

WEBNET User 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.

To access Webnet - go to <https://www.apps.esafety.com/lms/login>

1. Searching for an Existing User

The screenshot shows the UMBC eSafety TRAINING dashboard. At the top left, it says 'UMBC eSafety TRAINING'. Below that, there is a notification bar that says 'Associated with Webnet Training'. The navigation menu includes 'DASHBOARD', 'USERS', 'CONTENT', 'SCHEDULES', 'REPORTS', and 'COMMUNICATIONS'. A yellow arrow points to the 'USERS' tab. Below the navigation menu, there is a 'Completion Overview' section. On the left, there is a circular progress indicator showing 76% Complete Requirements Met (YTD). To the right of the progress indicator, there is an 'At a Glance' section with two rows of data: '16/21 Users Up to Date (YTD)' and '356 Users w/No Requirements (YTD)'. On the far right, there is a 'NEEDS ATTENTION' section with three rows of data: '5 Users Past Due', '0 Expiring Soon', and '0 Expired'.

Click on the USER tab.

The screenshot shows the UMBC eSafety TRAINING interface. At the top left, the logo 'UMBC eSafety TRAINING' is displayed. A notification bar indicates 'Associated with Webnet Training'. The navigation menu includes 'DASHBOARD', 'LEVELS', 'USERS', 'CONTENT', 'SCHEDULES', 'REPORTS', and 'COMMUNICATION'. The 'USERS' tab is selected. Below the navigation, there is a search bar labeled 'Search Users' with a magnifying glass icon. A yellow arrow points to the search bar. To the right of the search bar is a dropdown menu with 'Users' and an 'Apply' button. Below the search bar, there are 'Selected Filters' (Active), a 'Sort by' dropdown set to 'Last Name (A-Z)', and a 'Bulk Actions' dropdown.

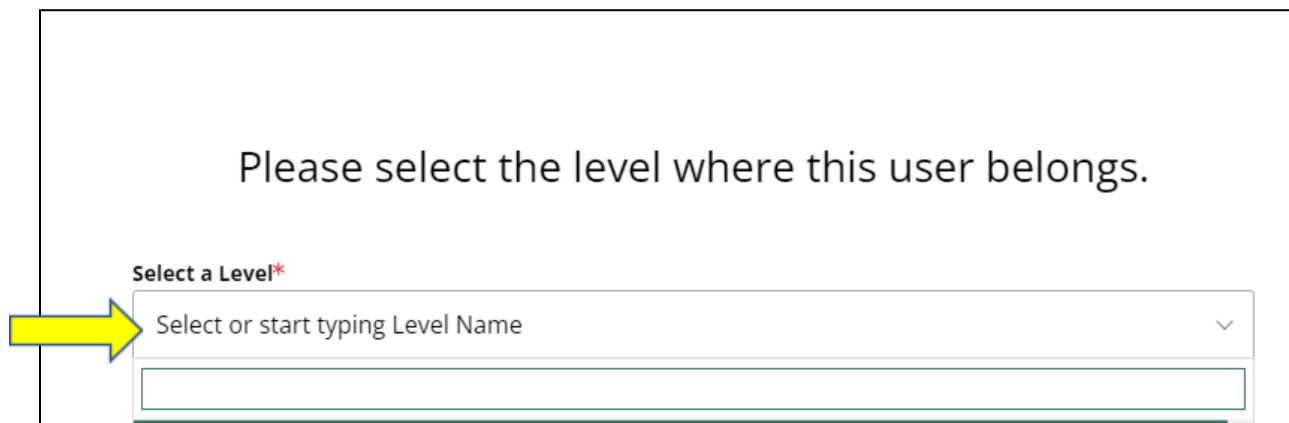
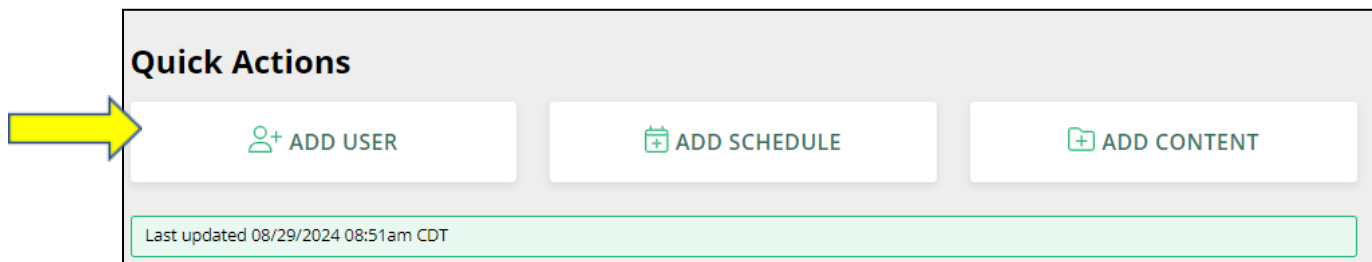
Type Individuals name into the search bar. If an individual does not appear they will need a login created in WebNet.

