WASHINGTON STATE UNIVERSITY

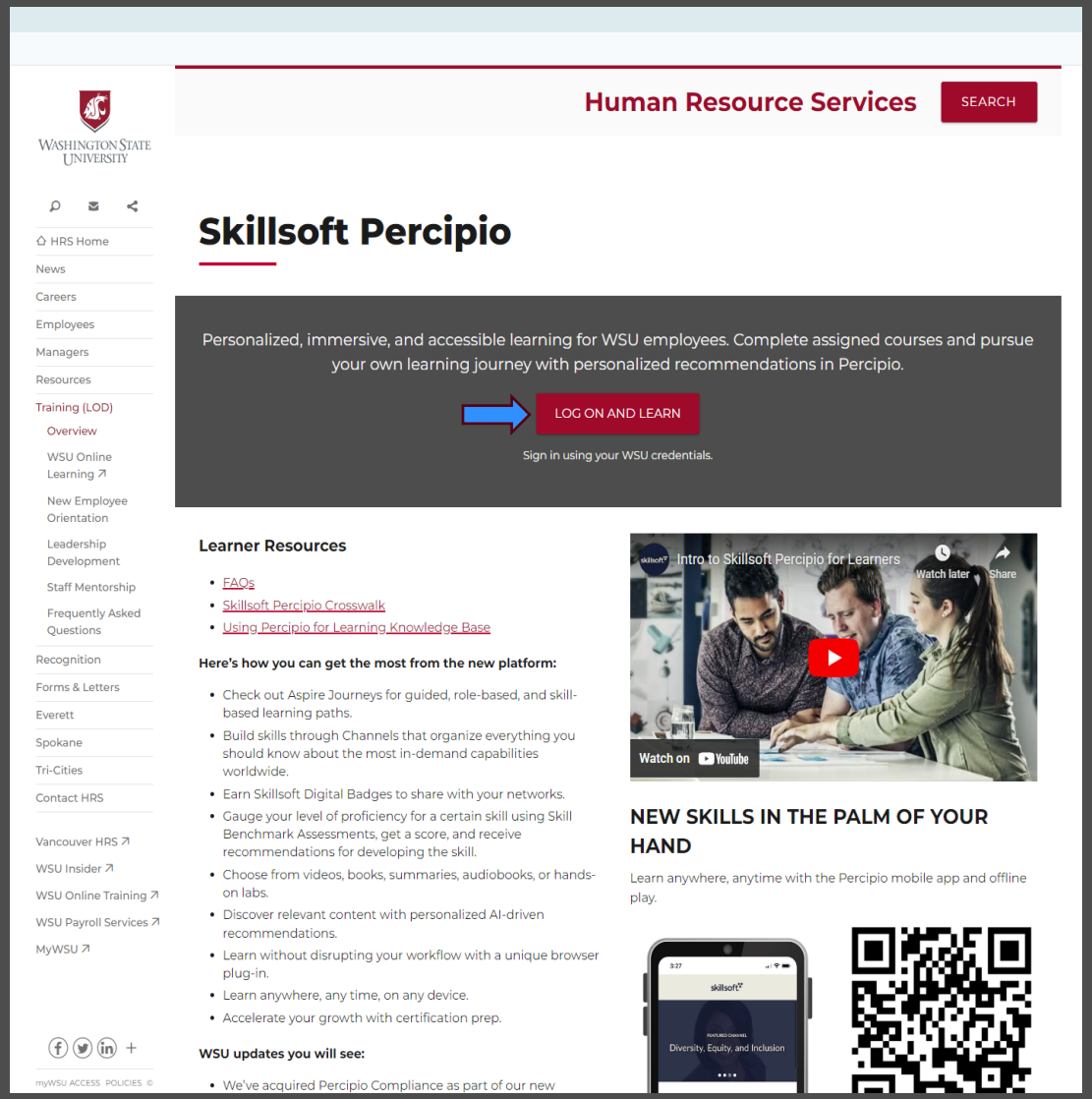
VCEA Employee Safety Training
Percipio Navigation

September 2024

Facilities Operations and Safety Services

Voiland College of Engineering and Architecture

Step 1: Navigate to WSU HRS/Skillsoft Percipio



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

- Go to https://hrs.wsu.edu/training/Skillsoft-percipio/. The link will take you to the page shown to the left.
- **Click on the 'Log On and Learn'** button as indicated by the blue arrow.

