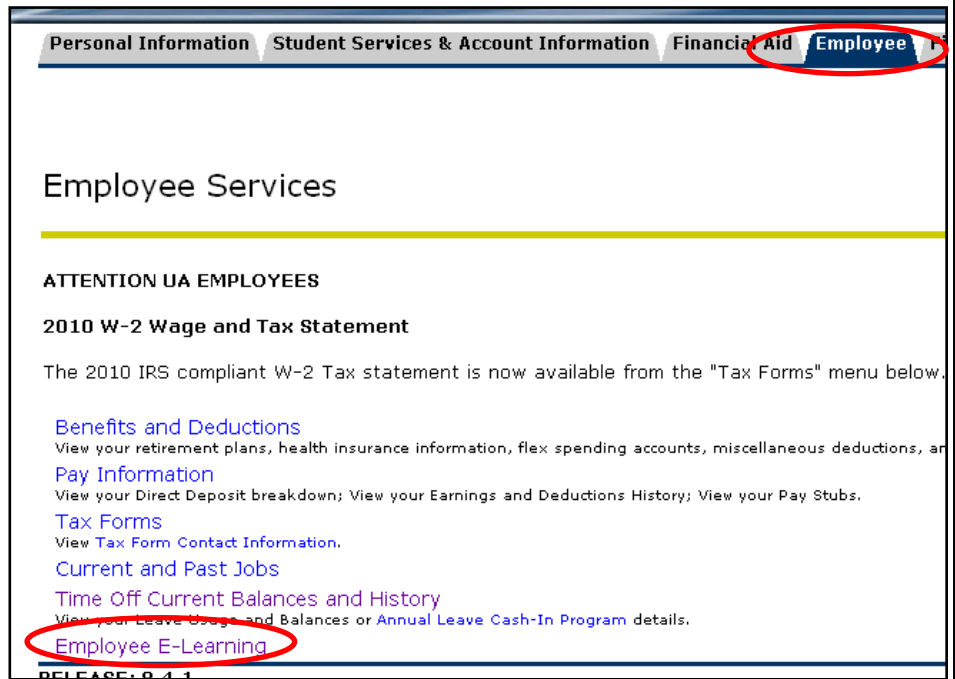


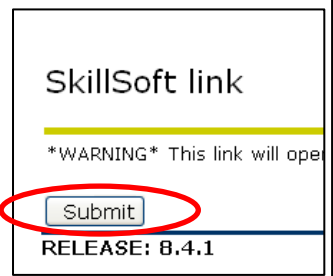
Step 1: Go to UAA Homepage and look for the UA Online link in the lower right hand corner. It is in the "For Students" section. Click it and Log in to UA Online. You will need your ID number and your pin to get in.



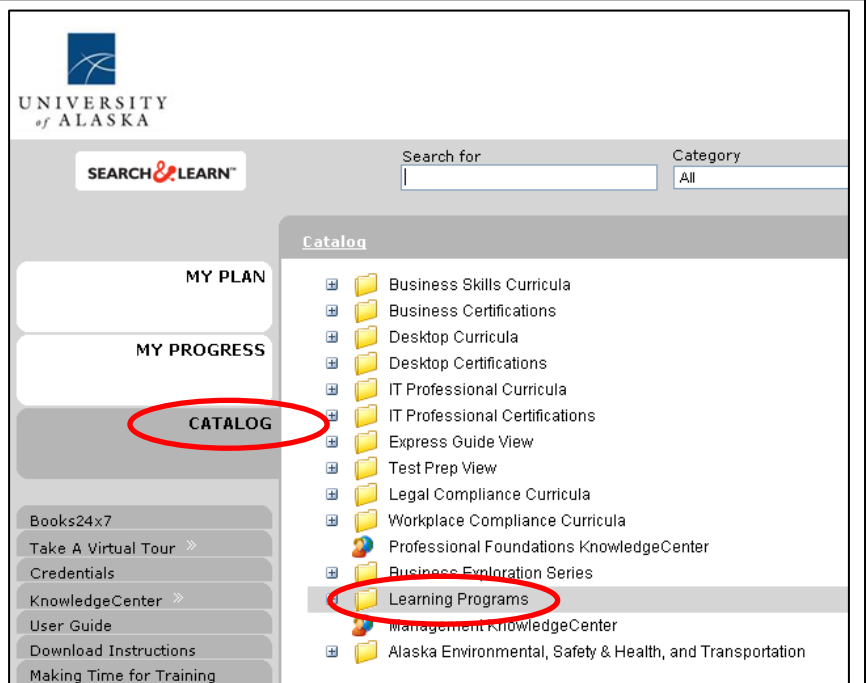
Step 2: Once you are in, click on the Employee tab. Under that tab you will find a link called Employee E-Learning. Click it.



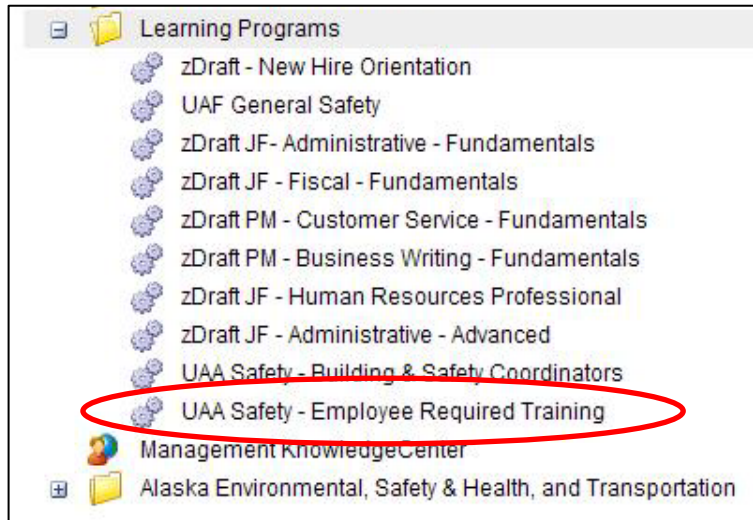
Step 3: Under Employee E-Learning you will find two options. Click on Skillsoft. Once you do, you will see a warning and a Submit button. This is fine. Click Submit.



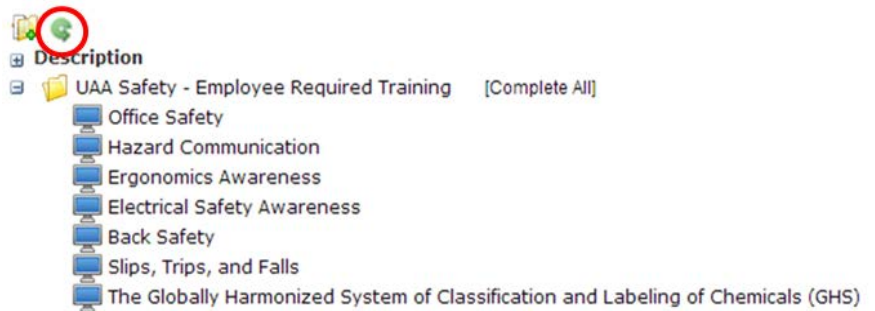
Step 4: Once you have been transferred to Skillsoft, Click Catalog. In the options on the right you will find Learning Programs. Click that.



Step 5: Among all of the Learning Programs, you are looking for UAA Safety – Employee Required Training. Click on that when you locate it.



Step 6: Click on the green circling arrow which will enroll you in the program. Once you enroll, you can always access the courses again through Catalog and take each class at your own pace by clicking on them. If you need to exit, make sure you finish the course so your progress will be saved. When you want to come back follow the above steps 1-5 and click on a new class.



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