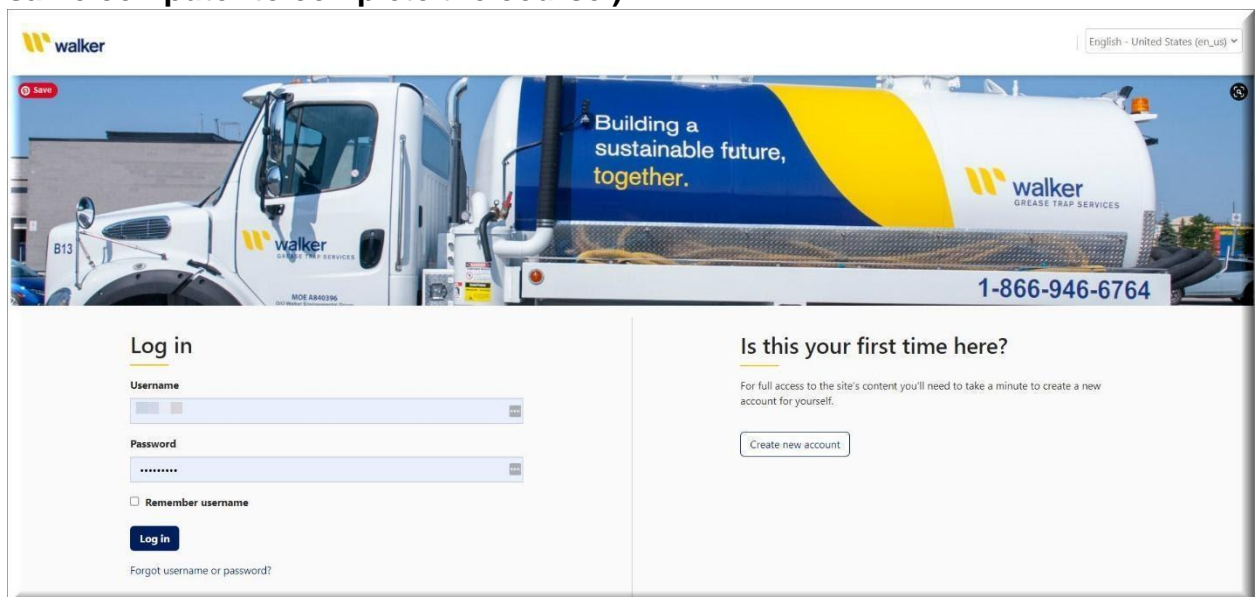


Walker Emulsions Contractor Safety Course Instructions

Overview: This guide will show you how to:

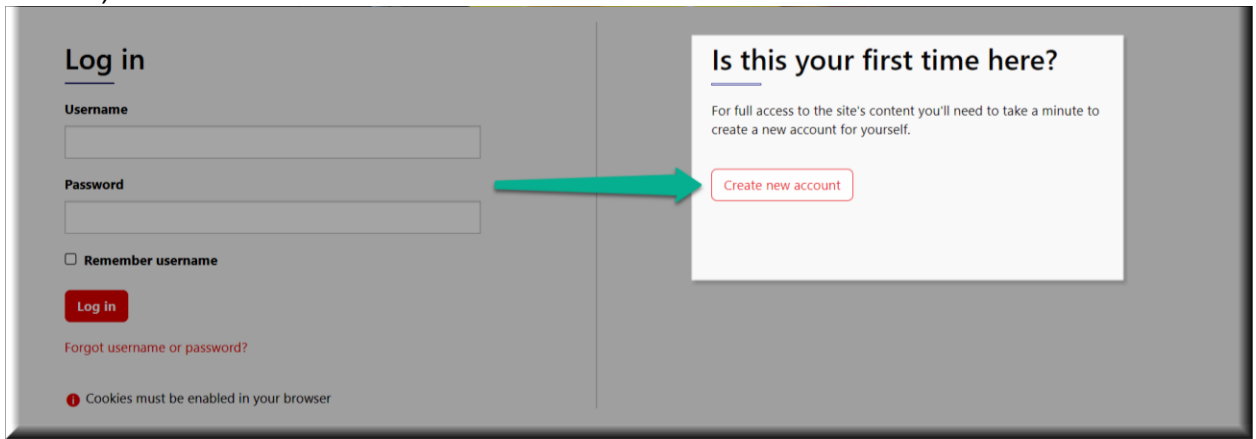
- Access the Totara LMS
- Create an account
- Complete the Walker Emulsions Contractor Safety Course
- Take the quiz to achieve an 80% passing score
- Receive a certificate
- Log out

