Open Google Chrome (or another search engine). In the web address box, type oshatrain.org and hit enter ⏎. You should see the following home page shown below **(NOTE the images change).** Click on 'STUDENT LOGIN' which is located on the top right of the screen. You must follow this step to create your own dashboard and keep track of your training and quizzes.

Step 2- Register as New Student

Once on the **Student Login** page, click on 'Register as a New Student', located on the bottom right of the **Student Login** page.

You will be taken to their **'REGISTRATION GUIDE'** page. Click on 'Register as a New Student'.

The **NEW STUDENT REGISTRATION** page will open. Use your BCPS P Number (e.g., p00123456) to create both your student ID and password. **You do not need an organization ID, bypass this question**.

Scroll down this page and proceed to enter your personal information and email preferences.

Personal Information

What is your full legal name?

[required]

IMPORTANT: This name will be displayed on all your documents EXACTLY as entered. (70 Characters Max)

Retype your full legal name?

[required]

What is your email address?

[required]

This email address will receive all email communications from OSHAcademy. Please add instructor@oshatrain.org to safe contact list.

Retype your email address:

[required]

What is your phone number?

[required]

Include country code if outside USA.

Email Preferences

OSHAcademy sends registered students two types of email communications. Our monthly newsletter contains 3 to 4 articles related to occupational safety and health. Our important update emails contain information about new courses, website changes, or policy changes that might affect students.

Please select the emails you would like to receive:

☐ Monthly newsletter

☐ Important updates

FILL IN INFORMATION

Training Enrollment -Select '*Individual Courses Only'* for the type of **Training Enrollment.**

Training Enrollment

What would you like to enroll in?

[Individual Courses Only ▼]

Select the primary program you would like to enroll in. If you would like to enroll in multiple programs, please contact our office after completing your registration.

You can also select Individual Courses Only if you like.

SELECT INDIVIDUAL COURSES ONLY

Individual Courses Only

Complete the registration by checking the boxes listed under **Agreements** and then click on the **'Submit Your Registration'** button located on the bottom right of the screen.

Step 4: **Update Shipping Address**

The **'Update Shipping Address'** page will then open. Enter your personal information as requested. Click on **'Preview Address'** and if address is correct click on **'Yes, this Address is Correct'** If your **address is not correct**, scroll down the page and after making corrections click on **'Update Address'** and confirm the changes by clicking on **'Yes, this Address is Correct'**.

State / Province

Florida

Zip Code (Postal)

required

Country

United States ▾

Signature Required

We require a signature confirmation for all shipments to ensure delivery. Please be sure someone will be available to sign for your package when delivered. Post Office (PO) boxes do not allow signature confirmation.

International Shipping Note

If your mailing address is outside of DHL's service area, we will require an alternative mailing address. Please contact DHL to determine if you are within their delivery service area if you are unsure.

Preview Address

Step 5: OSHAcademy Courses

After confirming your address, the site will open your personal **Training Dashboard**. This page shows your personal information, the LOGOUT button and the OSHAcademy Courses Each course has a **PDF Study Guide** which will open in a separate page if you click directly on it. **This study guide will help you with all quizzes**. Select the training you were instructed to take by clicking on 'Go to Course' located to the right of the course.

Note: The **PDF Study Guide** can be kept opened, saved in your personal computer or printed.

Start Course

Step 6: Read and Complete Each Section

At the end of each section, answer the quiz and click on 'Next Section'.

Quiz Instructions

Read the material in each section to discover the correct answer to questions. After answering all questions, click on the "Check Quiz Answers" button to see your score and a list of missed questions. To correct questions, return to the questions, review the material, change answers, and return to the last section to recheck the results. **Do not refresh** these pages or you'll have to answer all questions again.

