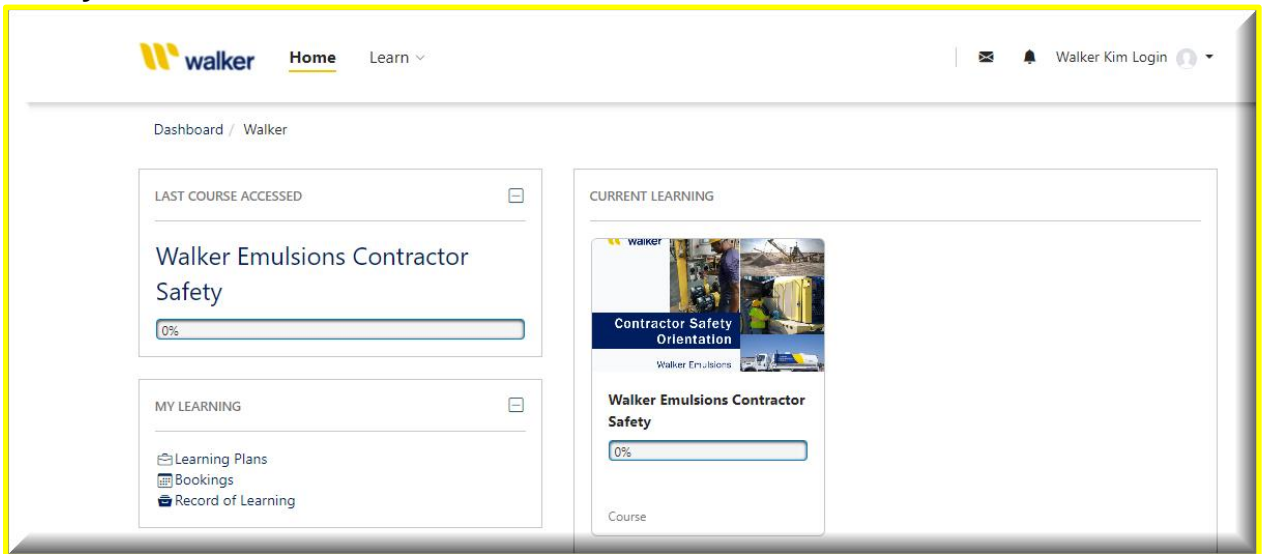
A screenshot of a user profile form. The form includes fields for "Last name*", "City/town", "Country" (with a dropdown menu showing "Select a country"), "About Me", "About My Company", "Location" (with a dropdown menu showing "Choose..."), "Contractor Company*" (with a dropdown menu showing "Choose..."), and "Contractor Company Not Listed". At the bottom, there are two buttons: "Request account" (highlighted with a red box and a red arrow) and "Cancel".

5. Please note, if you do not see your "Contractor Company" in the dropdown list select *NOT LISTED* from the very bottom of the list and then type your Contractor Company name in the field titled **Contractor Company Not Listed**. PCS will later attach your Contractor Company to your profile.