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 banner includes the Walker logo, the slogan "Building a sustainable future, together.", and the phone number "1-866-946-6764". Below the banner, there are two main sections: "Log in" and "Is this your first time here?". The "Log in" section contains fields for "Username" and "Password", a "Remember username" checkbox, a "Log in" button, and a link for "Forgot username or password?". The "Is this your first time here?" section contains a "Create new account" button.

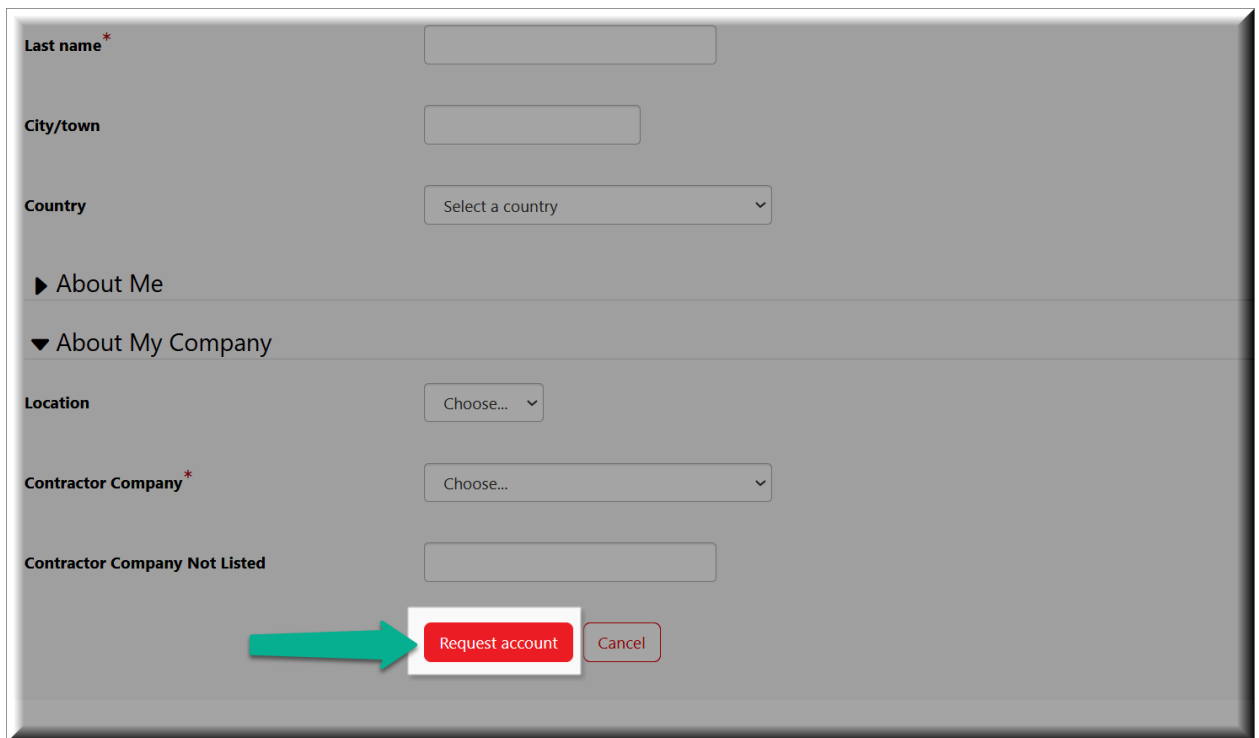
- To register for an account, select **Create New Account**. (right hand side of the screen)



- 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.

A screenshot of a 'New account' registration form. At the top left is the title 'New account' and at the top right is a link 'Expand all'. Below the title is a note: 'There are required fields in this form marked *'. The form is divided into two sections. The first section is titled 'Choose your username and password' and contains a 'Username*' field, a 'Password*' field with an 'Unmask' checkbox, and a password requirement note: '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 as *, -, or #'. The second section is titled 'More details' and contains fields for 'Email address', 'First name*', 'Last name*', and 'City/town'.

