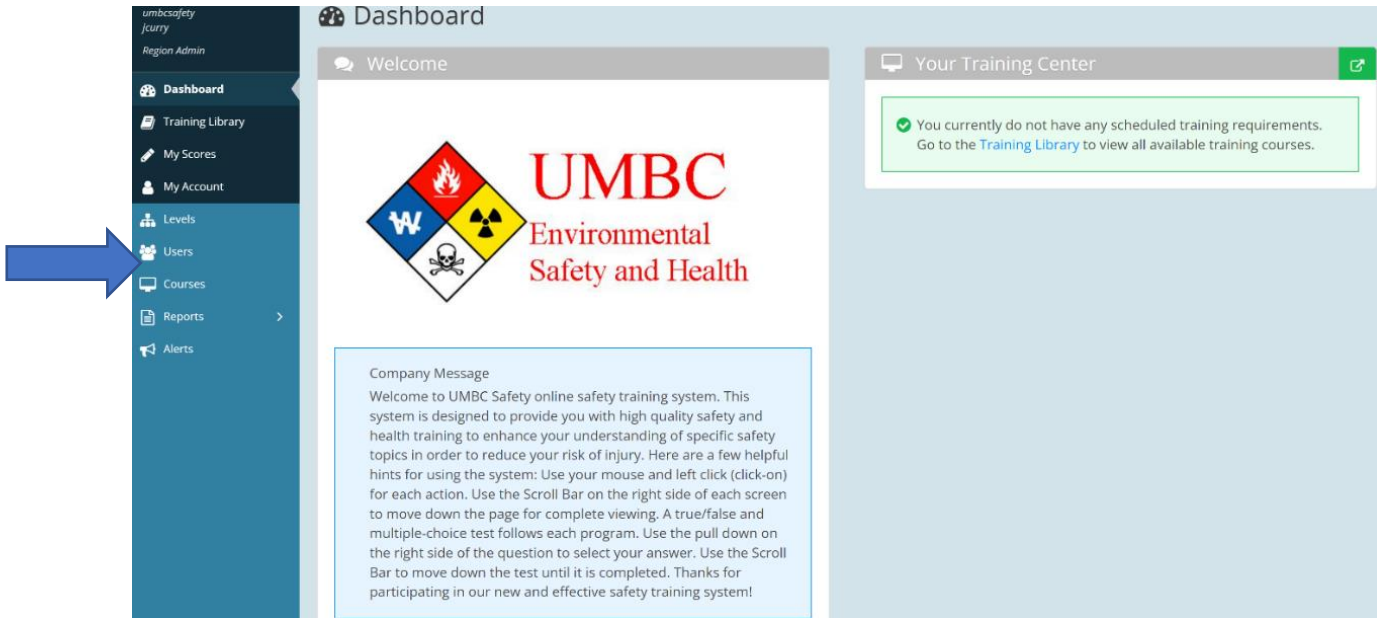


WEBNET User's Guide

The following is a practical guide for how to perform various functions in the Webnet learning platform. Please contact Environmental Safety and Health at esh@umbc.edu or at 5-2918 with any additional questions pertaining to Webnet.

1. Searching for an Existing User



Click on the USER tab on the right side of the screen.

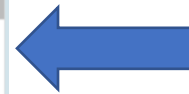
Select a Level: UMBC | All Companies

Users + Add User

STATUS: All Active Inactive New Hire | ACCESS LEVEL: Company Department User

Search Users

Name	Username	Access Level	Status	Action
Abbas, George	gabbas	User	Active	Edit Inactivate
Abbott, Sandra	sabbott	User	Active	Edit Inactivate
Abbott, Sandra	abbotts	User	Active	Edit Inactivate
Abbott, Sophia	sabbott	User	Active	Edit Inactivate
Abdali, Sophia	sabdali	User	Active	Edit Inactivate
Abdelazim, Suzanne	sabdelazim	User	Active	Edit Inactivate
Abdulah, Mumin	mabdulah	User	Active	Edit Inactivate
Abebe, Ephrem	eabebe	User	Active	Edit Inactivate



