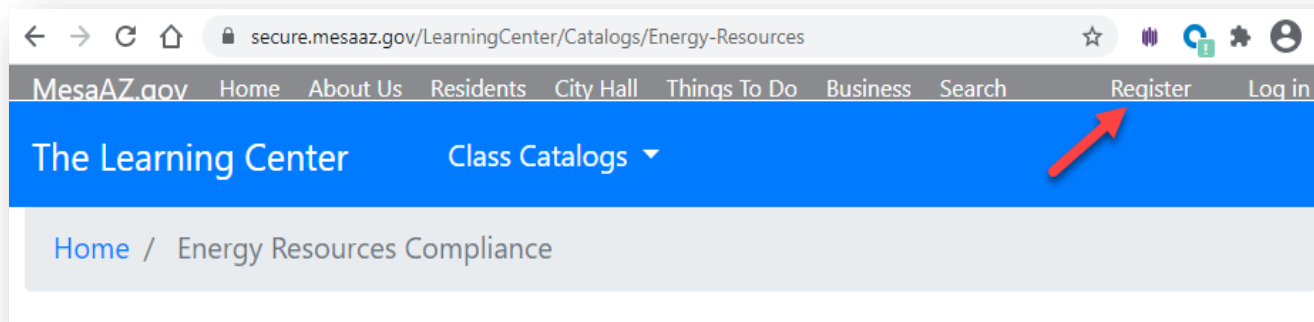# Damage Prevention & Traffic Safety Training

Before You Get Started:

<u>REGISTRATION OF EMPLOYEES</u>:

Registration link: https://secure.mesaaz.gov/LearningCenter/Catalogs/Energy-Resources

To register employees, you must first create an account. Click on the register button. This will create an account for you and allow you to register for a class or to register others.

Once you have created an account, you will be able to view and register for upcoming classes.
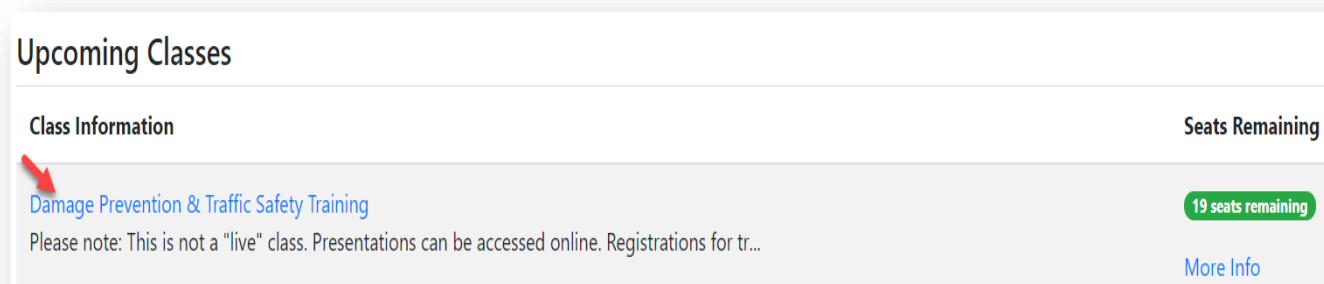
Select class and register yourself and/or others. ***Note: If you are registering others for training, you will need to also register yourself for the class to access training information and tests.***

Questions: Contact 480-644-4552 or email: EnergyResourcesComplianceTraining@mesaaz.gov
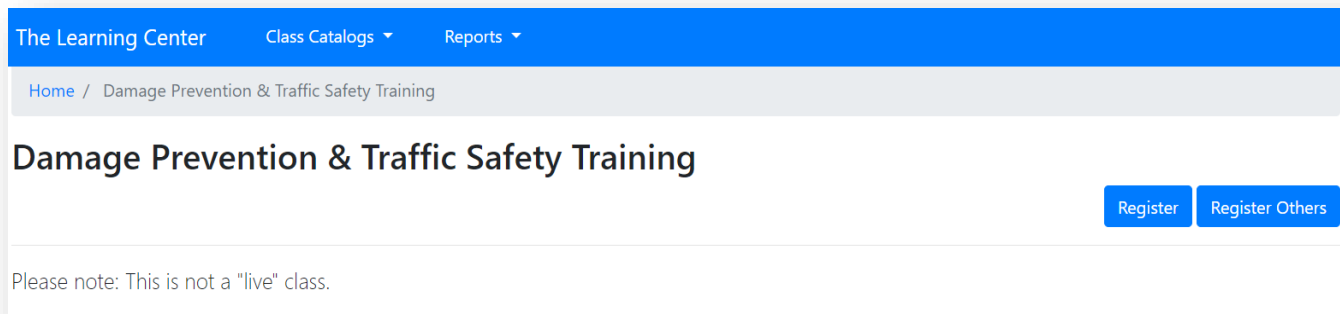
Damage Prevention & Traffic Safety Training

