



NATA Safety 1st – Hazardous Communications Training Sign-Up Instructions

Thank you for your interest in the NATA Safety 1st Hazardous Communications training program! As you are aware the Occupational Health and Safety Administration (OSHA) requires that employers train their employees on the revised labeling and safety data sheet formats by December 1, 2013. This program meets that requirement.

The Safety 1st Hazardous Communications training program is part of Safety 1st overall suite of training programs and is administered through the same online portal as our PLST and Supervisor modules. We have created this guide to assist new and returning customers in assigning their employees the Hazardous Communications training program.

Steps for purchasing and assigning the HazCom Training Program:

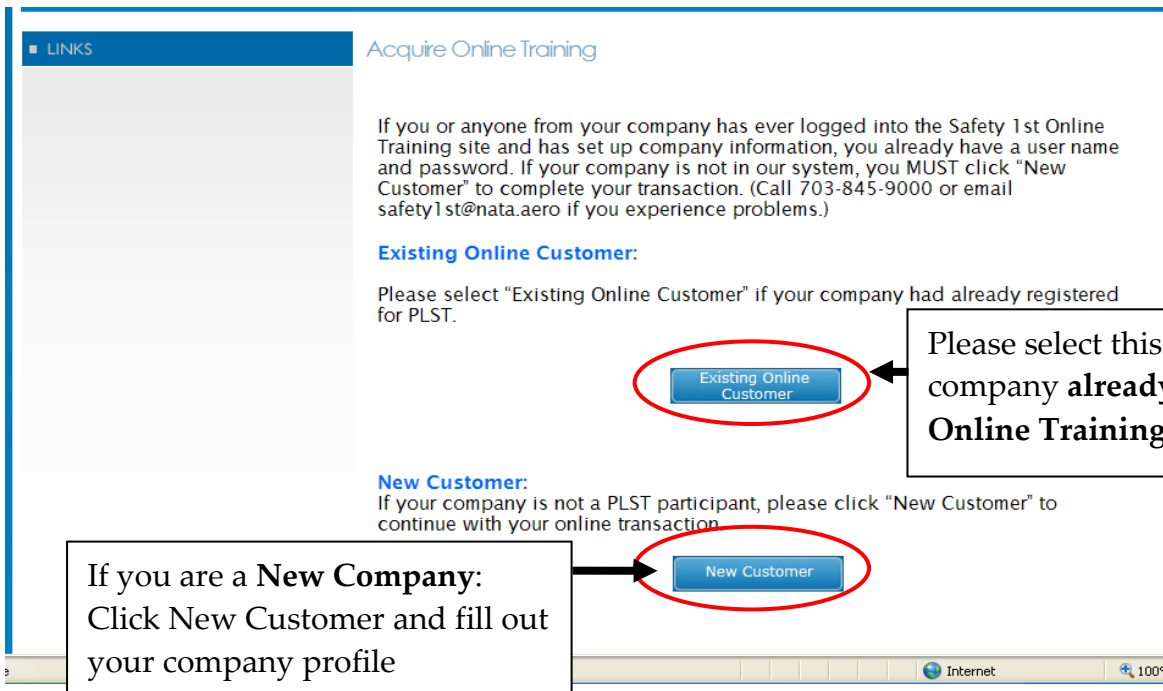
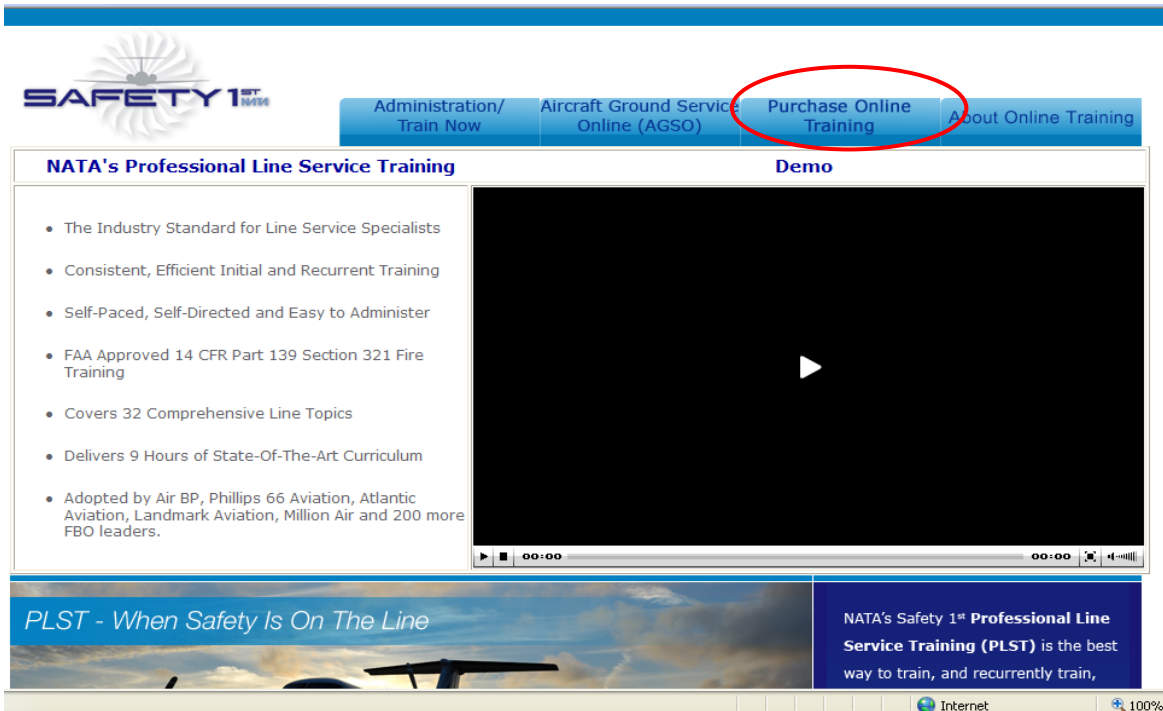
- 1. Set up a company profile (if you do not already have one)**
- 2. Build Curriculum**
- 3. Add students**
- 4. Assign training**
- 5. Begin training!**