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:

From the Dashboard page, scroll down to Quick Actions, and select Add User.



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)

Add User

Level Association*

Profile Information

First Name*	<input type="text"/>	Middle Name	<input type="text"/>
Last Name*	<input type="text"/>	Employee ID	<input type="text"/>
Email	<input type="text"/>	Username*	<input type="text"/>
Password*	<input type="text"/>	Confirm Password*	<input type="text"/>

Password must be at least 8 characters.

Admin Notes

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

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 "**safety24**". Make sure to enter the username and password in all lowercase letters. Click on the save button when all information is entered.

3. Email Template - send this message to any newly added users.

I have set up an account for you to use WebNet Online Training. To access the site go to <https://www.apps.esafety.com/lms/login>.

The Assigned ID is “umbcsafety”, your username is “enter their username”, and your password is “safety24”. Make sure that all of the aforementioned information is filled out in all lowercase letters.

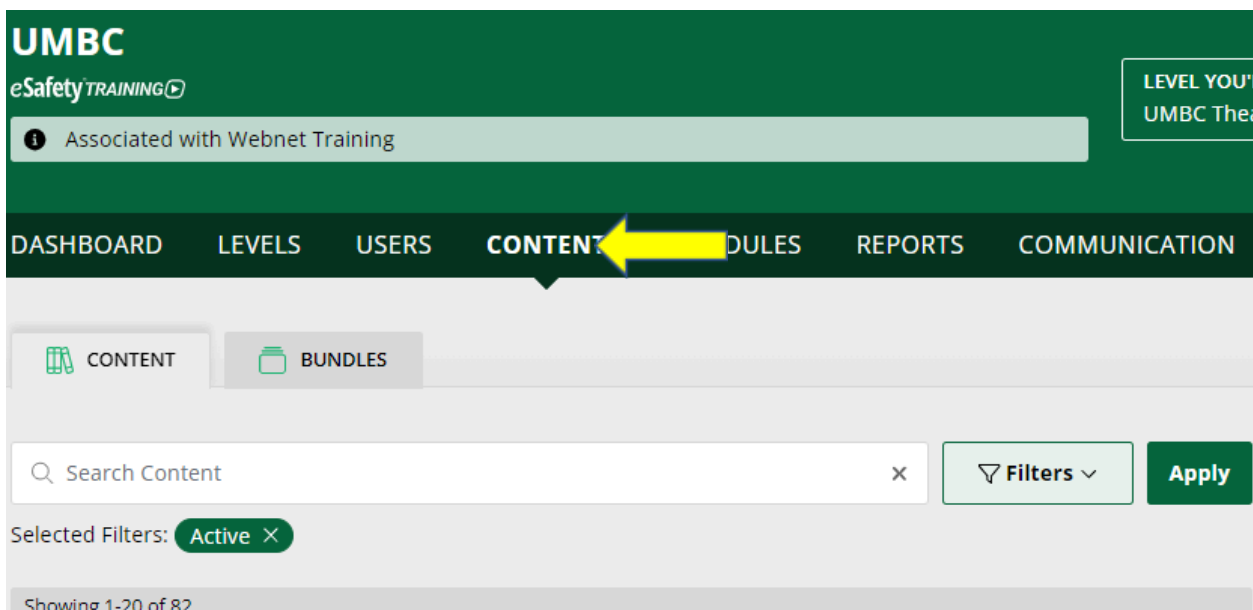
Once you log in select the "Training Library" tab to the left of the screen. The required training module is: “Insert Training Module Name” modules.

