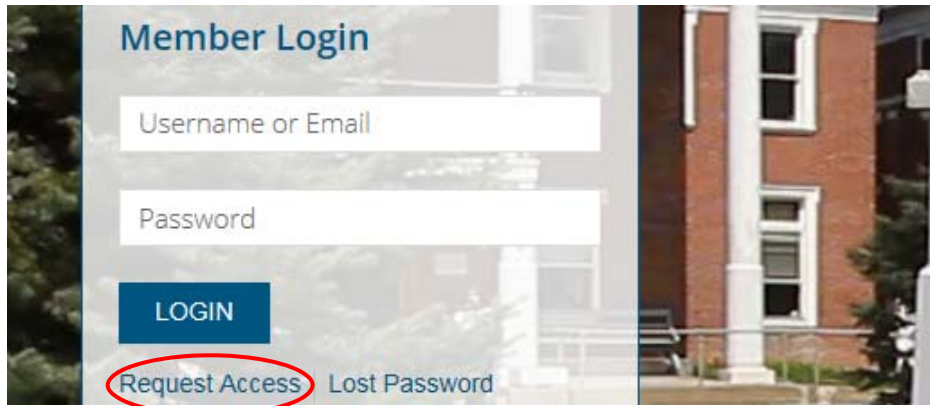
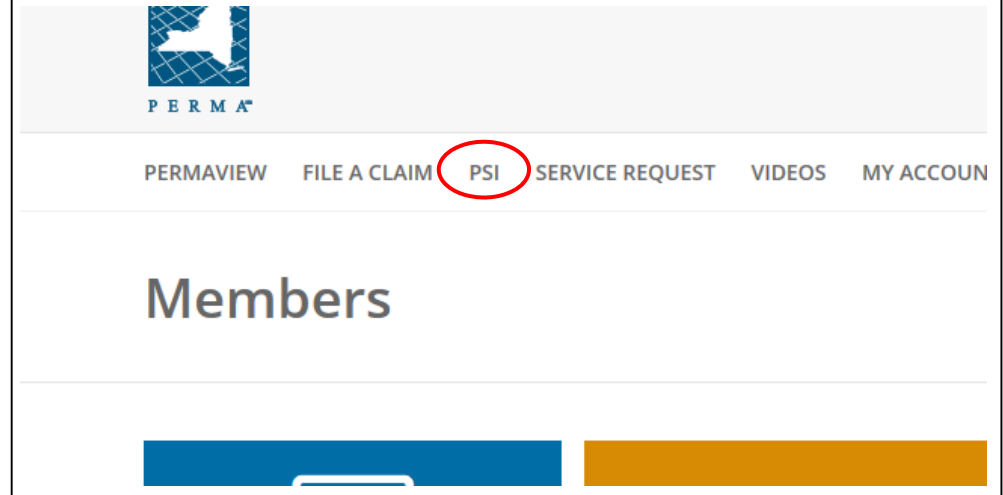


Taking Courses with the PERMA SAFETY INSTITUTE Illustrated Step-by-Step

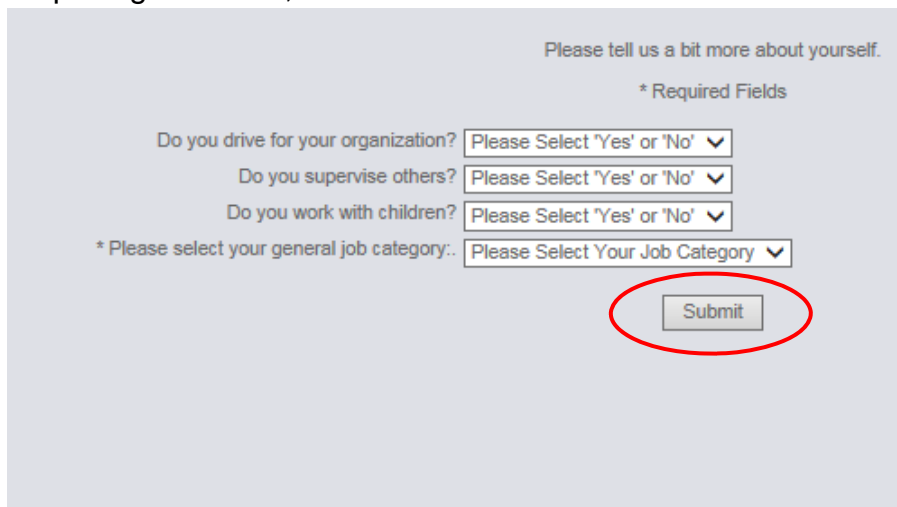
Step 1) Log in at www.perma.org. If you do not have a username and password, click on “Request Access” and follow the instructions.