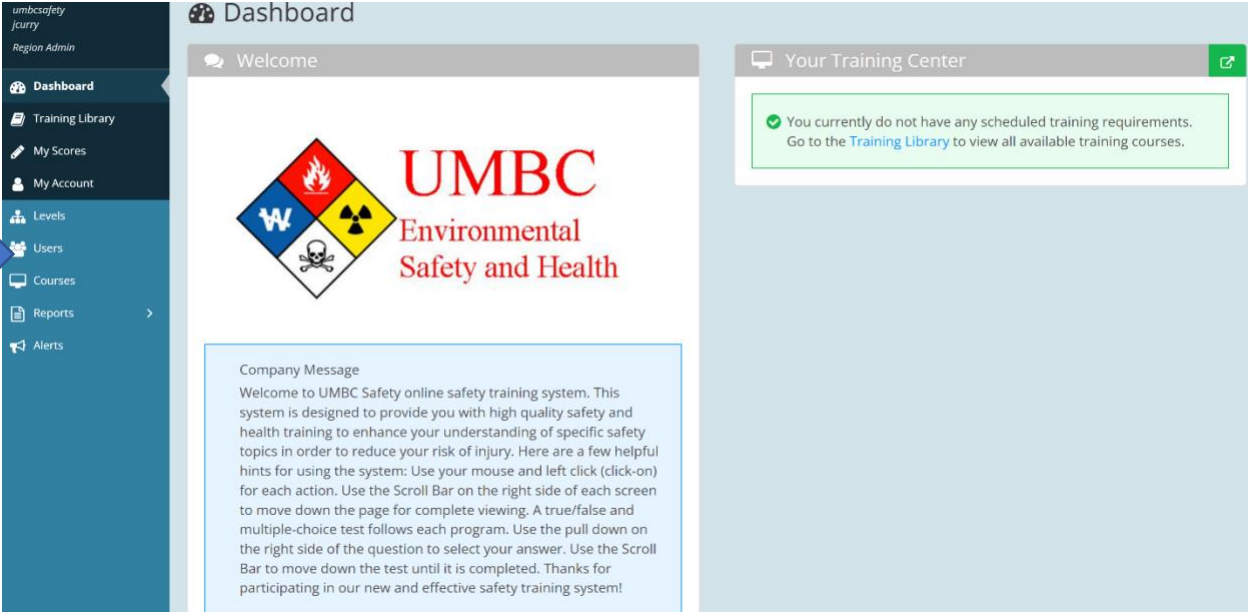
Type Individuals name into the search bar. If individual does not appear they will need a login created in WebNet.

2. Creating a new User in WebNet

If the employee is not an existing user in Webnet, they will need to be added to the system.

To add users:

Select the "Users" tab on the left of the screen.



The screenshot shows the UMBC Safety online safety training system interface. On the left, a dark blue sidebar contains navigation links: Dashboard, Training Library, My Scores, My Account, Levels, Users, Courses, Reports, and Alerts. A blue arrow points to the 'Users' link. The main content area is titled 'Dashboard' and features a 'Welcome' message with the UMBC Environmental Safety and Health logo. Below the logo is a 'Company Message' box with a welcome message and instructions for using the system. On the right, a 'Your Training Center' notification box states: 'You currently do not have any scheduled training requirements. Go to the Training Library to view all available training courses.'

Select the proper level from the drop down menus for the new user
 (Note: Match the level to the individual user as this assists with personnel management duties. e.g. An undergraduate student should not be assigned a faculty level)

WEBNET

William Jardel
 umbcsafety
 wjardel
 Company Admin

Select a Level: All Companies

Users + Add User

STATUS: All Active Inactive New Hire ACCESS LEVEL: Region Company Department User

Search Users

Name	Username	Access Level	Status	Action
Aa, Aa	Aa	User	Active	Edit Inactivate
Aaron, Phil	paaron	User	Active	Edit Inactivate
Aaron, Zack	zaaron	User	Active	Edit Inactivate
Abbott, Jada	jabbott	User	Active	Edit Inactivate
Abbott, Sandra	sabbott	User	Active	Edit Inactivate
Abbott, Sandra	abbotts	User	Active	Edit Inactivate
Abd El-Shafy, Abdulla	aabdels	User	Active	Edit Inactivate
Abdelghani, Huda	habelghani	User	Active	Edit Inactivate
Abdullah, Amani	aabdullah	User	Active	Edit Inactivate
Abe, Afolarin	aabe	User	Active	Edit Inactivate
Abernathy, Cassie Marilyn	caber0923	User	Active	Edit Inactivate