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

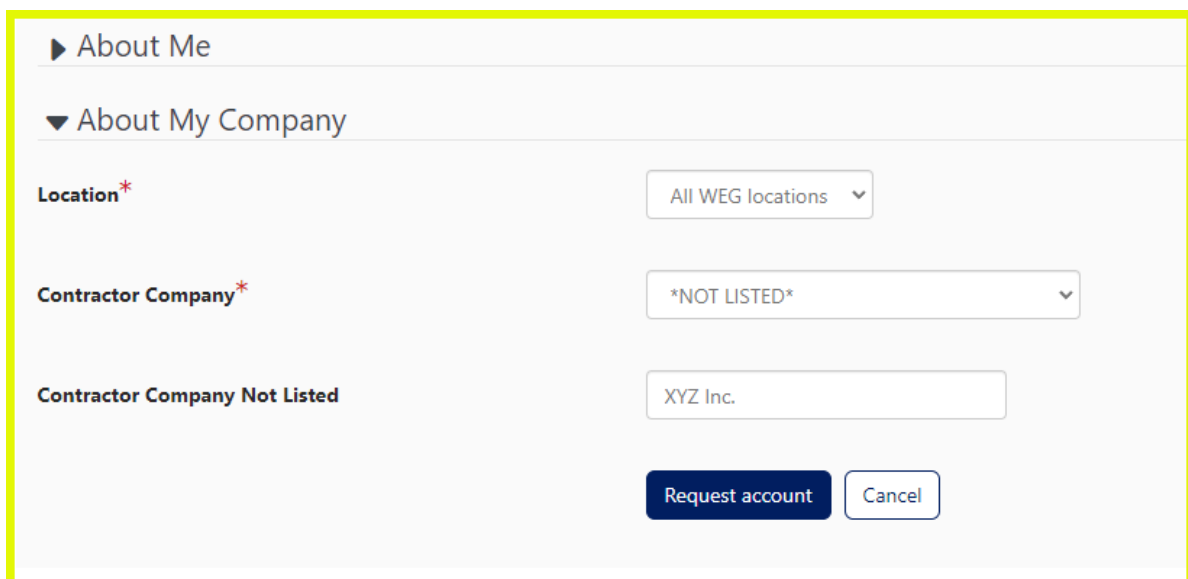


A screenshot of a registration form with the following fields and controls:

- Last name***: Text input field.
- City/town**: Text input field.
- Country**: Dropdown menu with "Select a country" and a downward arrow.
- 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..." and a downward arrow.
- Contractor Company***: Dropdown menu with "Choose..." and a downward arrow.
- Contractor Company Not Listed**: Text input field.
- Request account**: Red button with white text.
- Cancel**: Light gray button with dark gray text.

A red arrow points from the left towards the "Request account" button.

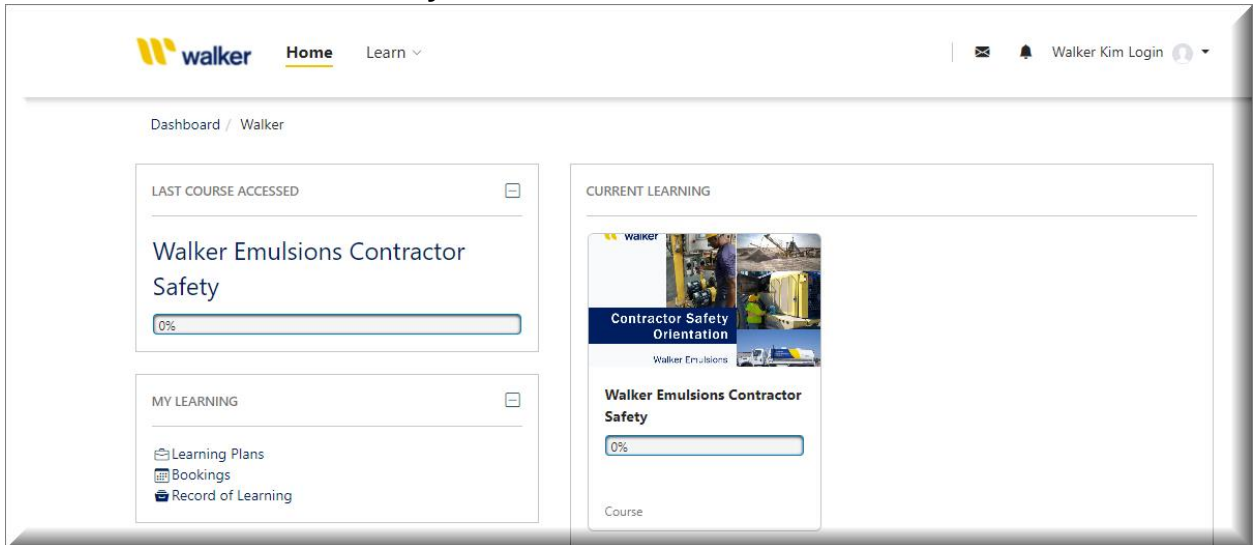
5. Please note, if you do not see your “Contractor Company” in the dropdown list select ***NOT LISTED*** from the very bottom of the list and then type your Contractor Company name in the field titled **Contractor Company Not Listed**. PCS will later attach your Contractor Company to your profile.