**Please do not hesitate to email or call Safety 1st if you have any questions during the sign-up process;
Safety1st@nata.aero , 800-808-6282**

1. Set up A Company Profile to Purchase the HazCom Training:

Your first step to the online OSHA course is to set up your Company Profile. Please use these screen shots for assistance in setting your company up:

Go to our web site www.nata.aero/plst/ and click on Purchase Online Training then click OSHA Purchase.



If you are not sure if your company has an account with us, please email us at safety1st@nata.aero

Existing Safety 1st Participants *skip* to next screen shot, New Companies continue...

LINKS

To purchase NATA Safety 1st online training Course allocations:

1. Click on Acquire Online Training.
2. Click the curriculum you wish to purchase
3. Click Acquire Student Seats (Create Profile is ONLY used if you do not already have an NATA Safety 1st administrator log-in and password. If you are unsure ? please email safety1st@nata.aero)
4. Enter Admin User Name and Password.
5. Enter the number of licenses you wish to purchase in the Initial Training Seats box, Deicing Training Seats box, CSSS Training Seats box or Recurrent Training Seats box. (For recurrent training: please read eligibility requirements carefully. If you have not been certified with the PLST Online, you are not eligible for recurrent training.)
6. If you would like to see what your total cost will be, click the update button (this is not required to proceed) DO NOT enter in pricing total as it will automatically calculate from the number of seats entered.
7. Click Continue button.
8. Enter credit card holder first and last name.
9. Enter administrator/trainer's email and confirm email address.
10. Click Purchase button. An email will be sent to the administrator/trainer with a purchase receipt and instructions for the online training.
11. YOU MUST go to the top of the page and click on Administration/Train Now, sign in with your user name and password to train/and or set-up your students to train.

Acquire Online Training

Company Information:

Company Name: *
Address: *
City: *
State (or Country):
Zip (or postal code):
Phone: *
Website:
Airport Code: *
Contact Name: *
Contact Email: *

Admin Username: * NATAAlexandriaAdmin
Password: *
Verify: *

For admin username, please use your company name, city.
Ex: NataAlexandriaAdmin

Cancel Continue

Note: Trainers must register as students and have a separate User Name and Password to participate in training.

