




STEP #1

Go to your web browser and type in:
<http://my.ComplianceAtWork.com>

STEP #2

Type in your User ID and Password, then click **Log In**.

STEP #3

The system will open up on the **Home**  tab, displaying a list of your **Incomplete Courses**. Click a **Start** Button to select a class to begin.

STEP #4


You will then see the **Course Menu** for the class you selected. Click the **Launch** button for the Introduction to begin viewing lessons.

STEP #5

When the course opens up – it will open in a new window.* Click the arrow buttons at the bottom to navigate through the course.
* Make sure your Pop-Up Blockers are turned off.

STEP #6

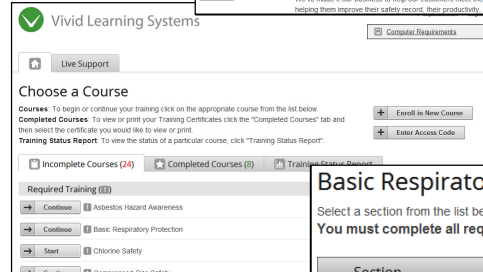
Once you have reviewed all the content sections you may move on to the **Test**, listed as the last section. You will pass the course with 80% or higher, and may retake the test if needed.

After completing a course, your class will display on the **Completed Courses** tab under the **Home**  tab, where you may click on **View Certificate** to print your certificate.

To begin another class, click on the **Incomplete Courses** tab and click another **Start** button.

STEP #7

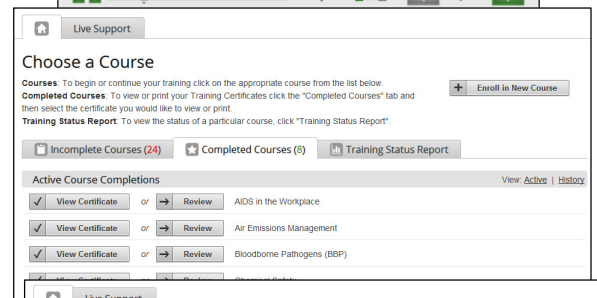
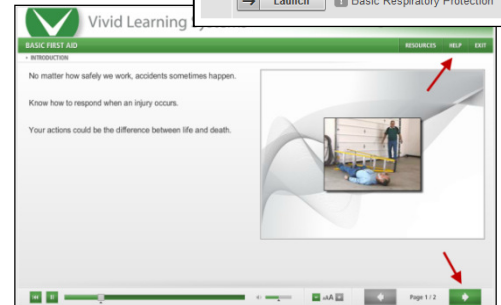
You may also view/print a **Training Status Report**. It lists the Course Title, Completion Date and time you spent on each module, with a total Time Spent at the bottom. Click on **Print Report** to print.



Basic Respiratory Protection

Select a section from the list below. When completed, the section will be marked as complete. You must complete all required sections before attempting the test.

Section	Status
1. → Launch [i] Introduction	✓
2. → Launch [i] Respiratory Hazards	✓
3. → Launch [i] Respirator Qualifications	✓
4. → Launch [i] Respirator Selection	✓
5. → Launch [i] Respirator Use	✓
6. → Launch [i] Respirator Emergencies	✓
→ Launch [i] Basic Respiratory Protection	



Training Status Report

Online iam test status as of 10/08/2012 14:25:05 [Print Report](#)

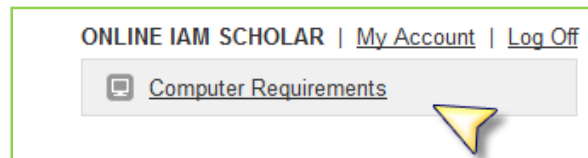
Course	Status	Completion Date	Training Time
[i] AIDS in the Workplace	Completed	07/27/2012	0 hrs 48 mins
[i] Air Emissions Management	Completed	07/26/2012	1 hrs 25 mins
[i] Asbestos Hazard Awareness			0 hrs 33 mins
[i] Basic Respiratory Protection			0 hrs 19 mins
[i] Bloodborne Pathogens (BBP)	Completed	10/31/2011	0 hrs 12 mins
[i] Chemical Safety	Completed	07/26/2012	0 hrs 9 mins
[i] Compressed Gas Safety			0 hrs 7 mins



If you are having trouble, you may use the **Email Comment** link at the bottom of the page to Email Customer Support.

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You may also click on the **Computer Requirements** link at the top of the page. It will test a few settings on your computer and let you know if your system needs adjusting.



Settings that cannot be tested may also need attention.

Issue	Recommended Solution
If you have reviewed all the sections, but your checkmarks are not being recorded	<ul style="list-style-type: none"> ➔ Update your Internet Browser Cache setting. ➔ Tools Menu (or icon) > Internet Options > General tab > Browsing History > Settings button ➔ Check for newer versions of stored page: Every time I visit the webpage
If you click on the next course and it displays the one you have already completed	Update your Internet Browser Cache setting. See instructions above.
If you are stuck on the loading dots	<ul style="list-style-type: none"> ➔ Check to be sure your machine/network is not blocking streaming media ➔ Check to be sure you have Adobe FlashPlayer version 11 or later installed on your machine ➔ Check to be sure your Adobe FlashPlayer Settings are set to allow at least 100MB of data to be downloaded to your machine
If the template window loads but the center is white (no loading dots)	Check to be sure you have Adobe FlashPlayer version 11 or later installed on your machine
If you click on the Launch button and nothing happens	Turn off all of your Pop-Up Blockers (check your internet browser and all toolbars)
If your certificate prints on two pages	Adjust your printer setting to “Shrink to one page” or “Scale to fit”