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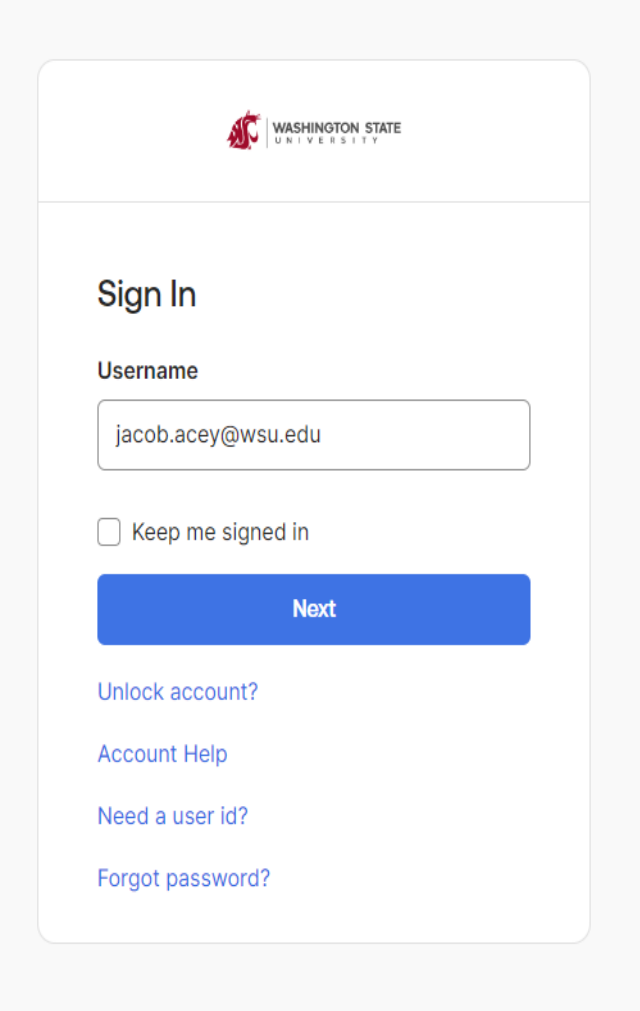
