

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).

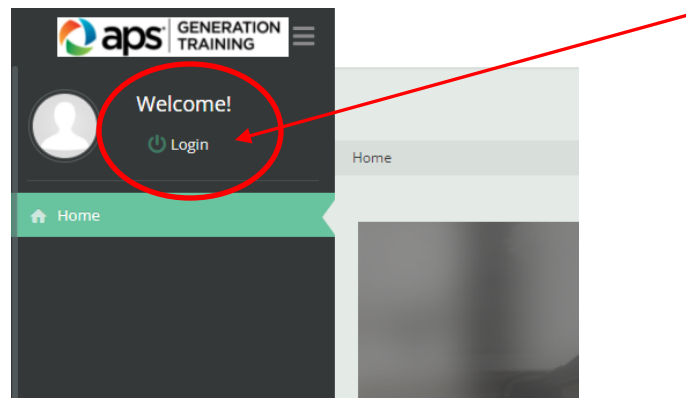
- To ensure the best experience be sure to clear your browsing data before starting the course. Refer to the last two pages (**Clearing Browser Data** section) of this Job Aid.

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.

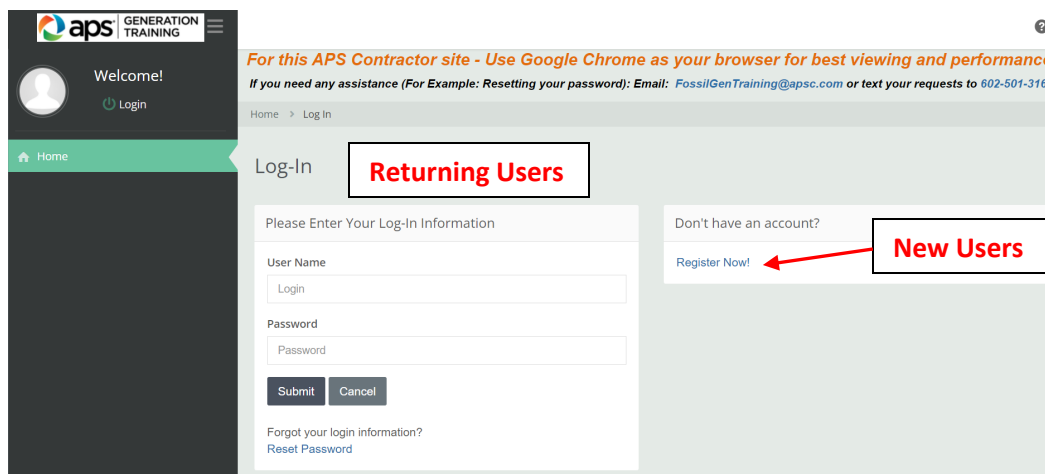
Q1. How do I access the Journey portal and the Orientation course?

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**



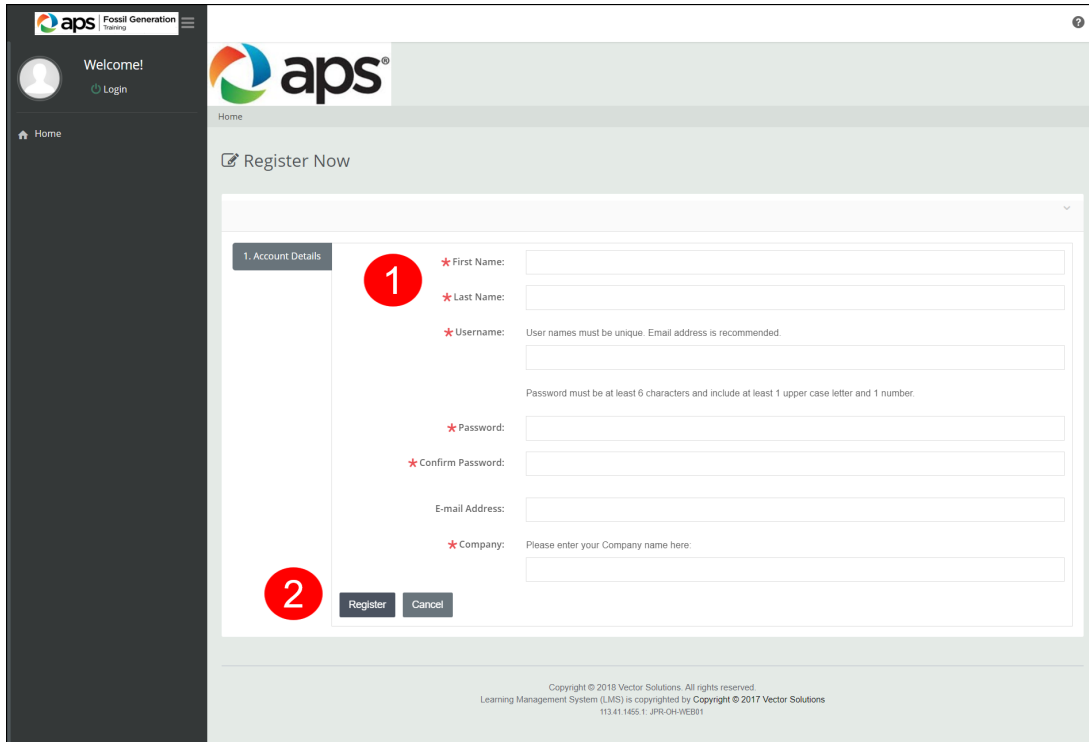
The system prompts you to either log in (as an existing user) or register (as a new user).



