



Voiland College of Engineering & Architecture

Employee Safety Training Access

NOTE: You will need your WSU Network ID and Password to begin.

1. Go to: <https://hrs.wsu.edu/training/skillsoft-percipro/>
The link will take you to the page shown below.
2. Click on the “Log On and Learn” button, as shown by the blue arrow.



- 🔍 📧 📄
- 🏠 HRS Home
- News
- WSU COVID-19 Employee Information
- WSU Jobs
- Employees
- Managers
- Resources
- Training
 - Overview
 - WSU Online Learning ↗
 - New Employee Orientation
 - Learning Catalog
 - Learning Programs
- Recognition
- Forms & Letters
- Everett
- Spokane

Human Resource Services

SEARCH

Skillsoft Percipio

Personalized, immersive, and accessible learning for WSU employees. Complete assigned courses and pursue your own learning journey with personalized recommendations in Percipio.



LOG ON AND LEARN

Sign in using your WSU credentials.

Learner Resources

- [Percipio FAQs](#)
- [Skillsoft Percipio Crosswalk](#)
- [Using Percipio for Learning Knowledge Base](#)

Here's how you can get the most from the new platform:

- Check out Aspire Journeys for guided, role-based, and skill-based learning paths.
- Build skills through Channels that organize everything you should know about the most in-demand capabilities worldwide.



You will be taken to a page where you have to log into WSU's portal.

3. Log into the WSU portal using your network ID and password.



[Need a user id? ↗](#)


[Forgot your password?](#)

[Have a user id but not activated it? ↗](#)

[Class Schedule Search ↗](#)

[Browse Course Catalog ↗](#)

[Transfer Course Information ↗](#)

CONNECTING TO 
Sign-in with your WSU account to access HRS Skillsoft Percipio



Network Authentication

Username

 Please enter a username

Password

 Please enter a password

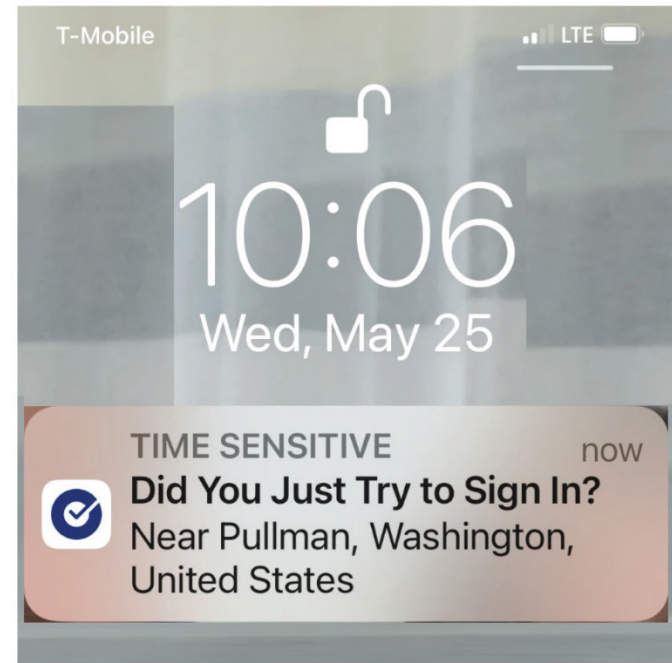
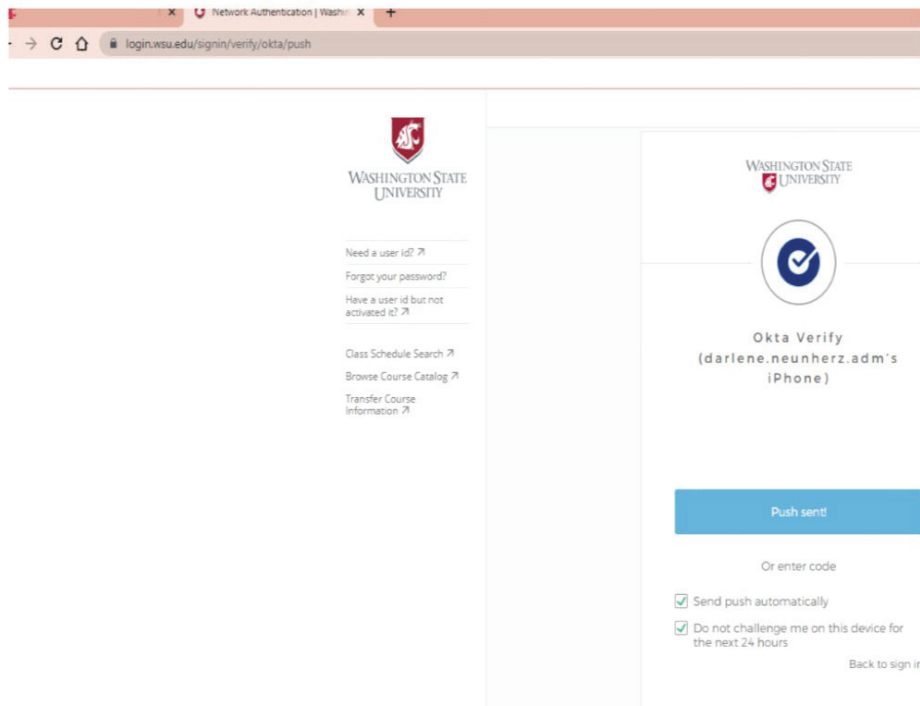
Remember me

