



Department of Risk Management and  
Safety

### Online Safety Training Brochure

Program Administrator: Ben Fausett  
895-4861 or 895-4226

Thank you for participating in Online Safety Training at UNLV. Our goal is to develop a quick and efficient means of providing safety training to UNLV faculty and staff. We feel this can accomplish these goals and hope that you will find the training easy and applicable to your needs. Please follow the steps below to access this training. As always, please provide any feedback – good or bad – to the program administrator at the phone numbers listed above. Good Luck.

1. Please go to the website <http://webcampus.nevada.edu> to access this training.
2. Click on UNLV Professional Development. (This is the last choice.)
3. Click on the second box titled "Log In".
4. Type in your user name and password.

User name = firstname.lastname  
Password = password


Your user name will be your name registered with Human Resources. If you want your name changed to a more common name (i.e. Jim from James) please notify the program administrator to make the change.

5. The first time you log-in you will be prompted to change your password. Please choose a password that only you will remember.

6. To enroll in a course, choose the first box titled "Course List" on the Log In page.

Click "Risk Management and Safety."  
Click "Safety Training."  
Click "Uncategorized."

7. Click on the arrow of the course in which you would like to enroll.

8. On the section line, click on the icon at the far right side of the page. The icon will look something like this:  


9. You will be asked to enter your user name and password. Click on "Register" to complete your enrollment. You are now enrolled into the course.

10. Click on box titled "Go to MyWebCT."

11. You should now see a list of courses in which you have enrolled. Click on the course that you want to take.

12. Follow the instructions listed on the main page.

Click on the department icon and choose the department in which you work. Once a department is chosen, the course icons will be made available to you. If your department is not listed, please call the program administrator for help.

13. When the course icons are available, select the course content. Your course will download and you may begin scrolling through the presentation. The download may take up to a minute depending on your internet connection.

14. If your web browser has blocked the file from downloading, click on the yellow information banner that appears. Choose the option "Download file". The file will download and the browser will redirect you to the "Course List" screen. Follow steps 11 through 13 above.

15. When the course is completed, click on the course assessment found on the menu to the left side of the page. Follow all steps on the screen. Remember to save every choice after you answer the questions. This will ensure every question is completed. Submit the assessment. You may see your results by choosing the assessment option on the left side of the page.

16. You are now finished with your course. You may visit any other links associated with this course.