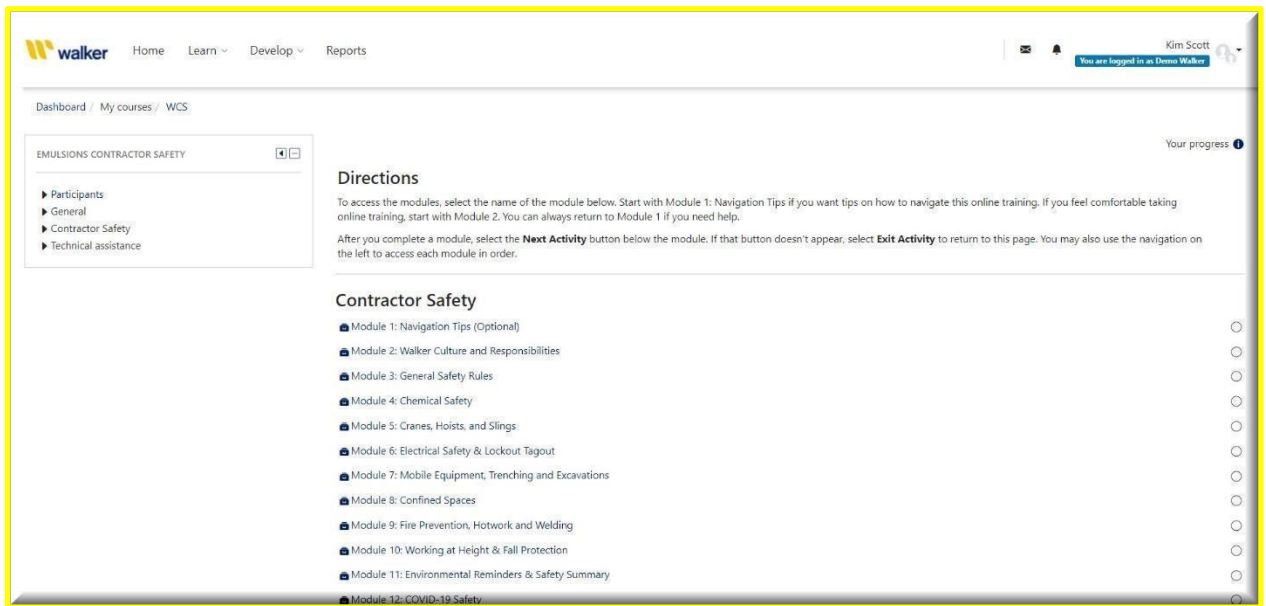


A screenshot of a user profile form. The form includes fields for "About Me", "About My Company", "Location*" (with a dropdown menu showing "All WEG locations"), "Contractor Company*" (with a dropdown menu showing "*NOT LISTED*"), and "Contractor Company Not Listed" (with a text input field containing "XYZ Inc."). At the bottom, there are two buttons: "Request account" (highlighted with a blue box) and "Cancel".

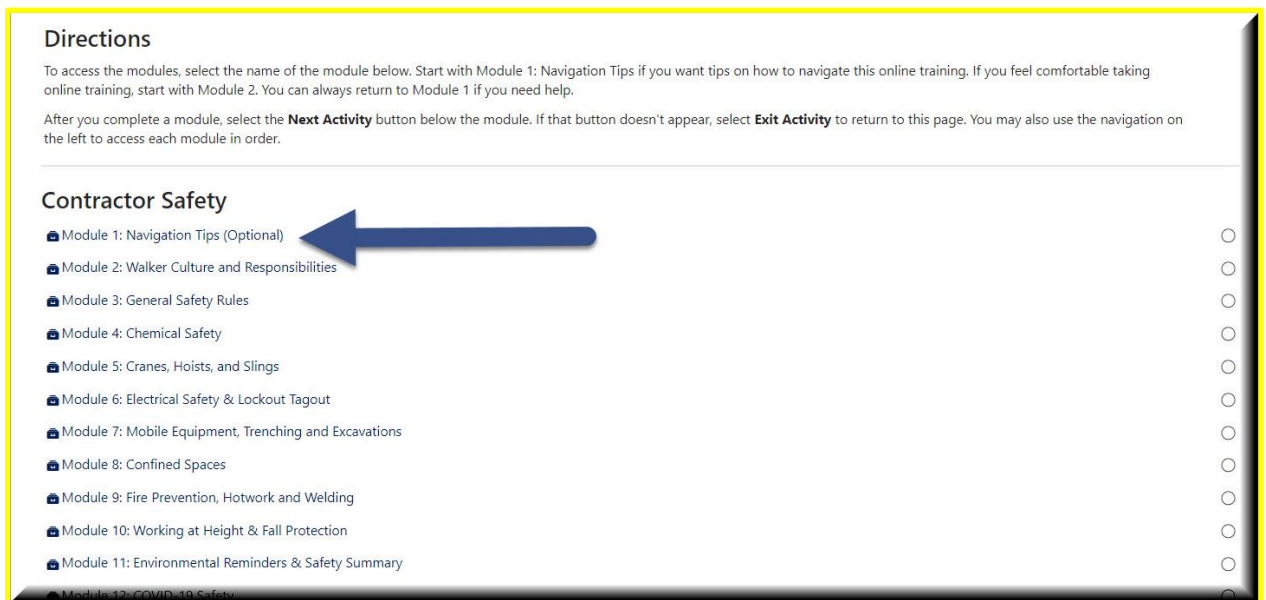
- From your dashboard, look under Current Learning. Select the **WEG Contractor Safety** course.