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.

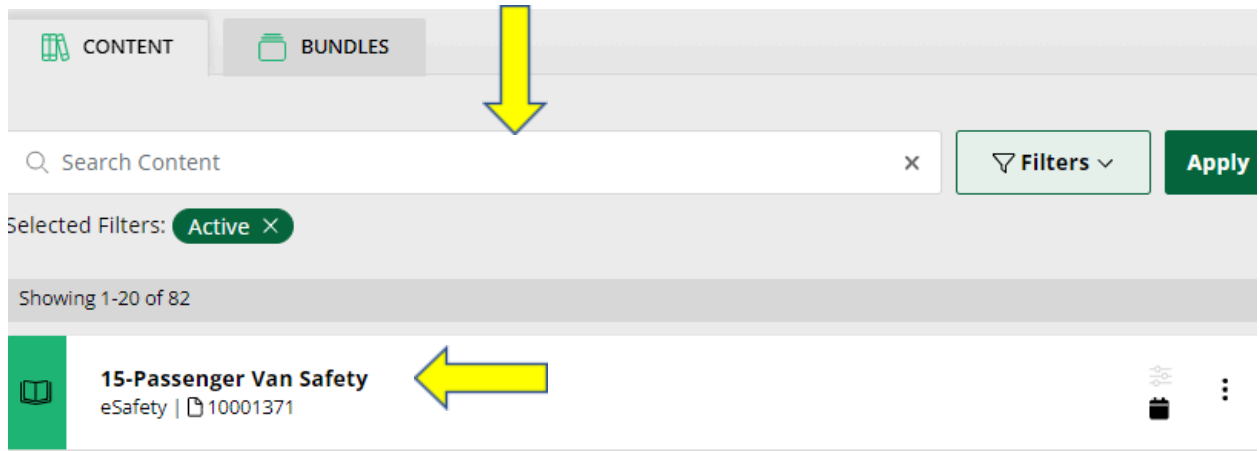
4. Group Training

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).**

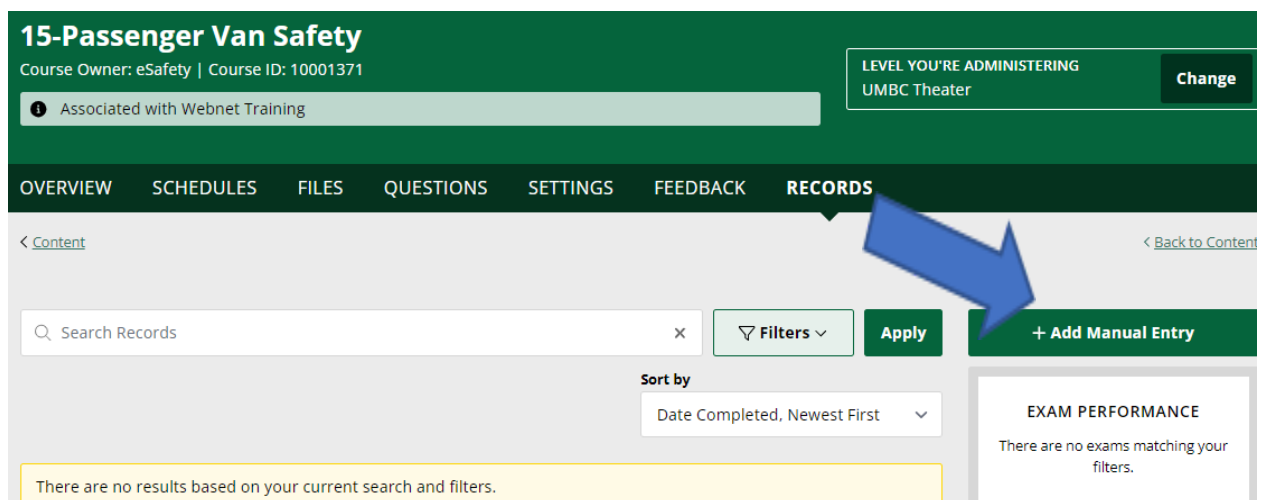
A sign-in sheet template can be found at the end of this document.