All fields are required to be filled out. Create a trainer/Admin User Name for administrative privileges to monitor student progress, exam scores and eligibility for certification. Confirmation of your trainer Admin User Name and Password will be sent to your email address along with online student management instructions.

To create Trainer/Admin User Name: Please make the Admin Name specific to your company, not to you as the trainer. Use your company name, followed by your city and then the word "Admin." EX: NATAAlexandriaAdmin (Please note: the password may be changed online, but the Admin User Name is permanent.)

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9. Enter administrator/trainer's email and confirm email address.
10. Click Purchase button. An email will be sent to the administrator/trainer with a purchase receipt and instructions for the online training.
11. YOU MUST go to the top of the page and click on Administration/Train Now, sign in with your user name and password to train/and or set-up your students to train.

Credit Card Information:

Name on Credit Card: *
Credit Card Number: *
Security Code: *
Expiration Date: (mm/yyyy) *
Billing Zip Code:

Please Note:
NATA Safety 1st complies with all PCI security precautions.
Your credit card will NOT be charged until an OSHA curriculum is assigned to the student(s).

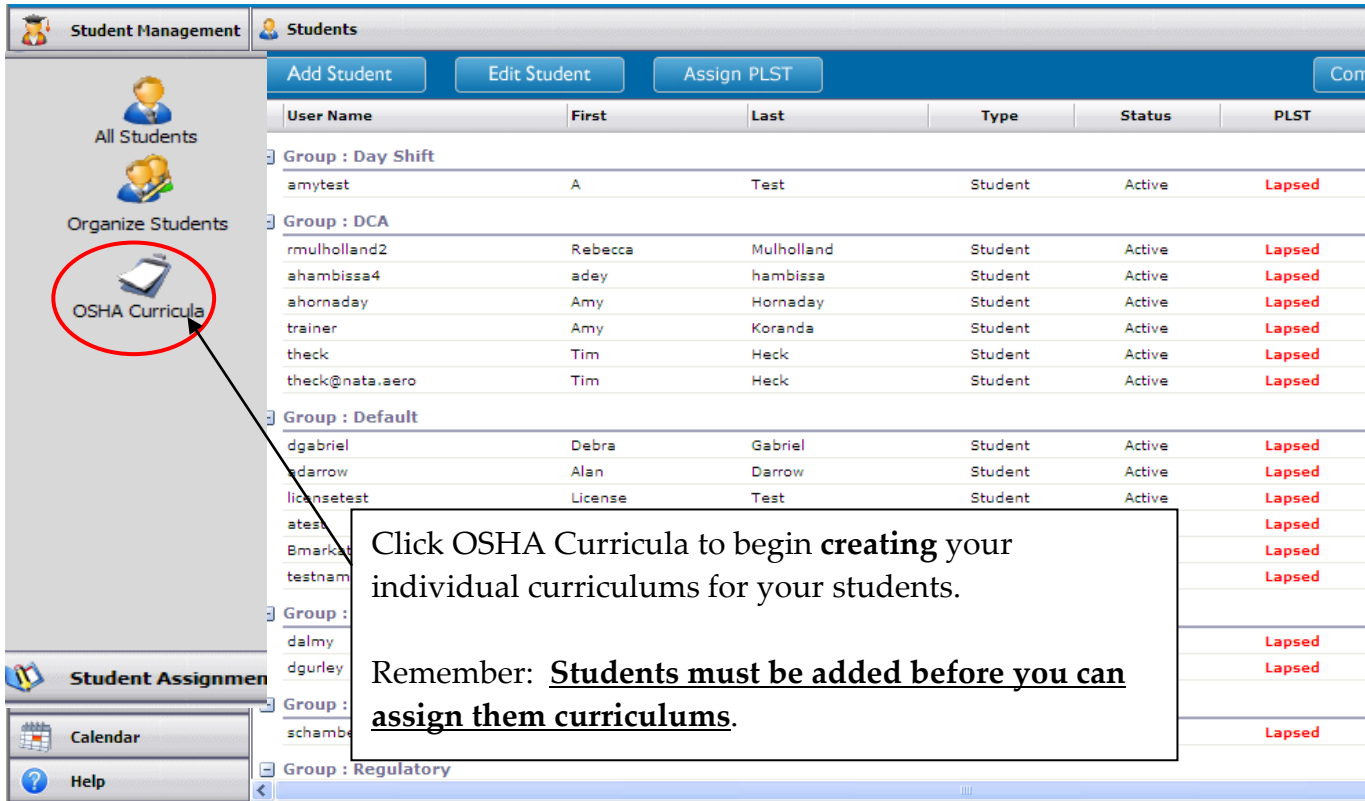
Cancel Submit

*Please Note: The credit card information entered here is on a secured site and it will save your information for future OSHA purchases.