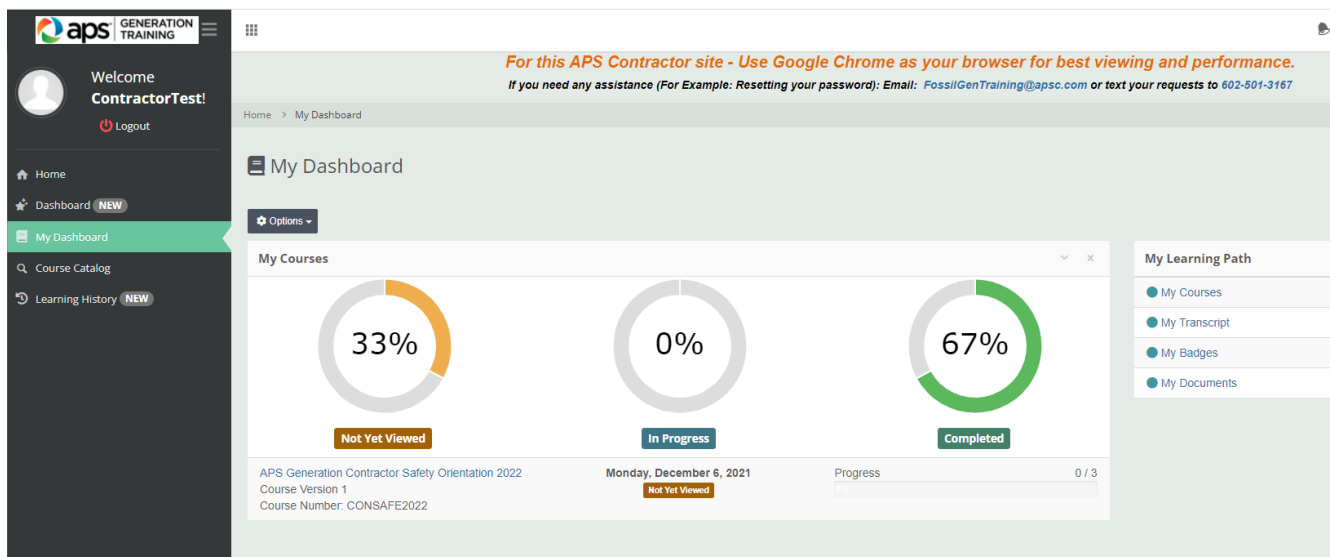
Q2. How do I register for using Red Vector Journey?

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.

