



USER GUIDE

## 1 Getting Started.

When your manager/administrator has enrolled you on the ETD training system you will receive an email with your company ID, username, and password. If you do not have an email address your manager/administrator can pass these details on to you directly.

To login as a user go to [etd.etdtraining.com](http://etd.etdtraining.com) and enter your details.

### Login

Please use the form below to login to the system:

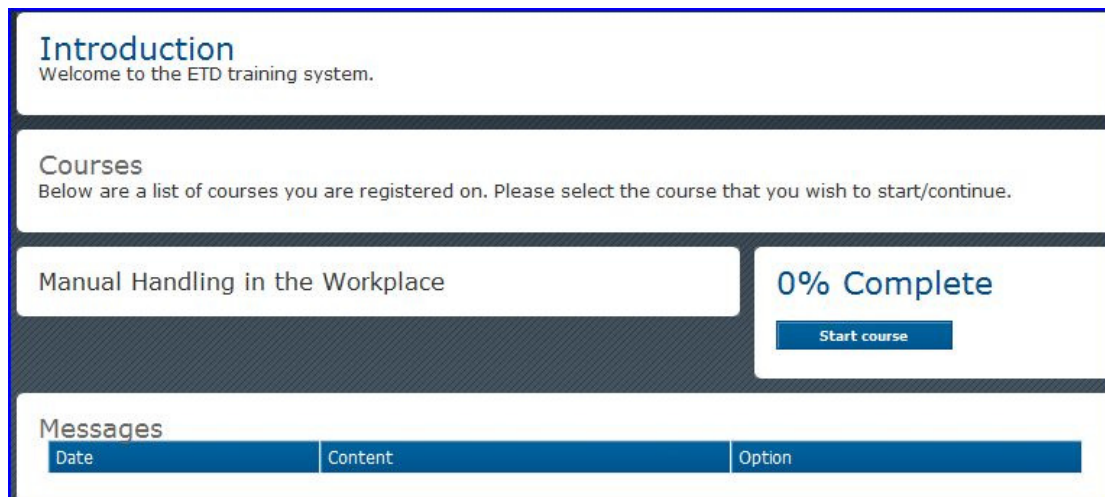
Company ID:	<input type="text" value="example1"/>
Username:	<input type="text" value="john smith"/>
Password:	<input type="password" value="*****"/>

## 1.1 User Homepage.

From the User homepage you can view all of the courses you are enrolled on, and your progress.

You will also see your message inbox.

To begin taking a course click the **Start Course** button next to the course name.



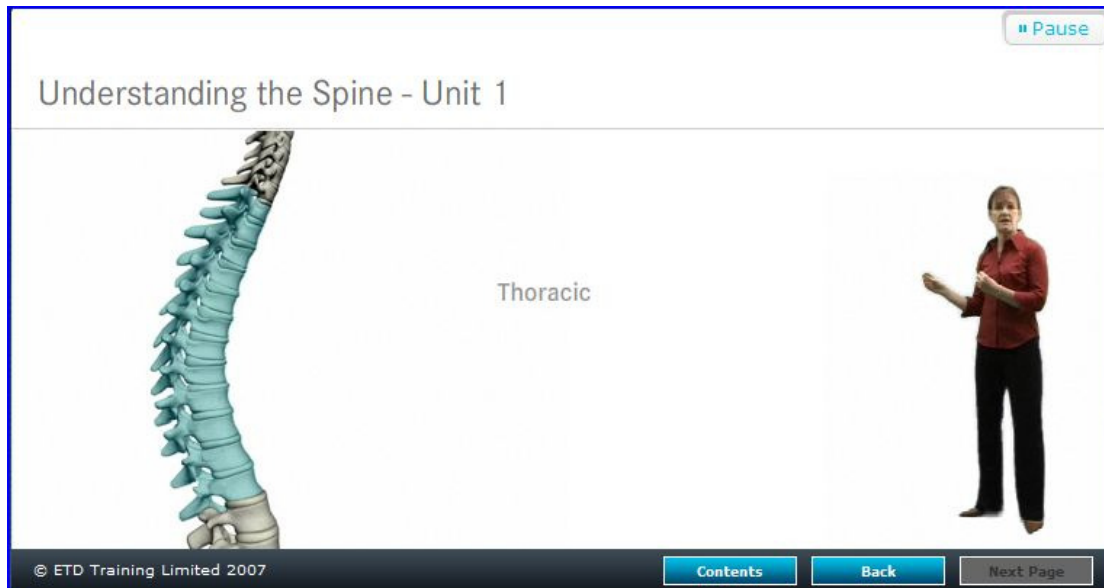
The screenshot shows the user homepage with the following sections:

- Introduction**: Welcome to the ETD training system.
- Courses**: Below are a list of courses you are registered on. Please select the course that you wish to start/continue.
- Course Card**: Manual Handling in the Workplace | 0% Complete | Start course button
- Messages**: Table with columns: Date, Content, Option

To begin the course click the **Start** button underneath the course index.