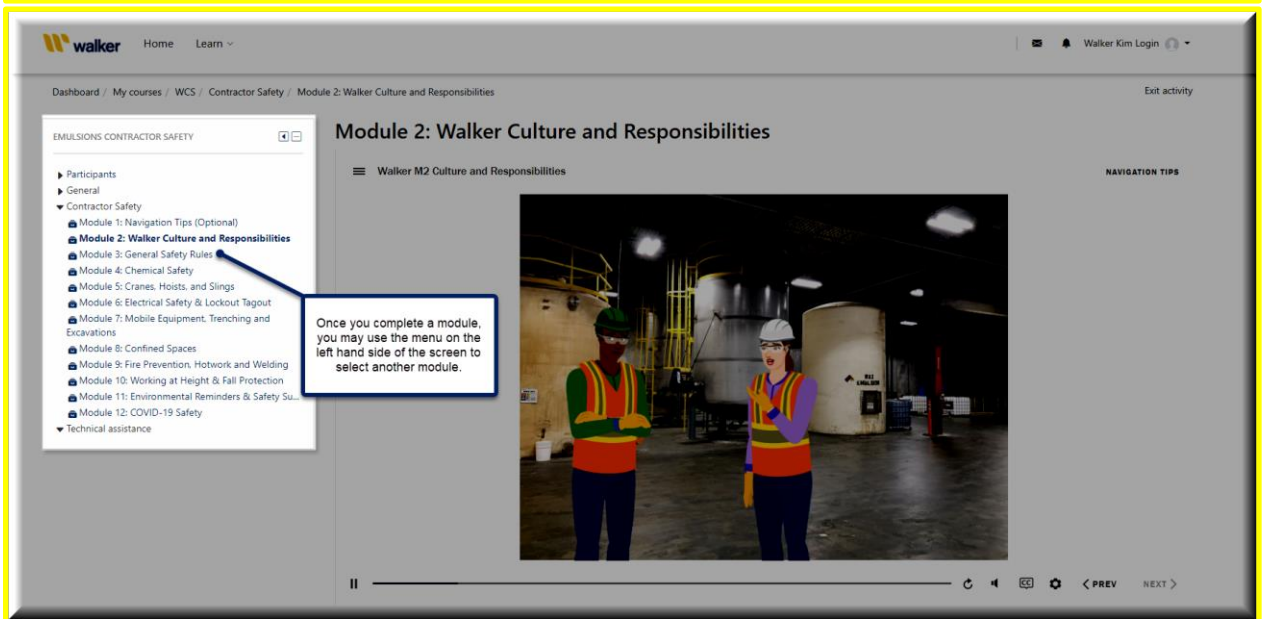
7. You will now see the WEG Contractor Safety course.



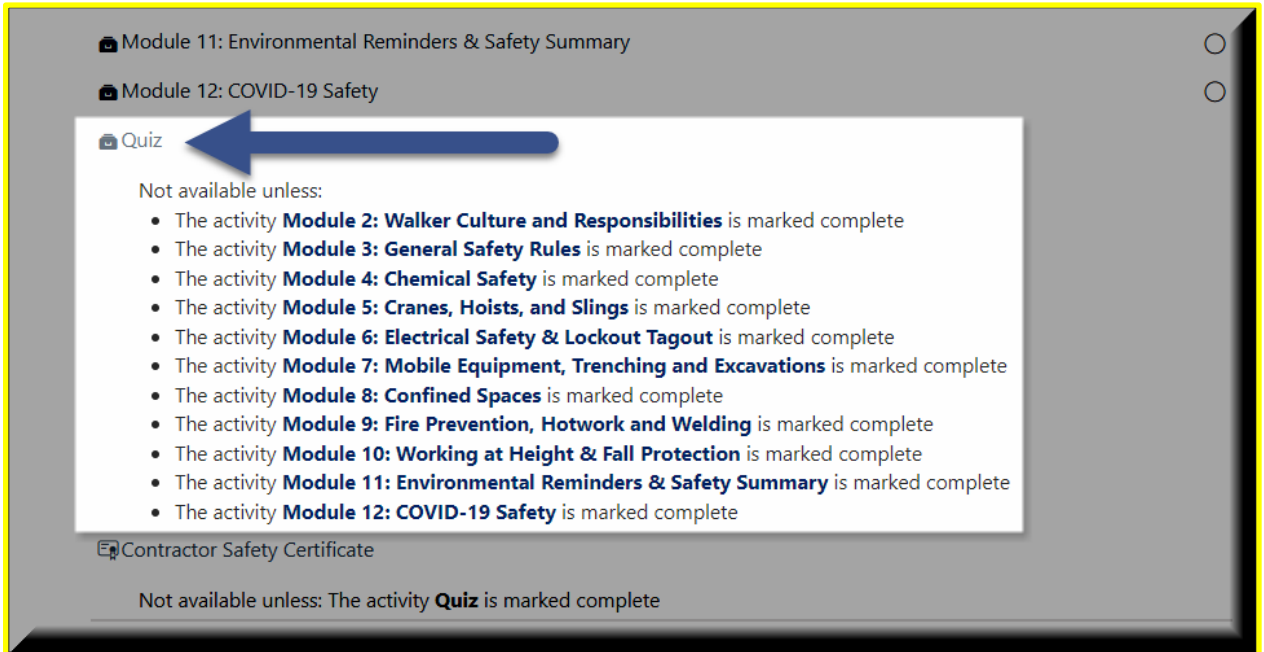
8. The course has 12 modules (or sections). If you've never taken web-based training, please start with Module 1 (optional) which will help you learn about how to navigate through the course. If you're familiar with eLearning, you can jump right into Module 2. **You must complete all required modules before starting the quiz.**