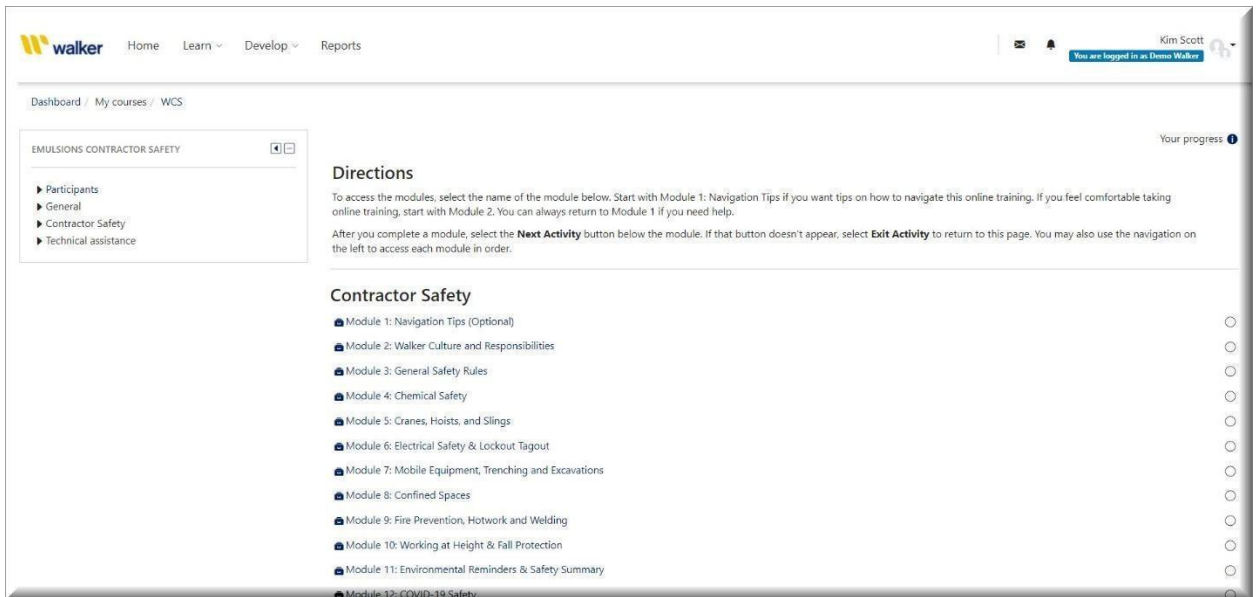
A screenshot of the registration form with a yellow border, showing the following fields and controls:

- 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 "All WEG locations" and a downward arrow.
- Contractor Company***: Dropdown menu with "*NOT LISTED*" and a downward arrow.
- Contractor Company Not Listed**: Text input field containing "XYZ Inc."
- Request account**: Dark blue button with white text.
- Cancel**: Light gray button with dark gray text.

