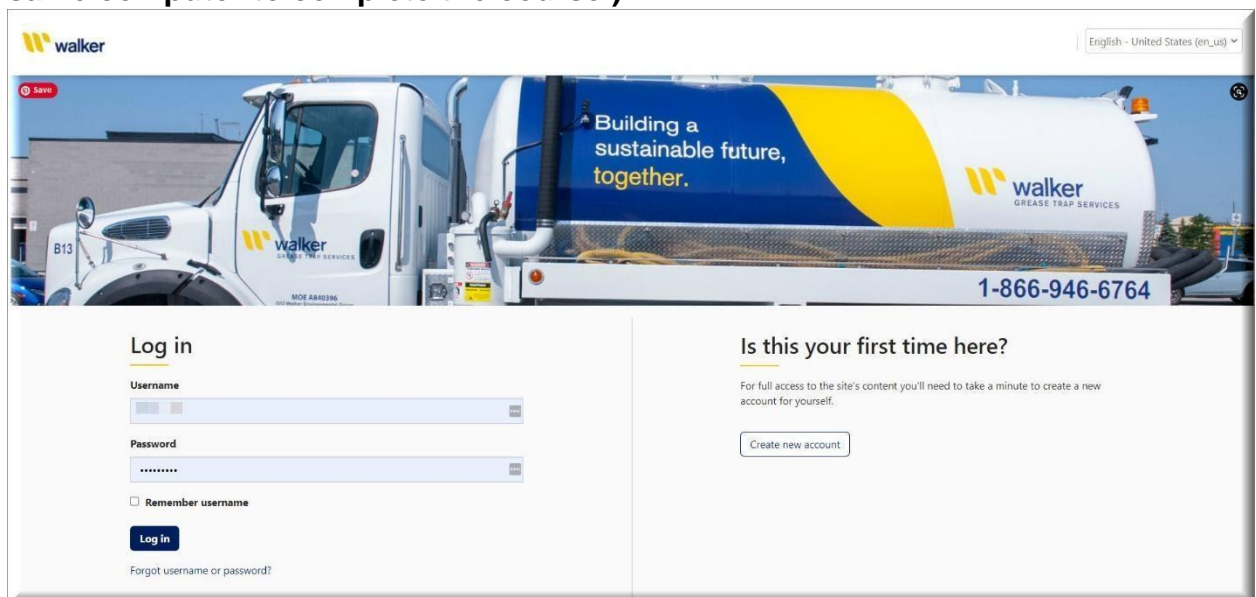


Walker Emulsions Contractor Safety Course Instructions

Overview: This guide will show you how to:

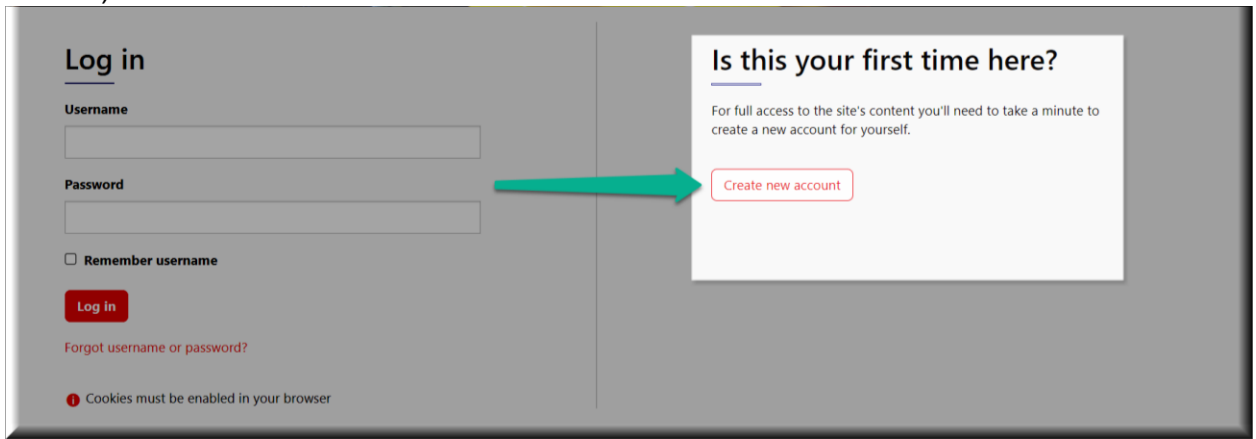
- Access the Totara LMS
- Create an account
- Complete the Walker Emulsions Contractor Safety Course
- Take the quiz to achieve an 80% passing score
- Receive a certificate
- Log out

1. Welcome. Click this link <https://learn.pcslms.com/WALKCONEMUL>
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.)