1. Who is directly responsible for caring for, cleaning, and maintaining PPE?

○ a. Employers
○ b. Employees
○ c. Safety Staff
○ d. Supervisors

Next Section →

Once all sections and quizzes are completed, click on 'Check Quiz Answers' to check your score. If you have a passing score, click on 'Video' (if video is available) and after you watched it click on 'Next Module'. After finishing the modules and quizzes, click on 'Check Quiz Answers' to check your score. If you have a passing score, click on 'Final Exam'.

Check your Work

Click on the "Check Quiz Answers" button to grade your quiz and see your score. You will receive a message if you forgot to answer one of the questions. After clicking the button, the questions you missed will be listed below. You can correct any missed questions and recheck your answers.

Check Quiz Answers

Video →

Note: If you miss questions or answer incorrectly, you can make corrections when you click on 'Check Quiz Answers. The example below indicates that section 2.2, 2.3 and 2.4 of module #2 were incorrect.

Check your Work

Click on the "Check Quiz Answers" button to grade your quiz and see your score. You will receive a message if you forgot to answer one of the questions. After clicking the button, the questions you missed will be listed below. You can correct any missed questions and check your answers again.

Check Quiz Answers   Video →

Your quiz score is: 70%

Here are the questions you missed:

✘ 2

✘ 3

✘ 4

Improve your score. Go back to the missed questions, review the material and change your answers. Return to this page and check your answers again to see the results.

Scroll up and select module 2.2 and answer correctly then do the same to correct 3 and 4. Go to the last module and click on Check Quiz Answers.

After your answers are all correct, you will receive a 100% score.
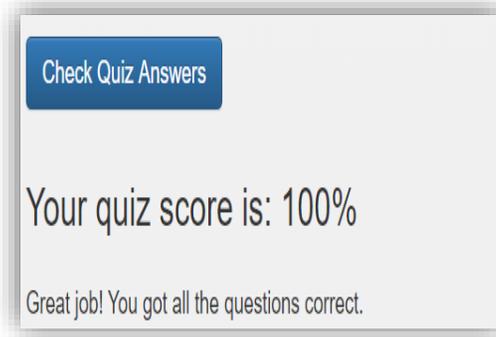
Step 7: Final Exam

Watch the 'Video' (if applicable to your course) and take the 'Final Exam'.

After finishing all the modules and obtaining a 100% score on quizzes, access the final exam by selecting the 'Final Exam' tab on top of the page.
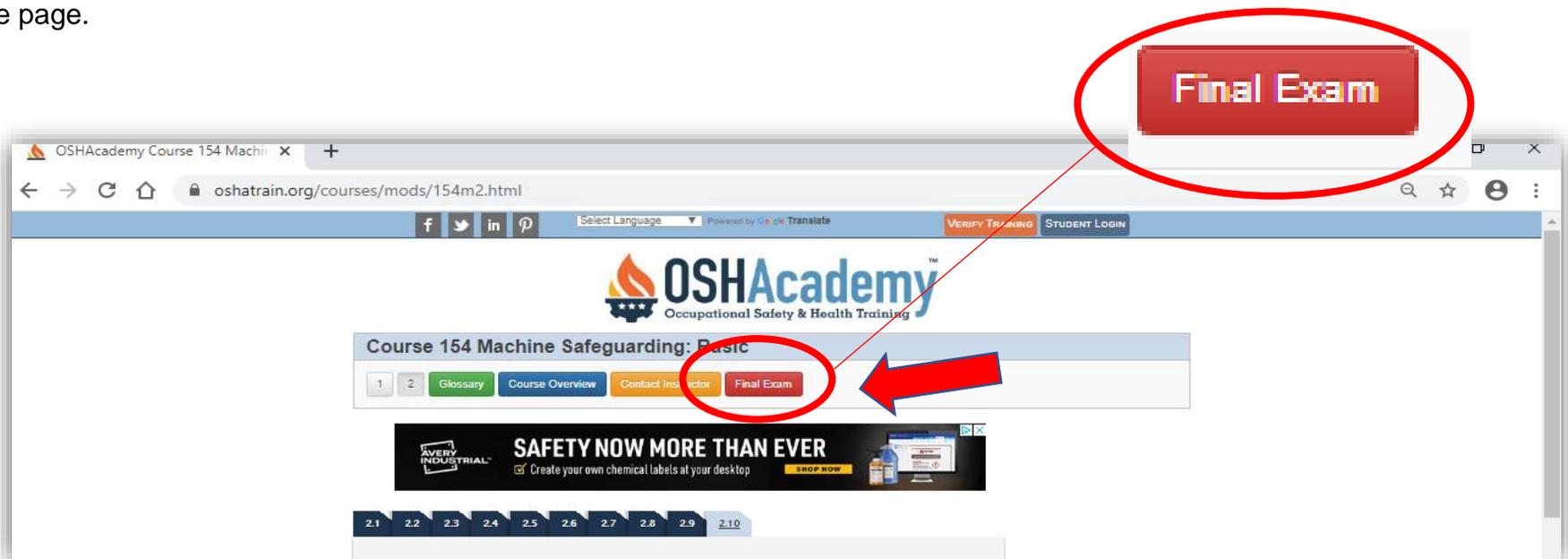
Note: To ensure accurate training records, OSHAcademy does not allow students to retake course exams already submitted unless you received less than 70%. The exams are open book and based on the content quizzes. Please refer to the 📕 **PDF Study Guide** or your notes to take the final exam. You must earn a minimum score of 70% to pass the exam. If you do not pass, you must retake the exam through your dashboard. You have 2 hours to complete the exam.

