



Learning Management System Overview:

- RHS uses the SkillSoft elevateU system to provide and track essential trainings for: Health & Safety compliance, Human Resources professional development, technology systems and RHS business procedures.
- Health & Safety compliance training is required before you begin your first shift with RHS and on an annual basis. Existing employees must complete refresher training before the RHS deadline of March 30 every year.
- Problems logging in or accessing training? Contact your supervisor for assistance.

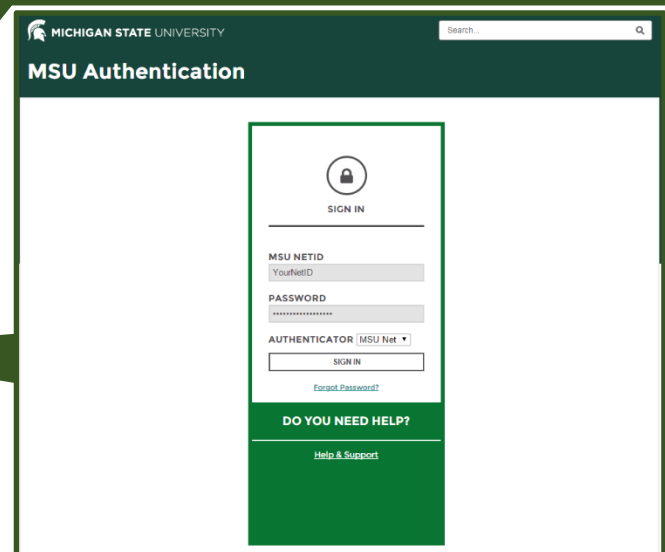
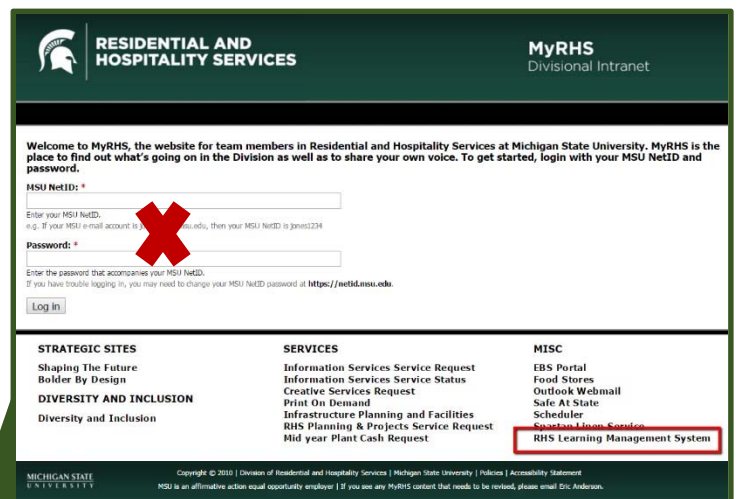
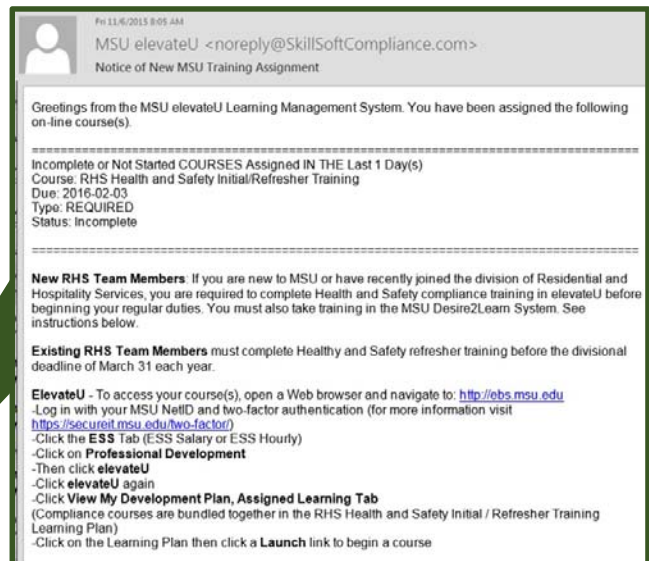
Before you begin:

- You must be officially hired and receive a welcome email and instructions from noreply@skillsoftcompliance.com to your MSU email (mail.msu.edu) account. (Add this address to your email contact list so it will not be flagged as junk mail.)
- If you have not received this email, your login is not activated yet. Do not contact a help desk. Instead, contact your supervisor to check your status in the hiring process.
- You must have an activated MSU NetID (<https://netid.msu.edu/>).

Logging In:

- From a Web browser on a computer or tablet, navigate to the link in your welcome email -OR- go to: <https://my.rhs.msu.edu>, at the bottom of the welcome page, under MISC links, click **RHS Learning Management System**.
- You are directed to a page where you can log in to **elevateU**.
- Enter your MSU Net ID and password.

Note: elevateU works on most browsers and with most computers, laptops and tablets (including ipads). However, if you experience technical difficulties, try switching browsers or computers.





Accessing Compliance Courses:

- There are two ways to access required training:
 - Click the **View My Development Plan** link
 - Or, if you see an orange tab with a number on it (upper, right of the screen), click that tab. It is your **to-do tab** and will only appear if you have training assigned.
- Required training and due dates are listed, along with other assignments or self-enrollments.
- Our compliance courses are saved in a learning plan named "RHS Health and Safety Initial / Refresher Training" and have a red ribbon on the course picture.
- Click the **Details** link to see more information about the plan and all the courses. Courses must be taken in a specific order.
- Click the **Launch** link to start the first course.
- A gray SkillPort screen displays and you may be prompted to install applications.

If you receive a prompt about Java, choose to "run this time only" without updating.

- A "Conditions of Self-Monitored Training" prompt appears. Click **Yes** to agree that you will adhere to the standards described.
- Click **Begin Course** (lower, center of page) or click **Course Overview** link to explore content.
- Click the forward triangle to play each segment of the training.
- At any time, exit the course using the x inside the browser window, upper right of the page.
- After you have completed all courses in the RHS Health and Safety Initial / Refresher learning plan, the SkillSoft system will send an email to your msu.edu account the following day at 8 a.m.

Completion & Site Specific Training:

- Present the email from SkillSoft to your supervisor as proof of completion for the online portion of your training.
 - Your supervisor will discuss your individual unit's safety requirements with you and complete a **site-specific** training checklist.
- (V:\Administrative Records\Forms\Health and Safety\)
- Completed checklist is to be kept on file in the unit.

