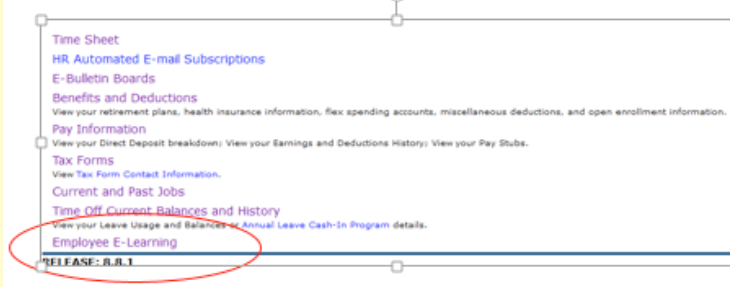


UA Statwide Employee Safety Training

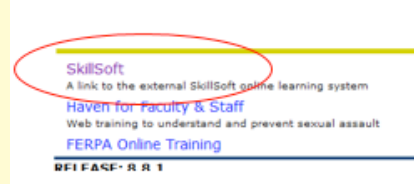
All employees of the University of Alaska are required to take Common Core Safety Training in Skillsoft.

Launch SkillSoft via UA Online

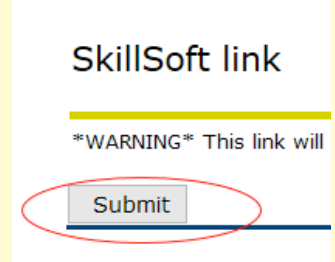
Start by going to UA Online and clicking on Employee E-Learning:



Click on Skill Soft:

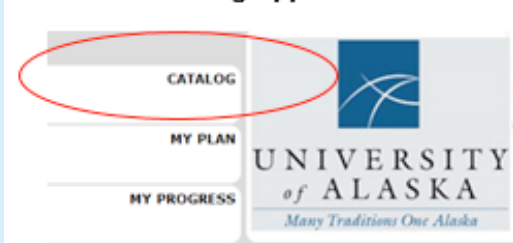


Click on Submit:

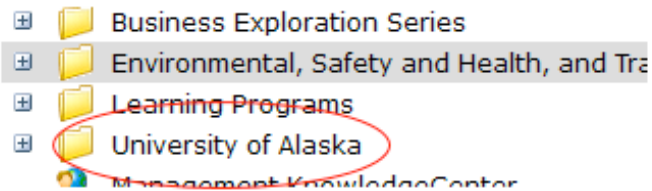


Access Statewide Training Files in Skillsoft

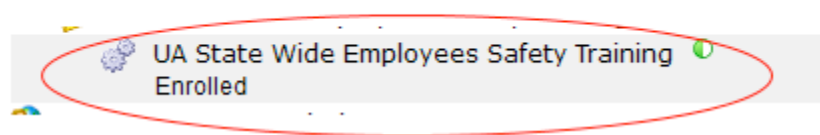
Click on Catalog Upper Left Corner:



Click on University of Alaska:



Click on UA State Wide Employees Safety Training (Note, when you scroll over the file a pop will appear to the right, click on "enroll")



Click on training folder, this opens training with a gear to the left. Hover over the "UA Statewide Employee Safety Training" it will bring up blue words to the right that say details and enroll, click on enroll.

A box will appear asking you to add this block of courses to your "My Plan", click yes.

You will now see this on the screen and can begin taking the courses. Once you successfully complete a course a green dot will appear.

