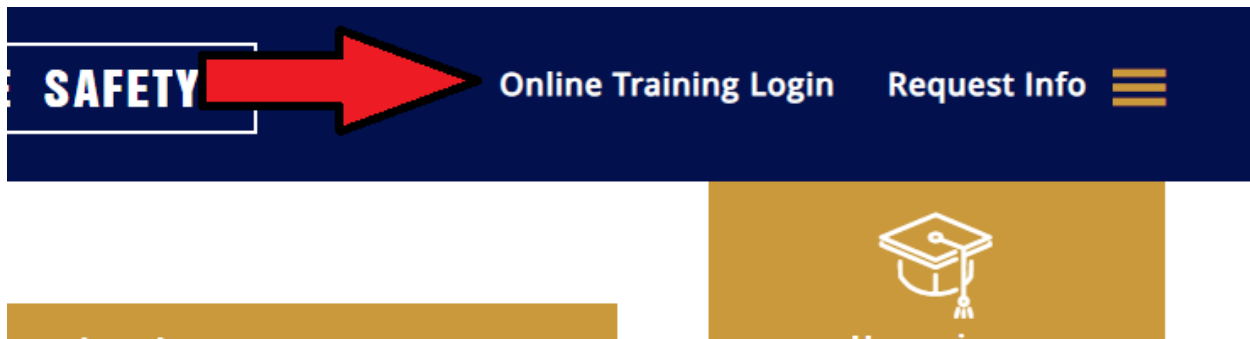


## Step by Step Instructions for accessing Online Standard Precautions Training

If you have any problems accessing the online training or if you have any questions about the content presented during the course, please call 303-960-4266 and we will be happy to assist you!

1. Visit [www.AmericanWorkplaceSafety.com](http://www.AmericanWorkplaceSafety.com)
2. Click "Online Training Login" at the top of the page



3. You will come to a Login screen, click "Register" near the bottom to create an online training profile. If you have taken a course with us previously and already have an account, please skip ahead to step 5.

A screenshot of the 'LOGIN' page. The title 'LOGIN' is centered at the top in bold, black, uppercase letters. Below the title is a paragraph: 'To access online course please login or create an account. You will be able to select a course on the following pages.' Underneath is a blue link: 'Click Here For Instructions to Setup Your Online Training Account and Register for Online Standard Precautions'. There are two input fields: 'Email' and 'Password'. Below the password field is a red error message: 'Please enter password.' There is a checkbox labeled 'Remember Me' and a link 'Forgot Password? Reset'. At the bottom, there is a large red button labeled 'Login'. Below the button is a link: 'Don't have an account? Click here to Register'. A large red arrow with a black outline points from the right towards the 'Register' link.


4. You will now enter information to create your training profile. Enter your first and last name as you would like them to appear on your certificate at the end of training. Create a username, enter your email address and create a password that you will use to login in the future. Next, check the checkbox at the bottom of the screen and click “Register.”

## REGISTER

Create your training profile.

I'm not a robot

  
reCAPTCHA  
[Privacy](#) - [Terms](#)

5. You will be redirected back to the Login page. You can now login using your email address and password.

**LOGIN**

Please login with your email and password.

Remember Me [Forgot Password? Reset](#)


**Login**

[Don't have an account? Click here to Register](#)

6. Once you are logged in, you will need to select a class. From the “My Courses” page, click “TO REGISTER FOR A COURSE, CLICK HERE TO VIEW THE CALENDAR.”

**My Courses**

Welcome to your online learning dashboard!  
The courses you have registered for are listed below, click on any course to

**TO REGISTER FOR A COURSE, CLICK HERE TO VIEW THE CALENDAR.** 

Registered Courses

7. From the calendar, choose a time that you would like to take the course. All of the dates in **RED** are for Online Standard Precautions, choose any one of these. The course will take 45-60 minutes to complete but must be taken during one of the required time slots.

