Registration for Journey and Completing the Contractor Safety Orientation Course

The Generation Contractor Safety Orientation course is now available online. All contractors who are assigned to work at a Generation plant or site must complete the course before starting their work or project(s) at any Generation facility.

The orientation is available through an online learning platform called Red Vector Journey. The Journey learning portal is best accessed through a Google Chrome or Firefox browser (Internet Explorer is not recommended).

• To ensure the best experience be sure to clear your browsing data before starting the course. Refer to the last two pages (*Clearing Browser Data* section) of this Job Aid.

The course will take most users about two hours to complete, including the integrated knowledge checks for each of the five sections and a comprehensive review test at the end of the course.

Q1. How do I access the Journey portal and the Orientation course?

A1. Using a new Chrome or Firefox browser window, go to the APS Contractor Information Center at http://apscontractor.redvector.com. Click the *Login* option in the upper left hand corner of the page.



Be sure it says at the top of the Window: For this APS Contractor site

The system prompts you to either log in (as an existing user) or register (as a new user).

Welcome!	For this APS Contractor site - Use Google Chron If you need any assistance (For Example: Resetting your password)	temail: FossilGenTraining@apsc.com or text your requests to 602-501-3167
A Home	Log-In Returning Users	
	Please Enter Your Log-In Information	Don't have an account? New Users
	User Name Login	Register Now!
	Password Password	
	Submit Cancel	
	Forgot your login information? Reset Password	

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Q2. How do I register for using Red Vector Journey?

A2. From the login screen, click the *Register Now!* Button. Then complete the Register Now screen with the requested information, and click the *Register* button to submit your information.

Note that usernames must be unique, and therefore it is recommended that you use an email address as the username. All fields marked with a red asterisk (*) are required.

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	Welcome!	e aps [®]	
A Home		Home	
		☑ Register Now	
		~	
		1. Account Details * First Name:	
		* Last Name:	
		★Username: User names must be unique. Email address is recommended.	
		Password must be at least 6 characters and include at least 1 upper case letter and 1 number.	
		* Password:	
		* Confirm Password:	
		E-mail Address:	
		Company: Please enter your Company name here:	
		Register Cancel	
		Copyright @ 2018 Vector Solutions. All rights reserved. Learning Management System (LMS) is copyright @ 2017 Vector Solutions 113 41 165 1. JPR GH/HE391	

Once you have registered, you are then taken to the APS Contractor Information Center - My Dashboard. The Contractor Orientation course should be available on your dashboard.

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	Welcome		For this APS Contractor site - Use Goo If you need any assistance (For Example: Resetting y	ogle Chrome as your browser for best vi our password): Email: FossilGenTraining@apsc.com or	iewing and performance. text your requests to 602-501-3167
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		APS Generation Contractor Safety Orientation Course Version 1 Course Number: CONSAFE2022	2022 Monday, December 6, 2021 Not Yet Viewed	Progress 0 / 3	

If you do not see the Contractor Safety Orientation course on your dashboard:

• Click on • My Courses under My Learning Path (in the right-hand section of the dashboard window)



This action takes you directly to the Contractor Safety Orientation, and allows you to start the course. It will then be added to the **My Dashboard** as the previous figure shows.

Q3. How do I access the Contractor Orientation course as a Returning User?

A3. In a browser window, go to the APS Contractor Information Center at <u>http://apscontractor.redvector.com</u>. Click the *Login* option in the upper left hand corner of the page.

Welcome! ⁽⁾ Login	
A Home	Home
My Courses	

Enter your credentials (user name and password) to complete the log in process.

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A Home ✓ My Courses	Log-In		
	Returning Users	New Users	
	Please Enter Your Log-In Information	Don't have an account?	
	User Name	Register Nowl	
	Login		
	Password		
	Password		
	Submit Cancel		
	Forgot your login information? Reset Password	_	
	Copyright @ 2 Learning Management System (18 Vector Solutions. All rights reserved. MS) is copyrighted by Copyright © 2017 Vector Solutions	

The Contractor Orientation course appears on your dashboard and will remain there until course completion.

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	Welcome ContractorTest!		For this APS Contractor site - Use Go If you need any assistance (For Example: Resetting y	ogle Chrome as your browser for b your password): Email: FossilGenTraining@apsc	com or text y	ng and performance.	
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Q4. How do I start the Orientation course?

A4. Once you see the Orientation course on your dashboard, click this year's course name (in blue).



This action opens the course details. On the course details page, click on the course name once again.

