ProTraxx

For Online HR/Safety Compliance Training

Click on https://www.protraxx.com/login.aspx from any computer with internet access.

Log into ProTraxx using your username/password.

Click the link at the bottom of the login screen to retrieve your username/password.

Successful login will bring you to this screen.

To access training videos click "Launch HR Courses".

In the list of courses click "Enroll Now!"

To enroll in the class click on "Enroll in Online Course"

You will be asked to confirm your enrollment for this class? Click "OK".
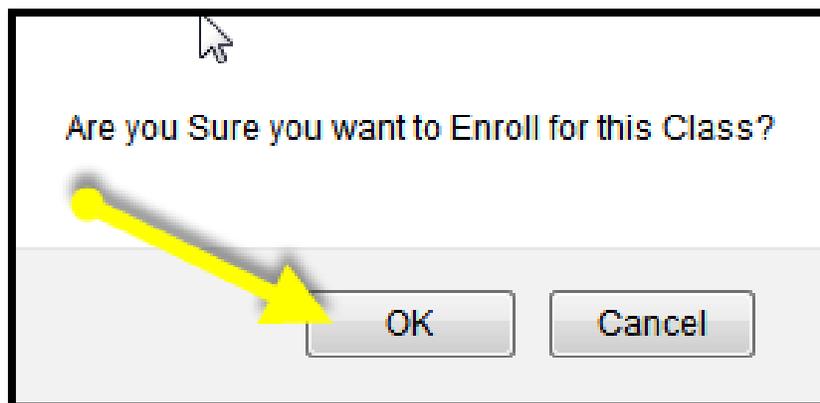
Click on "Launch Course" to begin.

Please note: make sure the speakers on your PC are on to hear the sound track.

You course may take a few seconds to load.

When this screen displays, you are ready to go:

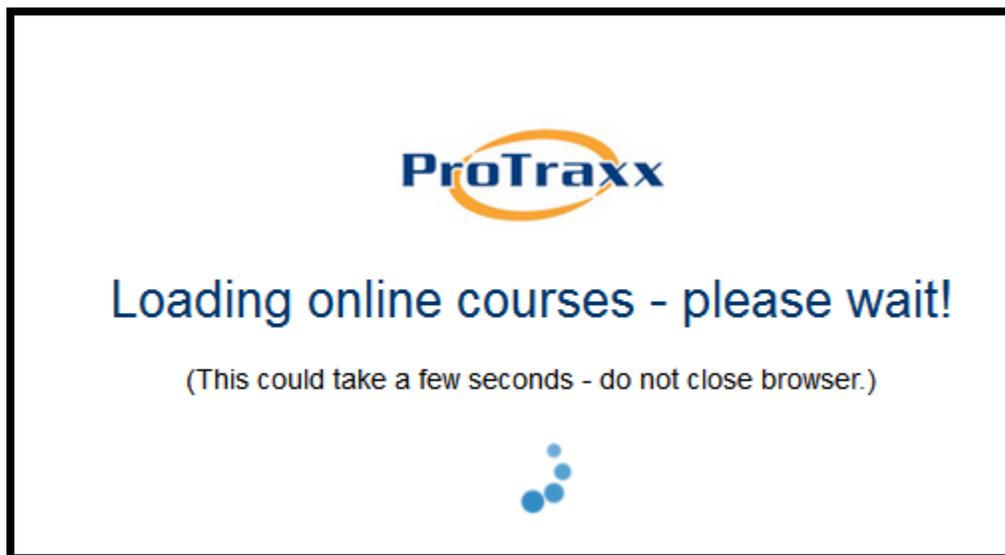You may pause or navigate through the presentation by using the navigation buttons at the bottom of the screen or with the menu on the left.

At the end of each course there is a quiz. Answer each question and press the submit button.

Click the "Finish" button at the end of the quiz after you have received a passing score. 70% correct is considered a passing grade. You may review the course materials and retake the quiz as often as necessary.

Then follow the on-screen instructions to "Exit Activity" and your training session is complete.
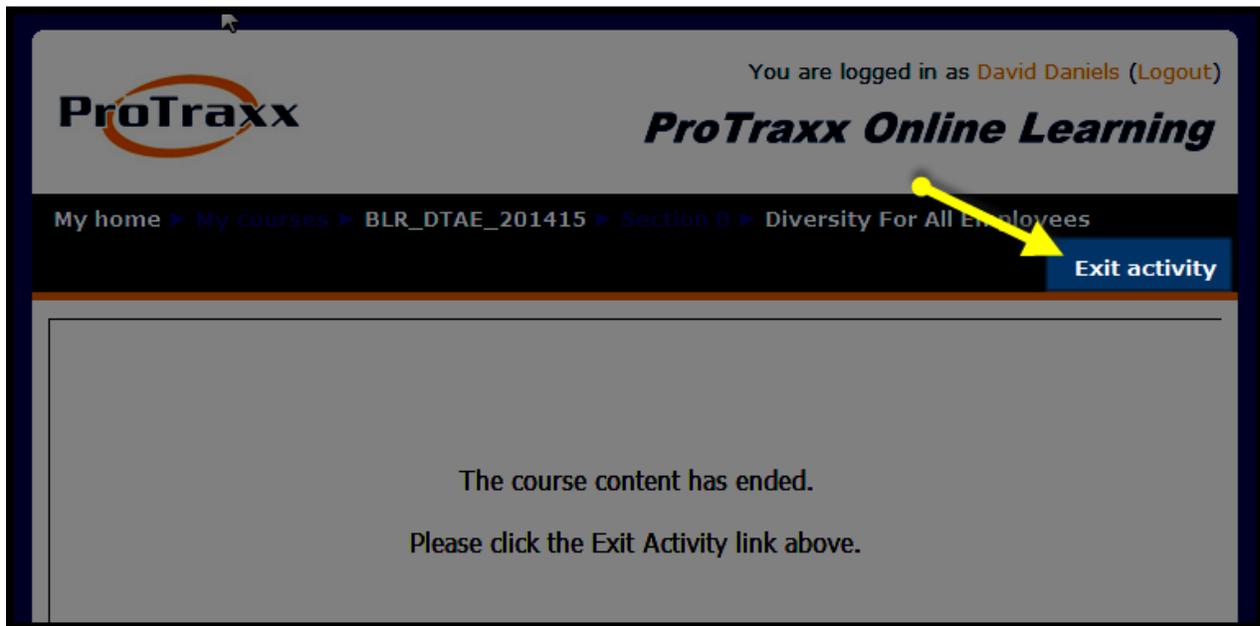
Completion results will be posted to your ProTraxx account, which you can view under "Course Completion, approximately two hours after you successfully pass the quiz.