



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 your first shift with RHS and each year. Existing employees must complete refresher training before the RHS deadline of March 31 every year. Team members must also take the Relationship Violence & Sexual Misconduct (RVSM) Policy training within 30 days of hire and every two years.
- Need assistance? See your supervisor.

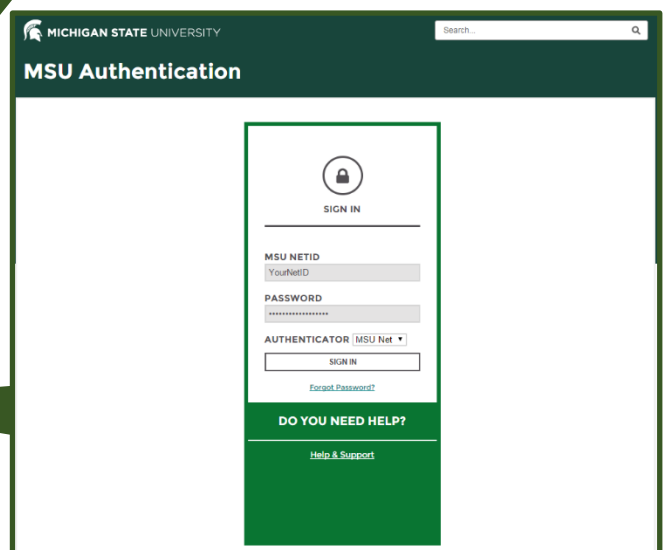
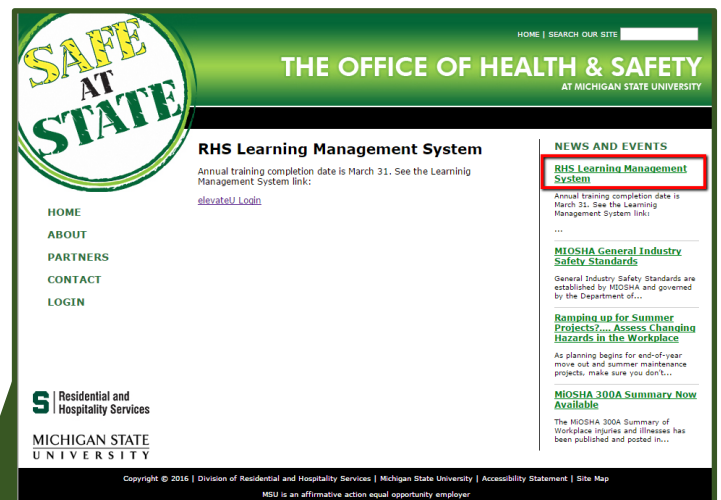
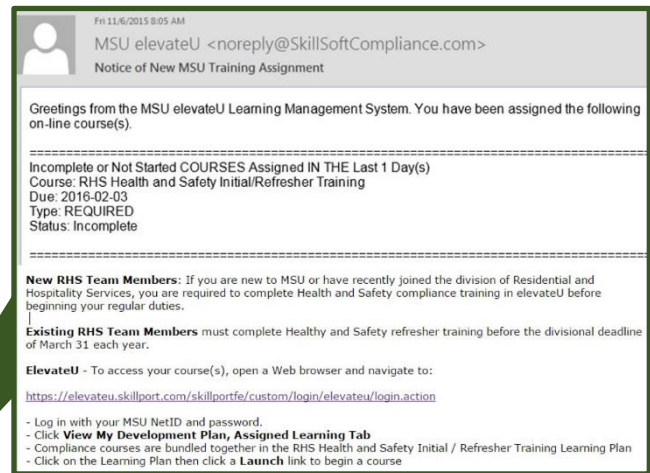
Before you begin:

- You must be officially hired and receive a welcome email and instructions from noreply@skillssoftcompliance.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: <http://safeatstate.rhs.msu.edu>. Click **RHS Learning Management System** under New and Events, then click elevateU Login.
- You are directed to a page where you can log in to **elevateU**.
- Enter your MSU Net ID and password.

Note: elevateU works with most browsers, computers, laptops and tablets. Technical difficulties? Try switching browsers or computers.





Accessing 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.
- Click **Launch** to start standard courses (like the RVSM Policy training).
- Compliance courses are saved in a learning plan named “RHS Health and Safety Initial / Refresher Training”.
- 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 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 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\1- Learning Management System – elevateU\)
- Completed checklist is to be kept on file in the unit.