Select the “Content” tab from the main dashboard page.



Select or search for the course that was provided (we'll use 15 Passenger Van Safety as an example).



Select "Add Manual Entry".

Add Manual Entry

Who is the manual entry for? Collapse All

Company **Department** **User** × **Search**

Select All

UMBC Theater

What is the manual entry for? 15-Passenger Van Safety (10001371)

Select "User".

Add Manual Entry Collapse All

Who is the manual entry for? -

Company **Department** **User** × **Search**

Select All

Aa... (f...)

Abi...

Abi...

Abc...

Abn... (n)

Acc...


Ada...


Adg... (ega)

From here, you can check each individual user that attended the group training, or click "Select All", if all persons listed attended.

What is the manual entry for? 15-Passenger Van Safety (10001371)

What are the settings for this manual entry? —

Completed On*  Provided By


Select a date 

Correct* # Asked*

[Cancel](#) **Save and Add Another** **Save**

Scroll down and enter the date the training was completed.

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

 1 Manual Entries created
[Dismiss](#)

Filters
Apply
+ Add Manual Entry





Sort by

Date Completed, Newest First

Showing 1-1 of 1

EXAM PERFORMANCE

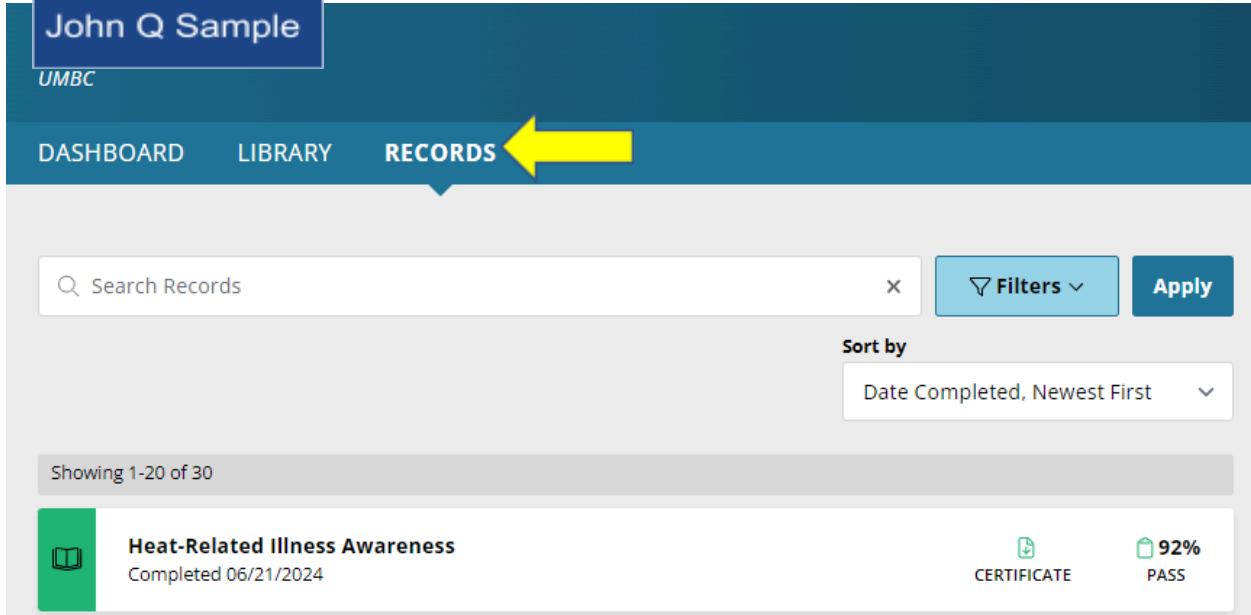
Avg. Score **100%**

	<p>Aa, Aa</p> <p>Completed 08/29/2024</p> <p>Added by</p>	 CERTIFICATE	 100% PASS	
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A new page will appear that shows the user(s) names, and the record of completing the course. A certificate can also be printed for them.

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4. Generating a Certificate of Completion