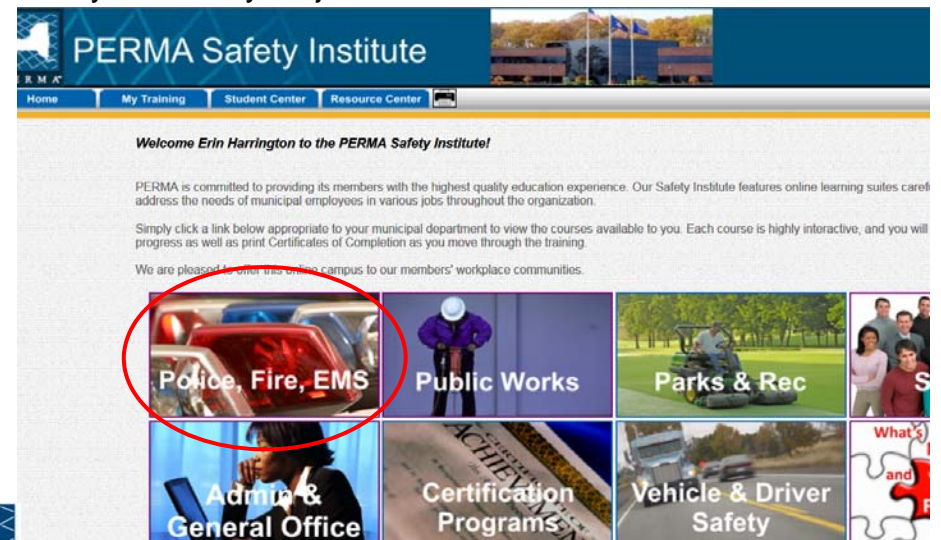
Step 2) After logging in, click on “PSI” from the Members page.



Step 3) On your first visit, you will be redirected to a short survey. This survey will help to personalize your PSI offerings. After completing the fields, click “Submit.”



Step 4) From the PSI homepage, select the department that most closely matches your job to see the courses available.



Taking Courses with the PERMA SAFETY INSTITUTE

Illustrated Step-by-Step (continued)

Step 5) Expand the courses in each category by clicking on the **BOLD** titles on the left. Then click on each course for a description.

Training Student Center Resource Center

Scroll down for courses, classes, or policies. Click on titles for descriptions or to enroll.

POLICE FIRE AND EMS

RECOMMENDED TRAINING
• Category • Title

ONLINE COURSES

- **Driver Safety**
- **Human Capital Mgmt.**
 - Ethical Decision Making
 - Sexual Harassment Prevention
 - Sexual Harassment Prevention for Supervisors
 - **Workplace Violence**
- **Health and Safety**
- **Law Enforcement**

Step 6) When you have found one you want to take, click “Enroll”.

Scroll down for courses, classes, or policies. Click on titles for descriptions or to enroll.

POLICE FIRE AND EMS

RECOMMENDED TRAINING
• Category • Title

ONLINE COURSES

- **Driver Safety**
- **Human Capital Mgmt.**
 - Ethical Decision Making
 - Sexual Harassment Prevention
 - Sexual Harassment Prevention for Supervisors
 - Workplace Violence
- **Health and Safety**
- **Law Enforcement**

Workplace Violence

Enroll

Course Code: WV09
Catalog: Human Capital Mgmt.
Category: Office Safety
SubCategory: Workplace Violence
Length: 30 Minutes [0.50 Hours]
Language: English

Make certain your pop-up blocker is turned off.

Step 7) You will see a message that says “Thank you for enrolling.” Next click on the “My Training” tab to access your courses.

My Training Student Center Resource Center

Scroll down for courses, classes, or policies. Click on titles for descriptions or to enroll.

POLICE FIRE AND EMS

RECOMMENDED TRAINING
• Category • Title

ONLINE COURSES

- **Driver Safety**
- **Human Capital Mgmt.**
 - Ethical Decision Making
 - Sexual Harassment Prevention
 - Sexual Harassment Prevention for Supervisors
 - Workplace Violence
- **Health and Safety**
- **Law Enforcement**

Thank you for enrolling - you may return to the course list and continue enrolling in other courses, or to launch this course, click the My Training tab above.

Step 8) Click on the course that you would like to take.