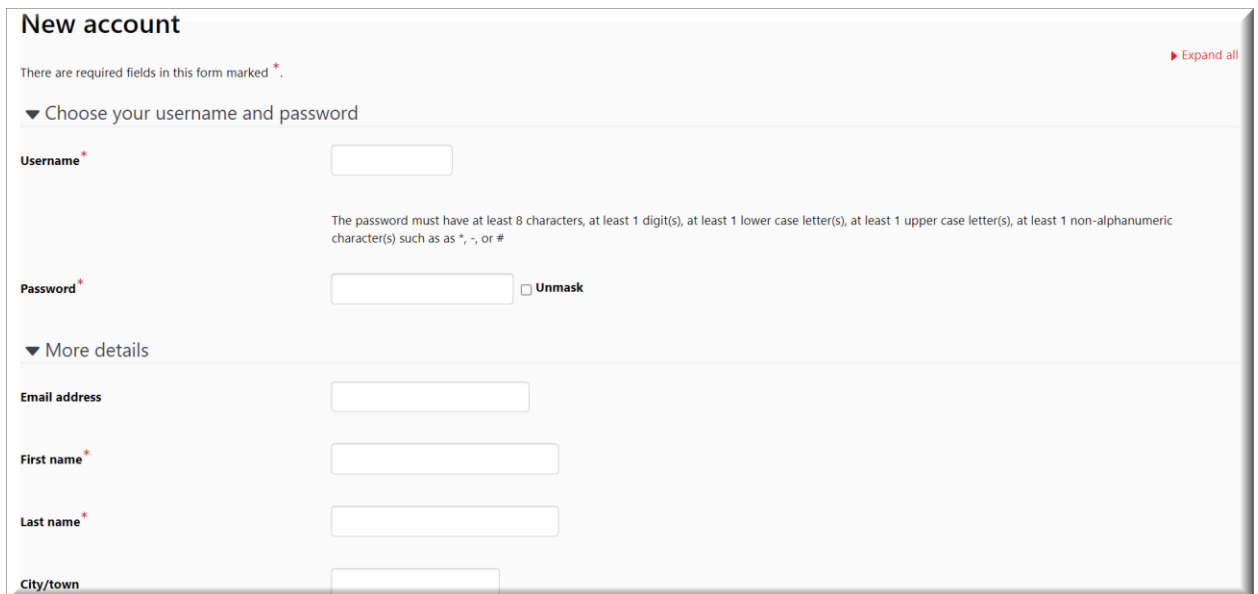
The screenshot shows the login page for the Walker Emulsions Contractor Safety Course. At the top, there is a banner image of a white Walker Grease Trap Services truck with a blue and yellow tank. The tank has the text "Building a sustainable future, together." and the Walker logo. Below the banner, there is a "Log in" section with fields for "Username" and "Password", a "Remember username" checkbox, and a "Log in" button. To the right, there is a "Is this your first time here?" section with a "Create new account" button. The page also features a "walker" logo in the top left and a language dropdown menu 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 red notification at the bottom states 'Cookies must be enabled in your browser'. The registration prompt, titled 'Is this your first time here?', explains that a new account is needed for full access 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 with an asterisk, a 'Password' field with an asterisk, and an 'Unmask' checkbox. A password strength indicator below the password field states: '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' (with an asterisk), 'Last name' (with an asterisk), and 'City/town'. An 'Expand all' link is located in the top right corner.

4. Select **Request Account** when you are done.

The registration form includes the following fields and sections:

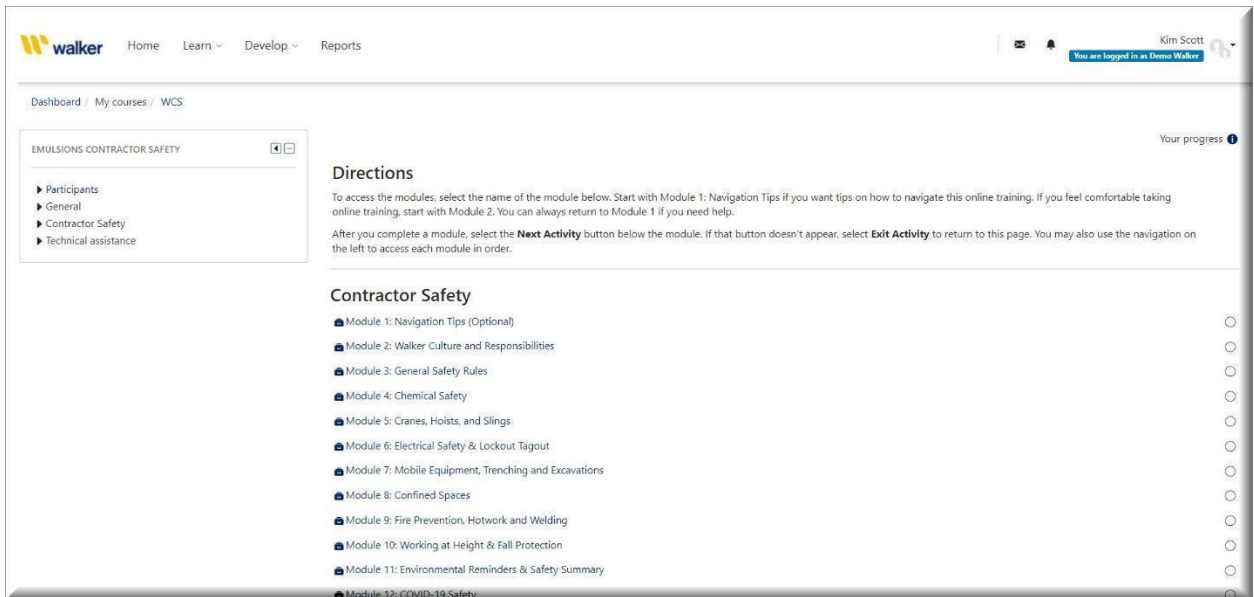
- Last name***: Text input field.
- City/town**: Text input field.
- Country**: Dropdown menu with "Select a country" as the placeholder.
- About Me**: Section header with a right-pointing triangle icon.
- About My Company**: Section header with a downward-pointing triangle icon.
- Location**: Dropdown menu with "Choose..." as the placeholder.
- Contractor Company***: Dropdown menu with "Choose..." as the placeholder.
- Contractor Company Not Listed**: Text input field.
- Buttons**: "Request account" (red) and "Cancel" (white with red border).

A green arrow points to the "Request account" button.

5. From your dashboard, look under Current Learning. Select the **Walker Emulsions Contractor Safety** course.

The dashboard features the Walker logo and navigation links for Home and Learn. The user is logged in as Walker Kim. The "CURRENT LEARNING" section displays the "Walker Emulsions Contractor Safety" course with a 0% progress bar. The "MY LEARNING" section includes links for Learning Plans, Bookings, and Record of Learning.

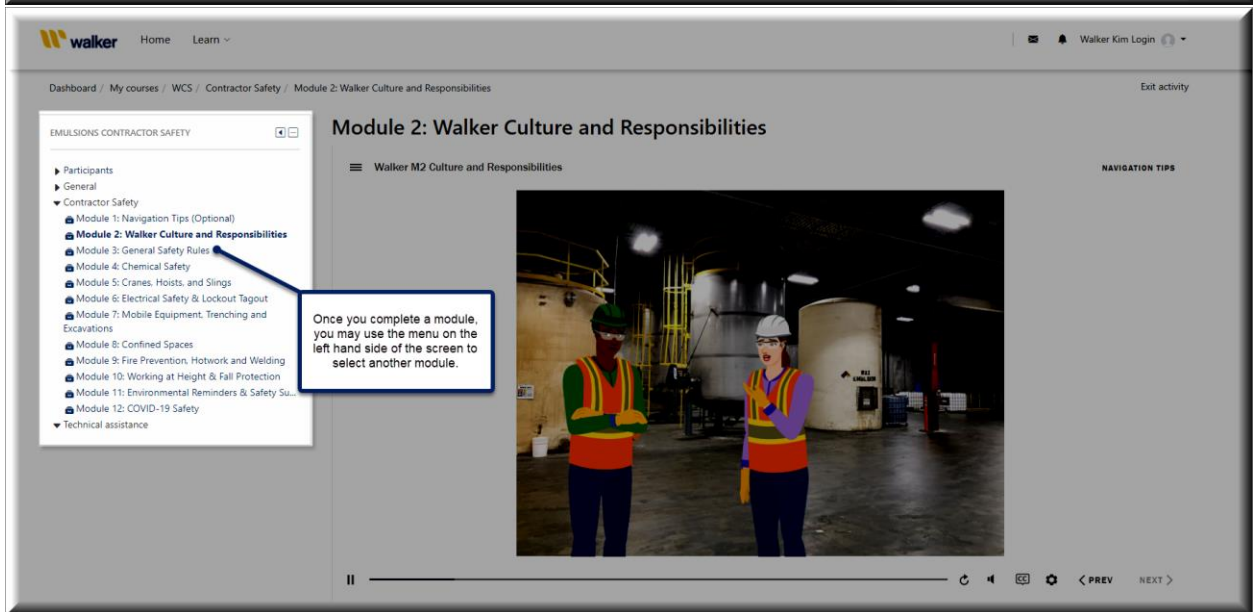
6. You will now see the Walker Emulsions Contractor Safety course.