WEBNET

William Jardel
 umbcsafety
 wjardel
 Company Admin

Select a Level: UMBC Biology All Departments

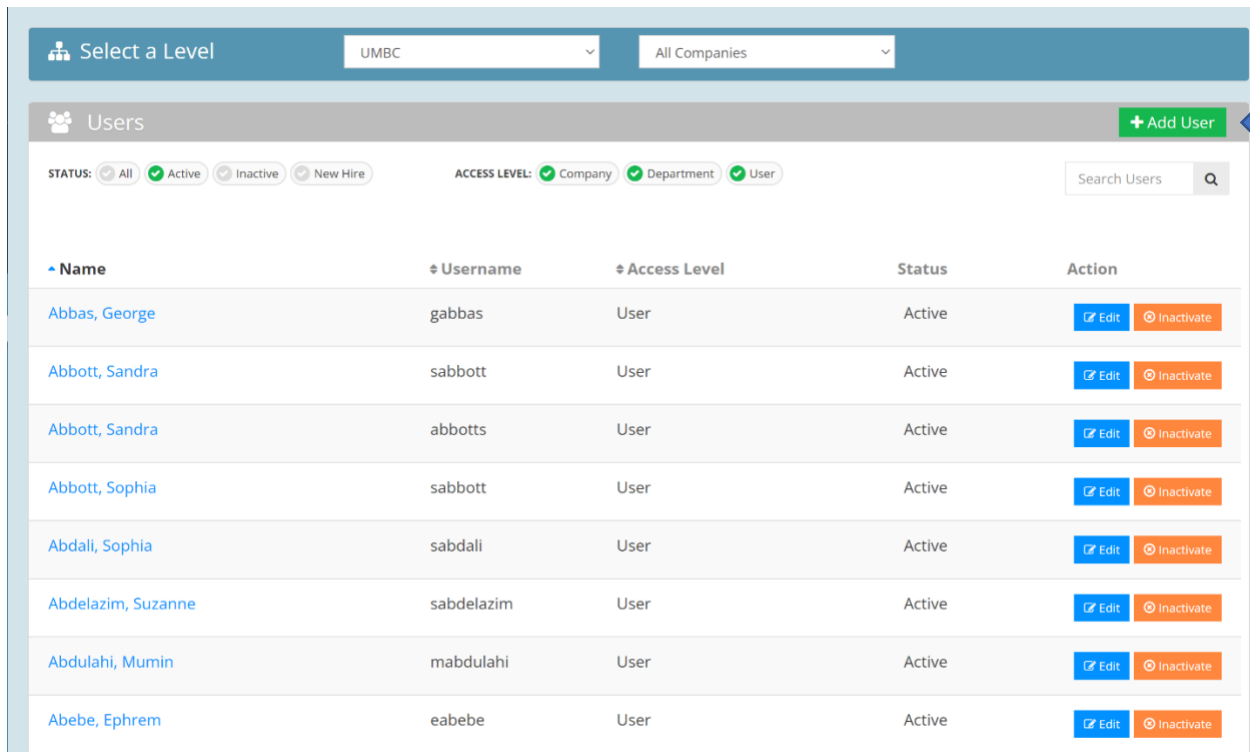
Users + Add User

STATUS: All Active Inactive New Hire ACCESS LEVEL: Region Company Department User

Search Users

Name	Username	Access Level	Status	Action
Akunnakwe, Maxine	makunnakwe	User	Active	Edit Inactivate
Bieberich, Charles	cbieberich	User	Active	Edit Inactivate
Blume, Chris	cblume	User	Active	Edit Inactivate
Brewster, Rachel	rbrewster	User	Active	Edit Inactivate
Campbell, Jalane	jcampbell	User	Active	Edit Inactivate
chang, joanna	jchang	User	Active	Edit Inactivate
D'Amato, Rob	rdamato	User	Active	Edit Inactivate
Dennis, Gabriella	gdennis	User	Active	Edit Inactivate
Edoiglawerie, Olivia	oedoiglawerie	User	Active	Edit Inactivate
Fernandez, Star	sfernandez	User	Active	Edit Inactivate
Fomengia, Kayla	kfomengia	User	Active	Edit Inactivate

Select "+Add User" on the top right corner.







The screenshot shows a user management interface. At the top, there is a header with "Select a Level" and two dropdown menus: "UMBC" and "All Companies". Below this is a "Users" section with a "+ Add User" button highlighted by a blue arrow. The interface includes filters for "STATUS" (All, Active, Inactive, New Hire) and "ACCESS LEVEL" (Company, Department, User). A search bar labeled "Search Users" is also present. The main content is a table with columns for Name, Username, Access Level, Status, and Action. The table lists eight users, all with "Active" status and "User" access level. Each user row has "Edit" and "Inactivate" buttons.

Name	Username	Access Level	Status	Action
Abbas, George	gabbas	User	Active	Edit Inactivate
Abbott, Sandra	sabbott	User	Active	Edit Inactivate
Abbott, Sandra	abbotts	User	Active	Edit Inactivate
Abbott, Sophia	sabbott	User	Active	Edit Inactivate
Abdali, Sophia	sabdali	User	Active	Edit Inactivate
Abdelazim, Suzanne	sabdelazim	User	Active	Edit Inactivate
Abdulahi, Mumin	mabdulahi	User	Active	Edit Inactivate
Abebe, Ephrem	eabebe	User	Active	Edit Inactivate

Add the user's first name, last name, and email. The employee ID is not needed.