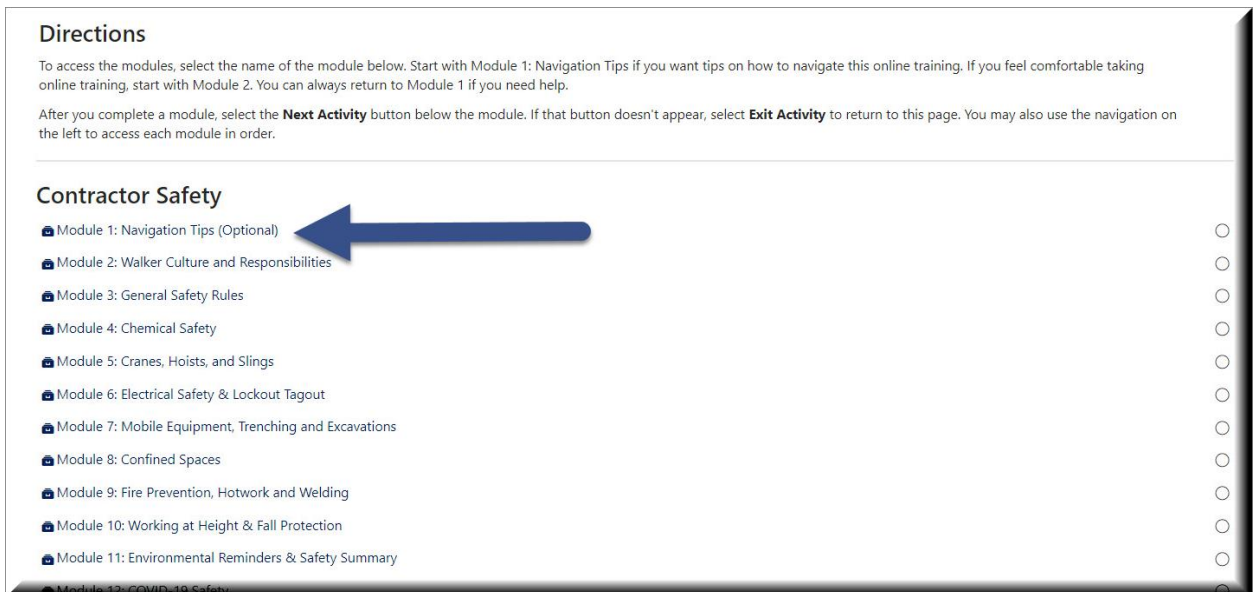
6. From your dashboard, look under Current Learning. Select the **Walker Emulsions Contractor Safety** course.



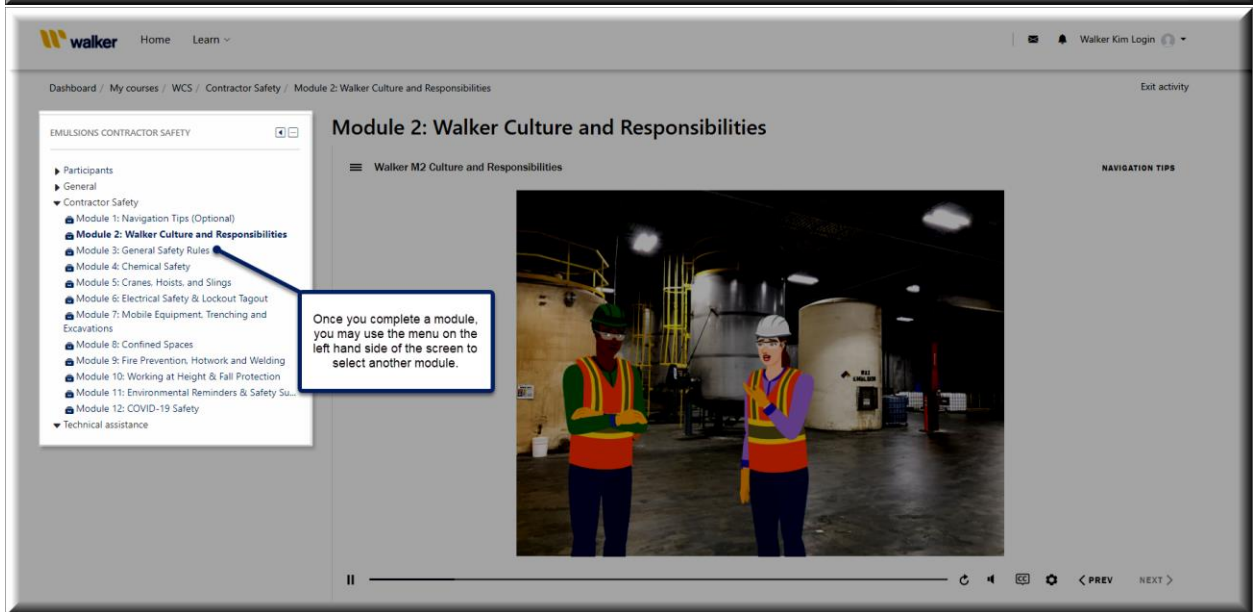
7. You will now see the Walker Emulsions Contractor Safety course.



