

# Setting Up StackPole EPD Contractor Online Training

## To register students:

1. Go to: <https://stackpole.link2elearning.com/Register.aspx>.
2. Enter the new student info.
3. Select **EPD division**.

The screenshot shows a web form titled "Register" with the following fields and values:

- First Name \*: Steve
- Last Name \*: Woitas
- Company\*: Stackpole International (with a note: "This is the name that will appear on your course completion certificate(s).")
- Division \*: EPD - Engineered Products Division Contractor (dropdown menu)
- Employee #: (empty)
- Job Title: Motion Solutions Specialist
- Location: (empty)
- Contractor Company Name \*: Omron Automation & Safety (dropdown menu)
- Email (Recommended): Steven.woitas@omron.com
- Address: (empty)
- City: (empty)
- Province: Ontario (dropdown menu)
- Postal Code: (empty)
- Phone: (empty) Ext: (empty)
- Enter the User name that you would like to use: \* (Required Field): Steve.Woitas
- Enter a password: \*: (masked with dots)
- Re-enter to confirm your password: \* (masked with dots, with a note: "This password is viewable to system administrators.")

4. Click **Activate a Course**.
5. Enter the following code to active the course: **Stackpole-EPDCS**. (this is for EP division).
6. Enter this as the password: ula335

## To add the student to the employee list:

1. Go to the [Admin login page](#).
2. Click **Company Profile > Employee List**.
3. Click **+ Add Employees**.
4. Enter the worker info.
5. Click **Save New Employee** (not **Save Profile**)

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6. Verify the worker is on the list.
7. Click **Save Profile**.
8. Email the student these instructions:

*You are now registered for the Stackpole online safety training course. Instructions follow below.*

*The training takes about 30-40 minutes. Speakers are optional but recommended.*

*After the course completes, you will be required to successfully complete a short quiz.*

*Please let me know if you have any questions or run into any problems.*

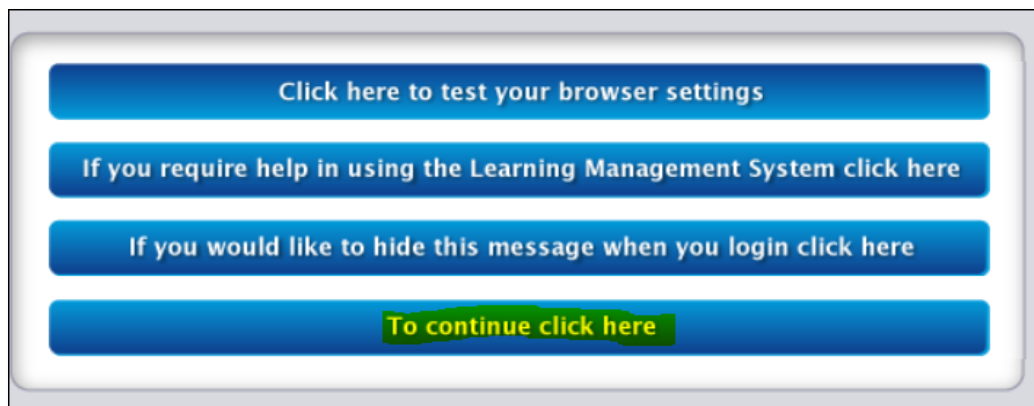
### To take the course:

1. Go to: <https://stackpole.link2elearning.com/Login.aspx>



The screenshot shows the Stackpole International login page. At the top, there is a banner with the Stackpole International logo and the text "Your online training connection" next to an image of a hand pointing at a keyboard. Below the banner is a navigation menu with buttons for "Courses", "Contact us", "Settings", "Help", and "Logout". A "Login" section is highlighted with a blue header. Below this header are two input fields: "User name:" and "Password:". Below the password field are two buttons: "Login" and "Forgot Login".

2. For the **User name**, enter <first name>.<last name>.
3. For the **Password**, enter **ula335**.
4. Click **Login**.
5. When the pop-up window appears, just click the fourth choice , highlighted below:

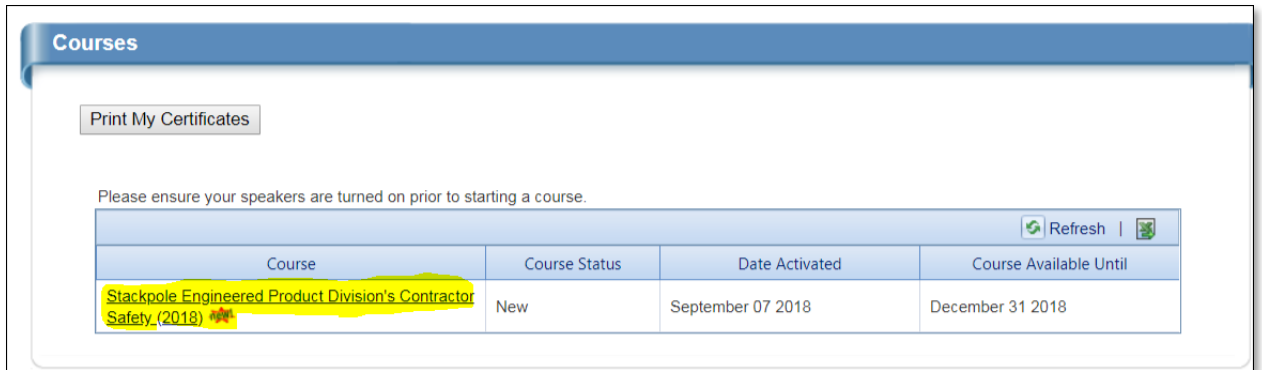


The screenshot shows a pop-up window with four blue buttons. The buttons contain the following text from top to bottom: "Click here to test your browser settings", "If you require help in using the Learning Management System click here", "If you would like to hide this message when you login click here", and "To continue click here". The last button is highlighted with a green background.

