



State Fund's Online Safety UniversitySM Administrator Quick Start Guide

Technical Tips Before You Get Started

1. To access State Fund's Online Safety UniversitySM go to www.neogov.com.
 - Please note that Neogov is an entity separate from State Fund. When you access Neogov's webpages, you will be subject to Neogov's terms of service and privacy policy.
 - Also, State Fund's Online Safety UniversitySM is not a real university. It does not offer college credit, degrees or certifications
2. Recommended Browsers: Google Chrome, Internet Explorer, and Microsoft Edge.
3. If you find that you are having an issue with Pop-Up Blockers – particularly with Google Chrome, please refer to the document titled Instructions for Pop-Up Blockers.
4. When Users/Learners receive their activation e-mail it will come from donotreply@neogov.com.
5. The Subject of the e-mail will read "Activate Your User Account"
6. If you cannot locate your activation e-mail in your inbox, please check your Spam or Junk Mail folders.
7. If your organization has restricted internet access to specific IP addresses or blocks spoofed emails except from specific IP addresses, then update your firewalls to allow information to and from the IP addresses below:

IP network address 162.246.160.0
Subnet 255.255.252.0 or /22
Broadcast address 162.246.160.0
IP address range 162.246.160.1 - 162.246.163.254

Online Safety UniversitySM Terms While Navigating

Administrator: The Administrator is the person or persons assigned to create Learner profiles and assign courses. The Administrator can be the owner of the company, safety personnel, Human Resources staff, or a Supervisor or Manager.

Learn: is the term used for the Online Safety UniversitySM Platform.

Learner/User: is any employee with a learner profile that has the ability to enroll in and complete courses. **Users** will also include Managers who may not want to take courses, but will be required to have a profiles set up in **Learn** in order to assign courses to their direct reports.

Introduction to the Dashboard and Toolbar

The **Dashboard** is your central location in **Learn** – it's the first page displayed when you log into the system. It gives you the key metrics for your courses and contains all of the courses you're currently enrolled in in the **Your Activity** section. The Dashboard can also be accessed by clicking on **Dashboard** from the complete **Toolbar** below.

The screenshot shows the top navigation bar with the following items: Dashboard (highlighted), My Courses, Course Catalog, Learners, Training Activity, Libraries (with a dropdown arrow), Learning Plans, Course Management (with a dropdown arrow), Administrative (with a dropdown arrow), and Reports (with a dropdown arrow). Below the navigation bar is the main dashboard area. The top section is titled "Dashboard" and includes a filter for "All Courses". It features a "METRICS" section with five cards: Approval Tasks (0), Total Courses (13), In Progress (5), Not Started (4), and Overdue (5). To the right is a "COURSE PROGRESS" donut chart showing 55% Complete, with a legend for Not Started (grey), Completed (dark blue), and In Progress (green). The bottom section is titled "Your Activity" and includes a link to "View all your courses" and a "No Filter" option. It displays four course cards, each for a "HEALTH & SAFETY" course: "Accident Incident Investigation", "Arc Flash Safety", "Trenching and Excavation Safety", and "Work Zone Safety". Each card shows a duration, "PRE-BUILT ONLINE" status, and a "DUE DATE 11/07/19 OVERDUE" warning.

General Settings - Navigating the General Settings

To Navigate the Administrative Settings, select Administrative > Settings from the menu bar located at the top of the page.

The screenshot shows a portion of the top navigation bar. The menu items are: Libraries (with a dropdown arrow), Learning Plans, Course Management (with a dropdown arrow), Administrative (with a dropdown arrow), and Reports. The "Administrative" dropdown menu is open, showing two options: "Users" and "Settings". The "Settings" option is highlighted with a red rectangular box.

- General
- Notifications
- Courses
- Learning Plans
- Certificate
- Featured Courses

General

Address 1 *

Address 2

City * **State ***

Zip *

Logo Image

State Fund logo.png
✕

- Clicking on settings will automatically load to **General** settings. The General settings page is where your organization’s basic information should be entered, i.e. **Address, City, State, Zip Code**.
- Adding your organization’s logo, is also an option on the **General** settings page. **(See the Administrator’s Complete User Guide for further instruction on how to utilize this feature.)**

TIP! Any changes or updates made on the Settings page should always be saved!