My Training Student Center Resource Center

Erin, the following courses are available to you. (Hover your mouse over each info icon for details)

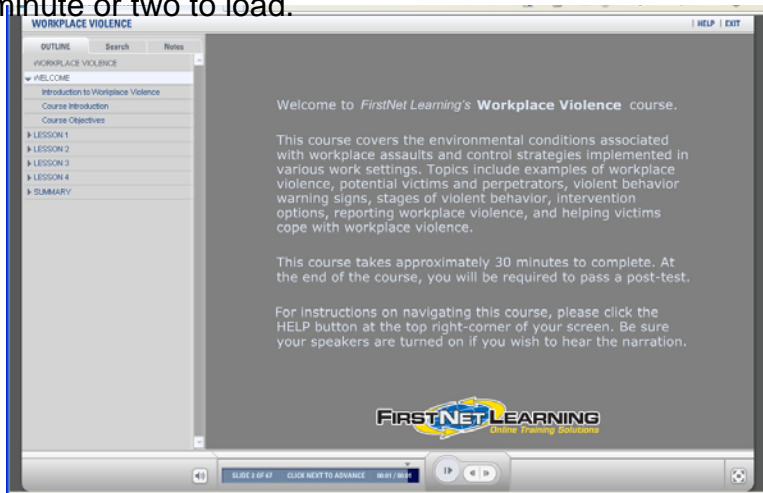
Online Certification
Please pay particular attention to due dates in RED

Type	Training Title Click Title to Launch or View	Sort List by Due Date	info	COURSE CODE	Status
	Workplace Violence			WV09	INCOMPLETE

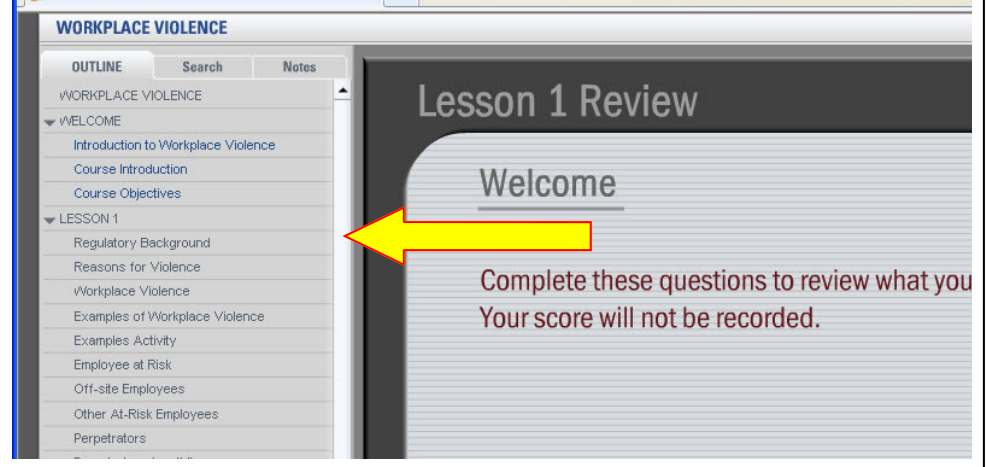
Taking Courses with the PERMA SAFETY INSTITUTE Illustrated Step-by-Step (continued)

Step 9) A new window will open with your course. Be patient, it may take a minute or two to load.

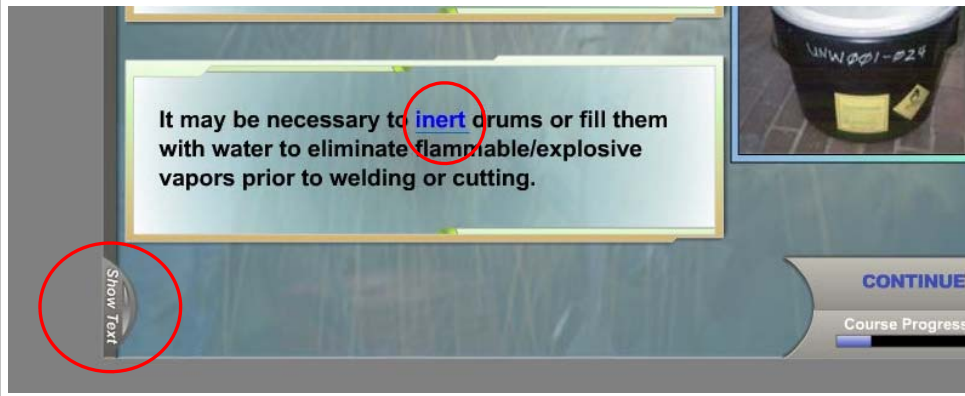
To listen to the audio portion of the course, make certain your computer's speakers are turned on or use headphones.