Calendar for August 2018. Navigation: < today month week day >

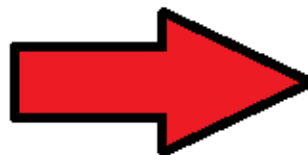
Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30 Online Standard Precautions - 90 min, July 2018 5:30 pm - 8:00 pm	31 Online Standard Precautions - 90 min, July 2018 5:30 pm - 8:00 pm	1 Online Standard Precautions - 90 min, Aug 2018 8:00 am - 12:00 pm	2 Online Standard Precautions - 90 min, Aug 2018 5:30 pm - 8:00 pm	3 Online Standard Precautions - 90 min, Aug 2018 8:00 am - 12:00 pm	4 Online Standard Precautions - 90 min, Aug 2018 8:00 am - 11:00 am CPR & First Aid - Thornton 8:45 am - 2:00 pm CPR, First Aid, Standard Precautions - Colorado Springs 8:45 am - 3:00 pm
5 Online Standard Precautions - 90 min, Aug 2018 8:00 am - 11:00 am	6 Online Standard Precautions - 90 min, Aug 2018 8:00 am - 1:00 pm Online Standard Precautions - 90 min, Aug 2018 5:30 pm - 8:00 pm	7 Online Standard Precautions - 90 min, Aug 2018 5:30 pm - 8:00 pm CPR & First Aid - Golden 6:15 pm - 9:00 pm	8 Online Standard Precautions - 90 min, Aug 2018 8:00 am - 12:00 pm Online Standard Precautions - 90 min, Aug 2018 5:30 pm - 8:00 pm	9 Online Standard Precautions - 90 min, Aug 2018 5:30 pm - 8:00 pm CPR & First Aid - Golden 6:15 pm - 9:00 pm	10 Online Standard Precautions - 90 min, Aug 2018 8:00 am - 12:00 pm	11 Online Standard Precautions - 90 min, Aug 2018 8:00 am - 11:00 am CPR & First Aid - Broomfield 8:45 am - 2:00 pm CPR & First Aid - Commerce City 8:45 am - 2:00 pm CPR & First Aid - Englewood 8:45 am - 2:00 pm
12 Online Standard Precautions - 90 min, Aug 2018 8:00 am - 11:00 am	13 Online Standard Precautions - 90 min, Aug 2018 8:00 am - 1:00 pm Online Standard Precautions - 90 min, Aug 2018 5:30 pm - 8:00 pm	14 Online Standard Precautions - 90 min, Aug 2018 5:30 pm - 8:00 pm	15 Online Standard Precautions - 90 min, Aug 2018 8:00 am - 12:00 pm Online Standard Precautions - 90 min, Aug 2018 5:30 pm - 8:00 pm	16 Online Standard Precautions - 90 min, Aug 2018 5:30 pm - 8:00 pm	17 Online Standard Precautions - 90 min, Aug 2018 8:00 am - 12:00 pm	18 Online Standard Precautions - 90 min, Aug 2018 8:00 am - 11:00 am CPR & First Aid - Lone Tree 8:45 am - 2:00 pm

8. Once you have selected a date and time, click "REGISTER NOW" on the next screen.

---

	PRICE	QTY
Online Standard Precautions <a href="#">show details +</a>	\$16.00 (USD)	<input type="text" value="1"/>

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**REGISTER NOW**

9. Confirm that all of your information appears correct. Enter the name of your Employer and your Center Number, if applicable. Then click “Proceed to Payment.”

Name and Description	Qty	Price	Total
Online Standard Precautions: (For Online Standard Precautions - 90 min, Jan 2019)	1	\$16.00	\$16.00

Attendee 1

**First Name \***

**Last Name \***

**Email \***

**Phone Number \***

**Employer \***

Note: Changes made in your Personal Information details will be synced with your user profile.

