



## **SASM Online Training General Introduction**

Receipt of trainee Registration Confirmation letters will provide you with the location of where to access the online training platform as well as the trainee's user name and company specific password.

**A copy of the Student Workbook will need to be printed for each trainee that completes a course**, as the online courses are completed in a follow along and fill in the blank format. At the end of each section students will be prompted to answer questions that pertain to that section. Generally online courses take approximately 2.5 – 5 hours to complete.

**Trainees have 30 days to press start; if not started within 30 days your training session will be cancelled and re-registration may have a fee attached. Once a trainee presses start they have three months to complete the training.**

Training does not need to be completed in one sitting; if a trainee logs off during a session they will be returned to the point where they left off when they log back in. Upon successfully completing the course (**pass mark is 80%**) trainees will be able to access their certificate under "My Results"; **if a trainee fails the course, the program has been set up to automatically re-register that trainee to complete the course one more time. The course will re-appear on the trainee's Training Room home page.**

If trainees are working at a work station that is not hooked up to a printer, then you can log back in at an alternate work station (using the trainee's user name and password) and **access the training certificate under "My Results"** on the top right section of the menu bar. Under "Actions" click on the orange and red badge icon to access the certificate; here you can print a copy or save it as a pdf.

Practical Evaluator files will be sent with each course that requires practical evaluation (Aerial Lift, Fall Protection, Overhead Crane, Respiratory Protection, Rough Terrain Forklift, Sit-down Counterbalance Forklift, Stand-up Forklift, Telehandler). **The online portion of the course constitutes the theory, but a practical evaluation (to demonstrate competence) will also need to be completed and documented for full certification.** The practical evaluator files contain the information that a competent practical evaluator would need to know in order to complete the practical evaluation.

Practical evaluations should be completed by a competent individual, which means to possess knowledge, experience and training to perform a specific duty, thus being competent in the specific

task or duty that they are evaluating. **SASM recommends that the individual who will be conducting the practical evaluation have completed Practical Evaluator training, or have completed a Train the Trainer course for the task being evaluated.** However, a competent supervisor knowledgeable with the subject matter/equipment will be able to oversee the practical evaluation based on the information provided.

**Trouble shooting tips for Business Training-TV:**

Key System Requirements for desktop/laptop:

Browsers:	Internet Explorer 8 or above Safari 5.0 or above Mozilla Firefox 14 or above Google Chrome 22 or above
Flash Player:	Minimum of Adobe Flash Player 11.4 Business Training-TV highly recommends that you have Adobe Flash Player 11.5 or above
Javascript:	Must be enabled
Browser Cookies:	Must be enabled
Internet connection Bandwidth:	Minimum of 512kbps down stream
Streaming Protocol:	HTTP

If you experience page loading lag or difficulties with the videos, the following suggestions are recommended by the Business Training-TV platform providers:

1. Check the flash player on your computer to ensure it is up-to-date.
  - Go to: <https://portal.businessstraining-tv.com/flash/https/>
  - Wait 10-15 seconds. If the flash player is okay the demo video should load with sound.
  - This page will prompt you on how to update the player if it is running an older version.
  
2. Make sure that all online modules are being accessed through the Google Chrome web browser. The Business Training-TV system is most compatible with Chrome. Using Chrome may depend on your IT department. (This is a suggestion for optimum performance as the platform can be accessed through most web browsers).