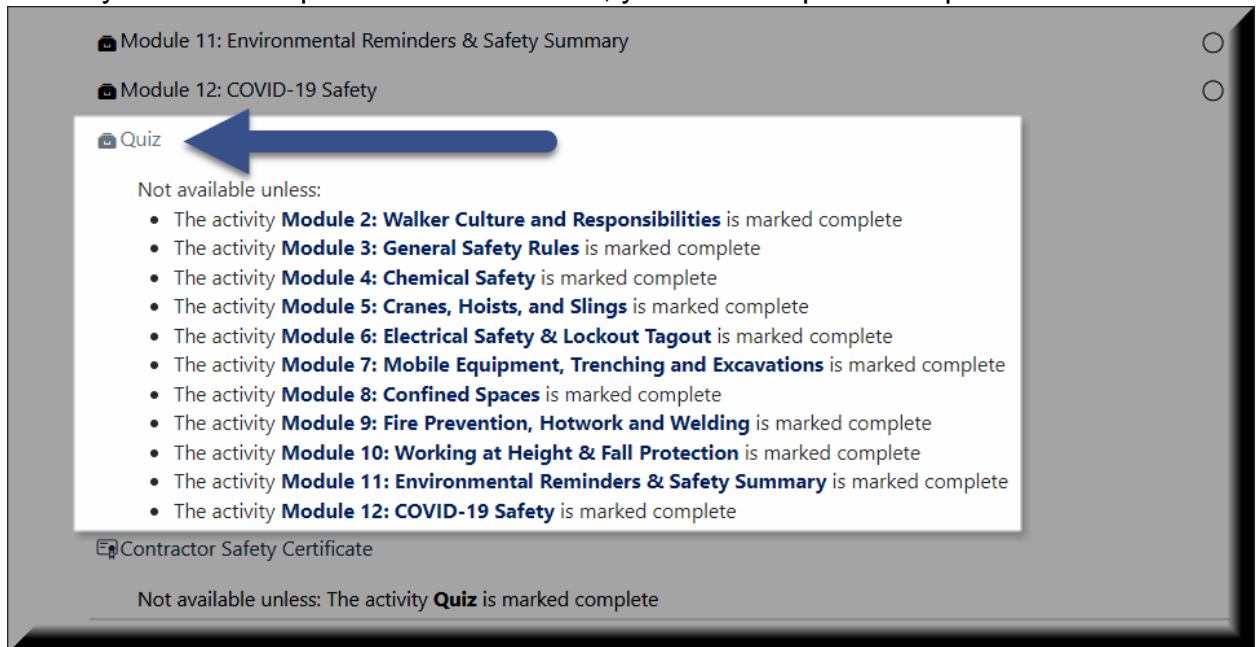
7. The course has 11 modules (or sections). If you've never taken web-based training, please start with Module 1 (optional) which will help you learn about how to navigate through the course. If you're familiar with eLearning, you can jump right into Module 2. **You must complete all required modules before starting the quiz.**



8. 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.



9. Once you have completed all 11 modules, you can complete the quiz.



The screenshot shows a course navigation interface with a grey background. At the top, there are three menu items: "Module 11: Environmental Reminders & Safety Summary", "Module 12: COVID-19 Safety", and "Quiz". A blue arrow points from the right towards the "Quiz" item. Below the "Quiz" item, there is a white box containing a list of prerequisites. At the bottom of the interface, there is a "Contractor Safety Certificate" option and a note about its availability.

