

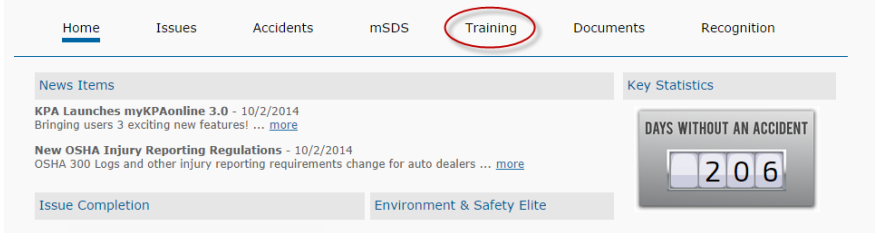
# Online Training Instructions

## Managers with a Username and Password

### Step 1

Login to myKPAonline with your personal user name and password

Go to [www.mykpaonline.com](http://www.mykpaonline.com)



### Step 2

Access Online Training by hovering over the Training link and choosing "My Training" from the Dropdown menu.

### Step 3

Click on the [View Topic Description](#) link for course information.

Click on the "Begin Course" button to launch a new course or use the "Actions" button dropdown options to either review, retake or resume a course, or to view your certificate of completion.

**Note:** Certificates of completion will contain the name associated with the account logged in. Each user will need to take training from their own login. Please see next page for instructions on how employees without accounts can log in and register as new users.



# Online Training Instructions

## Employees Without a Username and Password

### Step 1

Go to [www.mykpaonline.com](http://www.mykpaonline.com)

Enter your facility username and password:

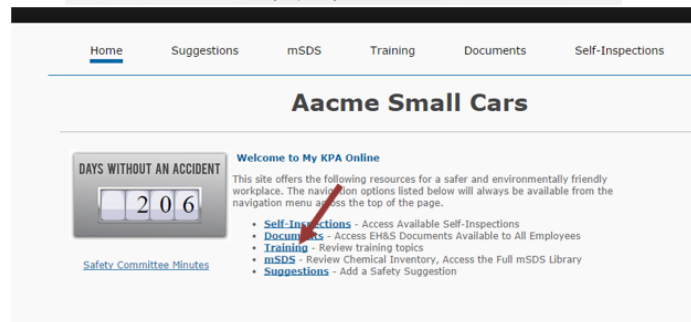
**Username: KPAMSDS**

**Password:**



### Step 2

Choose [Training](#)

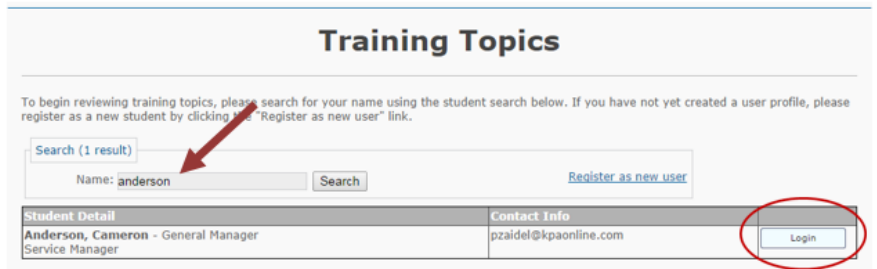


### Step 3

Search for your account.

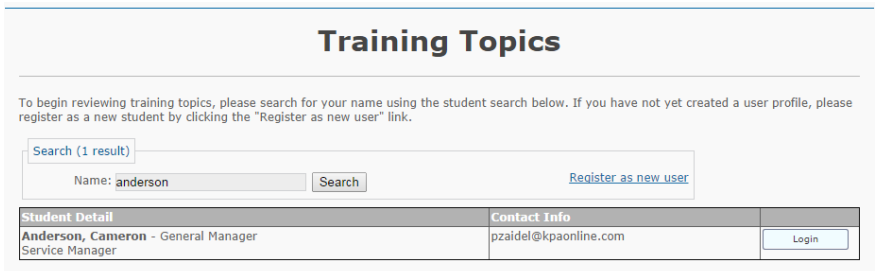
Search for your account by entering your **last name** and clicking the Search button. **If nothing appears, proceed to Step 4.**

If you are already a myKPAonline user, your name will appear. Click the login link next to your name and enter your pin. If you have forgotten your pin, please contact KPA at (800) 486-0400. **Once you have logged in, proceed to Step 6.**



### Step 4

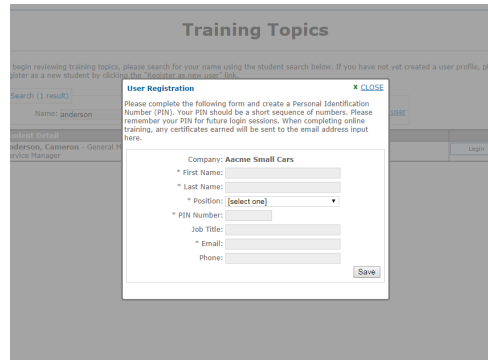
New Accounts/Students - Click [Register as new User](#).



# Online Training Instructions

## Step 5

Enter your information and create a pin (minimum of 3 digits)



The screenshot shows a 'Training Topics' page with a search bar and a 'User Registration' modal. The modal contains the following fields: Company (Acme Small Cars), First Name, Last Name, Position (dropdown menu), PIN Number, Job Title, Email, and Phone. A 'Save' button is at the bottom right of the modal.

## Step 6

Click on the [View Topic Description](#) link for information on who is required to complete the course. Please contact your supervisor if you are unsure of what course you are required to take.

If you have never taken a course before, then a "Begin Course" button will be available. Otherwise, you can click on the "Actions" button to review, retake or resume any courses that you have already launched, or view the certification.



The screenshot shows a 'Required Training' dashboard. At the top, it says '1 Completed | 11 Incomplete' and has a 'Hide details' dropdown. Below is a table of 'Regulatory Training' courses:

Course Name	Status	Actions
Emergency Response <a href="#">View Topic Description</a>	Completed: 10/3/2014 (expires on 10/3/2015)	Review Course, Retake Course, View Certificate
Forklift Safety <a href="#">View Topic Description</a>	Not Started	Begin Course
Hazardous Waste <a href="#">View Topic Description</a>	Not Started	Begin Course
Personal Protective Equipment <a href="#">View Topic Description</a>	Not Started	Begin Course
Hazard Communication <a href="#">View Topic Description</a>	Not Started	Begin Course