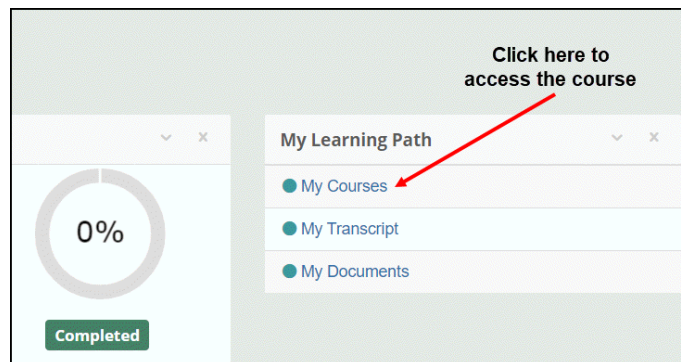


Once you have registered, you are then taken to the APS Contractor Information Center - **My Dashboard**. The Contractor Orientation course should be available on your dashboard.



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

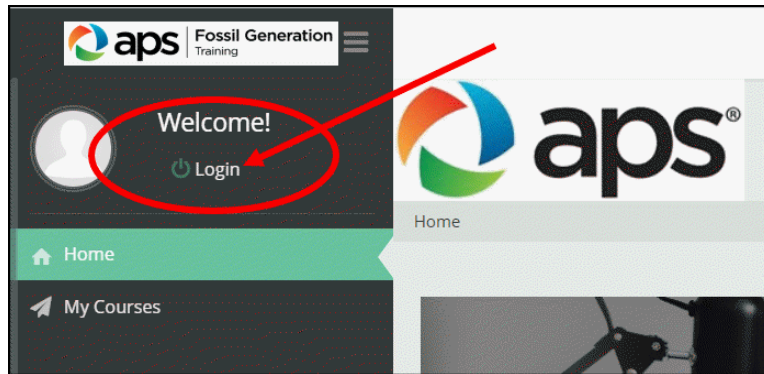
- Click on ● **My Courses** under **My Learning Path** (in the right-hand section of the dashboard window)



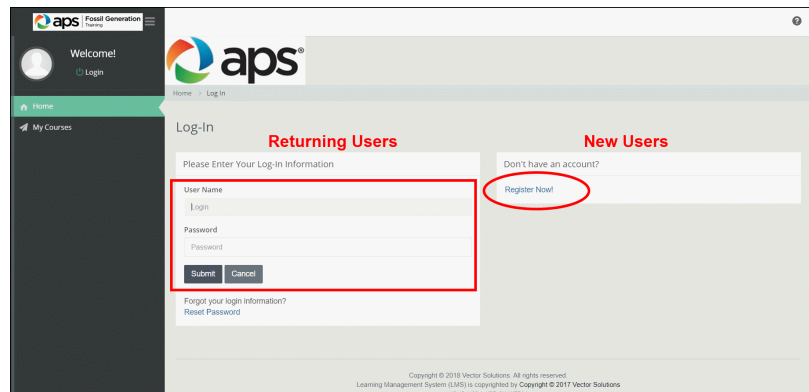
This action takes you directly to the Contractor Safety Orientation, and allows you to start the course. It will then be added to the **My Dashboard** as the previous figure shows.

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

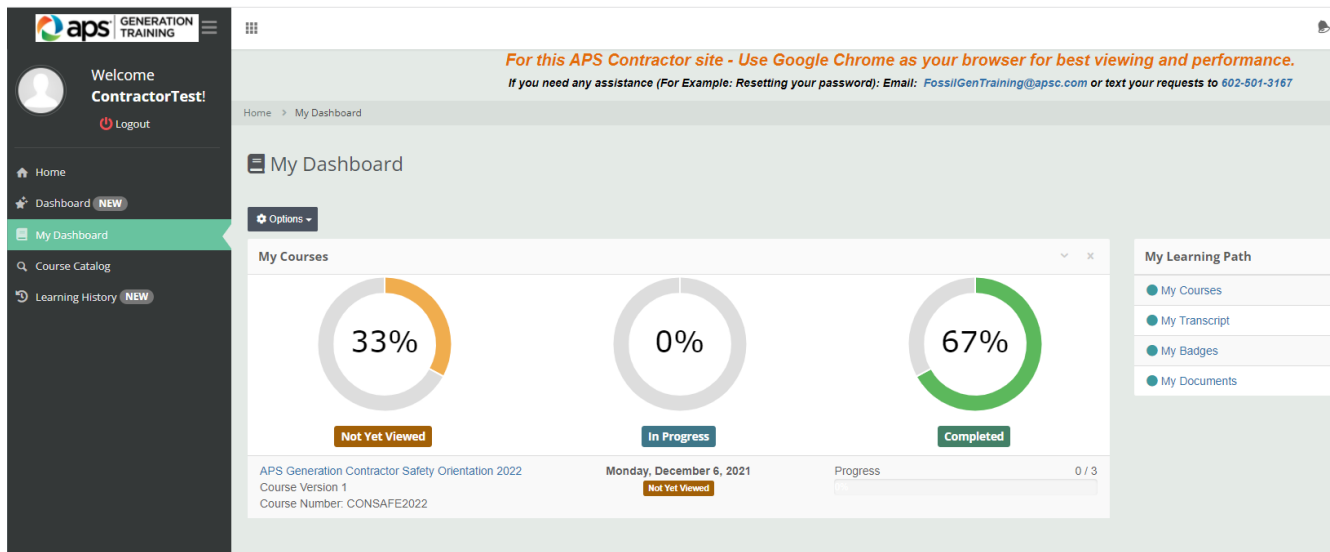
A3. In a browser window, go to the APS Contractor Information Center at <http://apscontractor.redvector.com>. Click the **Login** option in the upper left hand corner of the page.