Congratulations! Once this page is completed your Company Profile is final.

2. Build your curriculum?

In order to assign OSHA training you **must first create the curriculum**. Log in as the administrator to Train Now/Administration. Click on the newly added OSHA icon under Student Management to build your curricula's for your students. Your credit card will be billed as you assign each curriculum to each student.



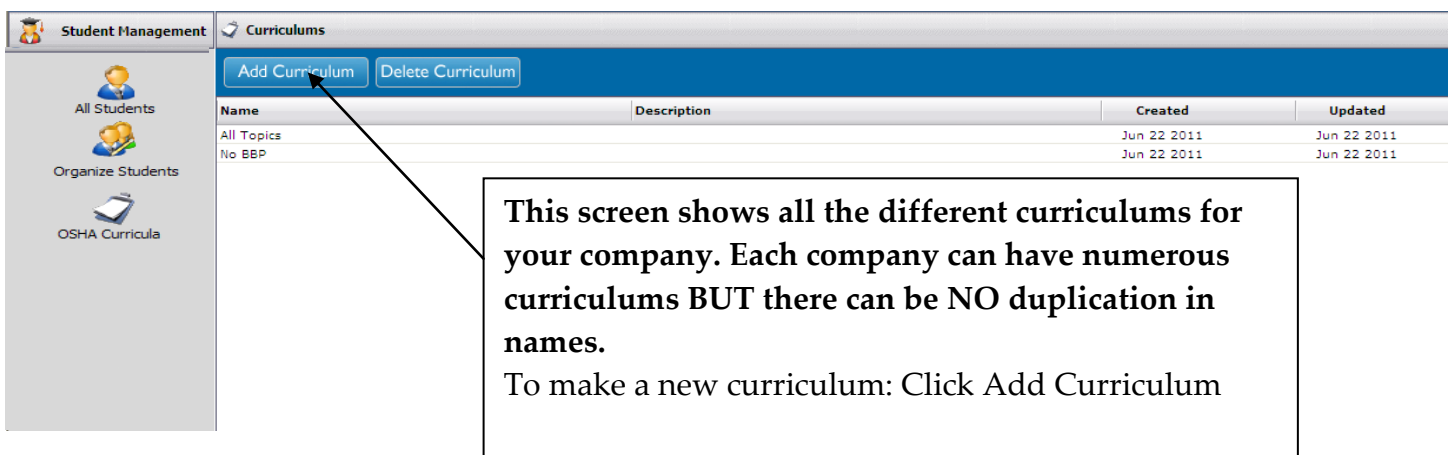
Student Management | Students

Add Student | Edit Student | Assign PLST | Com

User Name	First	Last	Type	Status	PLST
Group : Day Shift					
amytest	A	Test	Student	Active	Lapsed
Group : DCA					
rmulholland2	Rebecca	Mulholland	Student	Active	Lapsed
ahambissa4	adey	hambissa	Student	Active	Lapsed
ahornaday	Amy	Hornaday	Student	Active	Lapsed
trainer	Amy	Koranda	Student	Active	Lapsed
theck	Tim	Heck	Student	Active	Lapsed
theck@nata.aero	Tim	Heck	Student	Active	Lapsed
Group : Default					
dgabriel	Debra	Gabriel	Student	Active	Lapsed
edarrow	Alan	Darrow	Student	Active	Lapsed
licenstest	License	Test	Student	Active	Lapsed
atest					Lapsed
emarket					Lapsed
testnam					Lapsed
Group :					
dalmy					Lapsed
dgurley					Lapsed
Group :					
schambe					Lapsed
Group : Regulatory					

Click OSHA Curricula to begin **creating** your individual curriculums for your students.