*Note: Your progress will be automatically saved after you have completed a section, and once you have completed a section you can revisit it when ever you like.*

## 2.0 Course Presentations.

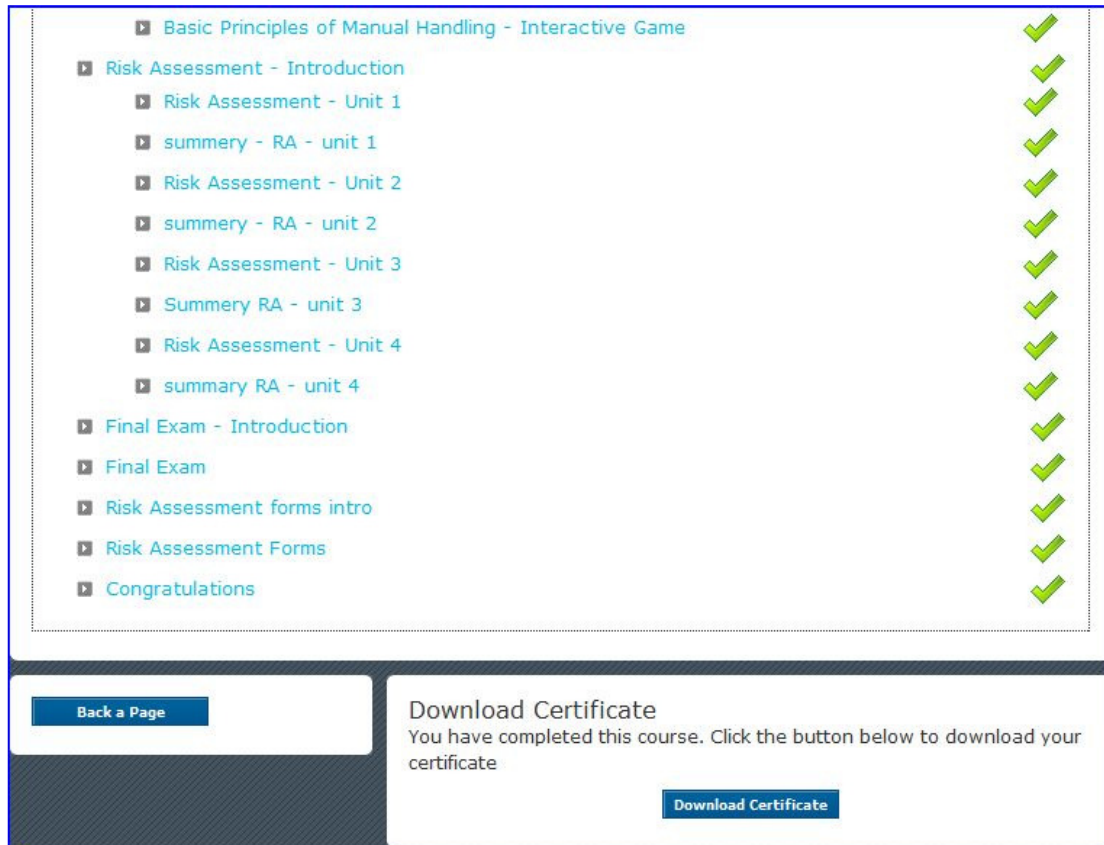


The training course video presentations will now begin to play.

- You can pause the presentations at any time by pressing the **Pause** button in the upper right of the screen.
- At any stage you can press the **Back** button to re-visit a previous area.
- The **Next** button is greyed-out until you have watched the video presentation fully. Once you have watched the video presentations you can watch them in a non-linear way from the course **Contents** page.

## 2.1 Certification.

Once you have completed a course you can download your certificate from the **Course Index** page



The screenshot displays a course completion interface. On the left, a list of course modules is shown, each preceded by a small blue square icon. To the right of each module name is a green checkmark, indicating completion. The modules listed are:

- Basic Principles of Manual Handling - Interactive Game
- Risk Assessment - Introduction
- Risk Assessment - Unit 1
- summery - RA - unit 1
- Risk Assessment - Unit 2
- summery - RA - unit 2
- Risk Assessment - Unit 3
- Summery RA - unit 3
- Risk Assessment - Unit 4
- summary RA - unit 4
- Final Exam - Introduction
- Final Exam
- Risk Assessment forms intro
- Risk Assessment Forms
- Congratulations

At the bottom left, there is a blue button labeled "Back a Page". To the right, the text "Download Certificate" is displayed, followed by the message "You have completed this course. Click the button below to download your certificate". Below this message is another blue button labeled "Download Certificate".

**For Further support please contact:**

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