**Center Number**



Proceed to Payment Options

10. On the checkout screen, enter any applicable Promo Codes or Center Numbers, then click the blue button.

Registrations: 1

Name and Description	Price	Qty	Total
Online Standard Precautions - 90 min, Aug 2018			
Online Standard Precautions: (For Online Standard Precautions - 90 min, Aug 2018)	\$15.00	1	\$15.00
		Total	\$15.00

ENTER CENTER NUMBER OR PROMO CODE TO CHECK FOR DISCOUNTS, THEN CLICK HERE

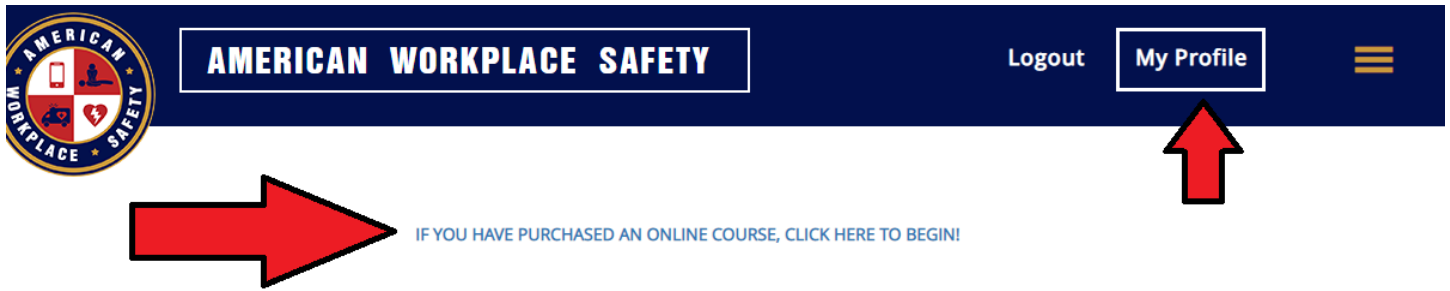


Enter Center Number or Promo Code here



Then, click this blue button

11. On the next page, click the link to begin the course. You may also access the course at a later time by clicking "My Profile" or by clicking the link that has been sent to your email.



## Congratulations

Your registration has been successfully processed.

Check your email for your registration confirmation or click the button below to view / download / print a full description of your purchases and registration information.

12. Make sure you are on the "My Courses" tab on the left then click "2020 Standard Precautions for Child Care Employees" under "Registered Courses." If at some point during the training, you are having technical difficulties playing videos, you may return to this page and select the "2020 SPT (No media version)" course to complete your training.

My Profile

**My Courses**

My Certifications

My Payments

Change Password

### My Courses

Welcome to your online learning dashboard!  
The courses you have registered for are listed below, click on any course to begin training now.

[TO REGISTER FOR A COURSE, CLICK HERE TO VIEW THE CALENDAR.](#)

Expand All | Collapse All

Registered Courses	Status
▶ No Media Version, SPT 2019	...
▶ 2019 Standard Precautions Online for Child Care Employees	...

13. Click Lesson 1, "Introduction" to begin the course.

**Department of Human Services**


Course Status:  
Not Started

Course Description

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Course Content

Lessons		Status
1	Introduction	<input checked="" type="checkbox"/>
2	Certification	<input type="checkbox"/>




14. When you have completed the training, there will be a short test. After passing the test, you will be given an option to print your certificate.

