

Questions or Comments: For EH&S questions please contact the Health and Safety Supervisor:

Mike Machacek - (320) 253-9370

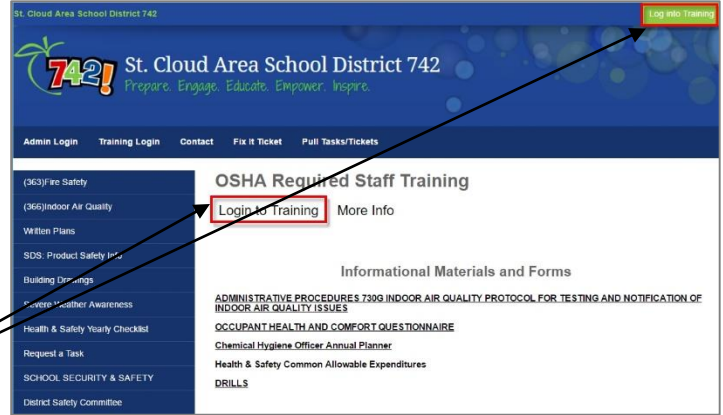
For system questions or trouble logging in email Customer Care: support@thetotalprogram.com

Logging In

1. Enter the following address into your web browser: (**Must Use:** Chrome, Firefox, or Safari)

<http://www.thetotalprogram.com/StCloud>

2. The St. Cloud Health and Safety Home Page Appears.
3. Click on one of the **Log Into Training** links:
4. The **Login Page** appears.



To login:

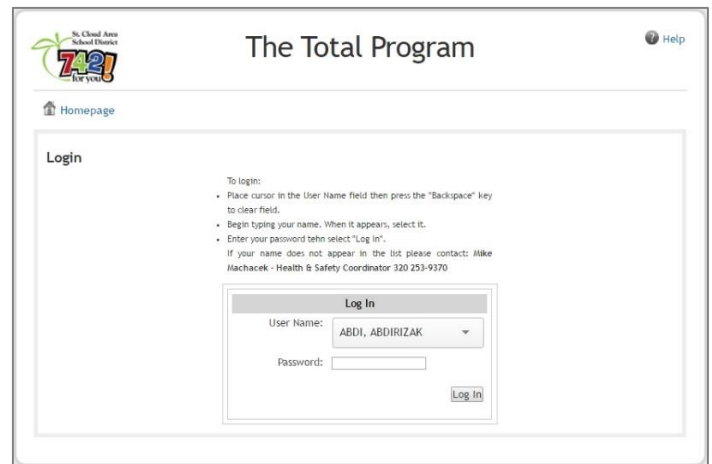
Place cursor in the User Name field then press the "Backspace" key to clear field.

Begin typing your name. When it appears, select it.

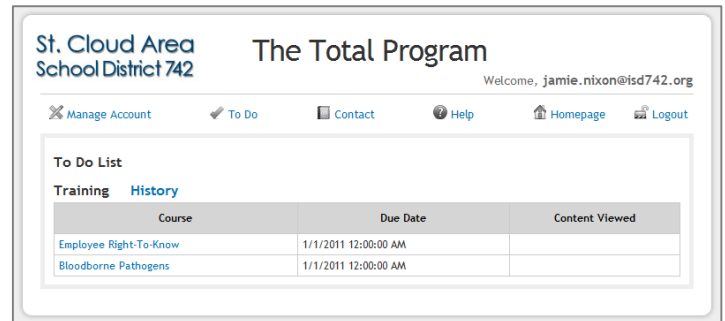
Enter your password then select "Log In".

If your name does not appear in the list please contact: **Mike Machacek - Health & Safety Coordinator 320 253-9370.**

Note: your password is your ***last name*** all lower case.

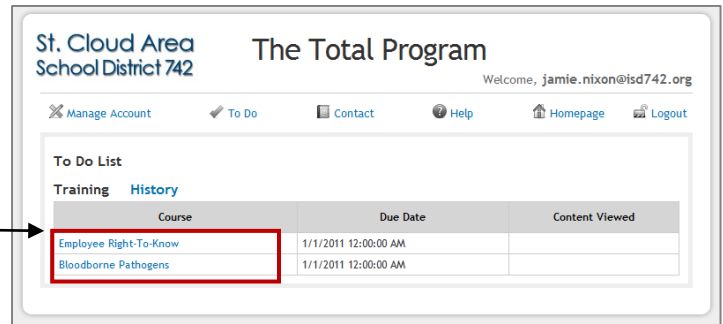


5. Your Training **To-Do Page** appears. Your **To Do Page** provides a list of courses to complete with the due dates for completion.