Select a Level Maintenance

New User Information

Assigned ID	<input type="text" value="umbcsafety"/>	Username	<input type="text"/>
 First Name	<input type="text"/>	Password	<input type="text"/>
Middle Name	<input type="text"/>	Status	<input type="text" value="Active"/>
 Last Name	<input type="text"/>	Notes	<input type="text"/>
Employee ID	<input type="text"/>	New Hire	<input type="checkbox"/> OFF 
 Email Address	<input type="text"/>		
Language Preference	<input type="text" value="English"/>		
Permission Details			
Permission Level	<input type="text" value="User"/>		

The username should always be the first letter of the first name followed by complete last name. For example John Smith is jsmith. Initially set everyone's password to "safety". Make sure to enter the username and password in all lowercase letters. Click on the save button when all information is entered.

Select a Level Maintenance

New User Information

Assigned ID	umbcsafety	Username	jsmith
First Name	John	Password	safety
Middle Name		Status	Active
Last Name	Smith	Notes	
Employee ID		New Hire	OFF
Email Address	jsmith@umbc.edu		
Language Preference	English		
Permission Details			
Permission Level	User		

Cancel Save

3. Email Template

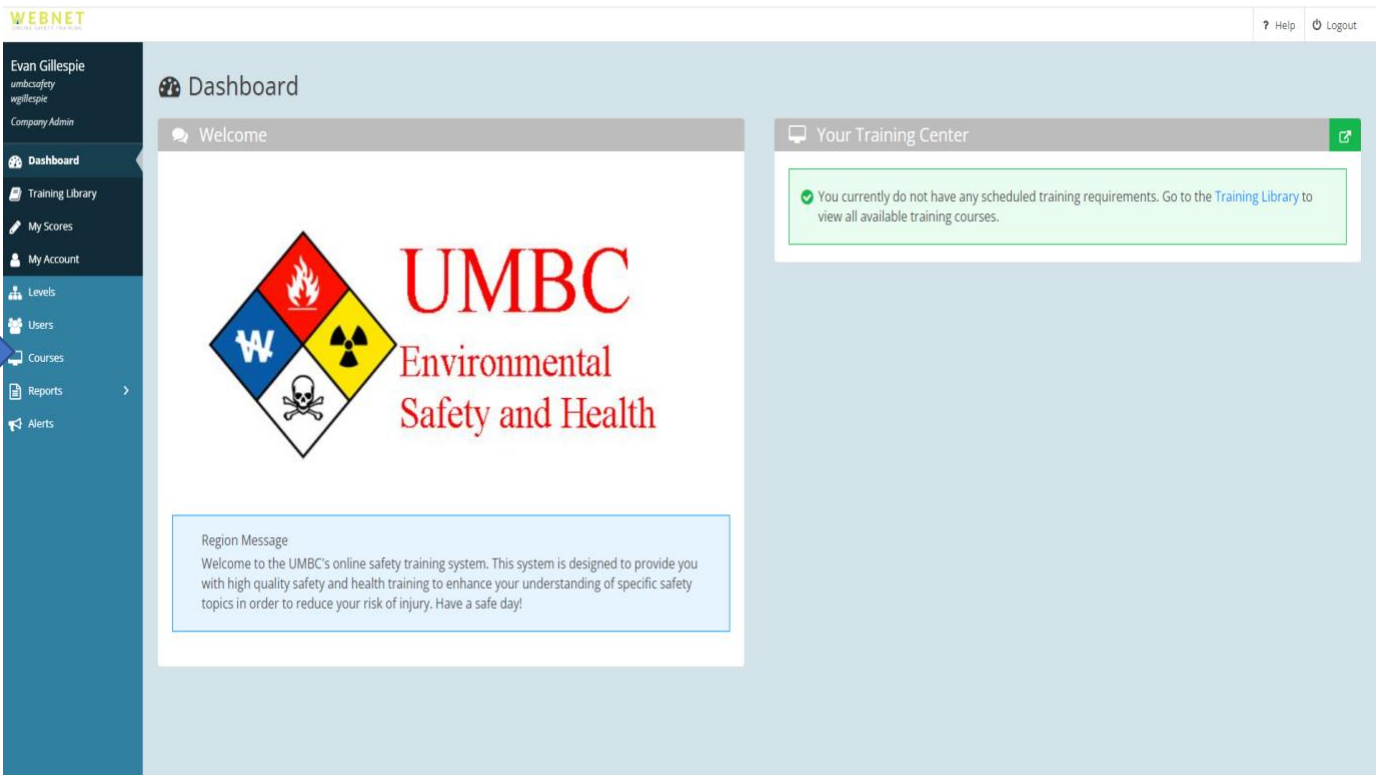
I have set up an account for you to use WebNet Online Training. To access the site go to www.webnettraining.com then click on "Member's Login". The Assigned ID is "umbcsafety", your username is "username", and your password is "safety". Make sure that all of the aforementioned information is filled out in all lowercase letters.

Once you log in select the "Training Library" tab to the left of the screen. The required training module is: "Insert Training Module Name" modules.