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

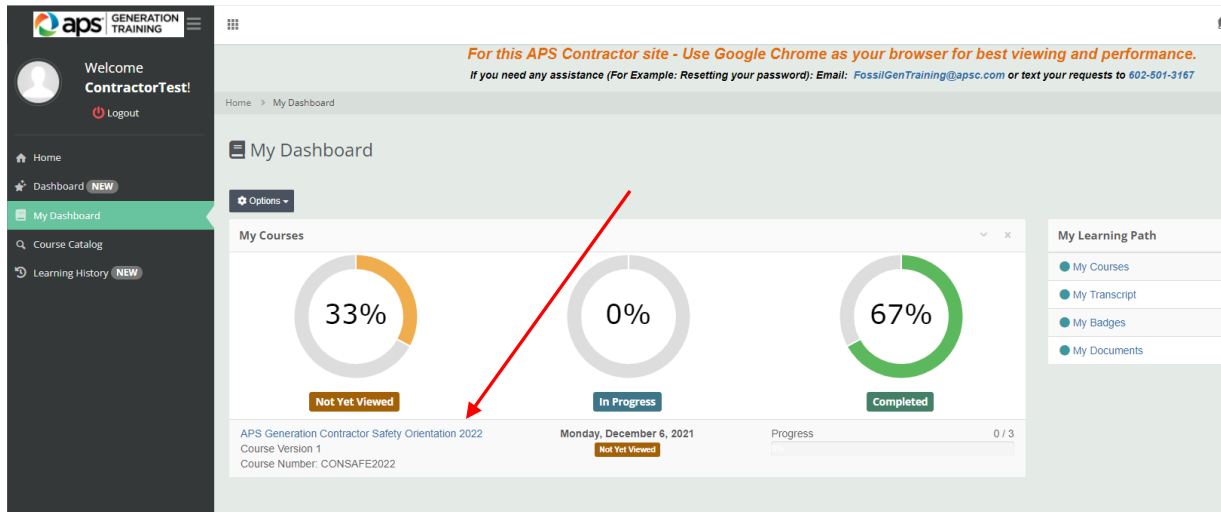


The Contractor Orientation course appears on your dashboard and will remain there until course completion.