8. 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.**



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 11 modules, you can complete the quiz.

Module 11: Environmental Reminders & Safety Summary

Module 12: COVID-19 Safety

Quiz

Not available unless:

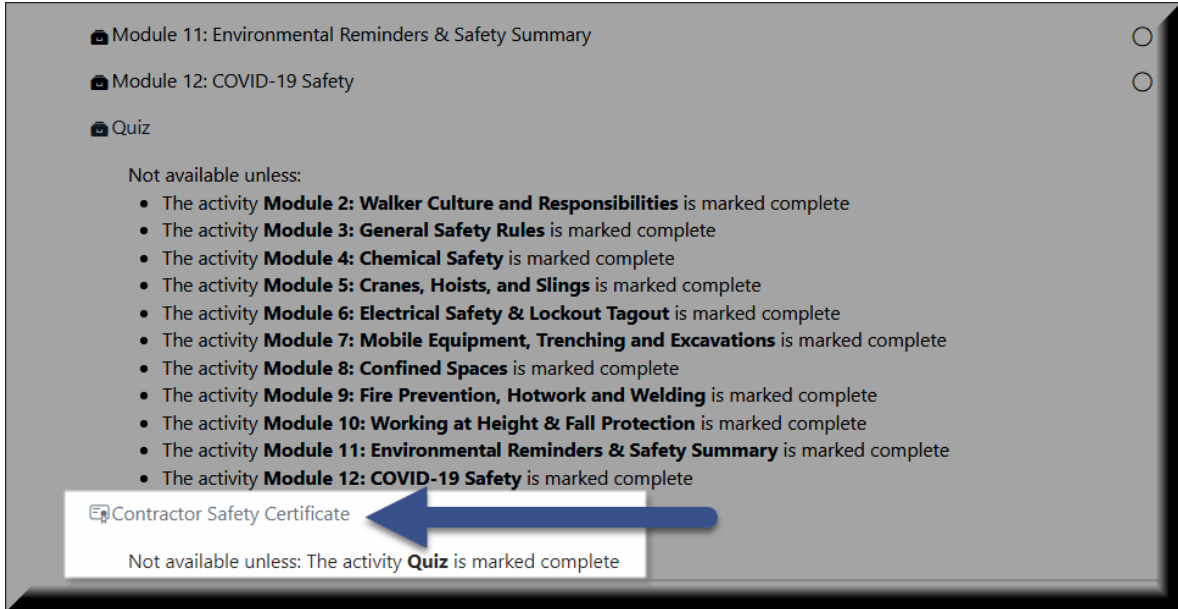
- The activity **Module 2: Walker Culture and Responsibilities** is marked complete
- The activity **Module 3: General Safety Rules** is marked complete
- The activity **Module 4: Chemical Safety** is marked complete
- The activity **Module 5: Cranes, Hoists, and Slings** is marked complete
- The activity **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

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!