John Q Sample
UMBC

DASHBOARD LIBRARY **RECORDS**

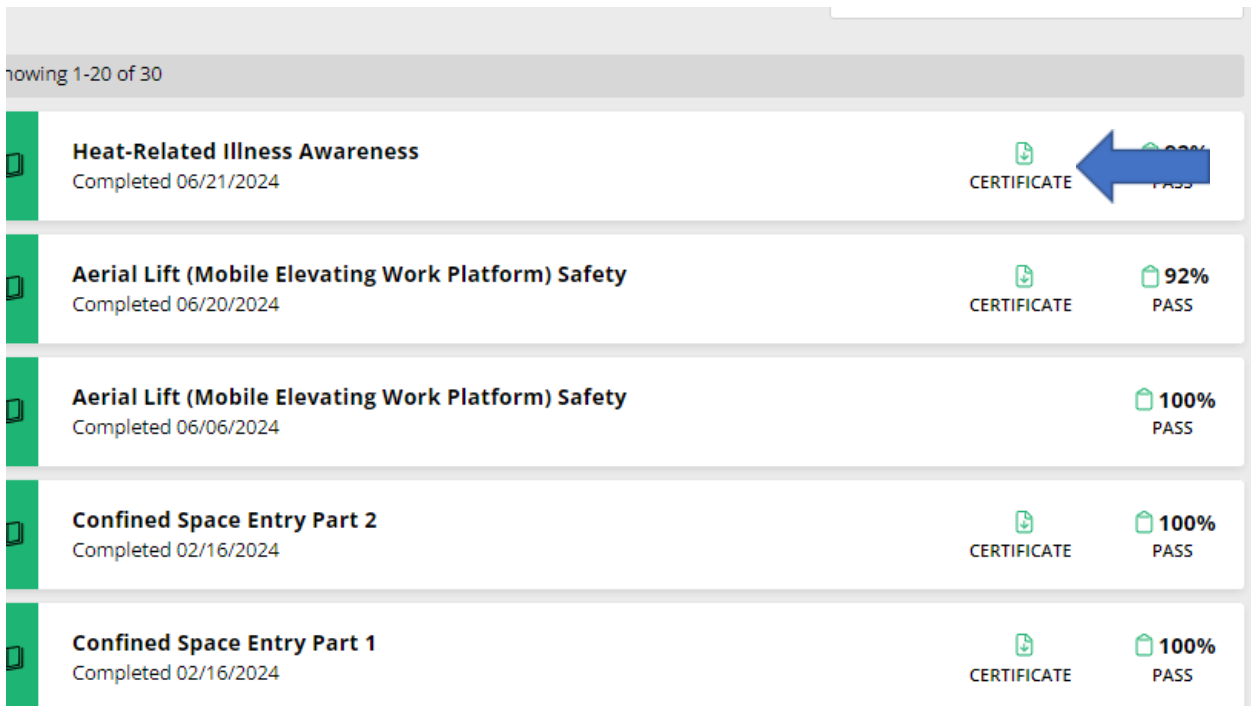
Search Records × Filters Apply

Sort by
Date Completed, Newest First
















Showing 1-20 of 30

	Heat-Related Illness Awareness Completed 06/21/2024	 CERTIFICATE	 92% PASS