Remember: **Students must be added before you can assign them curriculums.**



Student Management | Curriculums

Add Curriculum | Delete Curriculum

Name	Description	Created	Updated
All Topics		Jun 22 2011	Jun 22 2011
No BBP		Jun 22 2011	Jun 22 2011

This screen shows all the different curriculums for your company. Each company can have numerous curriculums BUT there can be NO duplication in names.

To make a new curriculum: Click Add Curriculum

Student Management Edit Curriculum

Save Cancel

Curriculum Information

Name: Personal Protection

Description:

Created: Not yet created.

Updated: Not yet created.

Courses: 0

Available OSHA Courses

- OSHA
 - Bloodborne Pathogens
 - Personal Protective Equipment
 - Lockout/Tagout
 - Hearing Conservation
 - Ergonomics
 - Office Safety
 - Fire Prevention and Evacuation
 - Forklift Safety
 - Respiratory Protection
 - Machine Guarding
 - Fire Extinguishers
 - Hazard Communication
 - Ladder Safety
 - Back Safety

Student Assignment

Training Management

Calendar

Help

Name your curriculum - **NO duplication in names**

Scroll down and Check Hazard Communications. You may also add other OSHA modules if you so desire.

Save curriculum

Student Management Curriculums

Add Curriculum Delete Curriculum

Name	Description	Created	Updated
18topics		Jul 11 2011	Jul 11 2011
All Topics		Jun 22 2011	Jun 22 2011
HazComm		Jul 29 2013	Jul 29 2013
No BBP		Jun 22 2011	Jun 22 2011
Personal Protection		Jun 23 2011	Jun 23 2011

Done

Internet 100%

Your curriculum is now ready to be assigned to your students.

3. Add Students

Click on the *Student Management/Center* button on the left navigation bar to add all new students and create a User Name and Password.

Click "Add Student" at the top of the page.

User Name	First	Last	Role	Status	Training
Group : Day Shift					
amytest	A				
Group : D...A					
rmulholland2	Rebecca				
ahambissa4	adey				
ahornaday	Amy	Hornaday	Student	Active	Lapsed
trainer	Amy	Koranda	Group Admin	Active	Lapsed
Group : Default					
studentlouis	Louis p	Soares	Group Admin	Active	Training
licensetest	License	Test	Student	Active	Lapsed
atest			Student	Active	Lapsed
Bmarkate11			Student	Active	Lapsed
testname			Student	Active	Lapsed
gstephenson			Student	Active	Lapsed
BGezahegn			Student	Active	Unassign
John Doe	John	Doe	Student	Active	Training
Group : OSHA 10					
schambers	Shannon	Chambers	Student	Active	Lapsed
Group : Regulatory					
mfrance1	Mike	France	Student	Active	Training

Begin filling out the student's profile

Please remember the **User Name** you assign them *cannot* be changed.

User Name(s) **must be one word without any spaces**. Use only letters (A-Z) and number(s) (0-9) with **no special characters** (? , < > , () , & , etc).

Passwords can be changed by students when they log on to train

Save your changes to student information by clicking on the *Save* button at the top of the page.

Save **Cancel**

User Name:

Company: 00 NATA 02

Email:

First Name:

Last Name:

Created: Not yet created.

Group:

Group Admin: studentlouis (Louis p Soares)

Status:

Password:

Confirm Password:

4. Assign Training

****Reminder:** once you assign a curriculum to a student. Your Credit Card will be charged. You will be charged per OSHA module per student. *Example: When building your curriculum, choosing 5 modules for your curriculum and assigning that curriculum to 5 students, your company will be charged for 25 modules (\$600.00).* If you only included the Hazard Communication module in your curriculum, you will be charged \$24 per student.

Remember: **Students must be added before you can assign them curriculums.**

Click on "*Student Assignment*",
Next click OSHA and then
click "*Assign Curriculum*"

Please note: The student you just added
will NOT show up on this list until you
assign the modules.

Choose the student you want to
assign modules.

Choose the curriculum

Hit Submit Assignment

Confirm the assignment under the "*Student Assignments*", then *OSHA* page. Trainer or credit card holder (whomever's email address is given) will receive an email of the receipt of this charge and further instructions.

Remember to give the student their user name and passwords – They are ready to start OSHA training!