9. Once you have completed a module, click the "Next Activity" button on the bottom right hand corner of the course. If this does not work, you can use the menu on the left hand side of the screen to select the next module.

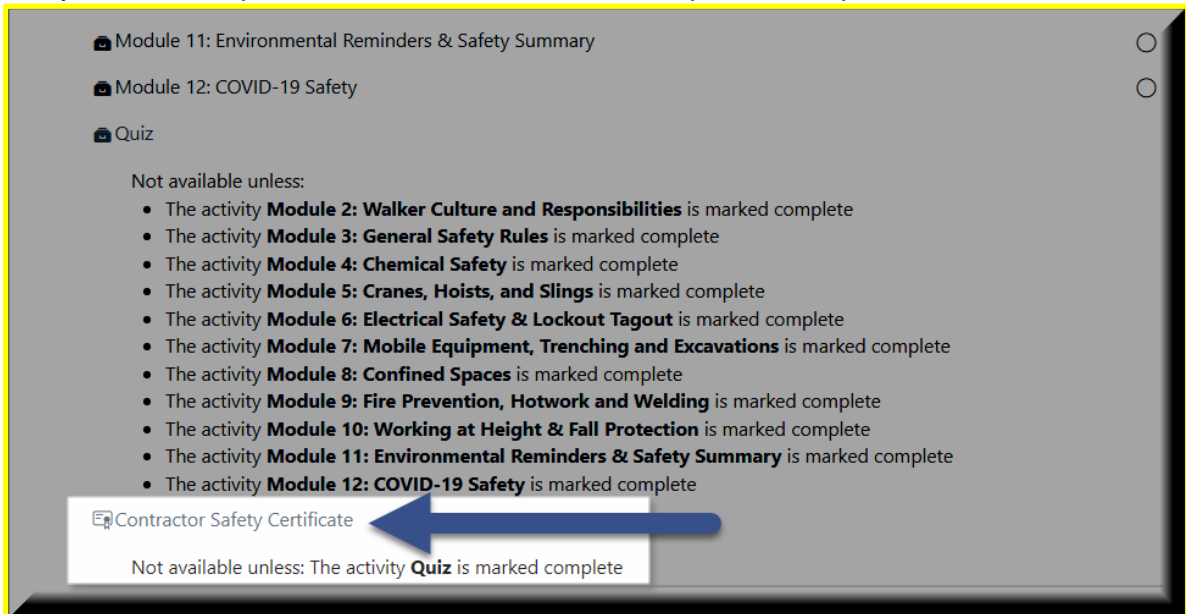


10. Once you have completed all 12 modules, you can complete the quiz.



11. Once you have successfully passed the quiz with a score of 80%, select the Contractor Safety Certificate. It will be available to view and download. You can also print the certificate to show to your supervisor or Walker contact.

But you are not quite done- there is one more important step!