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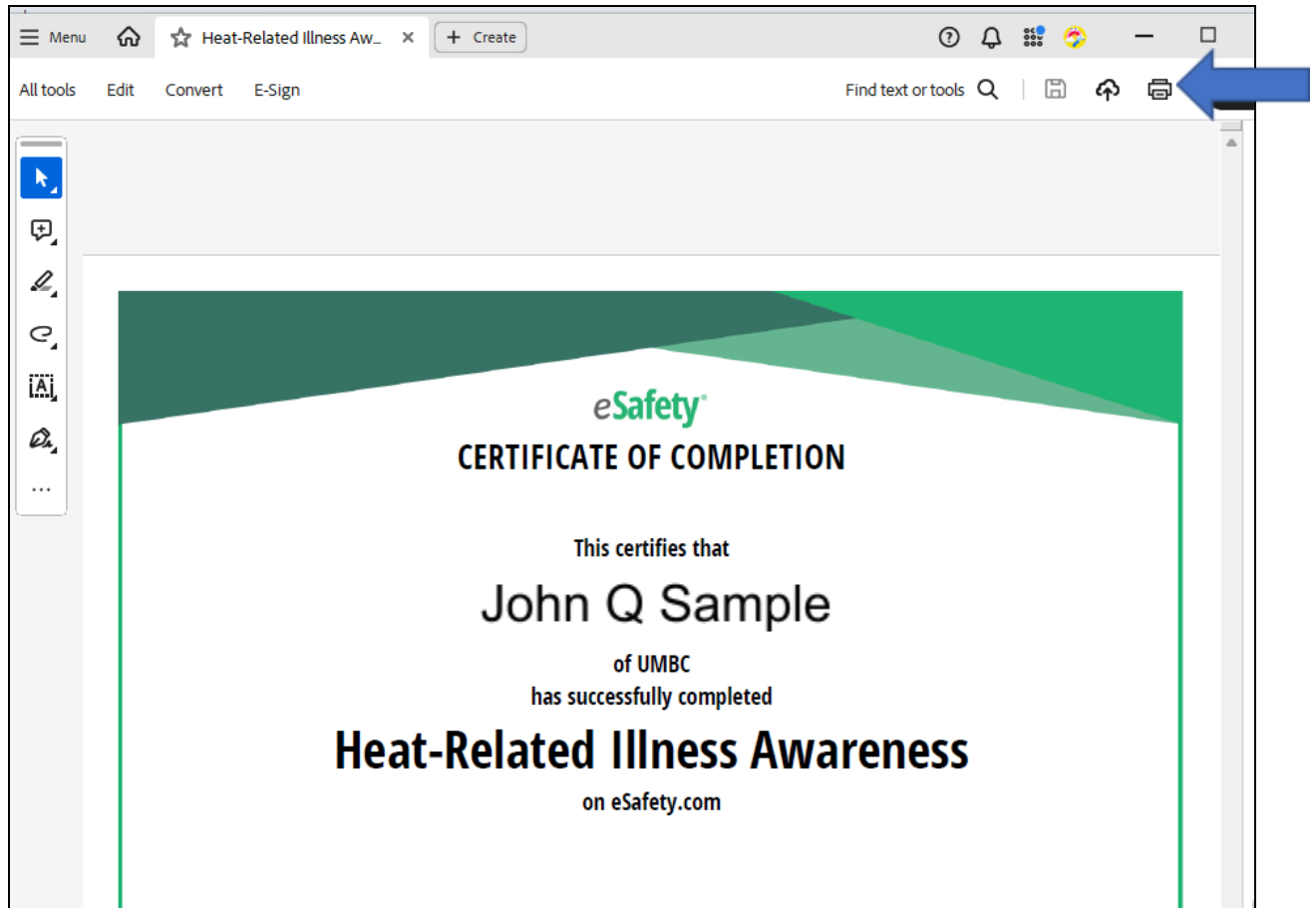
The user who completed the course will log in to their Webnet account. From the main home page, select “Records”.