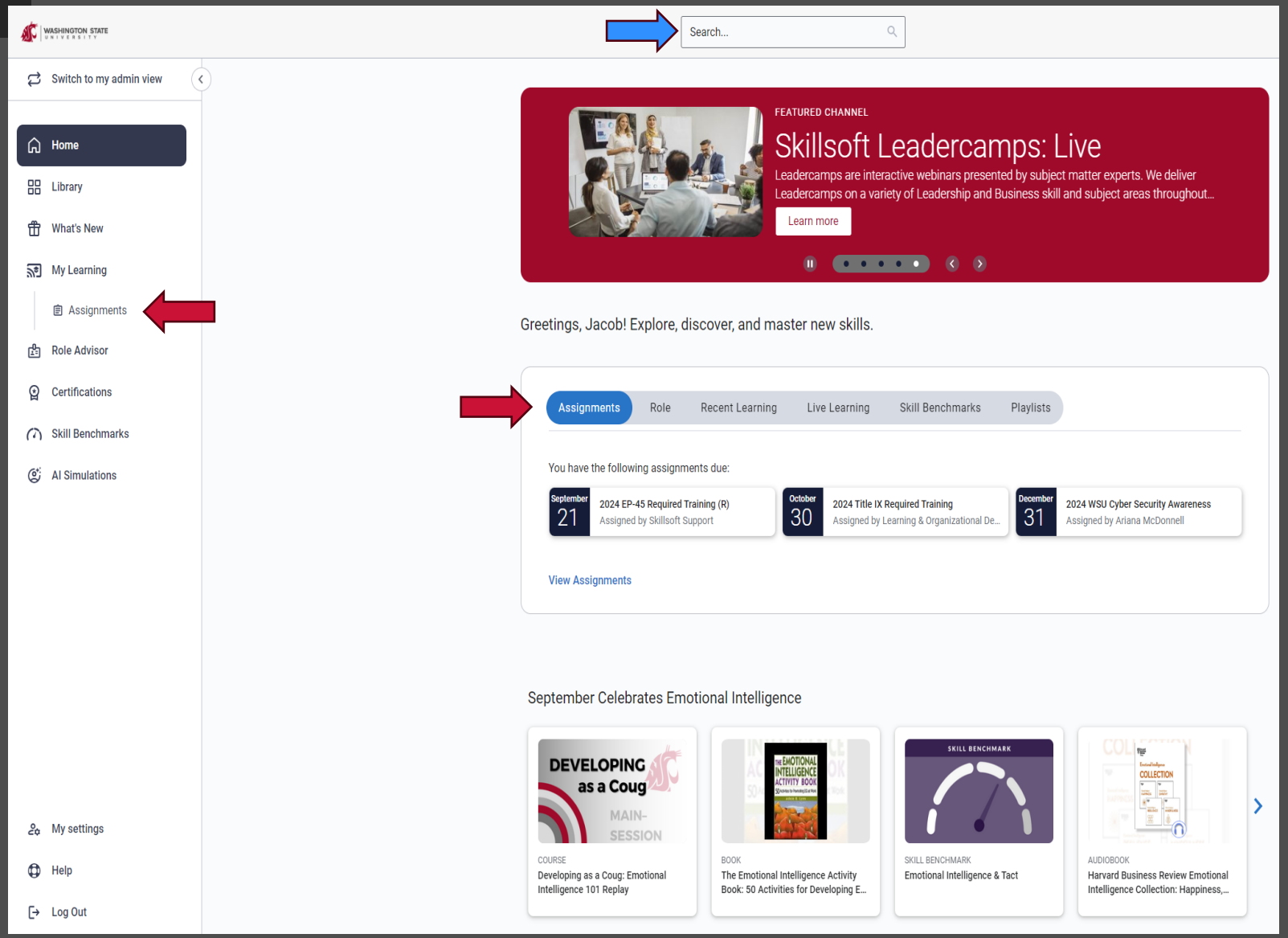
Step 2: Log into WSU portal with MFA