Course Settings – Navigating the Courses Settings

Next, let's move on to **Courses**. Click the **Courses** tab on the left sidebar.

The screenshot shows the 'Courses' settings page. On the left is a sidebar with navigation tabs: General, Notifications, Courses (selected), Learning Plans, Certificate, and Featured Courses. The main content area is titled 'Courses' and has a 'Save' button in the top right. Below the title is a section for 'All Courses' with various settings:

- Self-Enrollment:** OFF ON
- Enrollment Approval Required:** OFF ON
- Enrollment Approval:** Select one (dropdown menu)
- Pass Required:** OFF ON
- Passing Score *:** 50 %
- Display Dropped Courses:** OFF ON

REMINDER SETTINGS

- Reminder Notices:** OFF ON
 - 30 Days Before
 - 2 Weeks Before
 - 1 Week Before
 - Enter v. Days Before
- Overdue Notices:** OFF ON
 - Every Week
 - Every 2 Days
 - Every Day
 - Every Days

1. **Self-Enrollment:** Controls if learners can enroll themselves in the course
2. **Enrollment Approval Required:** If turned on, select the appropriate user role or specific employee responsible for approving enrollment
3. **Enrollment Approval:** Select an enrollment approver from this dropdown menu
4. **Pass Required:** Determine if Learners must pass the course
5. **Passing Score:** If Pass Require is enabled, a passing score percentage must be entered
6. **Display Dropped Courses:** Controls if a **Cancelled** status displays for a dropped course (Enabled by default)
7. **Reminder Notices:** If enabled, reminder notices are sent to enrolled learners at the frequency selected

Overdue Notices: If enabled, overdue notices are sent to enrolled learners at the frequency selected – these notices are only applicable for online courses, and are sent based on the relative Due Date.

Adding your Organization's Departments

Adding the different **Departments** for your organization can be done by clicking on **Administrative** from the Toolbar below, then clicking **Department**. You can now create the **Department** by clicking **Create** in the top left corner of the page. This steps allows you to assign employees to specific departments when you are adding new **Learners**.

Creating a New Learner

Any employees required to complete or assign courses must have an employee record set up in the system. To set up a new employee record, access the **Learner List** by clicking on **Learners** in the top menu bar, then **+ Add a Learner**.

The screenshot shows the 'Learners List' interface. At the top, there is a navigation bar with 'STATE FUND Learn' and a search bar. Below it, a menu bar includes 'Dashboard', 'My Courses', 'Course Catalog', 'Learners' (highlighted), 'Training Activity', 'Libraries', 'Learning Plans', 'Course Management', 'Administrative', and 'Reports'. The main content area is titled 'Learners List' and features a '+ Add a Learner' button in the top right corner, indicated by a red arrow. Below the title, there is a 'Bulk Actions' button and a search icon. The main part of the page is a table with the following columns: Photo, First Name, Last Name, Direct M..., Departm..., Position, Start Date, Online A..., Active, Email, and Actions. Two rows of data are shown:

Photo	First Name	Last Name	Direct M...	Departm...	Position	Start Date	Online A...	Active	Email	Actions
	Caitlin	Jordan	Pamela Bee...	Human Reso...	HR Director	02/22/2017	Activated	Yes	cjordan@ne...	
	Michael	Scott	David Wallace	Human Reso...	HR Administ...	08/22/2018	Activated	Yes	cjordan+1@n...	

Add the Learner info. i.e. **First & Last Name, Employee #, Email address**, etc. All fields with an asterisk are required.