Showing 1-20 of 30

	Heat-Related Illness Awareness Completed 06/21/2024	 CERTIFICATE	 92% PASS
	Aerial Lift (Mobile Elevating Work Platform) Safety Completed 06/20/2024	 CERTIFICATE	 92% PASS
	Aerial Lift (Mobile Elevating Work Platform) Safety Completed 06/06/2024	 CERTIFICATE	 100% PASS
	Confined Space Entry Part 2 Completed 02/16/2024	 CERTIFICATE	 100% PASS
	Confined Space Entry Part 1 Completed 02/16/2024	 CERTIFICATE	 100% PASS

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.



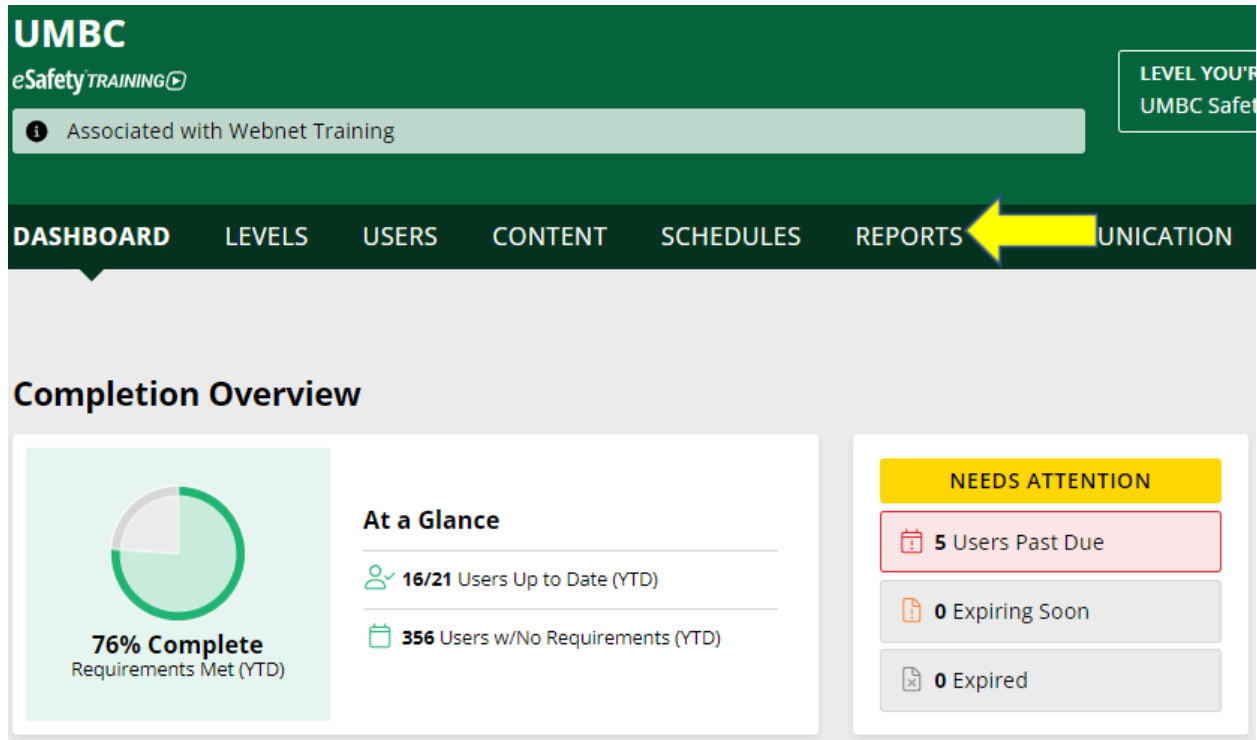
A new window will appear that displays the certificate. Click the Print icon on the top right of the window to print the certificate, or click the disk icon to save.