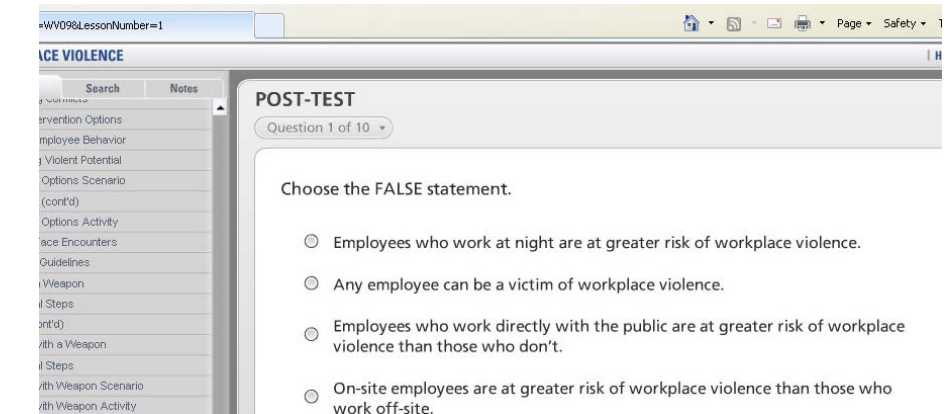
Step 10) The course will play automatically, but you can use the index on the left side to navigate through the course as well.



Step 11) As you go through the course presentation you will notice words that are underlined in blue. If you click on the word, it will bring up a definition. If you want to read along with the course presenter, click on "Show Text" in the bottom left.



Step 12) After you have finished the course, you will be required to take a Post-Test for certification.



Taking Courses with the PERMA SAFETY INSTITUTE

Illustrated Step-by-Step (continued)

Step 13) If you don't get a passing score the first time, you have the opportunity to re-take the test. If you did pass, click on "Finish."

Your Score: 100% (100 points)

Passing Score: 80% (80 points)

Result:

✓ Congratulations, you passed this Post-Test.

You can click the 'Review Quiz' button for a play-by-play recap of your results.

Review Quiz Retry Quiz Finish

Step 14) After you finish the course, click on "EXIT" and the window will close. You will be returned to the "My Courses" page of PSI.

Conclusion

Thank you for taking the **Workplace Violence** course from FirstNet Learning.

HELP EXIT

Step 15) Click on the "Student Center" tab to access your Certificate of Completion. Then click on "My Course Certificates."

PERMA Safety Institute

Home My Training **Student Center** Resource Center

Welcome to Your Student Center

My Transcript Report The transcript report displays all your individual training events which you I

My Activity Report This report displays detailed information on your individual training activity.

My Course Certificates Print certificates for courses that you have passed.

Step 16) Select the certificate for the course you just completed, then click on "View/Print Certificate."

View or Print Certificates of Completion

Please select a certificate to print.

Select	Course Code	Course Title	Completion Date
<input type="radio"/>	SE09	Sexual Harassment Prevention (C)	6/4/2014 1:16:45 PM
<input type="radio"/>	WC09	Welding Cutting and Brazing Safety (C)	11/3/2011 12:19:46 PM
<input checked="" type="radio"/>	WV09	Workplace Violence (A)	11/3/2011 1:01:30 PM

View/Print Certificate

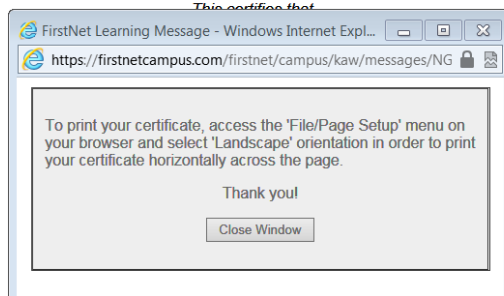
Taking Courses with the PERMA SAFETY INSTITUTE

Illustrated Step-by-Step (continued)

Step 17) Follow the instructions in the pop-up window to print your certificate.



Certificate of Training



Step 18) After printing, if you go back to the “My Courses” page, your completed course will be marked as “PASSED.”

Light Trucks - Extreme Conditions	DV23			12/31/2020
Light Trucks - Trailing	DV24			12/31/2020
Lockout/Tagout Training	LT09			12/31/2020
Material Safety Data Sheets	MS09			12/31/2020
Operating Safety Committees	OC09			12/31/2020
OSHA Investigation/Inspection	OI09			12/31/2020
Personal Protective Equipment	PE09			12/31/2020
Respiratory Protection	RP09			12/31/2020
Sexual Harassment Prevention	SE09			12/31/2020
Sexual Harassment Prevention for Supervisors	SM09			12/31/2020
Slips, Trips, and Falls	ST09			12/31/2020
Trenching and Excavation Safety	TE09			12/31/2020
Welding Cutting and Brazing Safety	WC09	Passed	11/03/2011	12/31/2020
Working Outdoors in warm Weather	WO11			12/31/2020
Workplace Violence	WV09	Passed	11/03/2011	12/31/2020