Sign In

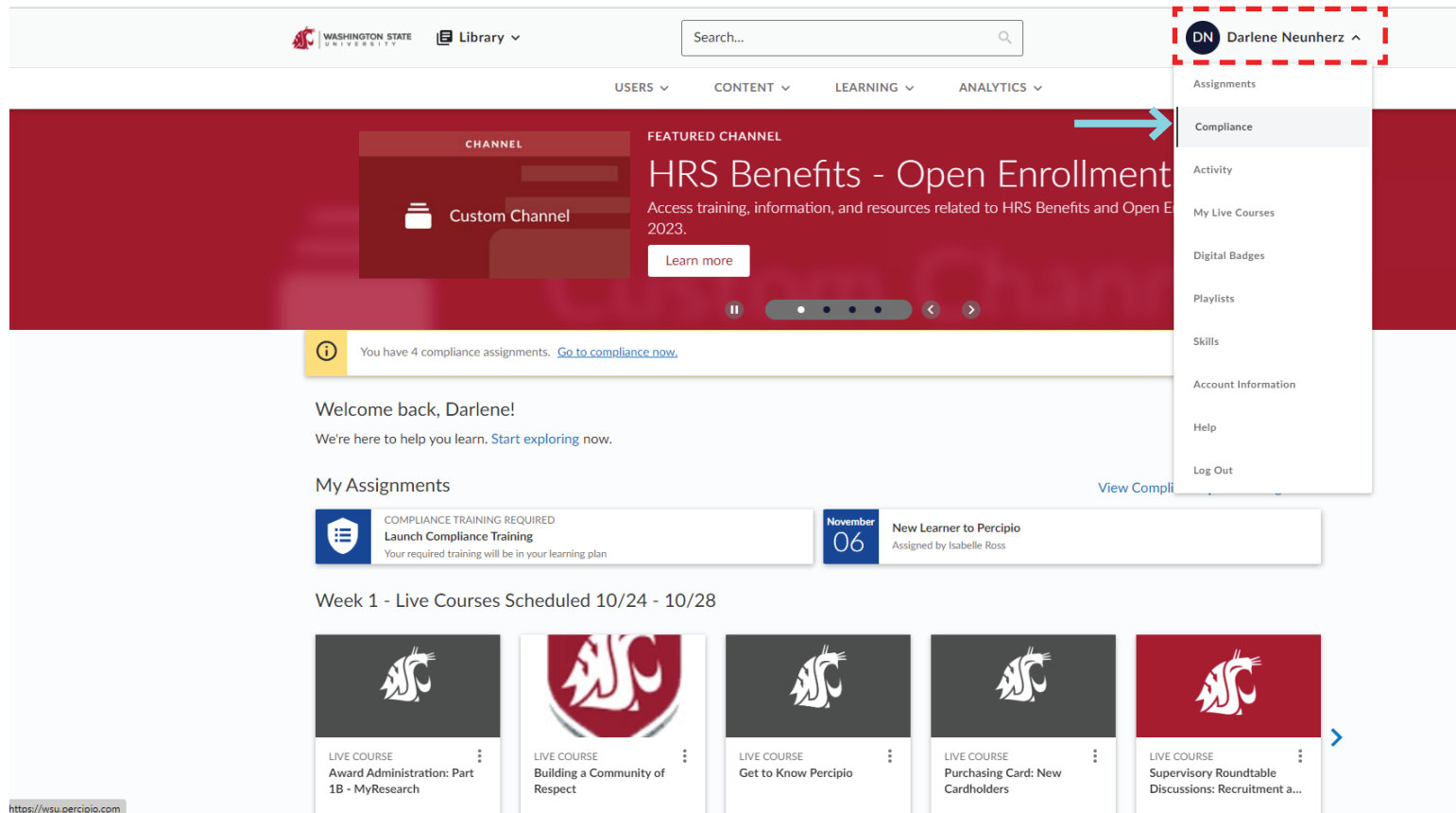
[Need help signing in?](#)