Refer to the 📕 **PDF Study Guide** or your notes to take quizzes and final exam.

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Step 8: Submit Final Exam and Certify Completion of Course

After you answer all questions, certify exam by checking the box next to your name and then click on **'Submit Exam'**.
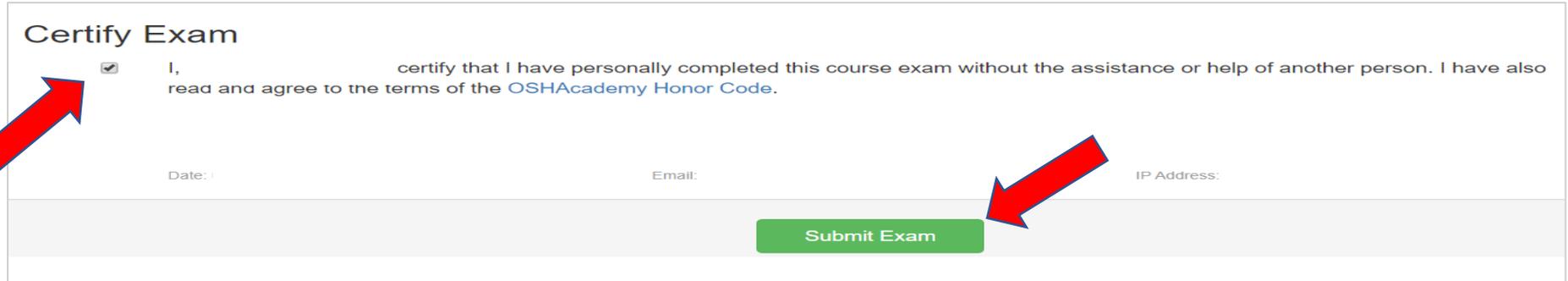
Certify Exam

☑ I,   certify that I have personally completed this course exam without the assistance or help of another person. I have also read and agree to the terms of the OSHAcademy Honor Code.