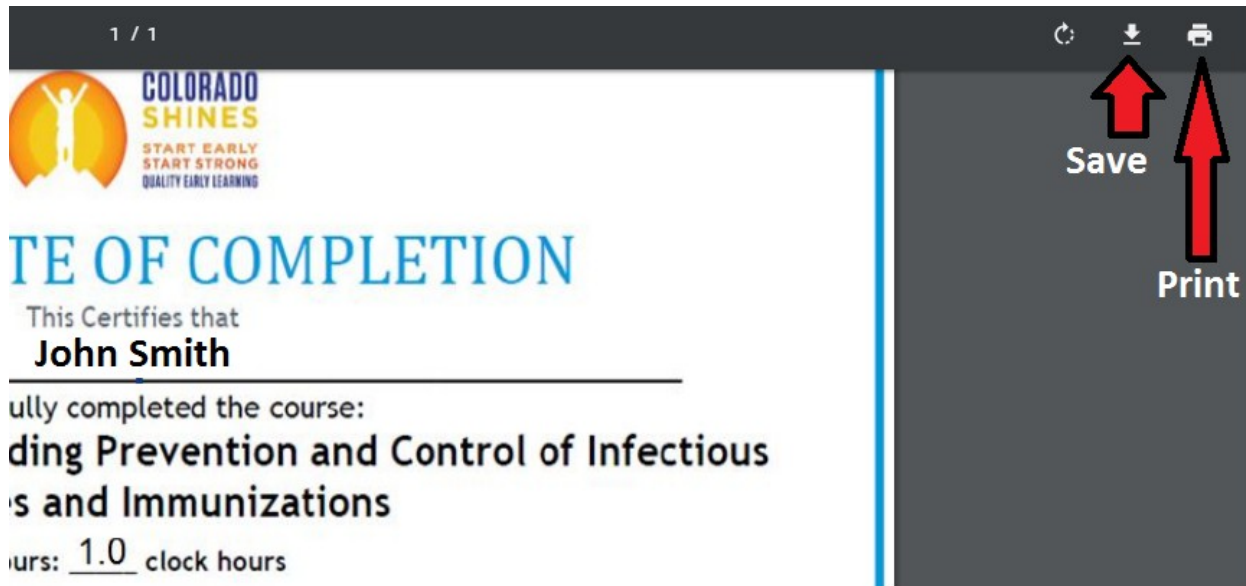
**Department of Human Services**

Course Status:  
Completed

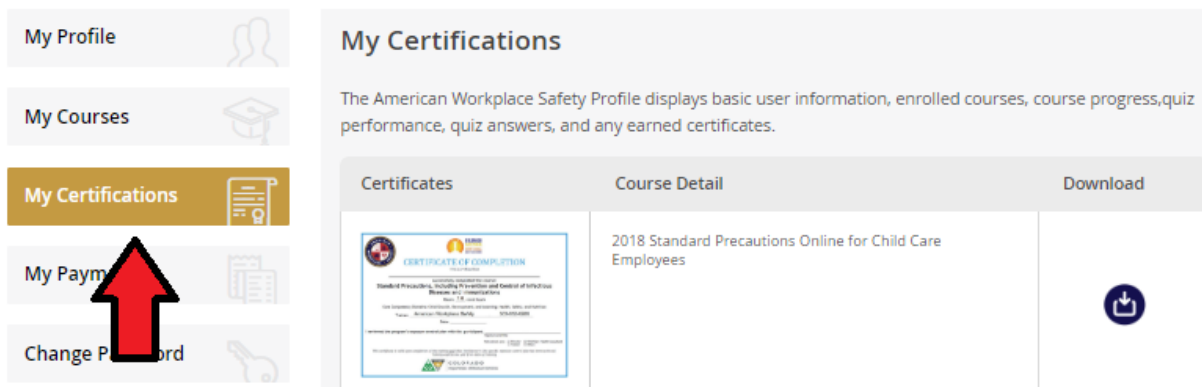
**PRINT YOUR CERTIFICATE**



15. When your certificate opens, you will have an option to save the certificate or print it. Move your mouse to the top of the window to display the icons. Click the arrow to save the certificate, click the printer to print it.



16. You also have the option to save or print your certificate at any time by logging into your account as previously described and clicking "My Certifications."



If you have any problems accessing the online training or if you have any questions about the content presented during the course, please call 303-960-4266 and we will be happy to assist you!

Thanks, we hope you enjoy the course!