4. You will then be redirected to a new screen called 'Okta Verify'. This screen is asking you to authenticate/confirm it is you.
5. Click the blue push button to send the authentication.
6. You will then need to confirm it is you when the authentication comes to your mobile phone or email account (depending on which you selected to authenticate through). If you do not want to go through this same authentication again, you can check the 'send push automatically' box and the 'do not challenge me on this device for the next 24 hours' box **before** pushing the blue push button.

NOTE: You will need to have setup your multi-factor authentication (MFA) security settings in the 'WSU Okta Security System' before you can log in and/or authenticate. It is recommend you use **SMS** (Text your mobile phone) or **Voice Call** (call your mobile phone) so you can respond to WSU's MFA verifications quickly from anywhere.



7. Once you have logged in, you will be greeted with a welcoming screen.
8. To get to training courses, select your name in the top right corner, and select “Compliance” from the drop down menu.



- Find the required courses on the list. Once you have found a course you need to take, simply click on it and it will launch in a new window.

NOTE: The courses required for employees may not appear in the “Required Compliance Assignments”. All courses are listed in the “Optional Compliance Assignments” section, even if they are in fact required.

The screenshot displays the Washington State University training portal interface. At the top left is the WSU logo. At the top right, it shows the language set to "English (United States) (EN-US)" and the user name "Steinar Goheen".

The main content is divided into two sections:

- Required Compliance Assignments (4):** This section contains four training cards, each with a blue shield icon and an information icon. The cards are:
 - Web-based Training: Discrimination, Sexual Harassment, and Sexual... (Due: Feb 04, 2023)
 - Web-based Training: Ethics in Public Service (Due: Feb 06, 2023)
 - Web-based Training: Hazing Prevention Training (Due: Apr 01, 2023)
 - Learning Program: ITS - Cyber Security Awareness Training (Due: Apr 02, 2023)
- Optional Compliance Assignments (171):** This section contains a grid of training cards. The first row includes:
 - Web-based Training: 1557 Coordinator Training
 - Web-based Training: Activating DEI Culture Shifts (with a photo of a woman)
 - Web-based Training: Active Shooter Response
 - Web-based Training: Aerial and Scissor Lift Safety
 - Web-based Training: Asbestos AwarenessThe second row shows more cards, including one with a green background and the text "Qualified or collaborative remotely" and an image of people.

10. All Voiland College employees must complete the following courses:

- Back Safety and Injury Prevention
- Slips, Trips, and Falls
- Emergency and Fire Safety Preparedness
- Portable Fire Extinguisher Safety
- Office Ergonomics
- Asbestos Hazard Awareness
- University Laboratory Safety: Working Safely

All Voiland College employees, visitors, guests, and students working within laboratories are required to take the following basic lab safety training courses. Other courses may also be necessary for the safety of lab personnel depending on risk. Please consult the lab's Principle Investigator(s) for direction in obtaining additional training necessary for lab specific hazards.

- University Laboratory Safety: Analyzing Chemical Hazards
- University Laboratory Safety: Analyzing Physical Hazards
- University Laboratory Safety: Analyzing Developing and Using Controls
- Risk Assessment
- PPE: Eye and Face Protection
- PPE: Hand Protection

11. To start the course, select the blue launch button, as shown below.
 - a. You will need to complete each section of the training course.
 - b. As you complete each section, you'll see the launch button is replaced with a review button and there is a green check mark in the status column. You can go back to review any section as often as you'd like.
 - c. There will be a quiz at the end of the course. You'll need to score an 80% or higher to pass the course.
 - d. If you need to stop the course, it will remember where you were. When you restart the course, it will ask you if you want to restart where you left the course. If you select 'No', it will restart the lesson over from the beginning. If you select, 'Yes', it will take you back to where you left off.