TIP! Tips for required fields when adding a New Learner

- **Employee Number:** If your organization does not use an **Employee Number**, or if it is unavailable you can use any combination of letters and numbers, or the employee's first and last name. **(Please do not use Social Security Numbers)**
- **Hire Date & Position Start Date:** If the employee **Hire Date & Position Start Date** are unavailable you can use the date you are entering the employee information, or you can estimate when you think the hire date is.
- An employee **E-mail** address is required. If the employee does not have a company e-mail address they will need to create an e-mail address that is specific to their profile. Employees should not share e-mail addresses or use their Administrator's e-mail address. The email address entered is used as the learner's username during login and is used to provide notification when they have been enrolled in a course by their manager.

Add Employee

First Name * **Last Name ***

Email *

Employee Number * **Hire Date *** **Position Start Date *** **Separation Date**

Position: * Or Add New

FTE *

Manager

Select the Learner's position and click **Choose Position**. If the position does not exist, you can create one by clicking **Add New**. When creating a new position, you are required to complete the fields marked with an asterisk.

TIP! **Tips for required fields when Creating a New Position**

- **Position Control Number:** If your organization does not use a Position Control Number or if it is unavailable to you, you can use the employee number.
- **Department:** If the employee's department is not available to select in the drop down list there is an option to create a new department, however; this must be done prior to adding the New Learner. It is recommended that the Administrator add all of the organization's Departments prior to adding New Learners so they are available to select when creating a new position.

Create Position

Cancel
Save

Title *

Position Control Number *

Description

Department: *

Select one
▼
Choose from list

Division:

Select one
▼
Choose from list

Class spec:

Select one
▼
Choose from list

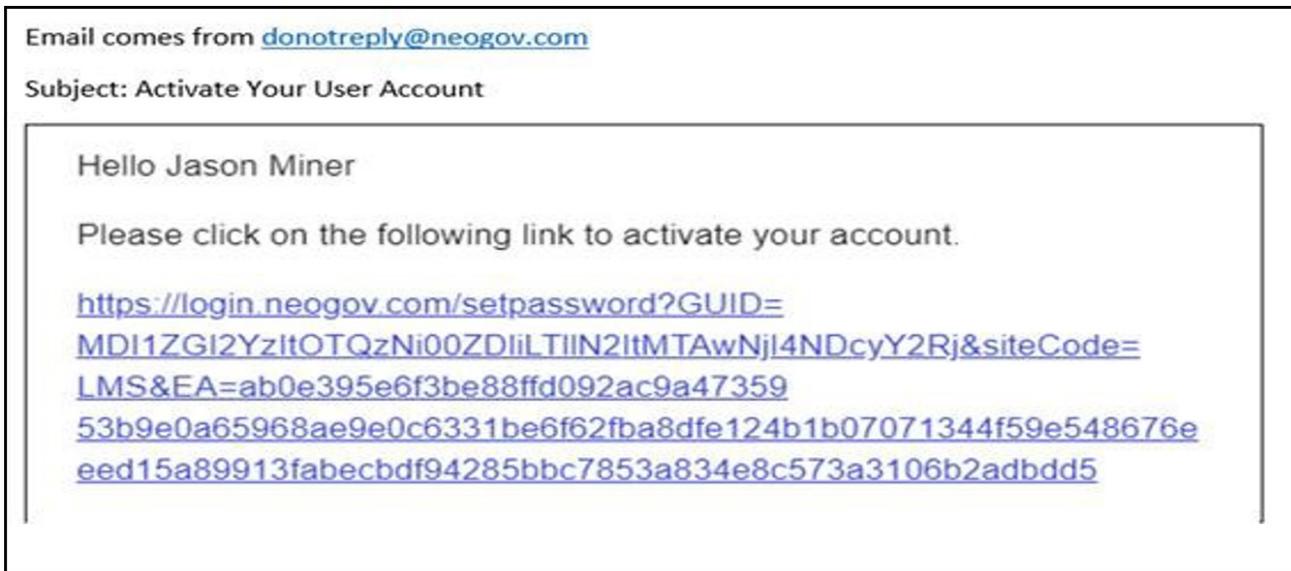
Next, Search and choose a **Manager**.

Manager

Choose Manager

TIP! Tips for activation

The new employee is immediately added to **Learn** and an activation email is automatically sent to the employee notifying them to activate their account. If the account is not activated within 5 days, the activation e-mail will expire. If this occurs the Admin for your organization will need to send the learner a new activation e-mail.



