

NEW HIRE TRAINING REGISTRATION INSTRUCTIONS

CLIENT ID

To get started the first thing you will need is your Client ID. This is on the NEW Cover Sheet in your Binder. If you have not downloaded that and put it in your Binder, it can be found on the Portal in the Written Programs folder.

<https://clientportal.oshasolutions.com>

CREATE YOUR ADMINISTRATOR ACCOUNT

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

- If you have previously created an account – Enter your login information and Click **Log In**.
- If you have not previously created an account - Click - **Sign Up Now**
 - *The following fields **MUST** be filled:*
 - *Client ID (see above)*
 - ****Client ID must be entered****
 - *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 also be your personal student account – do not share this login information***

PREPAID CODE

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

REGISTER FOR COURSES

This screen will show you a list of courses that have been curated for your location.

Click on a course that is appropriate for your New Hire.

Click on **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 need to complete training in the box next to **How Many?**
 - Click **Update my order**
- If you need to add another course to the shopping cart, Click **Register for Courses** from the menu
- Click **Checkout** when all needed courses have been added to your Shopping Cart.

Proceed with Payment info as required.

BEGIN NEW HIRE TRAINING

Copy and paste the following and email to your New Hire along with your Company ID and Prepaid Code you just purchased

Company ID:

Prepaid Code:

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 (see above)
 - ****Client ID must be entered****
 - 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 **Prepaid Code** provided by your Administrator
- Click **My Programs** - This will list the courses you have been assigned.
- Click **Course Details** to begin your training session.
 - After the Presentation has ended, you MUST click **Take Survey** and answer the questions presented. You will not be able to print your Certificate without first taking the survey.
 - You will see a GREEN Check next to the course graphic once the course and been completed and you have taken the Survey
- Click **View Certificate/Training Record** to view and download Proof of Training.
 - Navigate to each of your courses using the course graphics on the left
- From there, Download / Print as your web browser allows.
- Send the PDF Certificate to your Administrator as proof of completion.
- Save a copy for your records.