- You will be taken to a page where you must log into WSU's Portal. **Log into the WSU portal** using your network ID and password.
- You will then be redirected to a new screen asking to authenticate it is you.
- Push the button to send the authentication to email or cell phone.
- You will then need to confirm it is you when the authentication comes to your mobile device or email depending on which you selected to authenticate through.
- If you do not want to go through this same authentication again, you can check the 'keep me signed in' box.
- NOTE: You will need to have your multi-factor authentication MFA security settings in the WSU Security System before you can long in and or authenticate. It is recommended you use SMS (text your cell phone or Voice Call so you can respond to WSU's MFA variations quickly from anywhere.

Step 3: Find your Assignments (Search Option)



- Once you have logged in, you will be greeted with a welcoming screen.
- To get to training courses navigate to assignments on the left side or in the center of your screen (if your learning administrator has assigned courses to you) as indicated by the **red arrows,** or simply type in the name of the course in the search bar and click enter as indicated by the **blue arrow**.
- If you choose to search for your course, **enter the course title and then press enter**. You will then be directed to another page. Find and select your course and then **select "Launch"** on the next screen to begin the course.
- NOTE: See slide seven and eight of this presentation for the list of safety courses.

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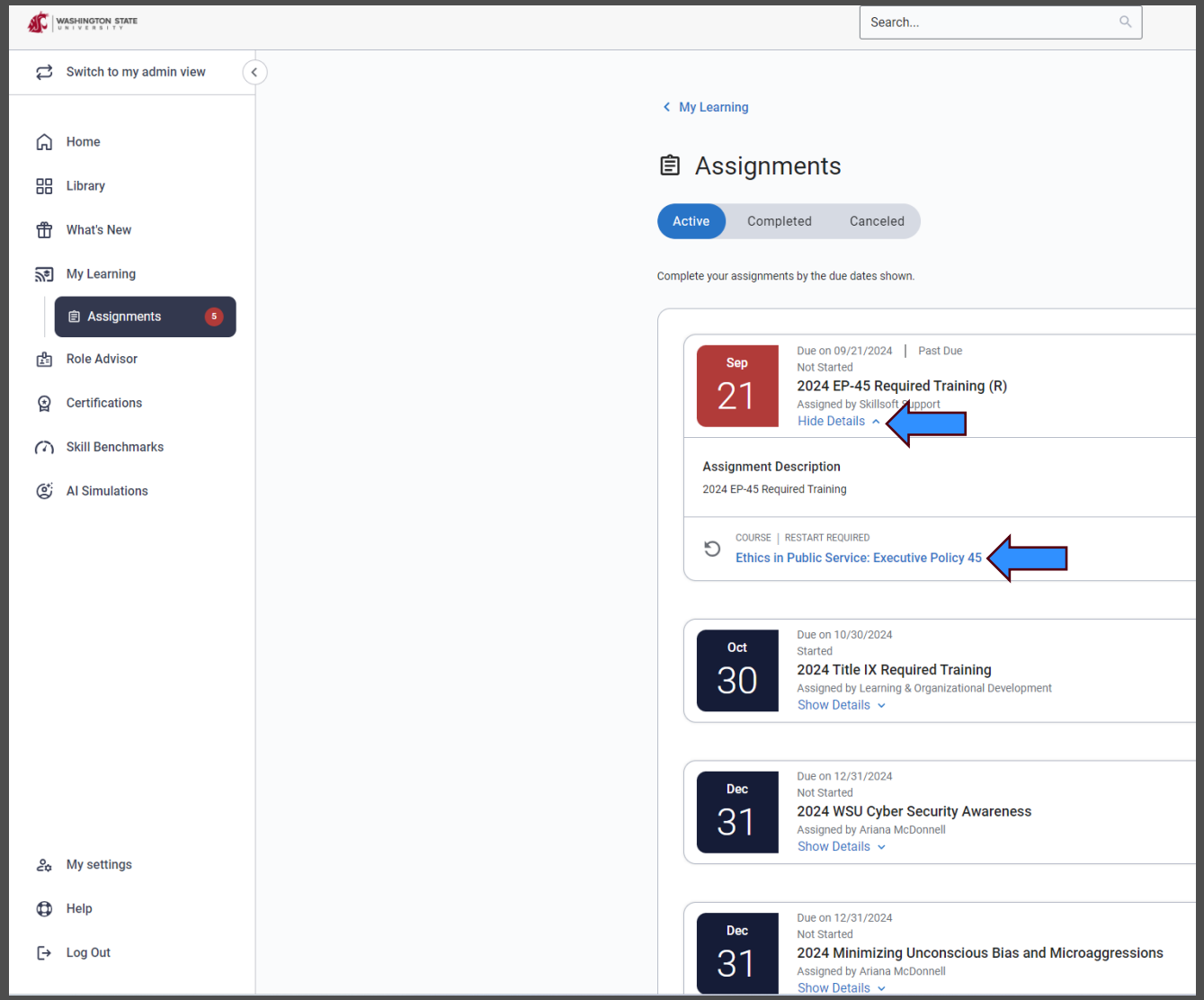
Step 3: Find your Assignments (Assignments Option)



- In the assignments interface the window will show active assigned courses, completed courses, and canceled courses. To begin assigned courses simply **click on show/hide** details and then **click on the titled hyperlink**. You will then be directed to another page to launch the course.