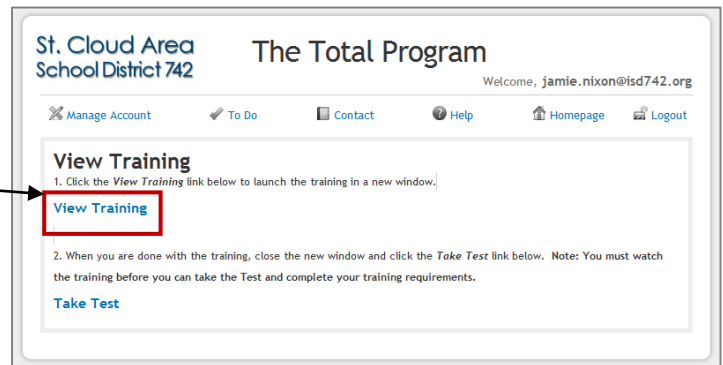
Completing a Training

1. On your **To Do Page** click on a Training title written in blue text.



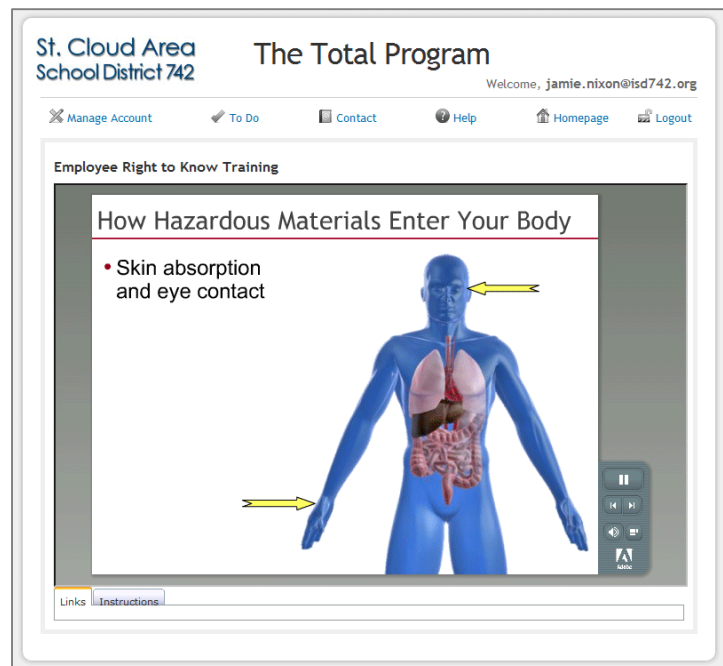
2. The **View Training Page** appears.

Click on the View Training link.

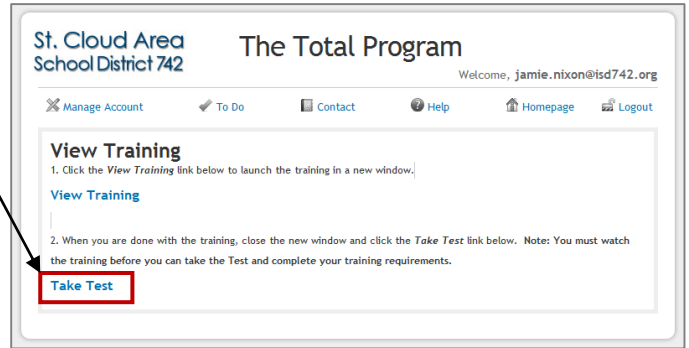


3. The training video will appear on a new page.

Watch the video and when it is complete **close the new page**, return to the View Training page to start the course exam.

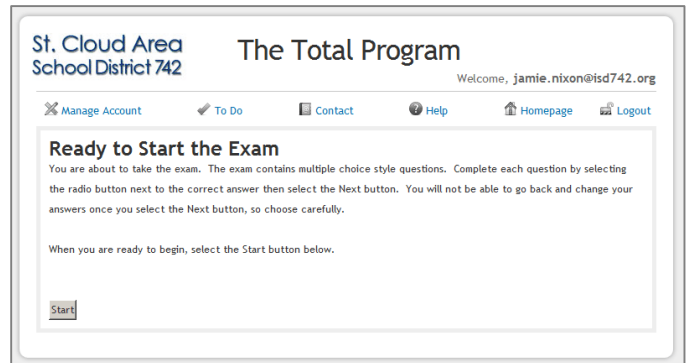


4. On the View Training Page click on **Take Test**.



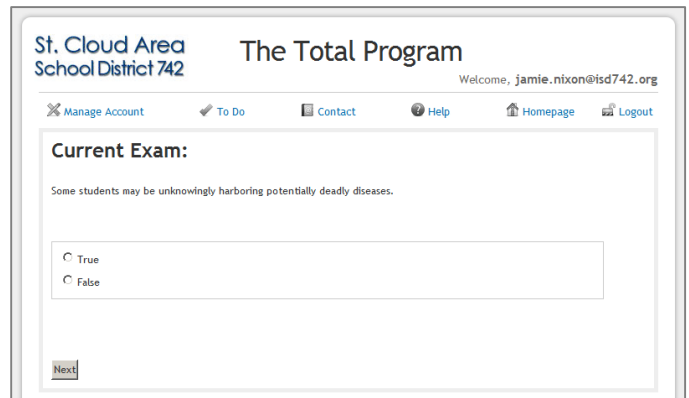
5. You are now ready to start the exam.

Read the instructions and click **Start**.



6. Answer each question of the exam.

Questions may be True/False or Multiple Choice. Click the button next to the correct answer and click the **Next** button to continue.



7. The **Exam Results Page** Appears.

You can review any questions you may have answered incorrectly.

You can return to your To Do List to complete more trainings, or print your Training Certificate.