Please note that not all courses may have a certificate available to print. If there are questions about certificates, contact ESH.

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.

From the administrator dashboard, click Reports.



The screenshot shows the UMBC eSafety TRAINING administrator dashboard. The top navigation bar includes the following menu items: DASHBOARD, LEVELS, USERS, CONTENT, SCHEDULES, **REPORTS** (highlighted with a yellow arrow), and COMMUNICATION. Below the navigation bar, the "Completion Overview" section is visible, featuring a pie chart and a "NEEDS ATTENTION" summary box.

UMBC
eSafety TRAINING

Associated with Webnet Training

LEVEL YOU'RE AT
UMBC Safety

DASHBOARD LEVELS USERS CONTENT SCHEDULES **REPORTS** COMMUNICATION

Completion Overview

76% Complete
Requirements Met (YTD)

At a Glance

- 16/21 Users Up to Date (YTD)
- 356 Users w/No Requirements (YTD)


NEEDS ATTENTION

- 5 Users Past Due
- 0 Expiring Soon
- 0 Expired

Search Report Templates × Apply

Sort by Favorites ▾

Showing 1-15 of 15

Completion Status ☆ 
(Formerly General Compliance Report) Completion status based on your schedules.

Completion Status for New Hires ☆
Completion status based on the new hire schedules.

Expiration Tracking ☆
Summary of all tracked License and Certification expiration dates.

Export Test Data ☆
All test data for a given data range in format for export.

Individual Test Results Detailed ☆
A user's test with the questions they were asked and the answers they gave.

Individual Test Results Summary ☆
All tests taken by a user.

Performance by Course ☆
Summary of course statistics.

This will bring up a list of various report options. Click Completion Status for a general compliance report.

Completion Status Report

Who to Include

Which users should be included in your report?

Include all users

No Yes

Company

Department

User

Search Levels/Users

Search

Select All

UMBC Safety

What to Include

What content should be included in your report?

Include all scheduled content

No Yes

Content

Bundles

Search Content

Search

Select All

15-Passenger Van Safety (10001371)

Access to Employee Exposure and Medical Records (1148)

Accident Investigation (1153)

Active Shooter Awareness (20008277)

Aerial Lift (Mobile Elevating Work Platform) Safety (1147)

From here you can choose which users and courses to run a completion report for. The default setting is to run for all, so you will have to click “No” under “Include all users” and “Include all scheduled content” to filter out certain users and courses.

Filters
What filters would you like to narrow your report results by?

Dates
Schedules to Include
 Only required schedules with due dates All required and viewable schedules
From Beginning of Year **Through** Report Date

Tests Taken Dates
 Only tests within the start and end showing dates Custom date range

Other Filters
Schedule Status
 Only current schedules
 Only archived schedules
 Both current and archived schedules
Details Completion Filter
 All courses
 Only courses users have successfully completed
 Only courses users have NOT successfully completed

New Hires Filter
 Exclude new hire users
 Include new hire users

Additional Filters ▾

Scroll down and select any desired filters, such as date range and schedules.

Display Options
What display options would you like to apply to your report?

Sorts
Grouping* User **Secondary Sort*** Course (A-Z)

Additional Options ▾

[Cancel](#) **Save As** **Generate Report**

Scroll down to the bottom and select desired display options. Typically this does not need to be modified. Select “Generate Report”. A list will generate

Completion Status Report

Due Date filter: All required and viewable schedules

Schedule Status: Only current schedules

Start Showing Date Range: All Previous - All Future

End Showing Date Range: All Previous - All Future

New Hires: Exclude

Users: 377 selected

Content: 15-Passenger Van Safety

Sort: User then Course (A-Z)

Save As

Export

[< Back to Options](#)

Overall Totals

Completed: 0

Viewable: 377

Completion: 0%

A new page will appear showing the Completion Status Report with the list of users' names, and will indicate if they completed the course and their exam score. The reports can be saved and exported to a printable PDF.