When the activation link is clicked on, you are taken to the following screen:

Set New Password

- Password must use 8 or more characters with a mix of uppercase and lowercase letters, numbers and symbols (example: '%\$#@&*!')
- Password must not be the same as the current password or one of the previously used passwords.
- Password must not be a commonly used word or phrase.
- Password can't contain first name, last name or username.

All fields are required

To resend an activation e-mail once it has expired click on **Administrative** and then **Users**, from the **Users** list select Send Activation E-mail to the appropriate user.

Dashboard My Courses Course Catalog Learners Training Activity Libraries Learning Plans Course Management **Administrative**

Users

Users

Show All Users Bulk Actions

	Username	Employee #	First Name	Last Name	Department	Account Status	Security Pr...	Is Instructor	Actions
<input type="checkbox"/>	testlearner1@e...	t1	learner1	test1	Human Resou...	Activated	Employee	No	
<input type="checkbox"/>	Gthegreat@ab...	478478	Gabby	The Great	Human Resou...	Send Activation Email	Employee	No	

Users – Navigating the User Settings

In addition to the general **Administrative Settings**, there are also **User Settings** where the Administrator can update the security profile for all **users** and **learners** once they have been added to **Learn**.

To navigate to the **User Settings**, select **Administrative > Users** from menu bar located at the top of the page.

The screenshot shows the 'Users' page interface. At the top, there is a navigation bar with 'Libraries', 'Learning Plans', 'Course Management', 'Administrative', and 'Reports'. The 'Administrative' menu is expanded, and 'Users' is highlighted with a red box. Below this, the 'Users' section has a header and a table of users. The table has columns for Username, Employee #, First Name, Last Name, Department, Account Status, Security Pr..., Is Instructor, and Actions. The Actions column contains icons for edit, password reset, and deactivate.

	Username	Employee #	First Name	Last Name	Department	Account Status	Security Pr...	Is Instructor	Actions
<input type="checkbox"/>	bbosborne@s...	107	Bernadette	Osborne	Human Resou...	Activated	HR User	No	
<input type="checkbox"/>	bjgriffin@scif.c...	1002	Brandy	Griffin	Human Resou...	Activated	HR Admin	No	
<input type="checkbox"/>	Busybee@em...	001	Busy	Bee	Human Resou...	Activated	Employee	No	
<input type="checkbox"/>	clross@scif.com	4144	Chris	Ross	Human Resou...	Activated	Employee	No	
<input type="checkbox"/>	cpkaiser@scif...	15110	Chris	Kaiser	Human Resou...	Activated	Employee	No	

Additionally, each column located at the top of the chart with the magnifying glass next to it can be searched, making it easy to find an employee. For example, instead of scrolling through multiple pages you can type the users first name in the first name column.



Hovering over these images in the **Actions** column will allow you to update and edit **User/Learner** information, provide a password reset or deactivate an employee who is no longer with your company.

If the newly added employee is the Administrator's **Direct Report**, their information will be listed on the Administrator's **Dashboard**. The **Direct Reports** section can be found at the bottom of your **Dashboard**, as shown on the following page.

The screenshot shows the 'Your Direct Reports' section. It displays three employee cards. Each card includes a profile picture, name, position, and a red badge indicating the number of overdue courses. An 'Enroll' dropdown button is present on each card.

Name	Position	Overdue Courses
Nick Manos	Customer Service	2
Danny Mishler	Administrative	1
Mykesha Mack	Applicant Support Tech	1

This section displays the employee's name, position, and picture. From here you can easily see how many overdue courses they have by clicking on the employee name. This function provides information needed to keep your team on track and maintain compliance. From here you can also enroll an employee via the **Enroll Dropdown**.

Enroll Dropdown

The **Enroll Dropdown** is divided into Online Courses and Classroom courses. Classroom courses are not currently able to be set up in State Fund's Online Safety UniversitySM, but will be a potential future option.



