

User Guide

Logging In






The first page users will see when visiting their training site is the login screen. This is where users must enter their username and password to access their training. **Note:** Only users with administrative access are required to enter a password unless your organization chooses to require passwords for all users.

Every organization has a unique training URL. Follow the steps below to locate your training site.

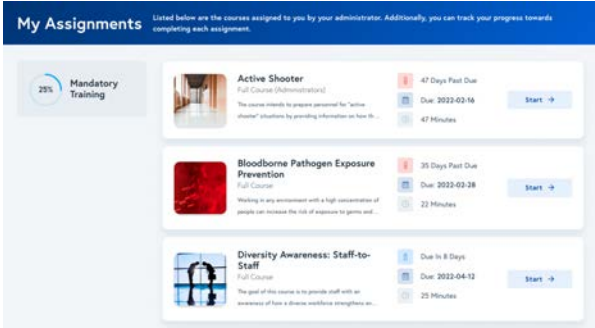
1. **Check your inbox.** If you have been assigned training by your organization and email notifications have been enabled, you should have an email from your organization's training administrator. It will come from a "@vectorsolutions.com" domain or from your organization's domain. We suggest performing a universal search for "Vector", "SafeColleges", or "SafeSchools" in your inbox to determine if the URL has been shared with you.
2. **Reach out to your organization's Training Administrator.** Every organization has a dedicated training administrator who can help with login issues.




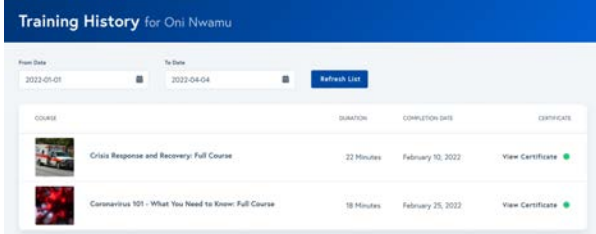















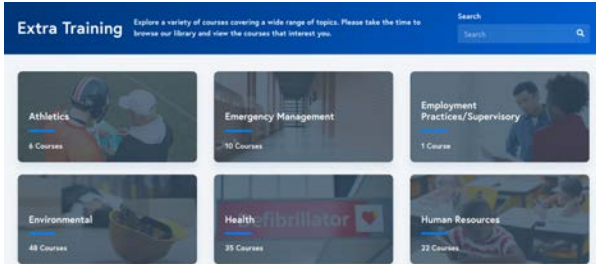
Main Area

MAIN

-  **My Assignments**
-  **Training History**
-  **Extra Training**

The **My Assignments** section of the navigation menu is where you can access your assigned training. All mandatory and suggested assignments will appear here. As a user, you will be able to see required courses, due dates, and completion status.



<p>MAIN</p> <p> My Assignments</p> <p> Training History</p> <p> Extra Training</p>	<p>The Training History section is where you can access and view a full list of courses that you have completed over time.</p>  <p>The screenshot shows a 'Training History' page for user Oni Nwamu. It includes a date range filter (From Date: 2022-01-01, To Date: 2022-04-04) and a 'Refresh List' button. Below is a table of completed courses:</p> <table border="1"> <thead> <tr> <th>COURSE</th> <th>DURATION</th> <th>COMPLETION DATE</th> <th>CERTIFICATE</th> </tr> </thead> <tbody> <tr> <td> Crisis Response and Recovery: Full Course</td> <td>22 Minutes</td> <td>February 10, 2022</td> <td>View Certificate </td> </tr> <tr> <td> Coronavirus 101 - What You Need to Know: Full Course</td> <td>18 Minutes</td> <td>February 25, 2022</td> <td>View Certificate </td> </tr> </tbody> </table>	COURSE	DURATION	COMPLETION DATE	CERTIFICATE	 Crisis Response and Recovery: Full Course	22 Minutes	February 10, 2022	View Certificate 	 Coronavirus 101 - What You Need to Know: Full Course	18 Minutes	February 25, 2022	View Certificate 
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<p>MAIN</p> <p> My Assignments</p> <p> Training History</p> <p> Extra Training</p>	<p>The Extra Training section is where you can take additional courses that you're interested in. Thousands of users complete self-assigned courses every year. Administrators can remove access to the additional courses in the courses section of the navigation menu.</p>  <p>The screenshot shows the 'Extra Training' section with a search bar and a grid of course categories:</p> <ul style="list-style-type: none"> Athletics: 4 Courses Emergency Management: 10 Courses Employment Practices/Supervisory: 1 Course Environmental: 48 Courses Health-fibrillator: 35 Courses Human Resources: 22 Courses 												



Help Resources

ADMIN

 **Dashboard**
 **Training Plans**
 **Employees**
 **Courses**
 **Reports**
 **Preferences**
 **Help**

To access our **Support Center**, click on the **Help** icon in your navigation menu. Our support center includes articles, user guides, and tutorial videos that will help you navigate and manage your Vector LMS site. You can use the search bar above to look for specific resources in the support center. Or you can click on one of our main categories and browse through the resources that are associated with it.



If you are unable to find the answers you are looking for in our support center or need additional assistance, feel free to contact our support team using the options below. We're available from **8:00am - 6:00pm Eastern Time Monday-Friday**

1. Submit a support case by scrolling down to the bottom of your support center page and clicking on the **"Submit Support Case"** button.

Still Have Questions?

Submit Support Case

2. Live Chat with a support rep during business hours by clicking on the **"Chat with an Expert"** image on your support page.
3. **Call us** at 1-800-434-0154 Ext. 3

We look forward to serving you!