Module 11: Environmental Reminders & Safety Summary

Module 12: COVID-19 Safety

Quiz

Not available unless:

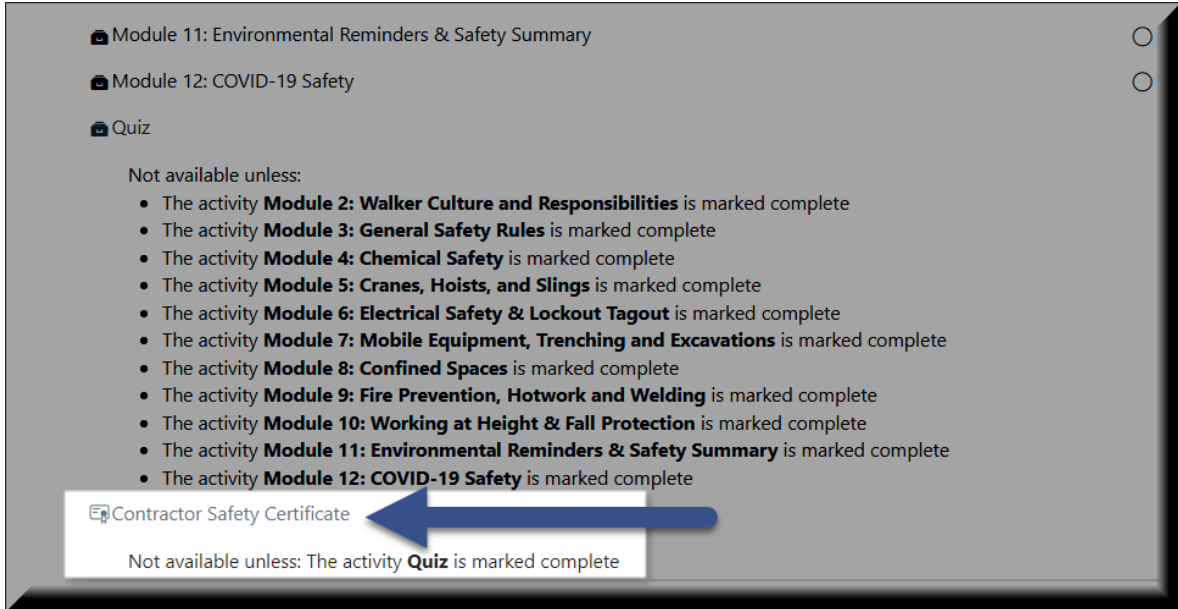
- The activity **Module 2: Walker Culture and Responsibilities** is marked complete
- The activity **Module 3: General Safety Rules** is marked complete
- The activity **Module 4: Chemical Safety** is marked complete
- The activity **Module 5: Cranes, Hoists, and Slings** is marked complete
- The activity **Module 6: Electrical Safety & Lockout Tagout** is marked complete
- The activity **Module 7: Mobile Equipment, Trenching and Excavations** is marked complete
- The activity **Module 8: Confined Spaces** is marked complete
- The activity **Module 9: Fire Prevention, Hotwork and Welding** is marked complete
- The activity **Module 10: Working at Height & Fall Protection** is marked complete
- The activity **Module 11: Environmental Reminders & Safety Summary** is marked complete
- The activity **Module 12: COVID-19 Safety** is marked complete

Contractor Safety Certificate

Not available unless: The activity **Quiz** is marked complete

10. 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!



Module 11: Environmental Reminders & Safety Summary

Module 12: COVID-19 Safety

Quiz

Not available unless:

- The activity **Module 2: Walker Culture and Responsibilities** is marked complete
- The activity **Module 3: General Safety Rules** is marked complete
- The activity **Module 4: Chemical Safety** is marked complete
- The activity **Module 5: Cranes, Hoists, and Slings** is marked complete
- The activity **Module 6: Electrical Safety & Lockout Tagout** is marked complete
- The activity **Module 7: Mobile Equipment, Trenching and Excavations** is marked complete
- The activity **Module 8: Confined Spaces** is marked complete
- The activity **Module 9: Fire Prevention, Hotwork and Welding** is marked complete
- The activity **Module 10: Working at Height & Fall Protection** is marked complete
- The activity **Module 11: Environmental Reminders & Safety Summary** is marked complete
- The activity **Module 12: COVID-19 Safety** is marked complete