When you click on the **Enroll Dropdown** a fly out will open. Click on the **Online** option. From here you can select from a list of courses to enroll in. These courses are organized by name, category, type of course, and duration to make it easy to find the courses you want. You can click into each column to search within any subcategory.

Select Courses to Enroll

Cancel Enroll

<input type="checkbox"/>	Name	Category	Type	Duration
<input type="checkbox"/>	Active Shooter Response for Higher Ed...	Campus Safety	Pre-built Online	0m
<input type="checkbox"/>	Aggressive Driving and Road Rage	Driver Safety	Pre-built Online	0m
<input type="checkbox"/>	Alcohol Abuse Prevention for Higher E...	Campus Safety	Pre-built Online	0m
<input type="checkbox"/>	Americans with Disabilities Act & ADA ...	Employment Liability	Pre-built Online	0m
<input type="checkbox"/>	Asbestos Awareness	Health & Safety	Pre-built Online	1m
<input type="checkbox"/>	Behavior-Based Safety Training	Health & Safety	Pre-built Online	0m
<input type="checkbox"/>	Bullying Prevention at Camp	Health & Safety	Pre-built Online	0m
<input type="checkbox"/>	Child Abuse and Prevention	Campus Safety	Pre-built Online	0m
<input type="checkbox"/>	EEO Laws and Discrimination Prevention	Employment Liability	Pre-built Online	1m
<input type="checkbox"/>	Email in the Workplace	Employment Liability	Pre-built Online	0m

<< < 1 2 3 4 > >> 10 items per page Showing 1 - 10 of 38 items

Enrolling employees in this method also allows you to bulk enroll your chosen **Direct Report** into multiple courses at once. Simply select the desired courses (or all) and then **Enroll**.

Bulk Actions for Adding Multiple Employees

The Bulk Actions feature is located in the **Learner List**. It allows you to bulk enroll employees, rather than enrolling them one by one. To access the **Learners List** click on **Learners** on the **Toolbar** at the top of the page.



When enrolling employees using the **Bulk Action**, you start by selecting the employees you want to enroll by clicking the check box next to each employee, or you can select all. Once you have selected the employees, click the **Bulk Actions** button in the top left corner.

Learners List

3 record(s) are selected.

Select All 14 records Clear Selection

<input type="checkbox"/>	Photo	First Name	Last Name	Direct Manager	Department	Position	Start Date	Online Access	Active	Email
<input type="checkbox"/>		Krystyna	Failace		Customer Servi...	Implementatio...	03/07/2014	Activated	Yes	kfailace+2@ne...
<input type="checkbox"/>		Jennifer	Dixon	Nick Manos	Customer Servi...	Applicant Supp...	08/19/2014	Activated	Yes	kfailace+7@ne...
<input type="checkbox"/>		Lars	Svensson		Engineering	Customer Servi...	08/11/2015	Deactivated	No	lsvensn@neog...
<input checked="" type="checkbox"/>		Nick	Manos	Krystyna Failace	Engineering	Customer Servi...	08/11/2015	Activated	Yes	nmanos+1@ne...
<input checked="" type="checkbox"/>		Danny	Mishler	Krystyna Failace	Finance	Administrative	08/14/2015	Activated	Yes	kfailace+1@ne...
<input checked="" type="checkbox"/>		Tyler	Sala		Finance	Administrative	02/17/2016	Pending Activa...	Yes	test+1@neogov...
<input type="checkbox"/>		Amber	Campbell		Engineering	Customer Servi...	03/28/2016	Pending Activa...	Yes	test+2@neogov...

Once you have clicked the **Bulk Action** button you will have the option click **Enroll in a Course**.

Clicking **Enroll in a Course** will then bring you to the **Course Cards** in the **Course Catalog**. Click on the **Course Card** of the course you want to enroll in. The card will become highlighted. You can now click **Enroll** in the top right corner. You should receive the message **"Your Bulk Action Is Done"** if completed successfully. The learners should then see the course under the **My Courses Tab** and now be ready to start their course.

Actions

Enroll in a course

Done

Bulk Action Status

✓

Your Bulk Action Is Done!

