The following document outlines steps on how to use Safe Passage for the first time. To log into Safe Passage you will need the Master ID and Password provided to you from Safe Passage Customer Service. This account should only be used to access the program for managing user accounts and reviewing training records. If you wish to take a Safe Passage course, it is recommended that you create your own user account.

Web Training Minimum Computer Requirements:
- Browser: Mozilla Firefox v4.0, Internet Explorer v6.0, Google Chrome v4.0, Safari v5.0
- Adobe Flash Player Plug-in v10.0
- Allow pop-ups for www.safe-passage.com domain
- Internet connection of 512 kbps for up to 10 users, 1 mbps for 10+ users (recommended)
- 17 inch Multi-synch monitor
- One (1) MB video memory (must support a resolution of 1024x768 in 24-bit color)

Training Management System (TMS):
The Safe Passage Training Management System is the heart of our courseware. Our TMS is used in conjunction with operator and simulator courses. It allows Instructors and Administrators to track training data, monitor user progress, review various reports, and generate certificates.

Operator Course:
The Operator Courses are organized into units and sections. Each unit is divided into underlying sections that go into further detail on the operation of the equipment or technology. In order to complete the course, a user must finish all units, labs, and exams contained within the course.

Simulator Course:
The Simulator Courses provide a real world simulation of the X-ray screening process, allowing users to improve their X-ray interpretation skills and maintain a constant state of readiness. To pass the simulator course, the user must complete at least one X-ray Interpretation Practice Session and pass the X-ray Interpretation Final Exam.
How do I launch the training?

**Launch the Training**

1. From the Windows desktop, launch Microsoft Internet Explorer.
2. Enter the training website address.
3. Review the terms of use and privacy policy.
4. To launch the training program, click the button on the website.
5. At the Start screen, click the **Logon** button.
6. At the Logon screen, enter your user ID and password provided by Safe Passage.
7. Submit your log in information and you will be taken to your Personal Home Page.

How do I create a new user account?

**Create a New User Account**

1. Click **Administrator Tools**. Click **User Manager**. Click **Add New User**.
2. In the fields provided, fill in all required data for the new user. User ID’s and passwords are numeric based and may not contain letters or other characters. Choose an access level:
   - Student—can only view personal reports and classes
   - Instructor—can manage students only and view classes
   - Administrator—can manage all users and view classes
   - Auditor—can only view user records
3. Click **Save** to create the new user.
4. Once you have created the new user account, you will be asked if you want to assign access to classes for a user. Click **Yes** to manage the new user’s access or click **No** to return to the **User Manager**.

NOTE: You must enter information into all the mandatory fields. To create a temporary password, click on the **Reset On Next Login** box. This will require the user to change their password on their next login.
How do I manage class access for a single student?

Managing Class Access

1. Click **Administrator Tools**. Click **User Manager**. Select student. Click **Modify Access**.
2. Add/Remove classes to the student using the arrows.
3. Click **Save** when you are done modifying the classes assigned to a Student.

NOTE: Students will only be able to view classes that have been assigned to them. Make sure they have the correct access.

How do I manage class access for multiple students?

Managing Class Access

1. Click **Administrator Tools**. Click **Course Manager**. Select class. Click **Modify Access**.
2. Add/Remove students to the class using the arrows.
3. Click **Save** when you are done modifying the Students assigned to a class.

NOTE: Students will only be able to view classes that have been assigned to them. Make sure they have the correct access.
How do I complete a class?

Completing a Class

1. At the Class List, select a class by clicking on its name. (If no classes are listed, refer to Managing Class Access on the previous page.)
2. A list of courses may appear. If it does, select a course by clicking on its name.
3. Your selected course will load and display. Complete all components listed.
4. At the Class List, the class will display a green checkmark next to its name when all courses within are complete.

How do I manage credit allocation and usage?

Managing Credit Allocation and Usage

1. Click on Administrator Tools. Click Report Manager.
2. Click on Credit Usage Report.
3. Customize the report by setting filter parameters and formatting the details.
4. Click Next to generate the report.
5. The report will display:
   - Purchase date of credits
   - Number of credits purchased
   - Number of credits remaining
   - How long a student has access to the training once a credit is used
   - Expiration date when the credits expire

If you checked Include User Detail, the report will also show:
   - Name of the individual who used a credit
   - Date the credit was used
   - Expiration date when the student will no longer be able to access the training material

NOTE: Students will only be able to view classes that have been assigned to them.
For Additional Support

Contact Safe Passage International, Inc. at:

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(f) +1-585-292-4911
(e) support@safe.passage.com
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Please view our responses to Frequently Asked Questions (FAQs) and view our instructional videos at: http://www.safe-passage.com/?faqs