Contractor Safety Certificate

Not available unless: The activity **Quiz** is marked complete



CERTIFICATE of ACHIEVEMENT

This is to certify that

Kim Scott

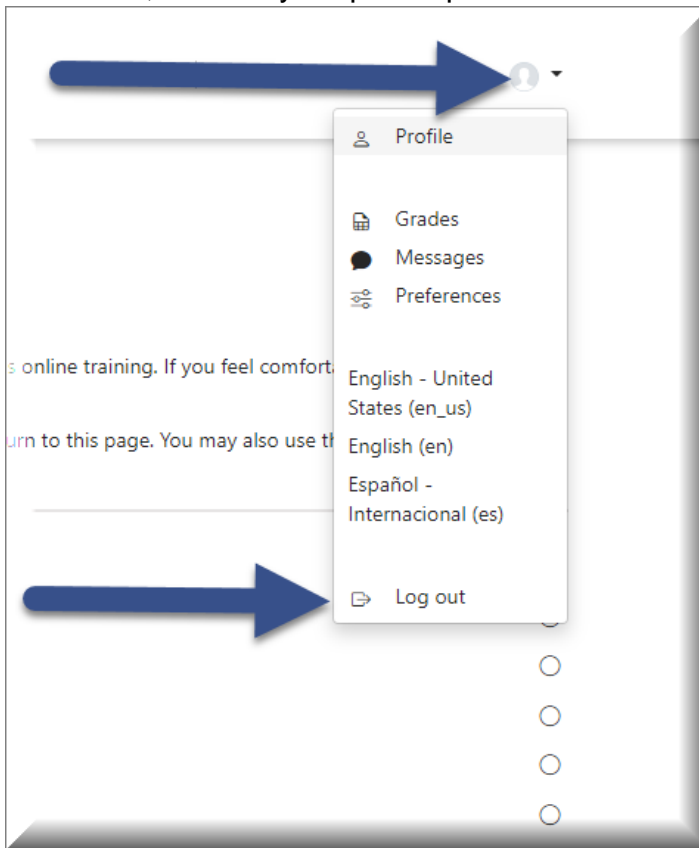
has completed the course

Walker Emulsions Contractor Safety

January 21, 2022

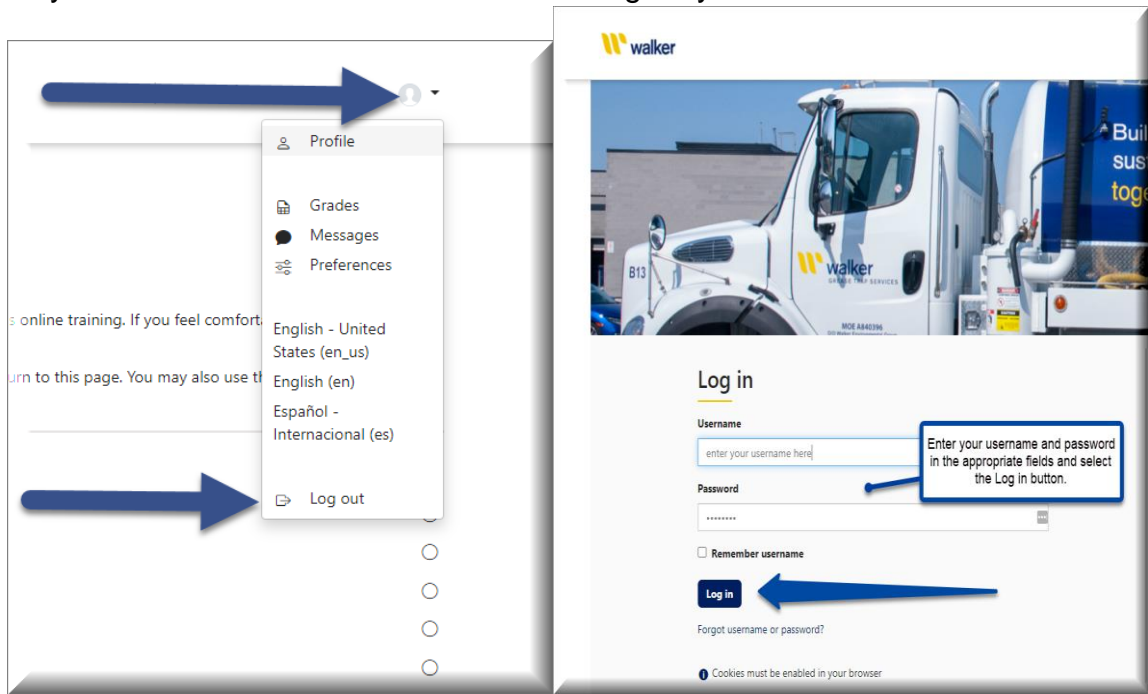
Congratulations on completing the Walker Emulsions Contractor Safety course!

11. 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.



12. You have now successfully completed the Walker Emulsions Contractor Safety Course!

13. 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](#).