CERTIFICATE of ACHIEVEMENT

This is to certify that

Kim Scott

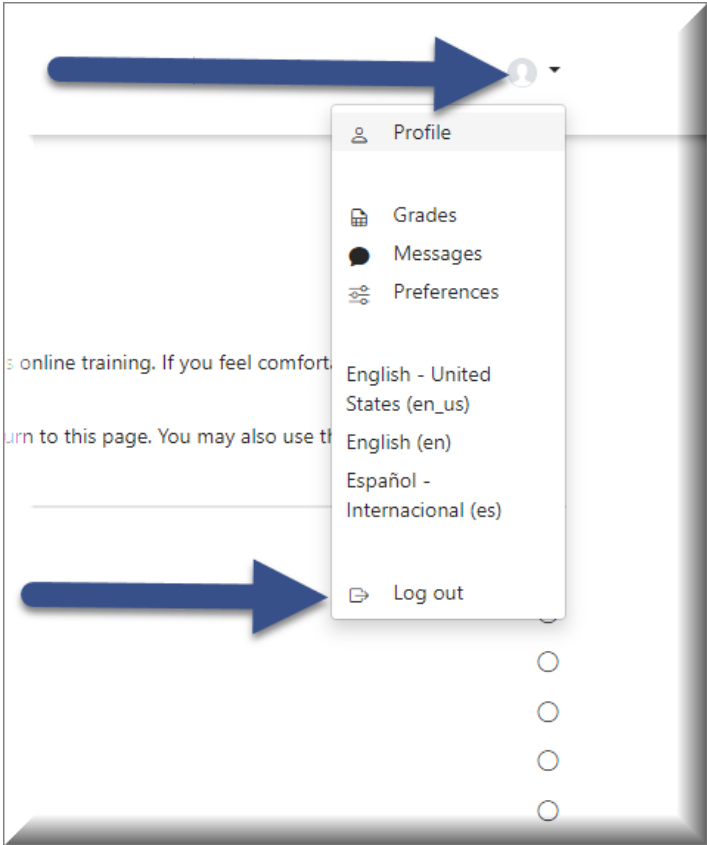
has completed the course

Walker Emulsions Contractor Safety

January 21, 2022

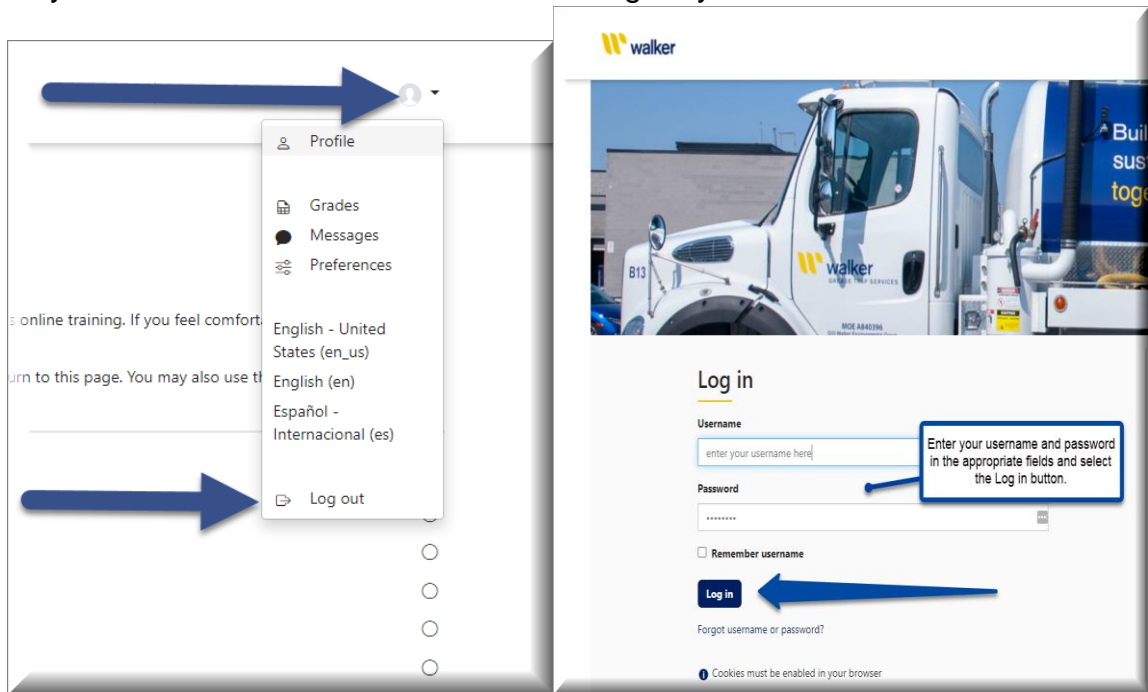
Congratulations on completing the Walker Emulsions Contractor Safety course!

12. Lastly, you must log out of Totara. On a shared computer, this will allow the next learner to be able to successfully create their account and complete their course. To do this, click on your profile picture or the arrow next to it. Select Log out.



13. You have now successfully completed the WEG Contractor Safety Course!

14. If you need to leave Totara before completing the course, you must log out. Then to continue the course later, login and begin with instructions #5 above. You can only select those modules that are remaining for you.



If you are having difficulties that you can't resolve on your own or by following these step-by-step instructions, then click this link to request technical support [Walker Support Request](#).