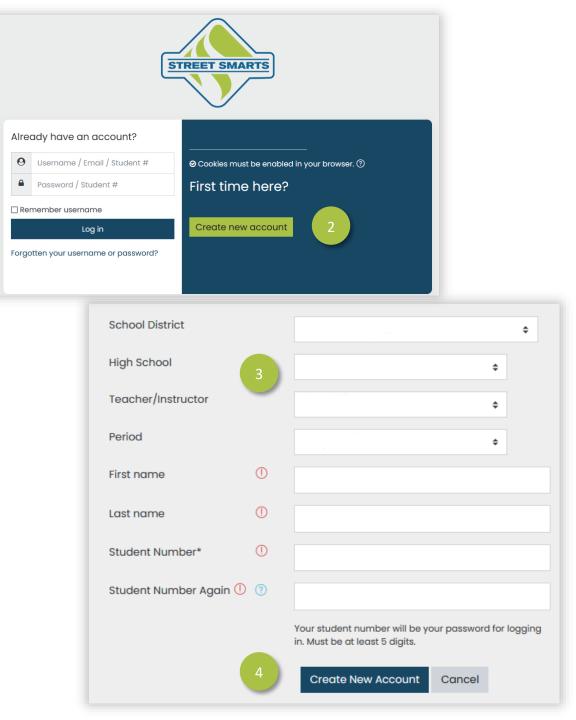
### **Steps to Self-Register for Training**

- 1. Visit: <u>streetsmarts.onqsafety.com</u> Make sure that you are using Chrome (other browsers may not run as efficiently)
- 2. Click on Create new account
- 3. Complete the Create Account Form
  - a. Select your School District
  - b. Select your High School
  - c. Select your Teacher/Instructor
  - d. Select your Period
  - e. Enter **First** and **Last name** (This will appear on your certificate of completion)
  - f. Enter your **Student Number** This is your high school lunch student number, it needs to be at least 5 digits long
    - Your Student Number will be your username and password to log back into the system
  - g. Enter your **Student Number** again
- 4. Click "Create New Account"

\* If you do not have a student number, please contact On Q Safety



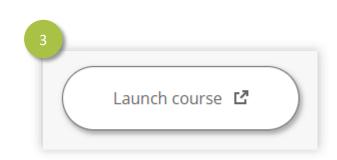
#### **Steps to Training**

- 1. Click 'Access' to see the lessons
- 2. Select a lesson to begin
- 3. The lesson will launch in a separate window, if not click 'Launch'
- 4. Completed lessons will be indicated by a checkmark
- 5. After your initial login, you will be able to continue the lessons by clicking on Access



4.0 Hour Co	urse	





## Training FAQs

- General Issues: Use Google Chrome as your Web Browser to complete the training.
- Items don't appear: Go into your browser to "allow Pop-ups."
- Nothing Happens on Launch: When you click "Launch Lesson", the lesson should open in a new window. If you click the button and nothing happens, the lesson may already be open in a hidden window.
- Can't Advance to the Next Section: Each section of the lesson <u>must be completed</u> before you can advance to the next section. If you exit a lesson before finishing, make sure you click "Resume" when you launch the lesson again. If you do not click resume it will take you to the beginning of the training.
- **Doesn't Mark as Complete:** A minimum score of <u>80% must be achieved</u> on the lesson quiz or challenge for the lesson to be marked complete. If you do not get an 80% the first time, you will need to <u>retake</u> the quiz and get a passing score.
- No Sound: If the sound doesn't start with any slide, click "Pause" and then click "Play."
- Small Images: If you are completing the training on a mobile device and the images and videos appear too small, you can zoom using your fingers to enlarge the images and videos.

# Training FAQs

### To reach Tech Support

- 1. You can chat with customer support during normal operating hours by clicking on "Chat" in the bottom right corner.
- 2. Send in a ticket by clicking on the "Support" tab on the left side of the website and filling out the form.
  - A. Requester: You're email address
  - B. Name: Your first and last name
  - C. Subject: Issue in few words
  - D. Make sure to put as much information as possible
  - E. You can also search help articles on this screen
- 3. Send an email to <u>support@onqsafety.com</u>. Provide your name, school, and a description of your problem. Your computer type and web browser type will greatly help.
- Hours of Operation <u>9:00 AM 5:00 PM Monday-</u> <u>Friday</u>