Date: Email: IP Address:

Submit Exam

Next, complete and submit the optional **'Course Evaluation'** This last submission will take you back to your personal dashboard.
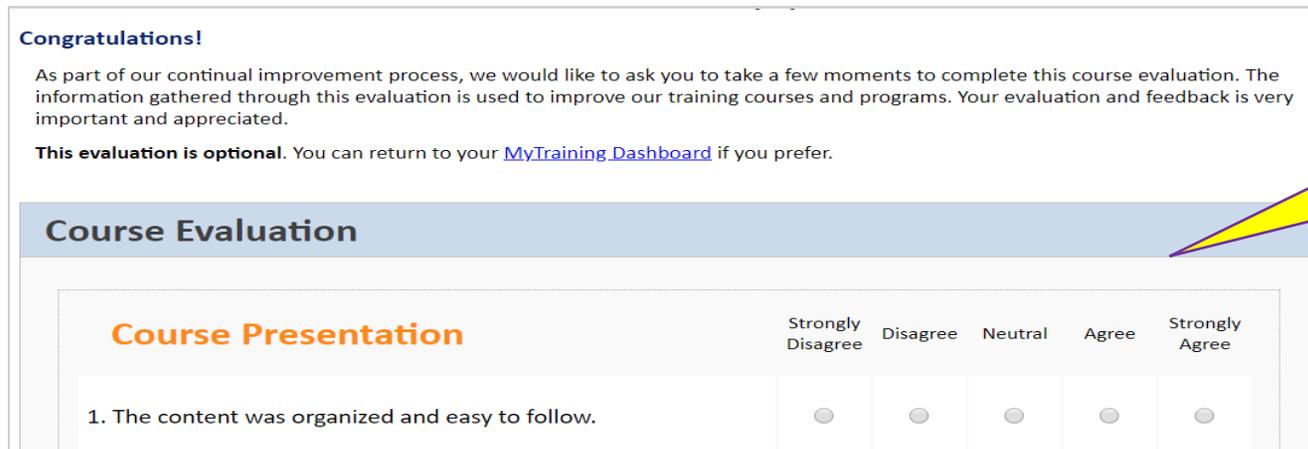
Congratulations!

As part of our continual improvement process, we would like to ask you to take a few moments to complete this course evaluation. The information gathered through this evaluation is used to improve our training courses and programs. Your evaluation and feedback is very important and appreciated.

This evaluation is optional. You can return to your MyTraining Dashboard if you prefer.

Course Evaluation

COMPLETE COURSE EVALUATION

Course Presentation

	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree
1. The content was organized and easy to follow.	○	○	○	○	○

Step 9: Final Exam Status

Once in your personal dashboard, scroll down to **'OSHAcademy Courses'**. The status of your final exam should indicate **'Exam Submitted'**. **If you did not pass your exam, the status of your final exam will indicate in yellow 'Retake Exam'.**

OSHAcademy Courses

Filter COURSES by PROGRAM... ▼ | View Program Required Courses

Show [All ▼] entries

Program required courses are highlighted.

Search: [   ]

No.	Title	Go to Course	PDF Study Guide	Certificate	Status
105	Hazard Communication Basic 1 hour	Go To Course	PDF	Purchase ⓘ	Start Exam
107	Emergency Action and Fire Prevention Plans 1 hour	Go To Course	PDF	Purchase ⓘ	Start Exam
108	Personal Protective Equipment Basic 1 hour	Go To Course	PDF	Purchase ⓘ	Exam Submitted

Exam Submitted

Your course exam has been evaluated. Unfortunately you did not pass the exam. You can retake the exam when you are ready.

NOTE: IF YOU DO NOT PASS THE EXAM, YOU WILL ALSO BE NOTIFIED ON THE DASHBOARD

If you pass the exam and go back to retake it, you will receive a message on the dashboard stating, "You have already submitted an exam for course "###". To help ensure accurate training records, OSHAcademy does not allow students to retake course exams already submitted.

YOUR COURSE NUMBER WILL APPEAR HERE.

You have already submitted an exam for course 154. To help ensure accurate training records, OSHAcademy does not allow students to retake course exams already submitted.

