



SAN JUAN COLLEGE

## Online Hazard Communication Training Login Instructions

### Course is required for all Employees to be taken annually.

San Juan College offers employees an online version of Hazard Communication. The directions to access the website and fulfill the requirements are given below.

If you would prefer a face-to-face class, please check with Human Resources for the next scheduled date of New Employee Orientation.

The online course will take you approximately **30** minutes to complete. You can exit out of the course if needed and comeback to where you left off.

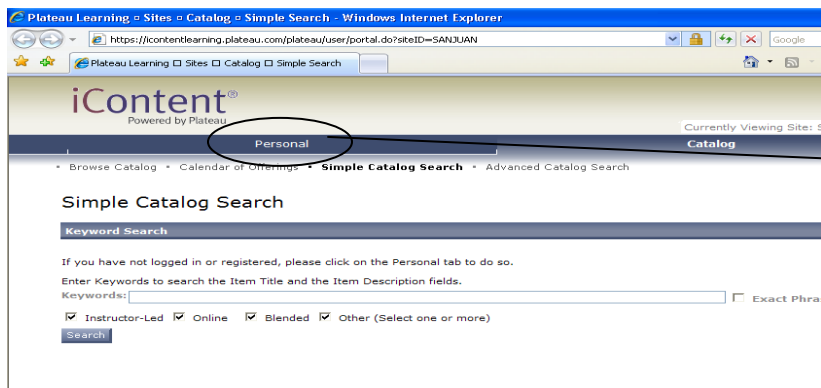
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### New Students – If you have not registered yet

Hold down the Ctr key and click on the link below:

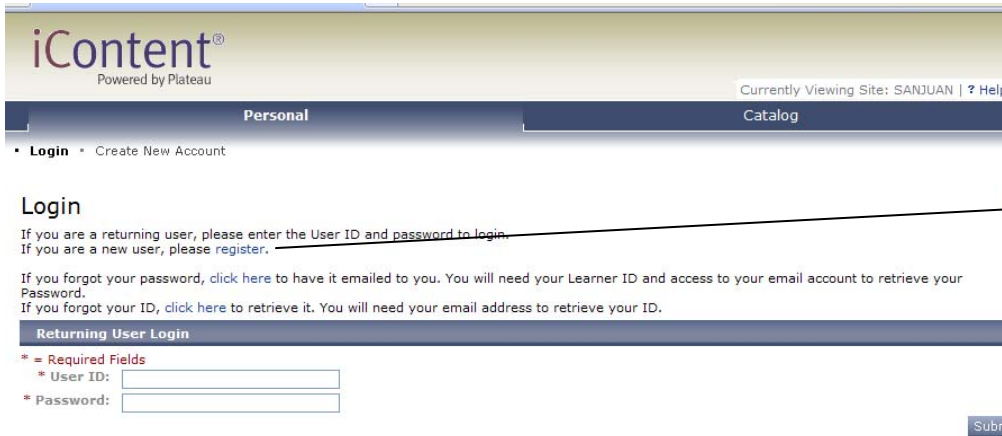
<https://icontentlearning.plateau.com/plateau/user/portal.do?siteID=SANJUAN>

- You will be taken to the Catalog page for San Juan College.

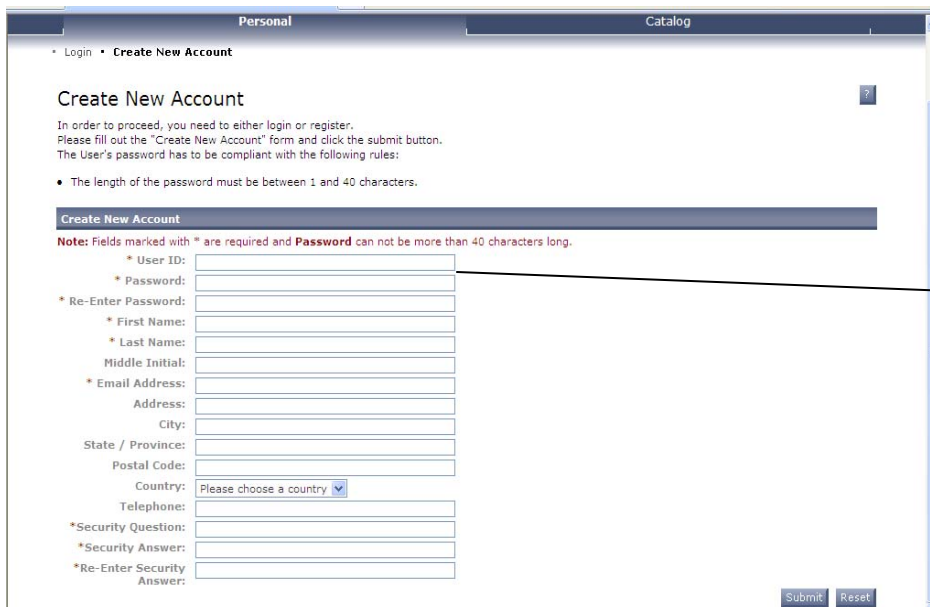


Click on the  
Personal Tab

- All New users will need to register



- Fill out the registration form. You will be sent an email confirming your registration ID and password.



- When you have finished registering, you will be taken to this Welcome page.



**Learning Plan**

This page displays the complete list of the items specifically assigned to you based on your learning needs. The list includes items that you are required to complete on a recurring basis as well.

Group Plan by:  Field Chooser

[Expand All] [Collapse All]

Title	Type	Required By	Status	Action	Remove
Hazard Communication			Available	Go to Content Login	

- The Hazard Communication course will begin.

(If the program **does not** launch look at the top part of the window and **right** click on the yellowish pop-up blocker message. Select temporarily allow pop-ups from this site.)

- When you have completed the course and passed the exam (you get 3 tries), the content screen will close and this is what you see:

**Online Content Structure**

No Title  
COURSE HAZCOM  
Revision: 2/12/2007 01:33 AM America/New York

Do not close this page or navigate from this page while you are working with online content. Some content may rely on this window to save your progress.

When you have completed the content, you can relaunch the content or use the menus or the links below to navigate elsewhere.

- Click on Learning History; your status will have changed to Completed

**Learning History**

The Learning History page shows you a summary list of the items that you have completed and the dates the items were completed. To view the details of a specific item in your learning history, simply click the corresponding title of the item. You can sort the list by the Title of the items or the Completion Date of the items on the list.

Title	Completion Date	Status	Action
Hazard Communication	1/23/2008 12:26 PM America/New York	Complete	Review Content Print Completion Certificate

- Click on the Print Certificate button

The screenshot shows the iContent Learning History page. At the top, there is a navigation bar with 'Personal', 'Learning', 'Catalog', and 'Reports'. Below this, the 'Learning History' section is displayed. A table lists completed items:

Title	Completion Date	Status	Action
Hazard Communication	1/23/2008 12:26 PM America/New York	Complete	<a href="#">Review Content</a> <a href="#">Print Completion Certificate</a>

Click on **Print Completion Certificate**

**Send a copy of your certificate to Human Resources to be put in your file.**

### Returning Students:

Re-launch the link and sign in using your ID and Password.

The screenshot shows the iContent Home page for Monica Beevers. The 'Learning Plan' section contains a table with the following data:

Title	Type	Required By
Hazard Communication		

Click on **Hazard Communication**

Click on the title and go to content to finish your course. Follow all other instructions above.