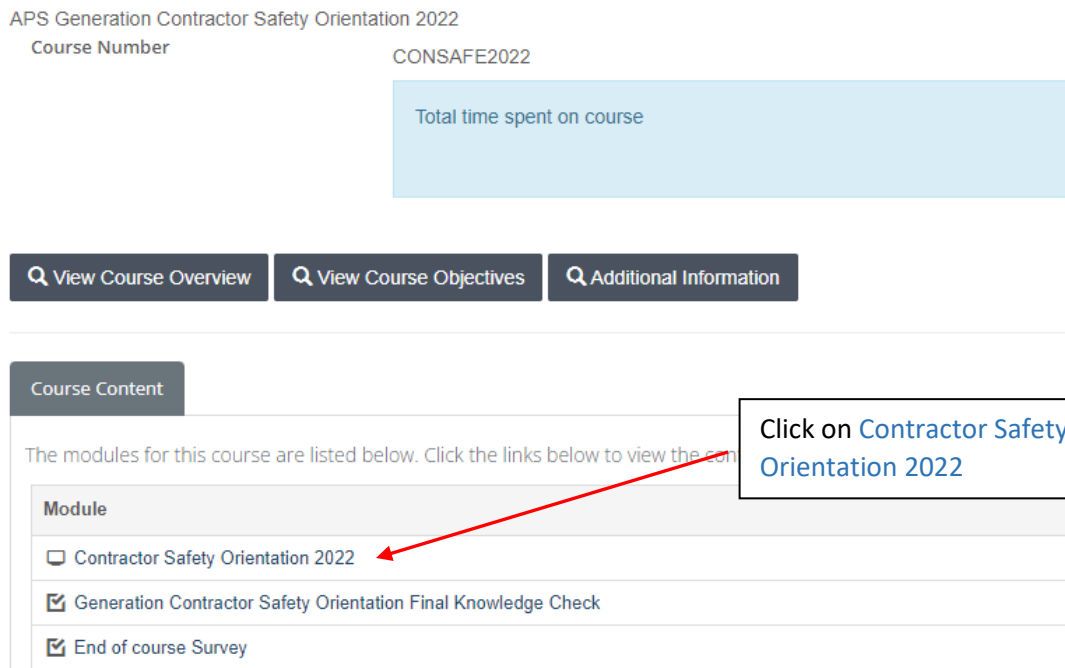


Q4. How do I start the Orientation course?

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.



- 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.

MENU

- 1. Contractor Safety SL360
 - 1.1. APS Fossil Generation ✓
 - 1.2. Course Navigation
 - 1.3. Course Overview
 - 1.4. Content Overview
 - 1.5. APS Safety: A Core Value
 - 1.6. Safety Requirements
 - 1.7. Disclaimer
 - 1.8. Acknowledgement
- 2. Section 1 General Info
 - 2.1. Section 1. General Information
 - 2.2. General Information Section 1: Learnin...
 - 2.3. Fitness for Duty
 - 2.4. Fitness for Duty, contd
 - 2.5. Fitness for Duty, contd
 - 2.6. Daily Work Scope
 - 2.7. Daily Work Scope, contd

Contractor Safety Orientation 2022

RESOURCES EXIT COURSE

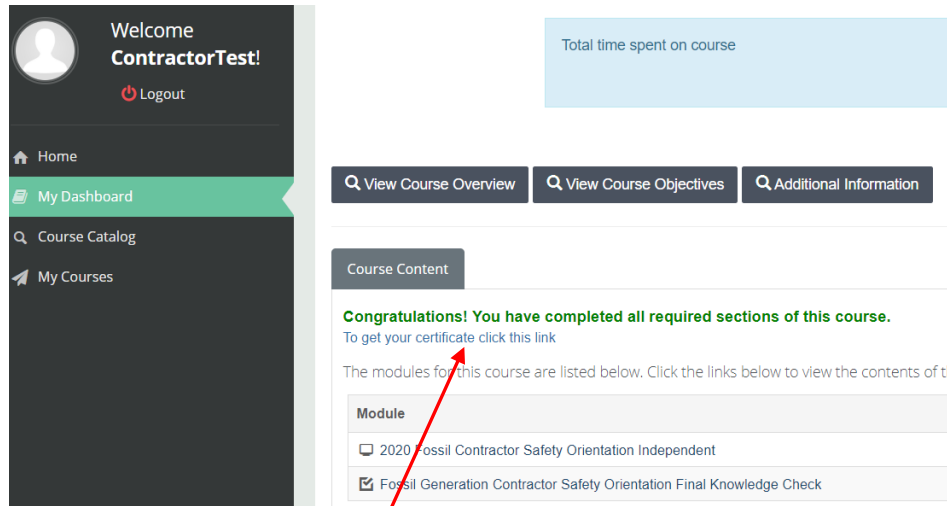
Updated Q4 of 2021

Exit

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.