If you are registering employees who do not have an email account, ***please leave the email field blank.*** If they have their own email, enter it in the field, it will allow them to access training information without having to go through you, the proxy. **IMPORTANT:** **DO NOT USE THE SAME EMAIL ADDRESS FOR MULTIPLE EMPLOYEES, THE SYSTEM ONLY RECOGNIZES ONE EMAIL PER PERSON.**

For those registrations created:

- *With an email*, the person will need to log in and create a password. See the instructions below in the 'Employees who were registered by proxy with an email account' section.

- *Without an email* - the proxy will need to also register for the class and administer the training and test to each employee they registered.

This page will allow you to register other individuals for this class.

Email

First Name

vance

Last Name

Project Name (if available)

Project Number (if available)

Register

If the person you are trying to register is not in the system, you will be asked for further information.

If you are registering someone who is a subcontractor, please check the box for subcontractor. *When entering the company name, use the drop-down feature to see if the company is already listed in the system, rather than creating a duplicate or variant of a company name.*

☐ This person is a subcontractor
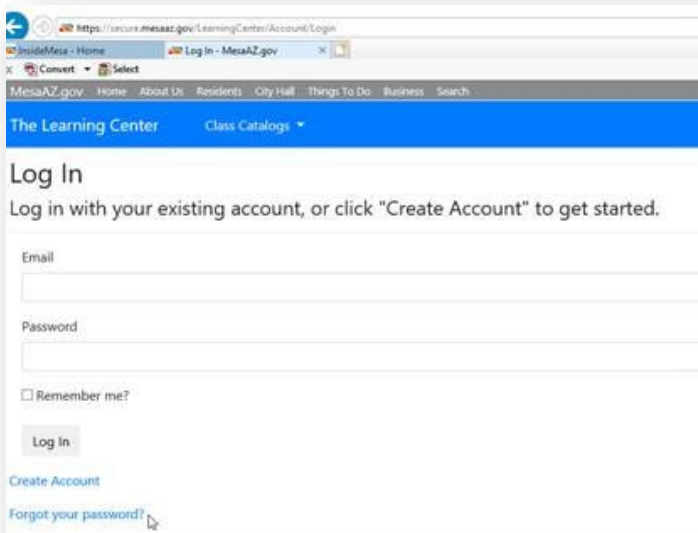
Phone Number

Company

Address

Address

City

State

Zip

Register

Questions: Contact 480-644-4552 or email: EnergyResourcesComplianceTraining@mesaaz.gov

Employees who were registered by proxy with an email account:

Employees will need to go to Log In, enter their email address, and click on the "Forgot your password?" link. They will be asked to create a new password before they can complete the log in and take the training and test.

TRAINING AND TESTING:

Once a proxy/employee has registered for a class, they will gain access to the training and test. The training module needs to be completed prior to taking the test. You will only be able to see training materials and tests if you have registered for the training.

Proxy registrations: If the employee was registered via proxy, the proxy person administers the training and tests to employees. The training materials can be printed, but **not** the tests. Each person registered by proxy should put their own name on the test. Once each person takes and submits their test by email, it is important to ***close the browser tab*** and open the test again for the next person to complete.

Questions: Contact 480-644-4552 or email: EnergyResourcesComplianceTraining@mesaaz.gov

Testing Tips:

A laptop/desktop must be used when submitting tests. Android or IOS phones/devices such as iPads are not compatible and corrupt the test forms upon submission.
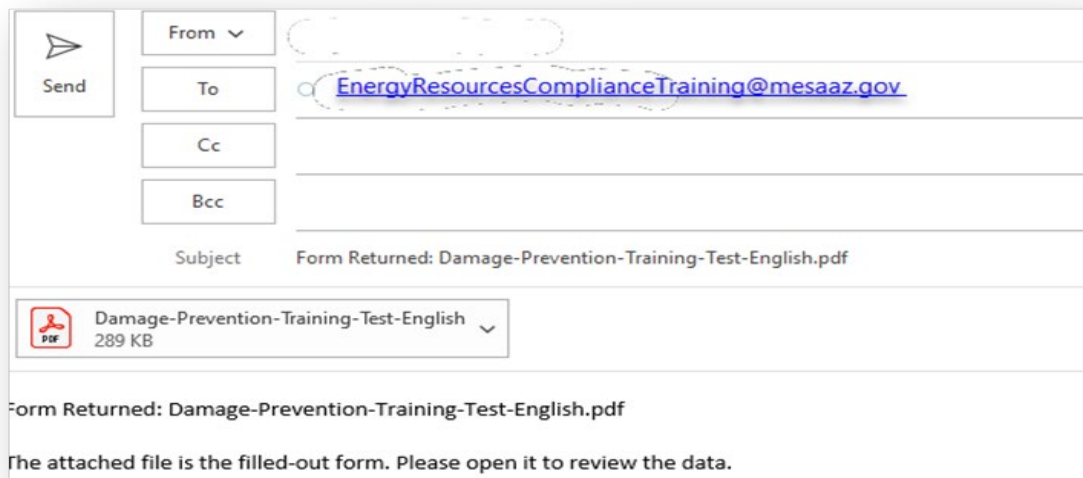
Internet Browsers:

The preferred browser for testing is <u>Internet Explorer</u> (IE). If using Google Chrome (GC), clicking the test links will download the test to your computer. Once downloaded, please choose the option to <u>"Always open in Adobe Reader",</u> or else you will need to manually save the test to your computer and email the test results to: <u>EnergyResourcesComplianceTraining@mesaaz.gov</u>. You may need to install the free Adobe Reader application if you don't see the "Always open in Adobe Reader" option as shown below. <u>Click here to download Adobe Reader.</u>
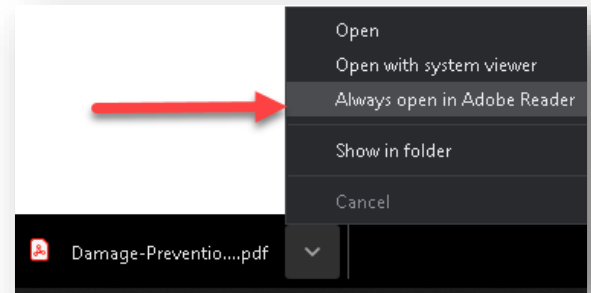
Test Submission: *Each test should be submitted as one pdf file, images of pages or separate pdf pages will not be accepted.*

Upon hitting the green submit button at the end of the test, you should have an email pop up with your test attached and addressed to: <u>EnergyResourcesComplianceTraining@mesaaz.gov</u>. If you hit submit and nothing happens, your test *HAS NOT* been submitted and you will need to manually save and email your test results (this usually happens when using Google Chrome).

Questions: Contact 480-644-4552 or email: <u>EnergyResourcesComplianceTraining@mesaaz.gov</u>
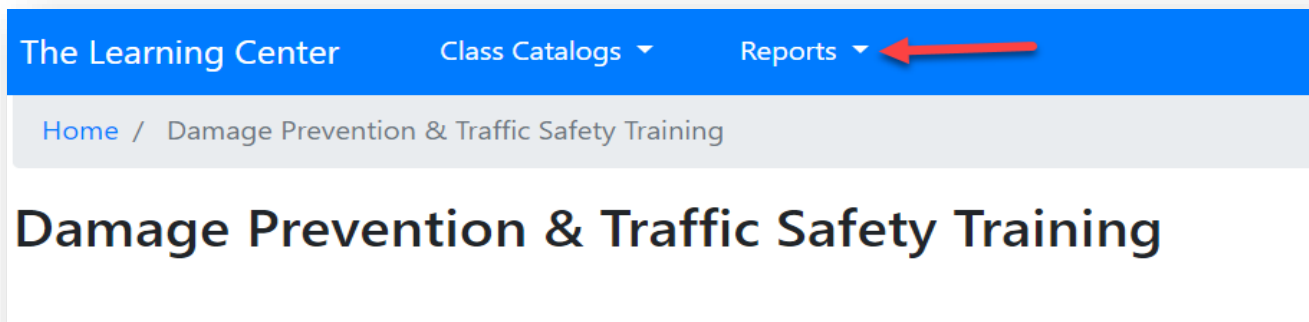
TRACKING EMPLOYEE TRAINING - RUNNING COMPANY TRAINING REPORTS

When viewing company training reports, while logged in, click on the drop-down for reports and choose 'Company Report'. *Please note you can only view information for your company.*

Questions: Contact 480-644-4552 or email: EnergyResourcesComplianceTraining@mesaaz.gov