NEW HIRE TRAINING REGISTRATION INSTRUCTIONS

CLIENT ID

You will need your Client ID, which is on the NEW Cover Sheet in your Binder. If you haven't downloaded it yet, you can find it in the Written Programs folder on the Portal. If you need help, feel free to call our office, and we can look it up for you.

CREATE YOUR ADMINISTRATOR ACCOUNT

Go to our Training Website: https://training.oshasolutions.com/req/ComplianceAlliance/_student/

- If you **HAVE** previously created a personal account
  - Enter your information and Click **Log In**
  - Skip to the "Purchase Courses for your New Hire" section below
- If you **HAVE NOT** previously created a personal account
  - Click **- Sign Up Now**
  - *Client ID (See Above)*
  - *The following fields must be filled:*
    - *First and Last Name*
    - *Title/Position*
    - *Email and Verify Email*
    - *Password and Verify Password*
  - *Licensed Professionals additional fields:*
    - *License Number*
    - *AGD Member Number (if applicable)*
    - *Credentials (DDS, MD, etc.)*
  - Click - **Create Account**
  - ***This account will be your personal student account – do not share login information***

PREPAID CODE

Skip this screen by clicking **Register for Courses** from the menu on the upper right of your screen

PURCHASE COURSES FOR YOUR NEW HIRE

Select a course that is appropriate for your new hire

Click **Register**

- This will add the course to your Shopping Cart
  - Click the **Details** button in the bottom left of the Shopping Cart
  - Click the **Check Box** for Purchase prepaid seats
    - Enter the number of employees who will take this training in the box next to **How Many?**
    - Click **Update my order**
- To add another course to the shopping cart, Click **Register for Courses** from the menu
- Click **Checkout** when all courses have been added to your Shopping Cart
- Proceed with Payment info as required
  - Notate given prepaid code upon purchase approval
  - New Hire will need to enter this code during registration

Copy and paste the following into an email message and then email to your New Hire along with your company ID and the Prepaid Code you just purchased

Go to the Training Website using the following link:

https://training.oshasolutions.com/req/ComplianceAlliance/_student/

- Click - **Sign Up Now**
  - *The following fields MUST be filled:*
    - *Client ID (provided by your Admin)*
    - *First and Last Name*
    - *Title/Position*
    - *Email and Verify Email*
    - *Password and Verify Password*
  - *Licensed Professionals additional fields:*
    - *License Number*
    - *AGD Member Number (if applicable)*
    - *Credentials (DDS, MD, etc.)*
  - Click - **Create Account**
- Enter the provided **Prepaid Code**
- Click **My Programs** - This will list the courses you have been assigned
- Click **Course Details** to begin your training session
  - Upon completion you MUST click **Take Survey** and answer the questions to print your Certificate
- Click **View Certificate** to download Proof of Training for each course
- Send the PDF Certificate to your Administrator as proof of completion
- Save a copy for your records