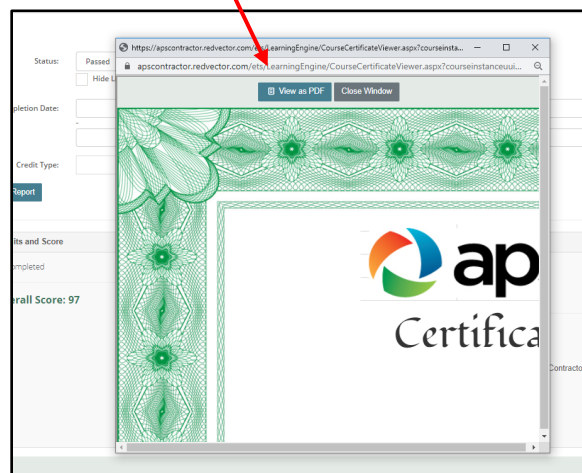
Click on: [To get your certificate click this link](#)

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.



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?

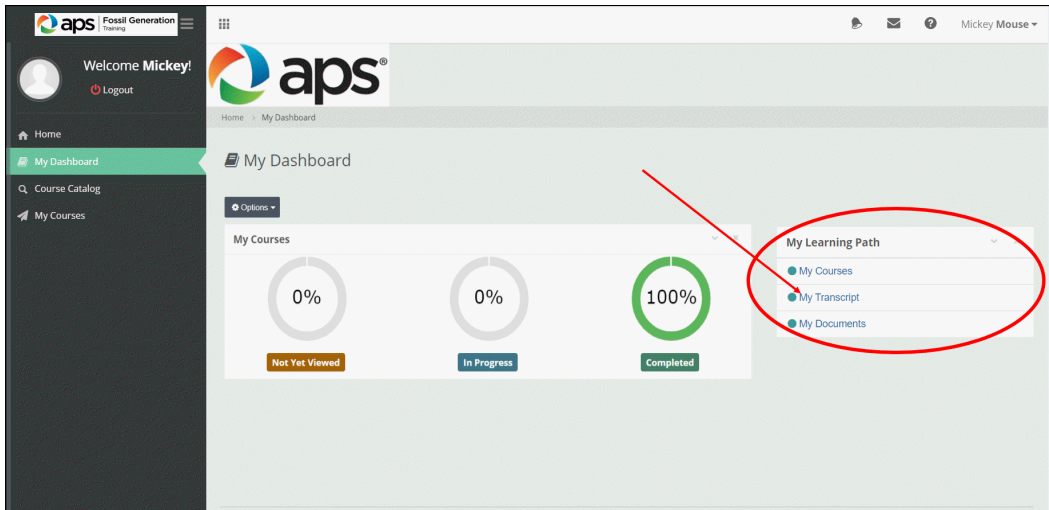
A9. Contact FossilGenTraining@apsc.com or send a text to 602-501-3167 with your name and request. One of our system administrators will be in touch with you within two business days. Also, contact your APS Representative, to inform them that you are having issues with the online course.

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

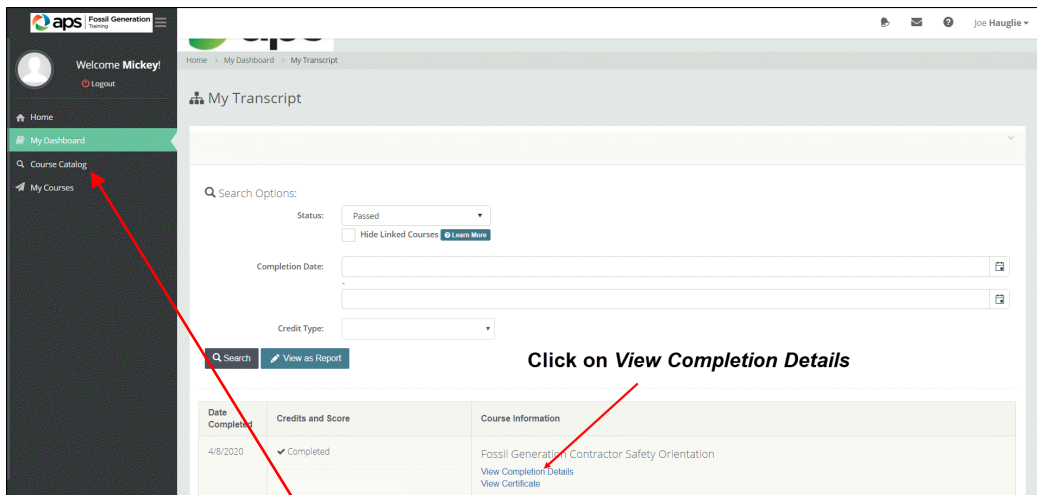
A10. Yes, you can take the Orientation course at a time that is convenient for you. The course will take between 90 minutes and 2 hours to complete, and you may stop the course at any time and continue later. However, you should not expect to show up for work at an APS Generation plant before you complete 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?