100%

My Courses

 [View Your Profile](#)

Courses

Learning Plans

 Search Courses

HEALTH & SAFETY

Accident Incident Investigation

 01H 00M

 PRE-BUILT ONLINE

 DUE DATE 11/03/19
OVERDUE

Drop

Resume

DRIVER SAFETY

Aggressive Driving and Road Rage

 00H 20M

 PRE-BUILT ONLINE

 DUE DATE 01/20/20

Start

Drop

HEALTH & SAFETY

Arc Flash Safety

 00H 30M

 PRE-BUILT ONLINE

 DUE DATE 11/07/19
OVERDUE

Start

Course Catalog – Navigating the Course Catalog

The **Course Catalog** is where you can view all the published classroom and online courses you have access to. To Navigate the **Course Catalog**, select **Course Catalog** from the menu bar located at the top of the page.

Dashboard

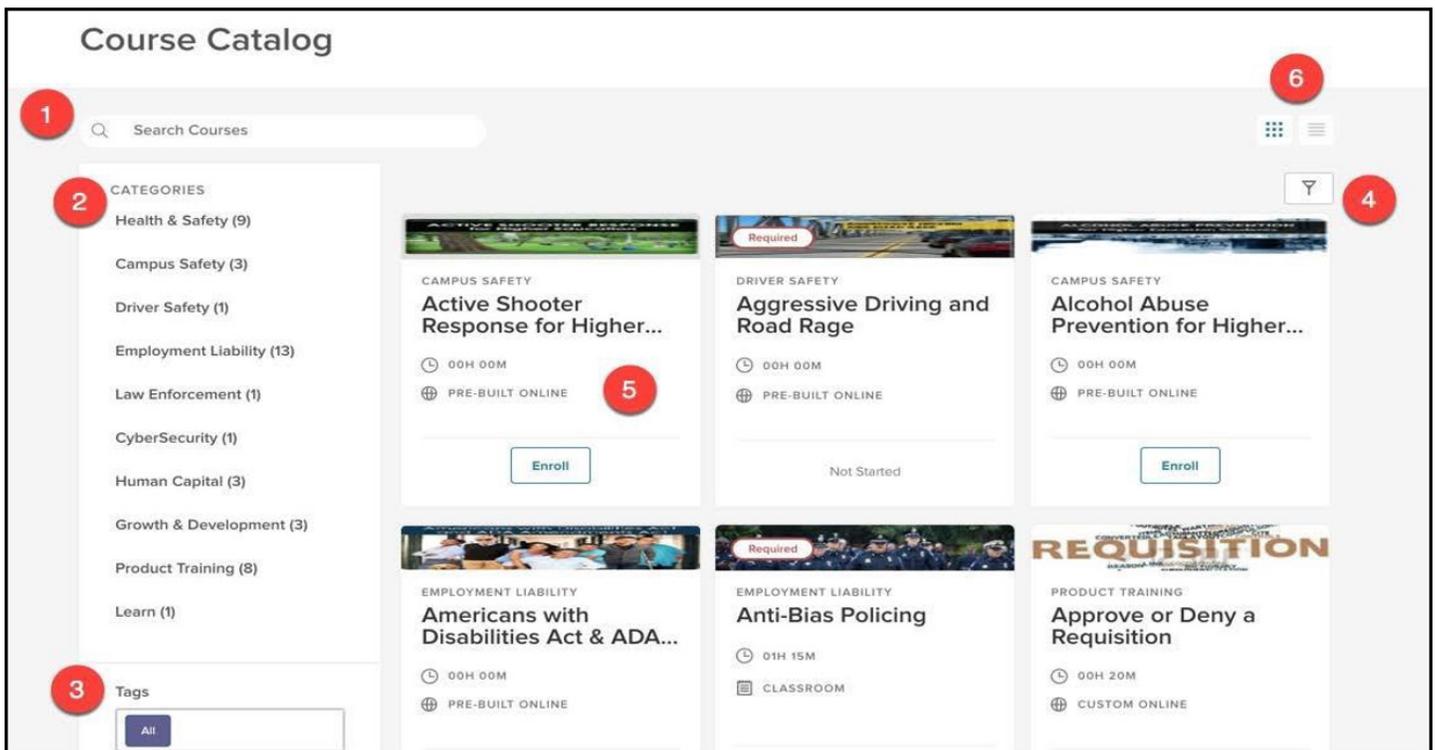
My Courses

Course Catalog

Learners

Training Activity

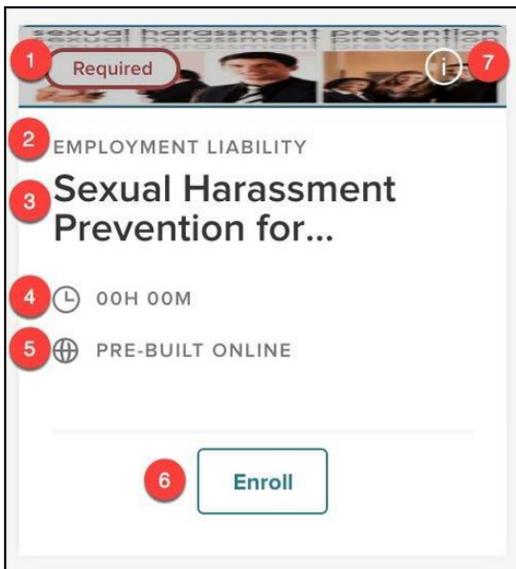
Libraries 



1. **Search Bar:** Type here to look for a specific course.
2. **Categories Sidebar:** Narrow courses down by their associated category
3. **Tags:** Narrow courses down by associated tags or keywords
 - a. If learners are looking to improve in a specific competency, such as Driving Safety, then this is the best way to find those types of courses.
4. **Filters:** Limit the view in the Course Catalog with specific requirements.
5. **Course Card:** Bite-sized information about a particular course.
 - a. See **Course Cards** for more information