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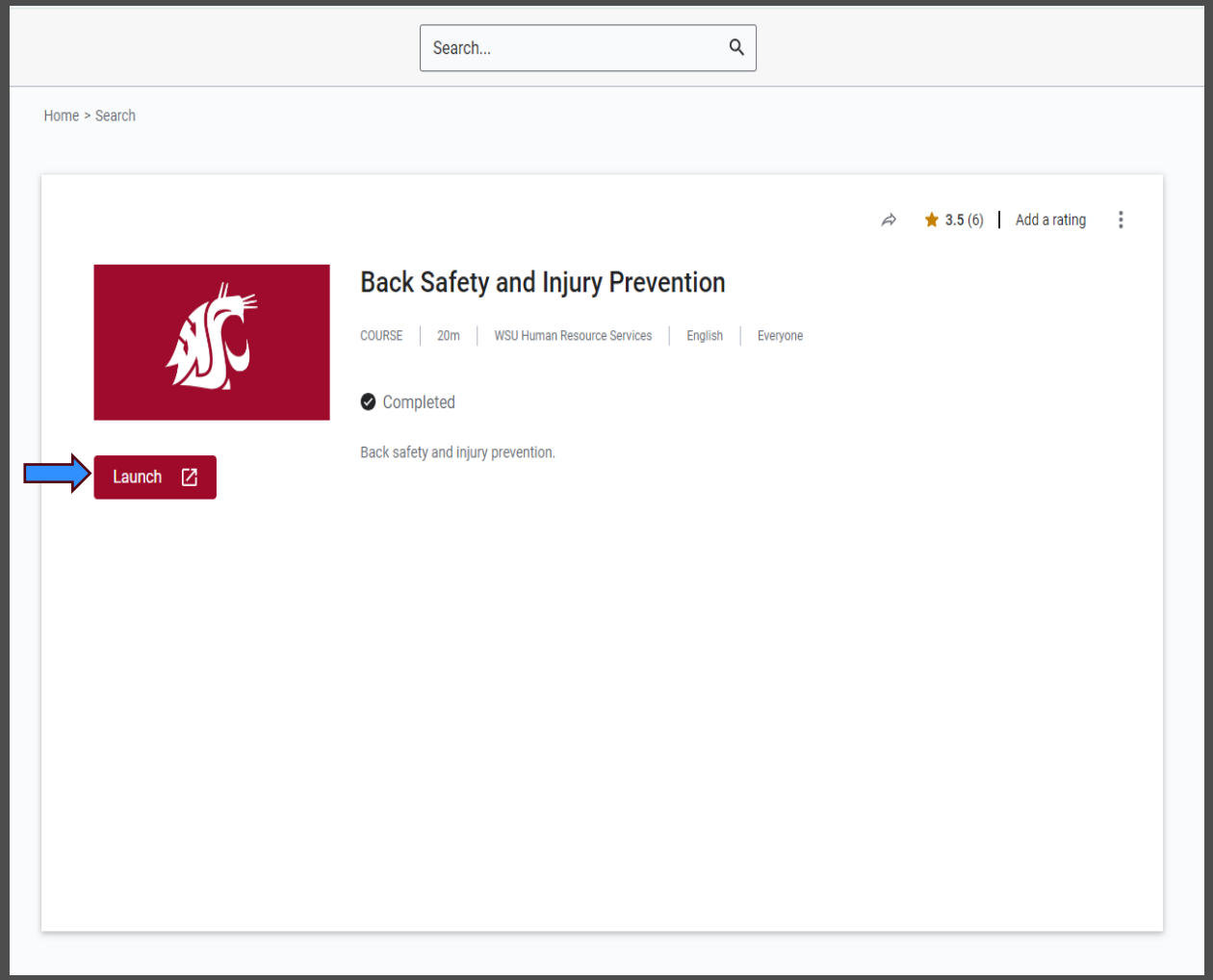
Step 4: Launch and Complete your Assignment



- **Select the launch button**, indicated next to the **blue arrow**, and follow the successive prompts to complete the course. Courses will automatically save progress with most having check on learning and quizzes associated.
- Record of completion is automatically saved to the system upon completion of the assignment.

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WSU and VCEA Required Safety Courses

- All Voiland College employees must complete the following courses in accordance with WSU Policy and VCEA Policy.
- **<u>WSU Required Courses Part 1:</u>**
  - Back Safety and Injury Prevention
  - Slips trips and Falls
  - Emergency and Fire Safety Preparedness
- **<u>WSU Required Courses Part 2:</u>**
  - Portable Fired Extinguisher Safety
  - Personal Protective Equipment Fundamentals
  - Office Ergonomics
  - Asbestos Hazard Awareness
- **<u>VCEA Required Courses</u>**
  - University Laboratory Safety: Working Safely

VCEA Required Safety Courses: Personnel Working in a Lab

- 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 lab's Principle Investigator(s) for direction in obtaining additional training necessary for lab specific hazards.
- **<u>VCEA Personnel Working in a Lab</u>**
  - 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