Once you complete the test print out the certificate and give to your supervisor so that it may be kept on file. Let me know if you have any questions, or problems logging on.

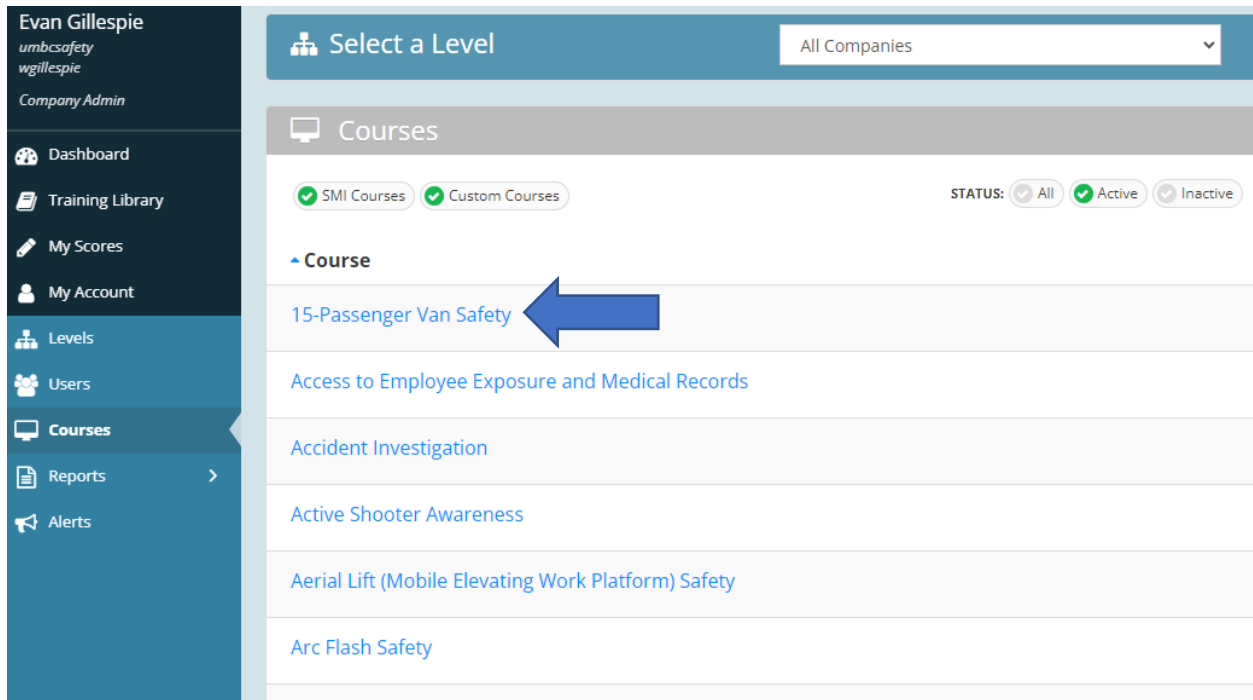
4. Group Training

When providing training from Webnet to a group, complete the following steps to ensure all attendees have a record of completion on their individual Webnet account. **A physical sign-in sheet should also be used for any group trainings in addition to the Webnet record (and kept on file).**

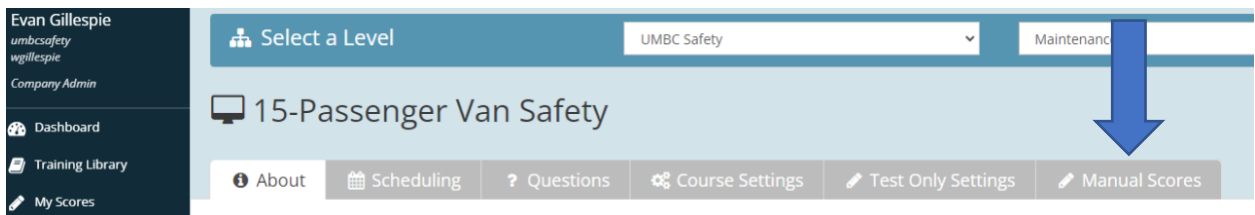


The screenshot displays the Webnet user interface. At the top left, the user's name 'Evan Gillespie' and role 'Company Admin' are shown. The main navigation menu on the left includes 'Dashboard', 'Training Library', 'My Scores', 'My Account', 'Levels', 'Users', 'Courses', 'Reports', and 'Alerts'. A blue arrow points to the 'Courses' menu item. The main content area features a 'Welcome' message with the UMBC Environmental Safety and Health logo, which consists of a diamond-shaped hazard symbol with a flame, a skull and crossbones, and a radiation symbol. A 'Your Training Center' box on the right indicates that the user has no scheduled training requirements and provides a link to the 'Training Library'. A 'Region Message' box at the bottom of the main content area contains a welcome message for the online safety training system.