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

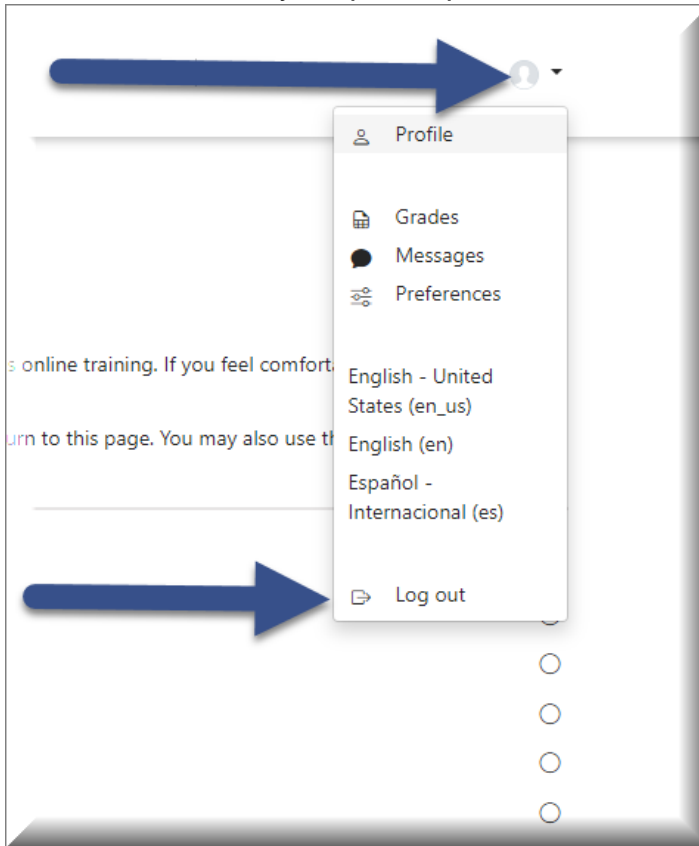
has completed the course

Walker Emulsions Contractor Safety

January 21, 2022

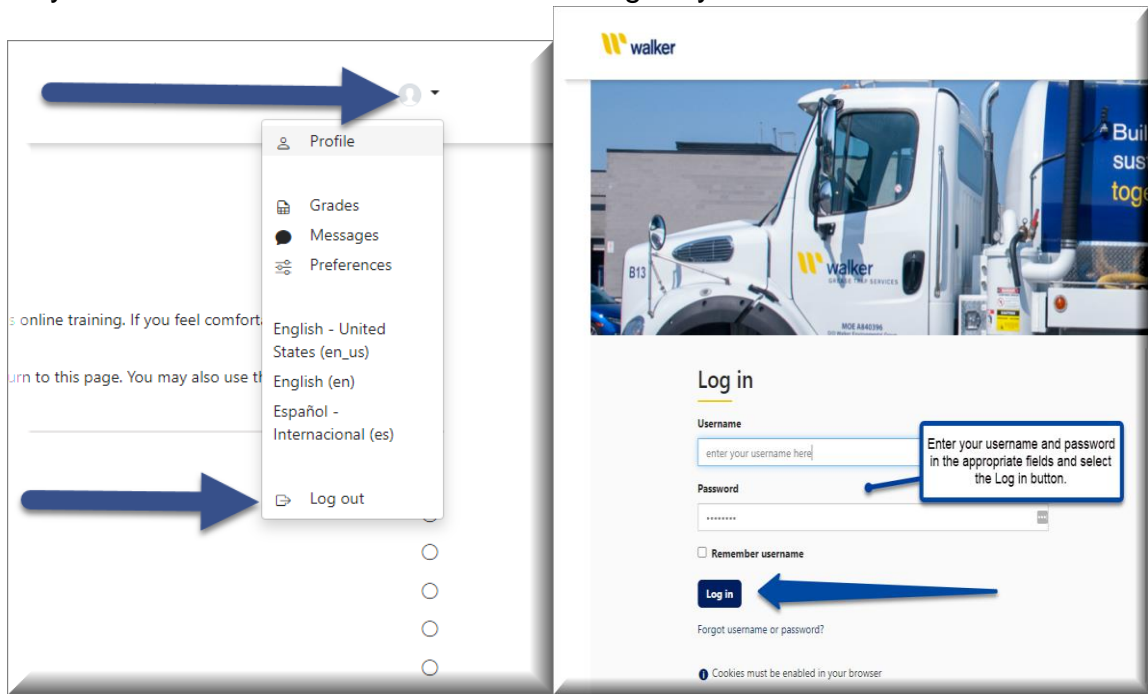
Congratulations on completing the Walker Emulsions Contractor Safety course!

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 Walker Emulsions 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](#).