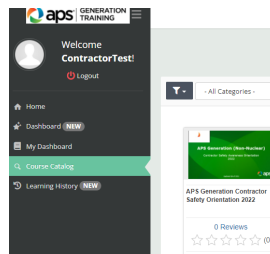
A11. Yes, you can take the course as many times as you want. Once you have finished the course and the final exam, the course does not appear on your Dashboard. It does not reassign to you automatically. You may retake the course by selecting it under **My Transcript** in the **My Learning Path** section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



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



Or you can choose the course from the **Course Catalog** to get a new updated Certificate.

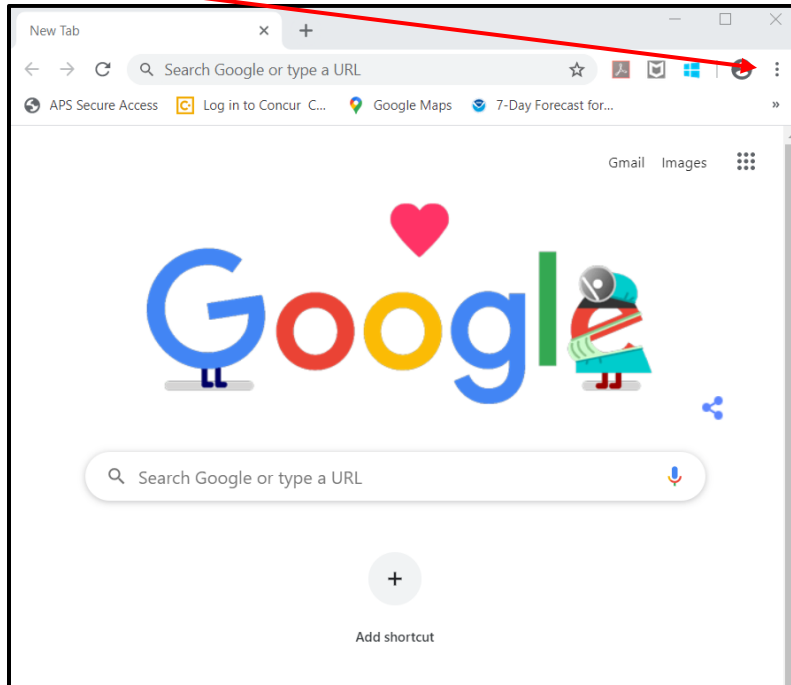


Clearing Browser Data

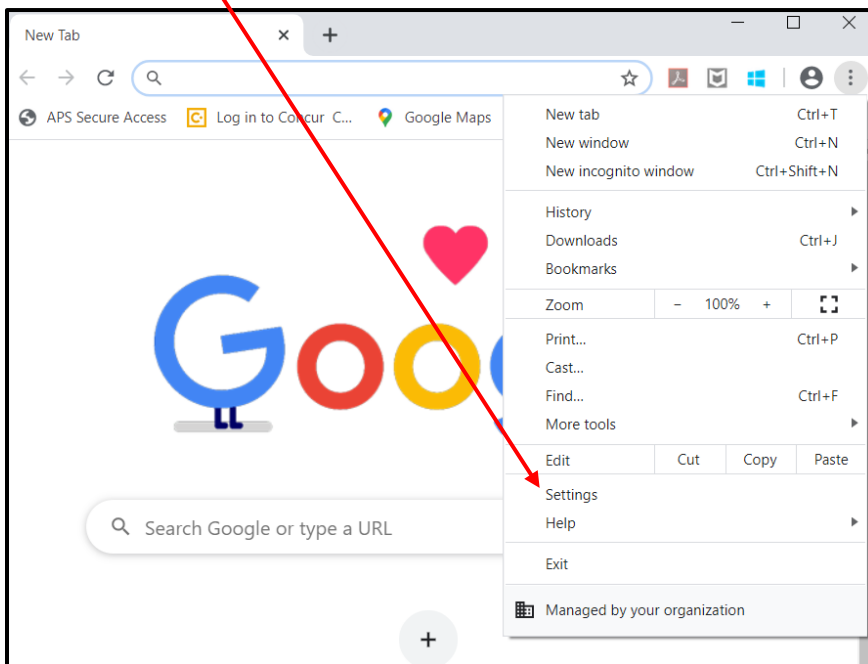
Clearing browser data from Google Chrome