From the home dashboard, Click on “Courses” on the left side of the screen.



Select the course that was provided (for this example, we'll use 15 Passenger Van Safety).



Click the tab "Manual Scores"

15-Passenger Van Safety

About | Scheduling | Questions | Course Settings | Test Only Settings | Manual Scores

Manual Score Entry Form + Submit All Selected Hide

<input type="checkbox"/>	First Name	Last Name	Username	Employee #	Completed	# Correct	# Asked
<input checked="" type="checkbox"/>	Phil	Aaron	paaron				
<input checked="" type="checkbox"/>	Justin	Adams	jadams				
<input checked="" type="checkbox"/>	Christian	Alexander	calexander				
<input type="checkbox"/>	Sammy	Alqasem	salqasem				



On the left hand side, check the boxes for each user that attended the group training.

15-Passenger Van Safety

About | Scheduling | Questions | Course Settings | Test Only Settings | Manual Scores

Manual Score Entry Form + Submit All Selected Hide

<input type="checkbox"/>	First Name	Last Name	Username	Employee #	Completed	# Correct	# Asked
<input checked="" type="checkbox"/>	Phil	Aaron	paaron		04/08/2024		
<input checked="" type="checkbox"/>	Justin	Adams	jadams				
<input checked="" type="checkbox"/>	Christian	Alexander	calexander				

Enter the date that the training was given. This will be done for each user.

15-Passenger Van Safety

About | Scheduling | Questions | Course Settings | Test Only Settings | Manual Scores

Manual Score Entry Form + Submit All Selected Hide

<input type="checkbox"/>	First Name	Last Name	Username	Employee #	Completed	# Correct	# Asked
<input checked="" type="checkbox"/>	Phil	Aaron	paaron		04/08/2024	100	100
<input checked="" type="checkbox"/>	Justin	Adams	jadams		04/08/2024	100	100
<input checked="" type="checkbox"/>	Christian	Alexander	calexander		04/08/2024	100	100



Under “# Correct” and “# Asked”, enter “100” in each field for each user to indicate 100 percent correct (passed). Then click “+ Submit All Selected”.

Showing 1 - 77 of 77

1 2 3 4

+ Submit All Selected

Manual Score List

Show



Scroll down to the bottom of the page and click “Show” to expand the manual score list.

Name	# Correct	# Asked	Score	Completed	Actions
Aaron, Phil	100	100	100%	03/28/2024	Edit Delete
Adams, Justin	100	100	100%	04/08/2024	Edit Delete
Alexander, Christian	100	100	100%	04/08/2024	Edit Delete

Upon expanding the list you will see the users’ updated scores for that course, indicating it was completed and passed.

4. Generating a Certificate of Completion

Dashboard

Welcome

Your Training Center

You currently do not have any scheduled training requirements. Click here to view all available training courses.

Region Message

Welcome to the UMBC's online safety training system. This system is designed to provide you with high quality safety and health training to enhance your understanding of specific safety topics in order to reduce your risk of injury. Have a safe day!

UMBC Environmental Safety and Health

The user who completed the course will log in to their Webnet account. From the main home page, select “My Scores”.

My Scores

Scores for Evan Gillespie

Date Taken	Course	Score	Status	Certificate
02/16/2024	Confined Space Entry Part 2	100.00%	Pass	Certificate
02/16/2024	Confined Space Entry Part 1	100.00%	Pass	Certificate