6. **Catalog View:** Toggle the Course Catalog view by either the default card view or list view

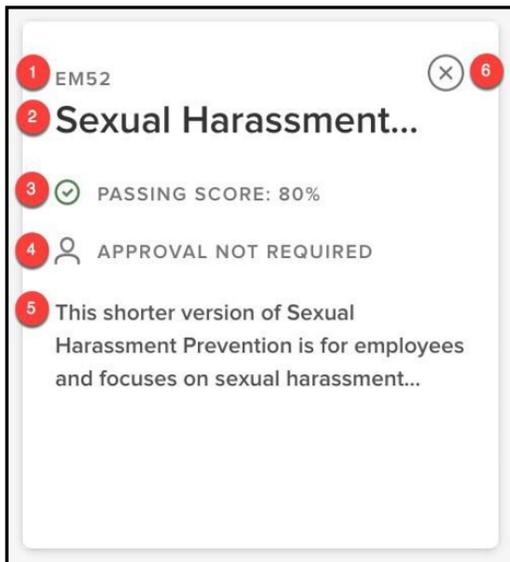
The **Course Card** is a graphic display of the important details of a particular course. The Course Card can be flipped back and forth by pressing the  icon in the upper right hand corner of the card. This allows you to see at glance what the course is about before you enroll.

Course Card Front



1. Header
2. Course Category
3. Course Name
4. Duration
5. Type of Course
6. Enroll Button
7. (i) Icon: click to flip back and forth

Course Card Back



1. Course Code
2. Course Name
3. Passing Score
4. Approval Required
5. Description
6. (x) Icon: click to flip back to front side

Course Details Page

The **Course Details Page** is accessed by clicking on the name of a course on its **Course Card**. This will open to a full page with all the details of the course. **(Please refer to pg. 19 in the Administrator's Complete User Guide to view this page.)**

The above evaluations and/or recommendations are for general guidance only and should not be relied upon for medical advice or legal compliance purposes. They are based solely on the information provided to us and relate only to those conditions specifically discussed. We do not make any warranty, expressed or implied, that your workplace is safe or healthful or that it complies with all laws, regulations or standards.

For more information, visit: www.SafeAtWorkCA.com