APS Generation Contractor Safety O	rientation 2022	
Course Number	CONSAFE2022	
	Total time spent on course	
Q View Course Overview Q V	iew Course Objectives Q Additional Information	
The modules for this course are list	ted below. Click the links below to view the con Orientation 2022	or Safety
Module		
Contractor Safety Orientation 20	22	
🗹 Generation Contractor Safety Or	rientation Final Knowledge Check	
C End of course Survey		

• Note that there are two parts to the Orientation course: the course itself and a final knowledge check. You must finish both the course and the final knowledge check to be recorded as **Completed** before you will be an authorized APS Generation contractor.

The course should now launch in the Journey platform.



Q5. How do I view my results and print a Certificate of Completion?

A5. Once you have completed the Final Knowledge Check you will see the following screen.

It is highly recommended that you print your certificate or screen shot it to bring to the plant security as proof of completion of this orientation.

Welcome ContractorTest!	Total time spent on course
A Home Ø My Dashboard	Q View Course Overview Q View Course Objectives Q Additional Information
Q Course Catalog ✔ My Courses	Course Content
	Congratulations! You have completed all required sections of this course. To get your certificate click this link The modules for this course are listed below. Click the links below to view the contents of the Module
	2020 ossil Contractor Safety Orientation Independent
	Generation Contractor Safety Orientation Final Knowledge Check

Click on: To get your certificate click this link

Or

Click back on My Dashboard on the left of the screen

- Then click on *My Transcript* on the right of the dashboard to view and print a certificate of your course completion.
- Click on *View Certificate* to see and print for documentation for your APS Rep and Plant Security.

A pop-up window will appear. Choose View as PDF; a separate (Adobe Acrobat) window appears. From the Adobe window, you can download and save the certificate file, or print the certificate if you have a printer connected to the device.





Download or print the file by hovering over and clicking the appropriate icon.

Q6. What happens if I get system errors or program errors and I cannot continue with the Orientation course?

A6. It is possible that you will experience a system or program error while completing the Orientation course. If the course stalls or freezes, and you are unable to advance to the next screen (or return to the previous screen), or if you have other problems viewing the course (such as screen not viewing correctly), please use the *Exit* button at the bottom of the Journey window to stop the course or EXIT COURSE at the top of window.



Top Right of screen.

It is also recommended to clear your Internet browser data cache and history. This action will often allow you to continue with the course. See the last two pages of this document for information on how to clear your browser history.

You can relaunch the course from your dashboard. When you relaunch the course, you can pick up where you left off.

If you are still having issues, please refer to Q9 below.

- Q7. In past years, I have received a sticker for my hardhat that shows I have completed the orientation. How will I get a sticker after I finish the online Orientation course?
- **A7.** Contact your APS Representative. He or she will coordinate with you to ensure that you receive the sticker.

Q8. Can I complete the course on my cellphone or mobile device?

A8. Yes, you can complete the course on a mobile device, tablet, laptop, or desktop computer. It is not recommended to use a cellphone, because the information on some screens will be quite small. However, if you want to use a cellphone, you may do so.

Q9. Who do I contact if I have problems?

A9. Contact <u>FossilGenTraining@apsc.com</u> or send a text to 602-501-3167 with your name and request. One of our system administrators will be in touch with you within two business days. Also, contact your APS Representative, to inform them that you are having issues with the online course.

Q10. Can I take this Orientation course on a weekend or at night?

A10. Yes, you can take the Orientation course at a time that is convenient for you. The course will take between 90 minutes and 2 hours to complete, and you may stop the course at any time and continue later. However, you should not expect to show up for work at an APS Generation plant before you complete the course. Some APS Generation facilities do not have reliable Wi-Fi or cell service, so you may not be able to complete the course and the exam in time for starting your work.

Q11. Can I take this Orientation a second (or third) time after I pass it once?

A11. Yes, you can take the course as many times as you want. Once you have finished the course and the final exam, the course does not appear on your Dashboard. It does not reassign to you automatically. You may retake the course by selecting it under My Transcript in the My Learning Path section of the My Dashboard page.

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Home My Dashboard Course Catalog	My Dashboard • Options -				
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	0% Not Yet Viewed	0% In Progress	100% Completed	My Courses My Transcript My Documents	\bigcirc

Then click on View Completion Details (under the course name) and you can start the course again.

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	Status: Completion Date:	Passed Hide Linked Courses	es More				6
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Or you can choose the course from the **Course Catalog** to get a new updated Certificate.



Clearing Browser Data

Clearing browser data from Google Chrome

Open a new Google Chrome session.

1. Click on the three vertical dots in the upper right corner of the browser screen.

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Next, click on **Settings** from the pop-up menu.

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Scroll down to the Privacy and security section of the Settings screen, then click on Clear browsing data.

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Click on Clear data



Go back to the Contractor Information Site to launch your course: <u>http://apscontractor.redvector.com</u>.