NOTE: Two tips for passing the quiz at the end of the course are provided below.

Emergency and Fire Preparedness

Select a section from the list below. When completed, the section will be checked. All required content (▲) must be completed.

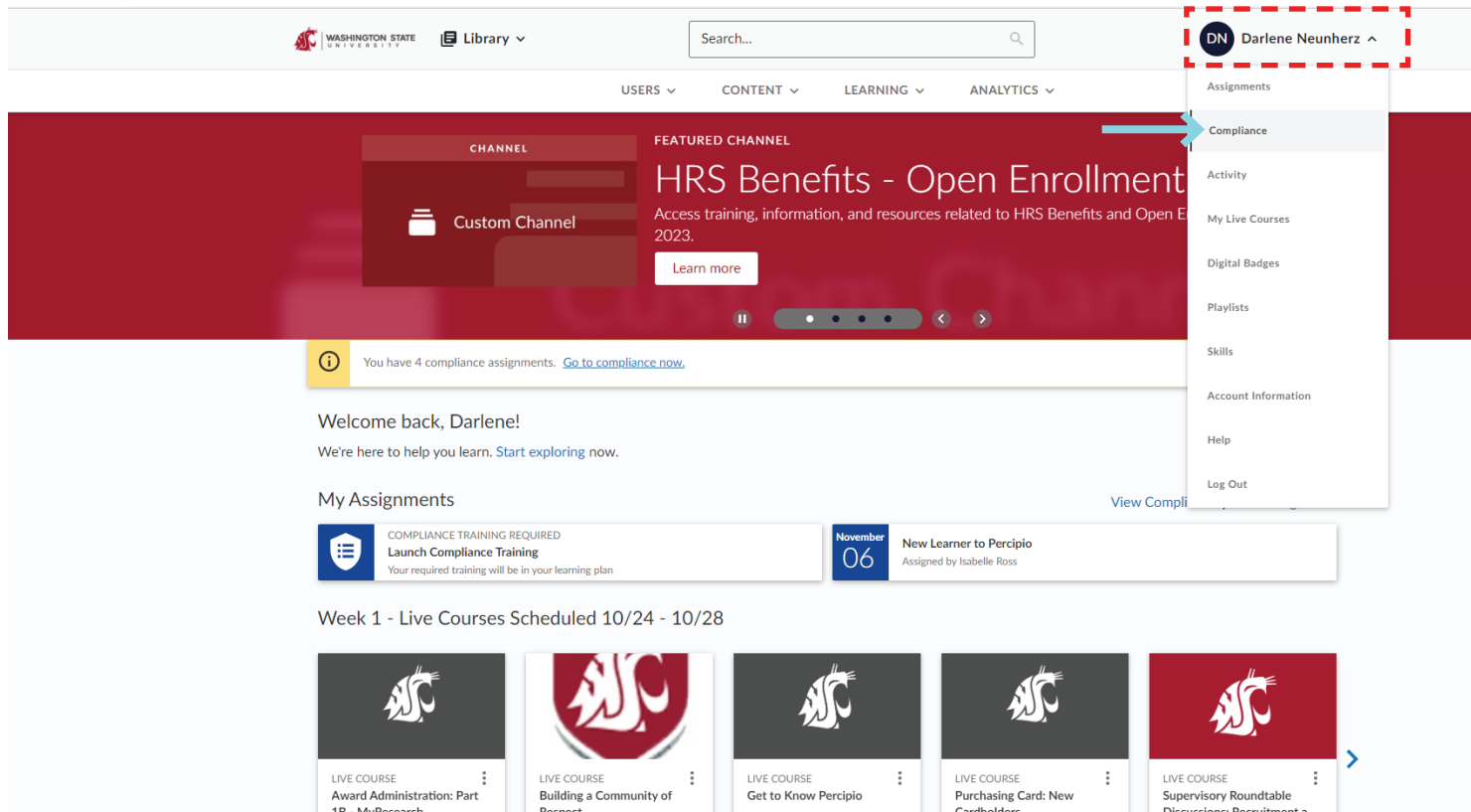
Section	Status
Launch 1. Introduction	
2. Fire and Emergency Dangers	
3. Emergency Action and Fire Prevention Plans	
4. Emergency Exits	
5. Emergency Alarm Response	
Exam ▲	



Exit Lesson ✕

When you have finished the course and completed the quiz, you will be immediately notified of your score. If you passed (80% or higher), you will be awarded a certificate.