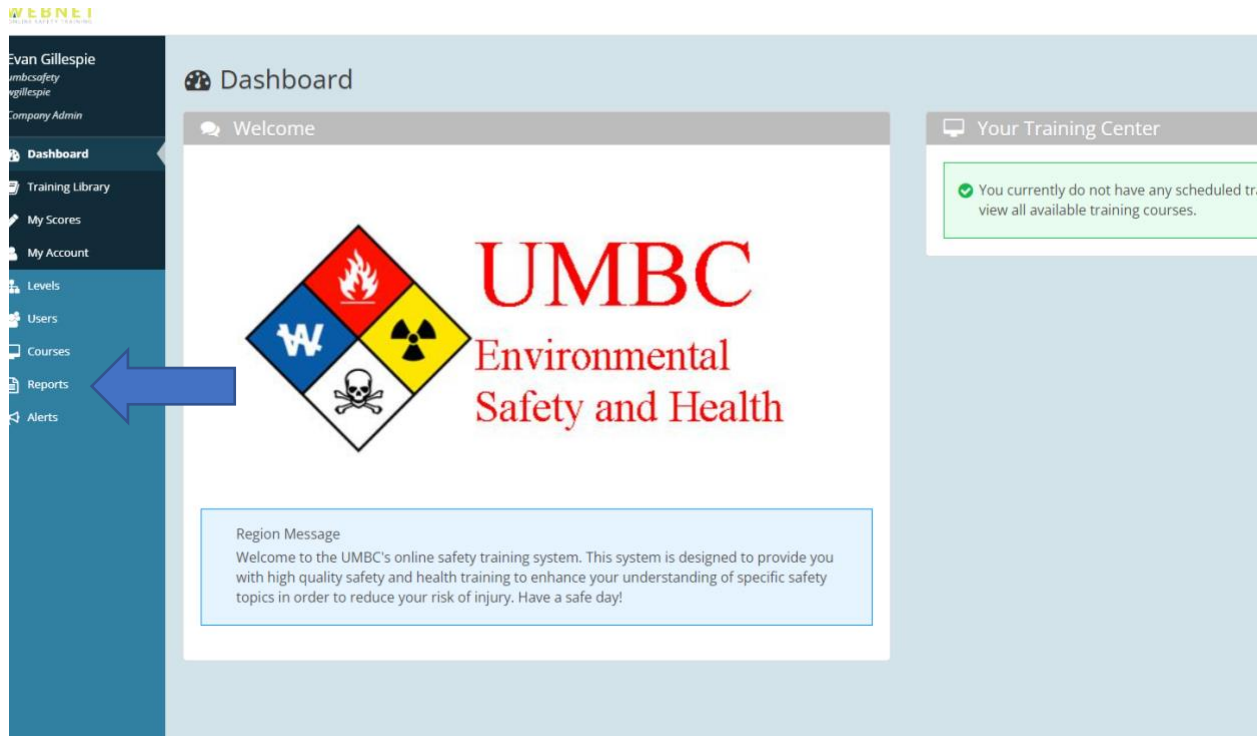
This will bring up the list of completed courses. On the right hand side of the page, click the blue “Certificate” icon for the course you wish to generate a certificate for.



A new tab will pop up displaying the certificate of completion. The certificate can be saved as a PDF or printed using the icons on the top right of the browser screen.

5. Generating Reports

Compliance reports are a tool that managers and supervisors can use to verify that employee(s) have completed training and track progress.



The screenshot displays the UMBC Environmental Safety and Health dashboard. On the left, a dark blue navigation menu lists various options: Dashboard, Training Library, My Scores, My Account, Levels, Users, Courses, Reports, and Alerts. A blue arrow points to the 'Reports' tab. The main content area features a 'Welcome' message with the UMBC logo and a 'Region Message' box. On the right, a 'Your Training Center' notification states: 'You currently do not have any scheduled training. View all available training courses.'

From the dashboard home page, click the “Reports” tab on the left hand side.

Evan Gillespie
umbcsafety
wgillespie
Company Admin

- Dashboard
- Training Library
- My Scores
- My Account
- Levels
- Users
- Courses
- Reports ▼
 - Compliance
 - Scheduling
 - Auto Reports
 - View All Reports
- Alerts