NOTE: IF YOU PASS THE EXAM, YOU WILL NOT ALLOWED TO RETAKE THE EXAM.

oshatrain.org/dashboard/mytraining.php?status=course_completed&course=154

OSHAcademy
Occupational Safety & Health Training

Training Dashboard

You have already submitted an exam for course 154. To help ensure accurate training records, OSHAcademy does not allow students to retake course exams already submitted.

Student Info

Student Name
Email
Student No
Student ID
Registration Date

Edit Profile   Update Password

Shipping Address   Update

Receiver Name
Line 1
City
State
Postal Code (Zip)
Country

Support

OSHAcademy Homepage
Ask a Question
Program Information
Course Information
Help Making Payment
Shipping Fees
Frequently Asked Questions (FAQs)

Important Notice

Your student dashboard is designed to help you meet your training goals, but does not meet OSHA requirements for adequate training documentation. To meet OSHA requirements, you can purchase and give copies of your official OSHAcademy certificates, cards, and transcripts to your employer who is required to maintain safety training records as described in OSHA publication 2254, Training Requirements in OSHA Standards.

TRAINING DASHBOARD INTRODUCTION

OSHAcademy

Step 10: Take and Save Screenshot

In order to receive credit for a course take, you will be required to provide confirmation that the Final Exam received a passing score. In your personal dashboard, scroll down to 'OSHAcademy Courses'. Scroll to the course taken, which says 'Exam Submitted'. Click on the course name.

Course Name 1 hour

Exam Submitted

152	Ergonomic Hazards in Construction 1 hour	Go To Course	PDF	Purchase ⓘ	Start Exam
153	Ergonomic Hazards in General Ind... 1 hour	Go To Course	PDF	Purchase ⓘ	Start Exam
154	Machine Safeguarding Basic 1 hour	Go To Course	PDF	Purchase ⓘ	Exam Submitted
155	Welding Safety Basic 1 hour	Go To Course	PDF	Purchase ⓘ	Start Exam
156	Forklift Safety Basic 1 hour	Go To Course	PDF	Purchase ⓘ	Start Exam
157	Excavation Safety Basic 1 hour	Go To Course	PDF	Purchase ⓘ	Start Exam
158	Crane Safety Basic 1 hour	Go To Course	PDF	Purchase ⓘ	Start Exam