12. To view and save the certificates upon course completion, return to the home page and click your name in the top right corner.
13. A drop down menu will appear. Select “Compliance” from the list.



14. Then, click on your name again and select “Training History”.

The screenshot displays the Washington State University training portal. At the top left is the WSU logo. At the top right, the language is set to 'English (United States) (EN-US)' and the user 'Steinar Goheen' is logged in. A red dashed box highlights the user's name, and a dropdown menu is open, showing options: 'Assignments', 'Training History', 'Help', and 'Sign Out'. A red arrow points from the 'Training History' option to the right. Below the header, there are two main sections: 'Required Compliance Assignments (4)' and 'Optional Compliance Assignments (171)'. Each section contains a grid of training assignment cards. The 'Required' section has four cards: 'Discrimination, Sexual Harassment, and Sexual...', 'Ethics in Public Service', 'Hazing Prevention Training', and 'ITS - Cyber Security Awareness Training'. The 'Optional' section has a grid of cards including '1557 Coordinator Training', 'Activating DEI Culture Shifts', 'Active Shooter Response', 'Aerial and Scissor Lift Safety', and 'Asbestos Awareness'.

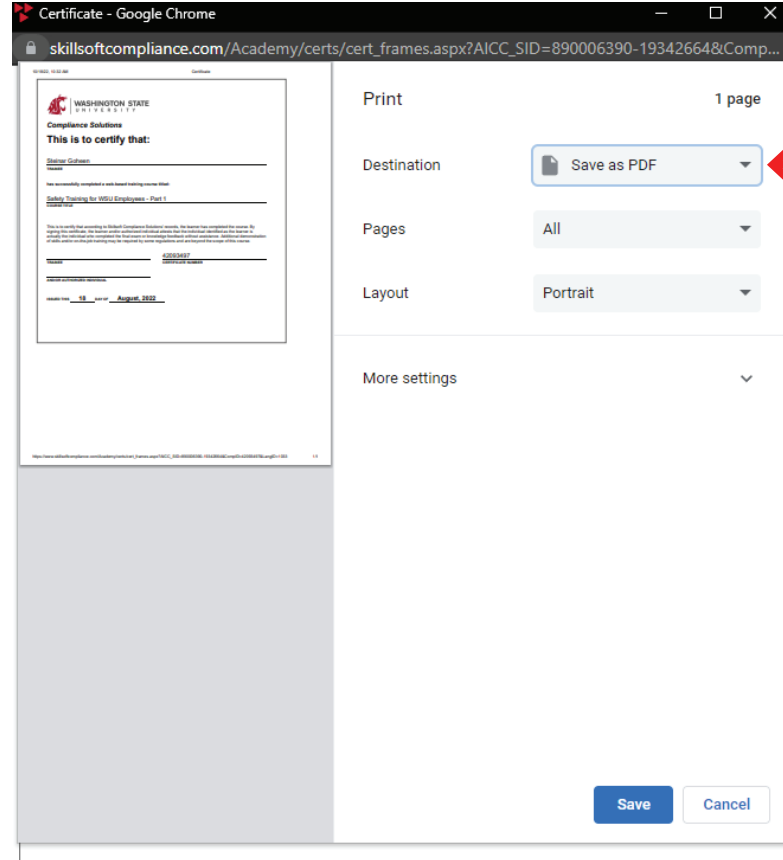
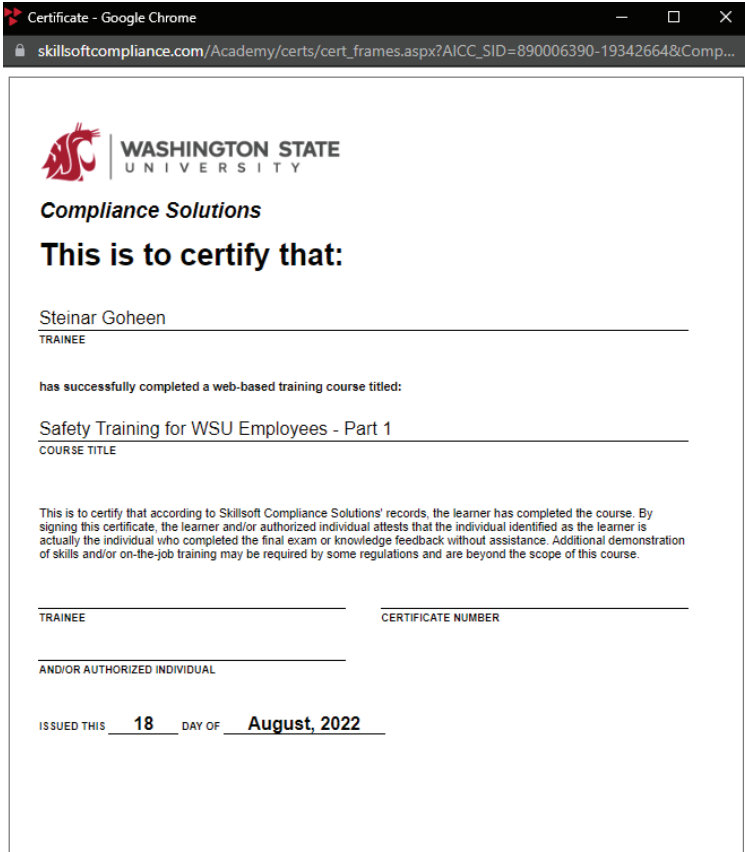
15. Every completed course will appear on the list. To view/print certificate, click on the blue “Certificate” button on the right side of each row.