Open a new Google Chrome session.

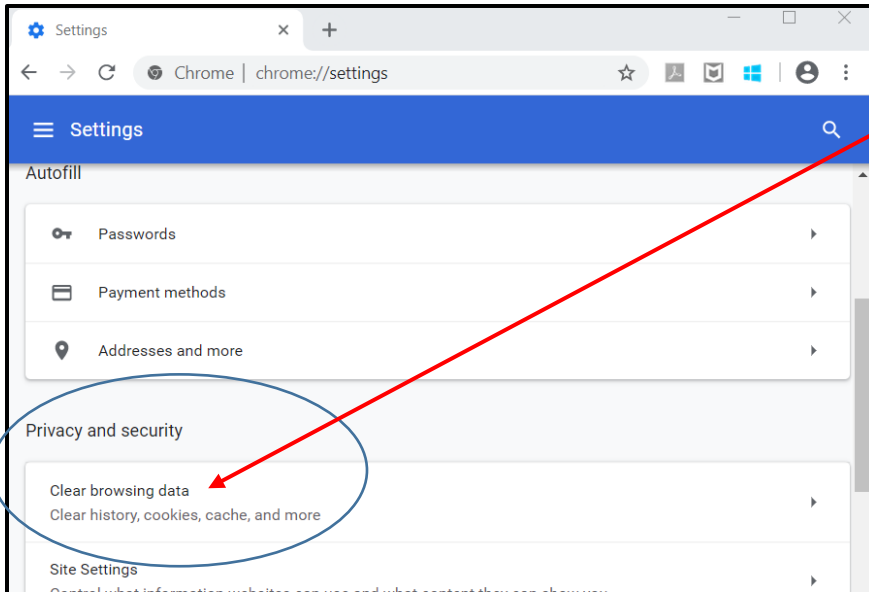
1. Click on the three vertical dots in the upper right corner of the browser screen.



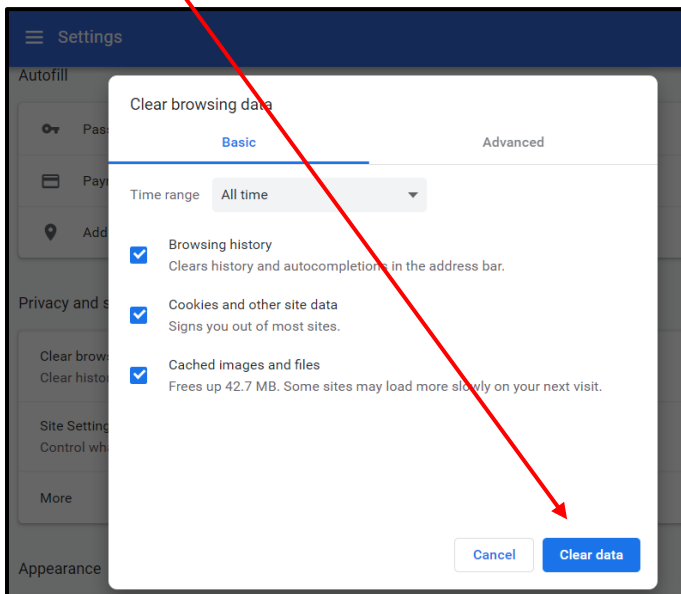
Next, click on **Settings** from the pop-up menu.



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



Click on **Clear data**



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