You will be redirected to the specific course's main/start page. Click on the 'Final Exam' tab on top of the page, which will take you to the Training Dashboard again.
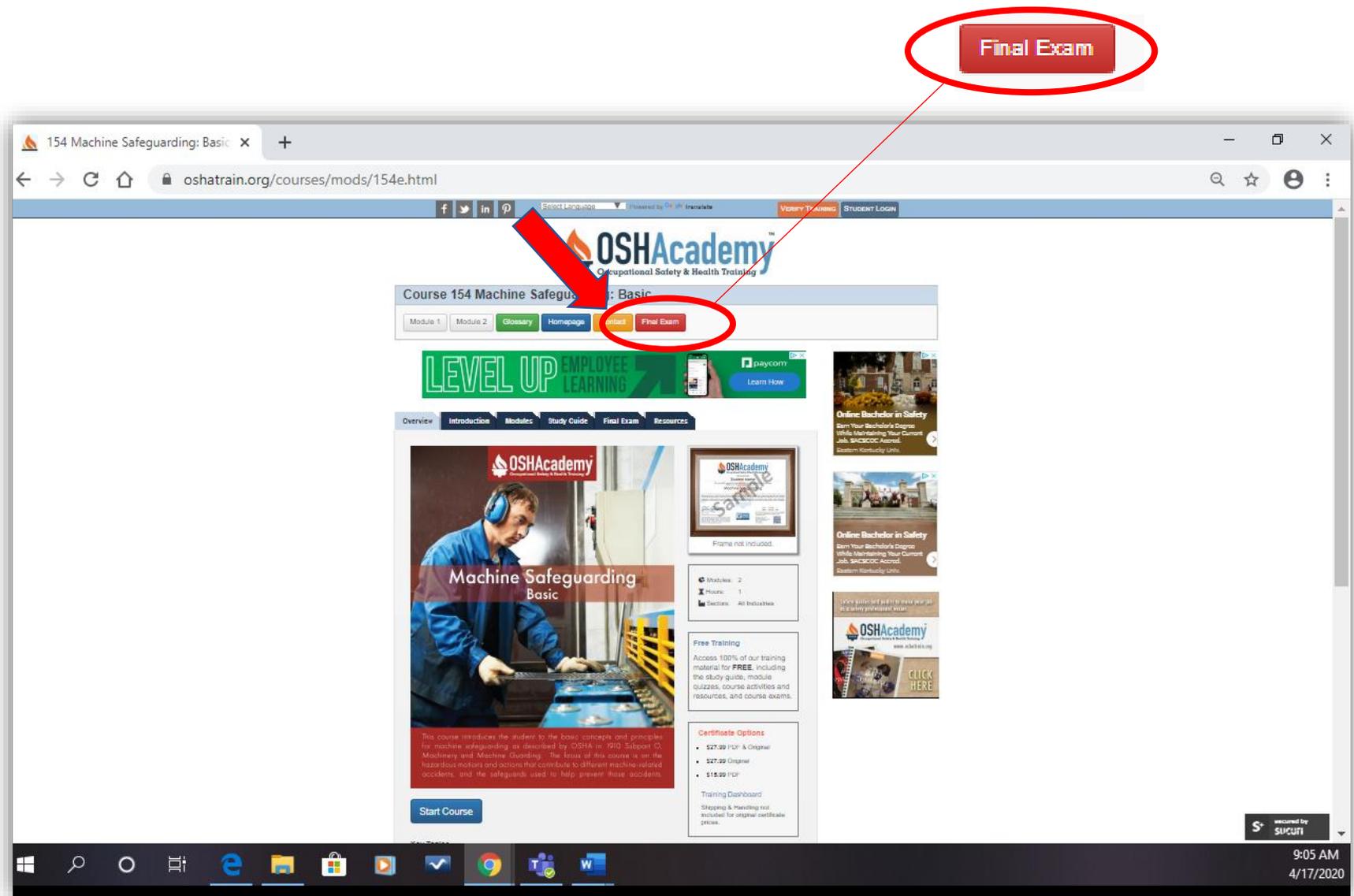
On top of the page, you will see your Student Info. Above the Student Info boxes, the highlighted note indicates "You have already submitted an exam for course '###'. To help ensure accurate training records, OSHAcademy does not allow students to retake course exams already submitted." **A screenshot of the information on this page, will be submitted to receive credit. The information inside the blue box (as shown below) must be clearly visible.**

You have already submitted an exam for course 154. To help ensure accurate training records, OSHAcademy does not allow students to retake course exams already submitted.

Take a screenshot of the information in the blue box (as shown above) by doing the following:

1. Go to the Training Dashboard web page you want to print. Zoom into the area of the screen you want mostly to print (as shown above in the blue box)
2. **To capture your entire screen and automatically save the screenshot, tap the Windows key + Print Screen key. Your screen will briefly go dim to indicate that you've just taken a screenshot, and the screenshot will be saved to the Pictures > Screenshots folder.**

Step 11: Submit Course Completion and Screenshot

Click on the link below to complete the **Professional Learning Verification Tracking Form**. The Form will ask you to upload the screenshot from Step 10.

https://bit.ly/2xjabdT

To Upload your Screenshot in Question 9, click on the 'Upload file' button.

Go to 'Pictures' in the left column, and open the 'Screenshots' folder to find your screenshot.

Select the Screenshot you just took of your dashboard in Step 10 and click 'Open'.

Complete the Form and click on 'Submit'.

Note: This link has also been sent to your email. This step MUST be completed to receive credit for the course. If you have difficulties with any of the steps contact your Supervisor for assistance.