The screenshot shows the 'Compliance History' page for a user named Steinar Goheen. The page features a search bar and a table of completed training courses. Each row in the table includes a course title, type, completion date, and a blue 'Certificate' button. A red arrow points to the 'Certificate' button for the 'Safety Training for WSU Employees - Part 1' course.

Content	Type	Completed	
SPPM 2.18 - Safety Training	Link	Aug 18, 2022	Certificate
Safety Training for WSU Employees - Part 1	Learning Program	Aug 18, 2022	Certificate
PPE - Eye and Face Protection	Web-based Training	Aug 09, 2022	Certificate
PPE - Hand Protection	Web-based Training	Aug 09, 2022	Certificate
Risk Assessment	Web-based Training	Aug 09, 2022	Certificate
Asbestos Awareness	Web-based Training	Aug 08, 2022	Certificate
Back Safety and Injury Prevention	Web-based Training	Aug 08, 2022	Certificate

Employee Safety Training Access

16. The certificate will be displayed in a separate window. To print/save as PDF, select the blue printer icon.
17. To attach certificate to email, select "Save as PDF" from the printer drop down menu. Save the file to your computer.



Click the icon below to print your certificate.



Tip #1: Be sure to click on, and explore, the different tabs within the modules. Many of the quiz answers will be found within these tabs. An example of where to find these tabs are shown by the red arrows below.






Emergency and Fire Preparedness



Emergency Action and Fire Prevention Plans

Fire Prevention Plans

Now let's look at some specifics of preventing and minimizing fires. Select the images for more information.

Fire Hazards	Handling and Storage	Sources and Controls	Fire Equipment	Contact Personnel
				





Tip #2: Take the practice exercises as these questions are often on the quiz. These practices are not graded, and you can check your answers as many times as you would like. An example practice exercise is shown below - the red arrows indicate where you respond (click inside the circle you think is correct), and where you can click to check, or reset, your answers.

Emergency and Fire Preparedness

Fire and Emergency Dangers

Emergency Dangers

Reset  Check My Answer 

Here is a practice exercise to test your knowledge. Read each item at the left. Select the appropriate button in the appropriate column at the right. When you are finished, select the "Check My Answer" button to see how you did.

	True	False	
Toxic gases are the most serious of fire dangers.	<input type="radio"/>	<input type="radio"/>	←
Workplace violence is primarily physical violence.	<input type="radio"/>	<input type="radio"/>	←
Dangers from natural disasters include drowning, collapsing structures, and flying debris.	<input type="radio"/>	<input type="radio"/>	←
Fuel, heat, and oxygen complete the fire tetrahedron.	<input type="radio"/>	<input type="radio"/>	←
Poor planning or lack of preparedness is only a danger in fire emergencies.	<input type="radio"/>	<input type="radio"/>	←
A toxic chemical release can produce toxic gases, contamination, explosions, and, possibly, fire.	<input type="radio"/>	<input type="radio"/>	←