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6. In the next screen, click the course name to launch the course:

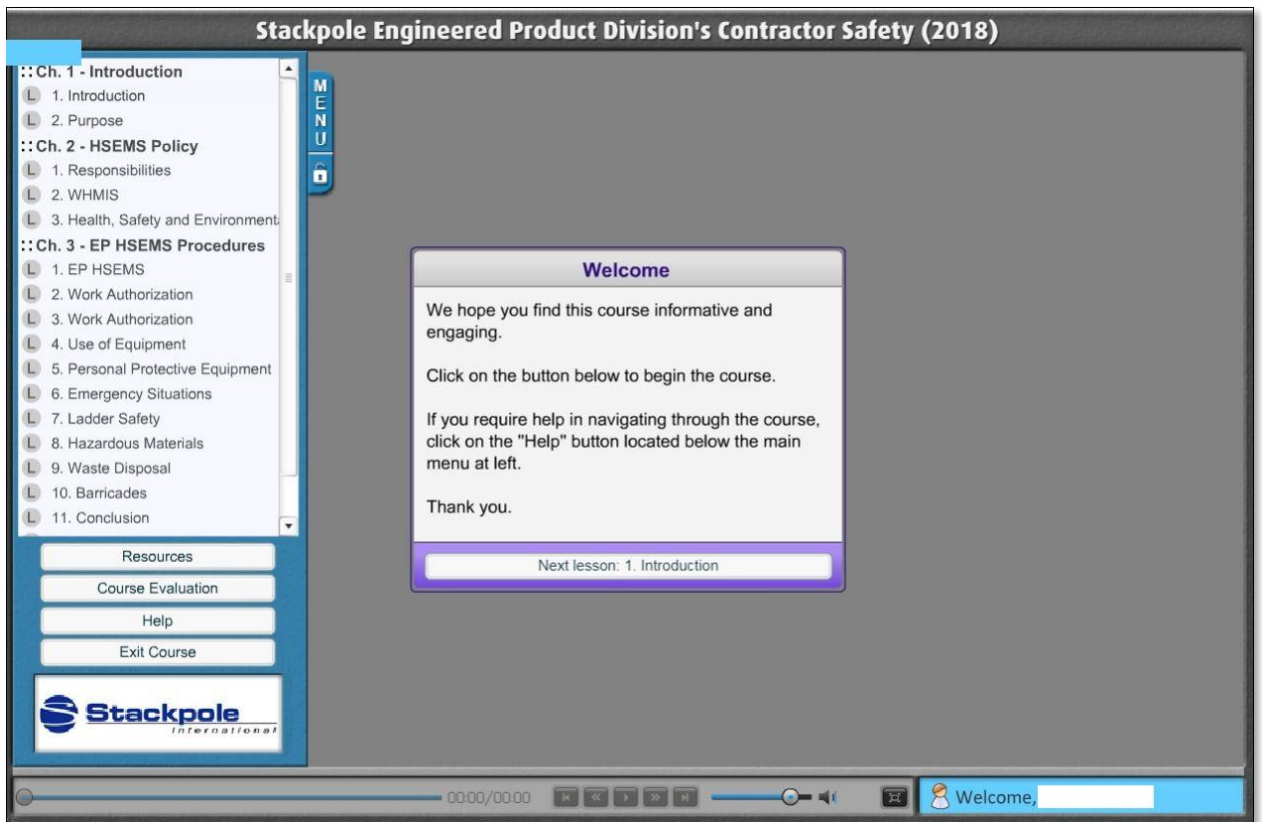
### Stackpole Engineered Product Division's Contractor Safety (2018)



The screenshot shows a web interface titled "Courses". At the top left is a button labeled "Print My Certificates". Below it is a message: "Please ensure your speakers are turned on prior to starting a course." To the right of this message are "Refresh" and "Print" icons. Below the message is a table with the following data:

| Course   | Course Status | Date Activated    | Course Available Until |
|--|---------------|-------------------|------------------------|
| Stackpole Engineered Product Division's Contractor Safety (2018) | New           | September 07 2018 | December 31 2018       |

7. The course will now launch:



The screenshot shows the course launch screen for "Stackpole Engineered Product Division's Contractor Safety (2018)". On the left is a "MENU" sidebar with a table of contents:

- Ch. 1 - Introduction
  - 1. Introduction
  - 2. Purpose
- Ch. 2 - HSEMS Policy
  - 1. Responsibilities
  - 2. WHMIS
  - 3. Health, Safety and Environment
- Ch. 3 - EP HSEMS Procedures
  - 1. EP HSEMS
  - 2. Work Authorization
  - 3. Work Authorization
  - 4. Use of Equipment
  - 5. Personal Protective Equipment
  - 6. Emergency Situations
  - 7. Ladder Safety
  - 8. Hazardous Materials
  - 9. Waste Disposal
  - 10. Barricades
  - 11. Conclusion

Below the menu are buttons for "Resources", "Course Evaluation", "Help", and "Exit Course". At the bottom of the sidebar is the Stackpole International logo. The main content area displays a "Welcome" message:

**Welcome**

We hope you find this course informative and engaging.

Click on the button below to begin the course.

If you require help in navigating through the course, click on the "Help" button located below the main menu at left.

Thank you.

Next lesson: 1. Introduction

At the bottom of the screen is a progress bar showing "00:00/00:00" and a user profile icon labeled "Welcome,".

8. When you have successfully completed the course, please print out both the large and small certificates.