Dashboard

Welcome

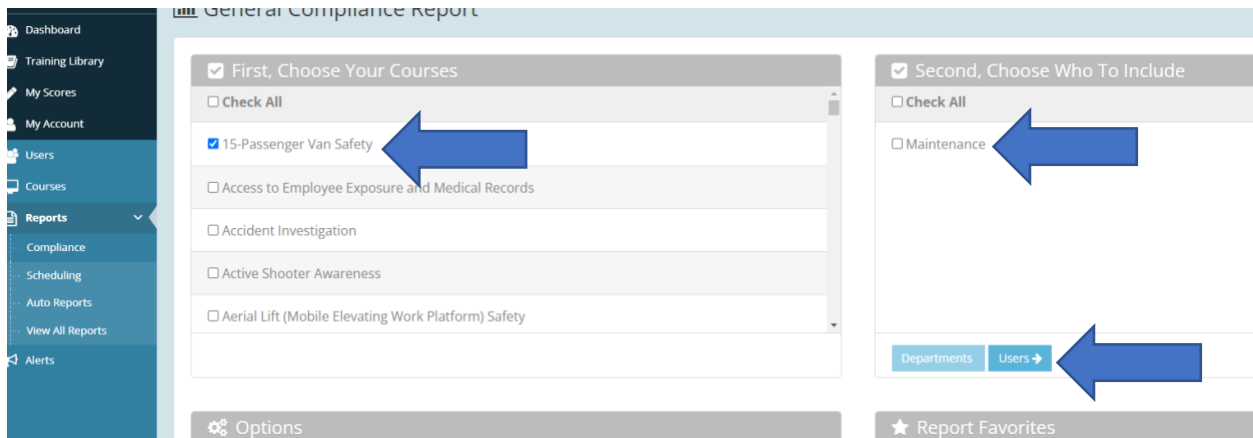


UMBC
Environmental
Safety and Health

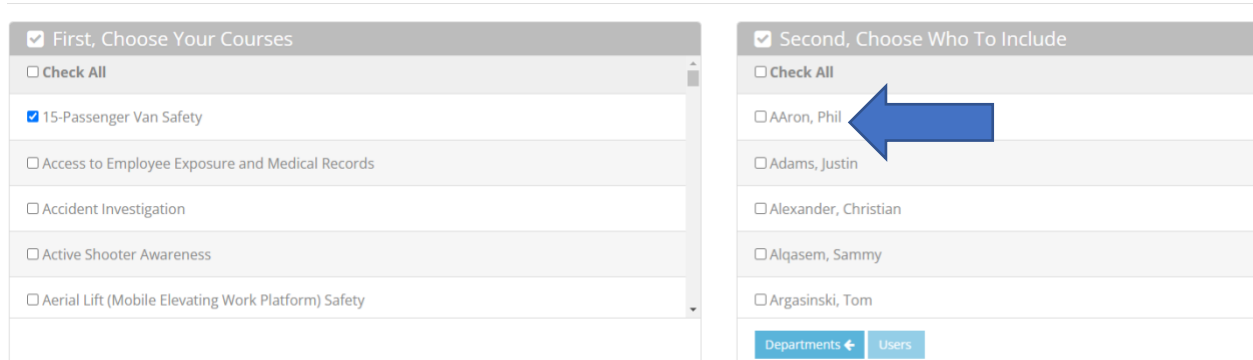
Region Message

Welcome to the UMBC's online safety training system. This system is designed to provide you with high quality safety and health training to enhance your understanding of specific safety topics in order to reduce your risk of injury. Have a safe day!

A drop down menu will appear below Reports. Click “Compliance” from the drop down list.



Select the courses you would like to generate a report for. For this example, we'll use 15 Passenger Van Safety. Then, select who to include by checking the department (For this example, it is Maintenance). This will select the entire department. No further action on this step is needed if you want to run a report for the entire department.



If you want to run a report for individual employees, click the blue “Users” icon after selecting the department. This will bring up a list of all employees in the department with a Webnet account. From there, you can check the box of individual employees to run a report for.

Options

Base My Results On

- All Scheduled Settings
- Only Settings with Due Dates

Scheduled Settings

- Only Current Scheduled Settings
- Only Archived Scheduled Settings
- Both Current and Archived Scheduled Settings

Test Result Date Range

From Thru

New Hire

- Exclude New Hire Users
- Include New Hire Users

Show Details For

- All Courses
- Only Courses Users Have Successfully Completed
- Only Courses Users Have **NOT** Successfully Completed

Sort Results By

- User then Course
- Course then User
- Department then Course
- Department then User
- Course then Department

Report Favorites

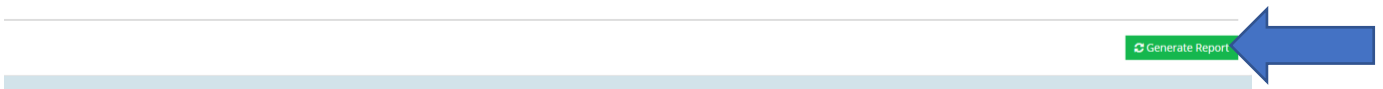
Run this report often? You can save your report selections so you can easily run it again.

Save Current Report Options

Scroll down to see the Options menu. Nothing needs to generally be changed here, except you'll want to enter the date range for which you want the report to be generated. For this example, we'll put January 1st through April 30th, 2024. It is also recommended to sort results by "Course then User" As it will display each course title followed by a list of users.

Sort Results By

- User then Course
- Course then User
- Department then Course
- Department then User
- Course then Department



Scroll down to the bottom of the page and click the green "Generate Report" icon.

Tests Taken: 01/01/2023 - 03/31/2024

Includes Required and Viewable

Current Scheduled Settings

Excludes New Hire Employees

Show Details For: All Courses

Sorted By: Course then User

15-Passenger Van Safety	1 Completed	78 Viewable	1% Compliant
AAaron, Phil	X		
Adams, Justin	X		
Alexander, Christian	X		
Alqasem, Sammy	X		
Argasinski, Tom	X		
Barnes, Doug	X		
Bateman, Eric	X		
Bissett, Kenyon	X		
Blades, Kevin	X		
Blake, Hitachi	X		
Bonner, Joseph	X		
Boyd, Ken	X		
Bragg, Sandy	X		
Brian, Stacy	X		
Broschious, Wyatt	X		
Brownlee, Rob	X		

The report will be generated at the bottom of the page and will list the course title, followed by the employees. The red “X” indicates that they have not completed the training.

Dennis, Remi

75%

11/28/2023

If an employee has completed the course, their test score will show in green, followed by the date in which the training was completed.

To create a printable/downloadable PDF of a report, click on the “Create PDF” icon. From there, you can download or print (using the same steps as the certificate).

