



## QUICK START GUIDE

Welcome to Loyola University New Orleans' Online Risk Awareness Program. Your participation will help us reach our goal of creating and fostering the safest possible environment on our campuses for everyone here at Loyola.

We would like to point out a few quick items about the system before you begin:

1. To log on to the system, point your browser to:

<http://www.puresafety.com/Login/Login-1.asp?company=LoyolaNO>

Enter the following information:

**Company Name:** LoyolaNO

**User Name:** firstname.lastname (ex: John.Doe)

**Password:** loyola (This is the default password. If yours has been changed and you don't remember it, contact riskman@loyno.edu.)

2. Your training assignments will be displayed when you log in. Single click on the task name (eLesson) to view a listing of modules associated with that assignment.
3. Click on the appropriate module to begin. In most cases a module is either an interactive presentation or a test.
4. When you have completed each task, please remember to always click the "**Finish**" button, where applicable. If you do not click this button your work will not be accurately recorded and you may be required to take the same module again.
5. If you have any risk-related questions or suggestions for your supervisors use the messaging system, which is located near the top of the screen. Press the "**Messages**" button, select a message recipient and type in any questions or suggestions.
6. Click the "**Home**" button at any time to return to a list of your assigned courses.
7. If you have any questions regarding the use of the Loyola/PureSafety system a "**Help**" button is located in the upper right-hand corner that will most likely answer your question. If your question is not answered by using the "**Help**" mechanism, please call Customer Support at: 888.202.3018.
8. Finally, upon completing your training, be sure to click the "**Logoff**" button located in the upper right-hand corner. Again, if you do not properly logoff there is a chance that your training will not be accurately recorded for your supervisor's review.