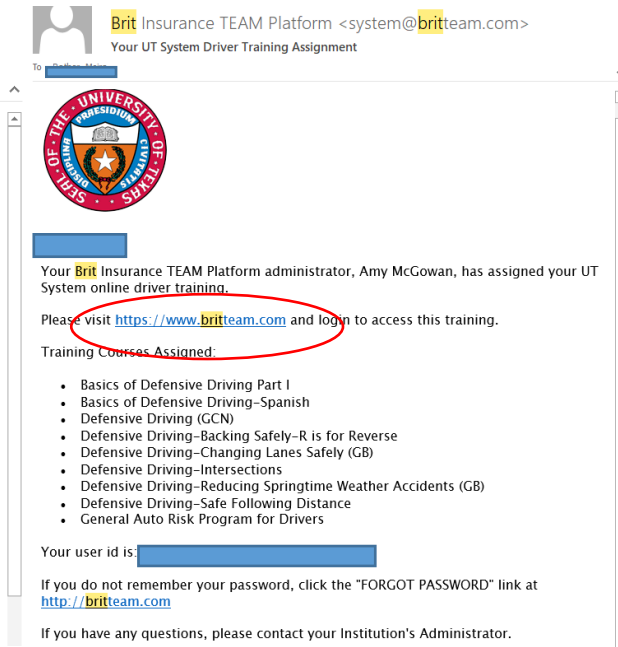
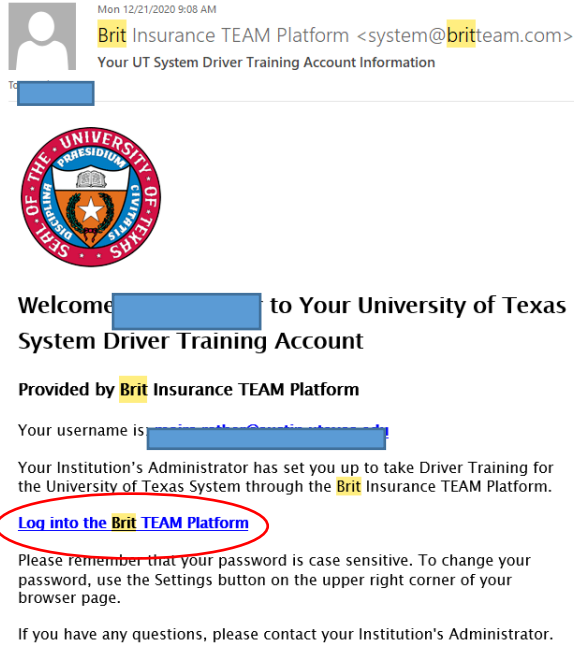


Driver Training Instructions

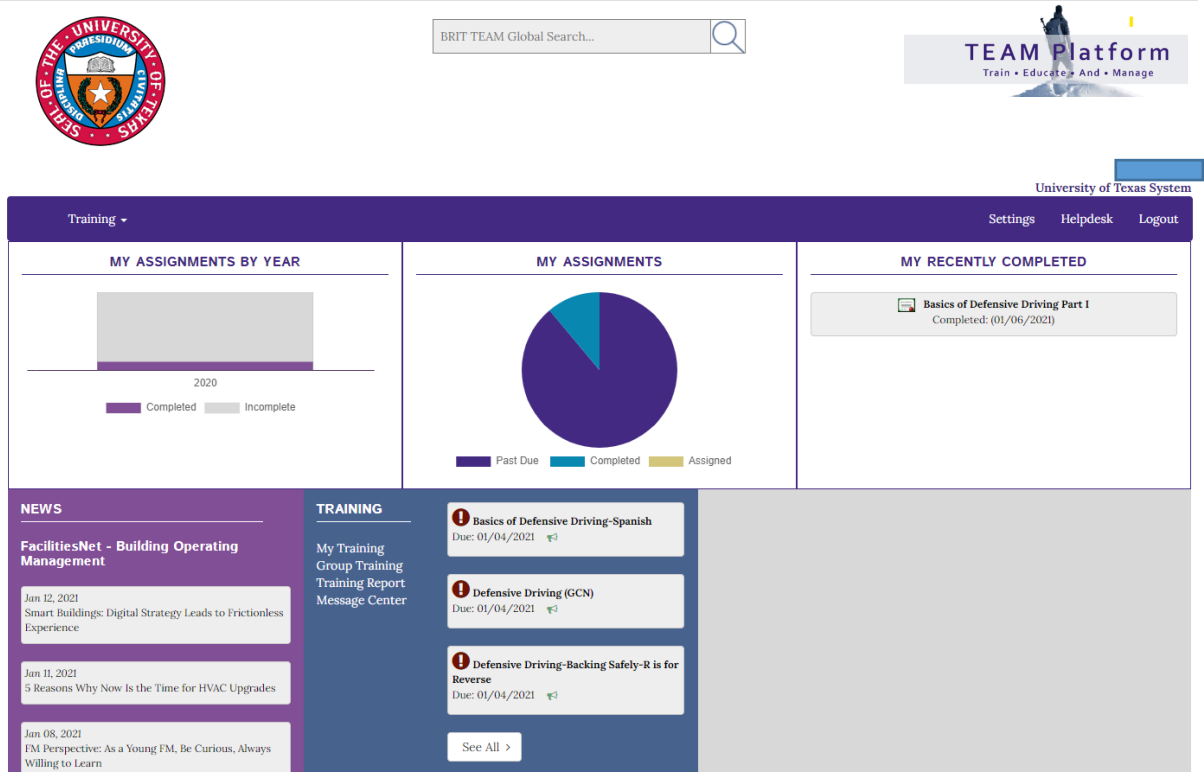
1. You will receive two emails after being registered for Driver Training.
 - a. The first email will notify you that you've been added to the platform.
 - b. The second email will notify you that you've been assigned training.
2. Open the website from the circled link in either email.



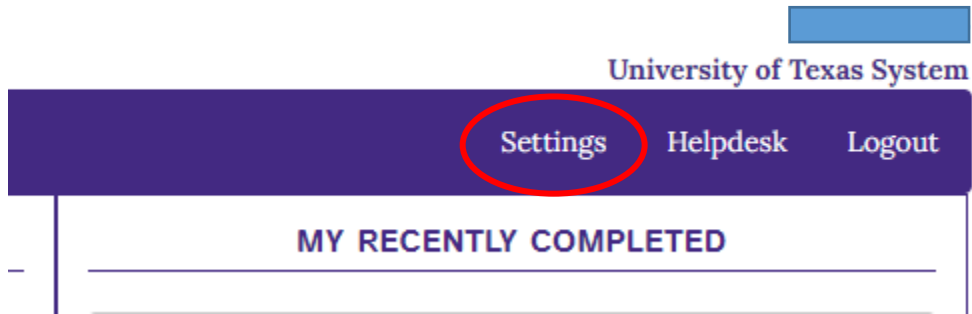
- Use the login button to access the platform. Your username will be your email address. Please ask your delegate (or department contact) for the password.



- Once you are logged in, you should see the home page.



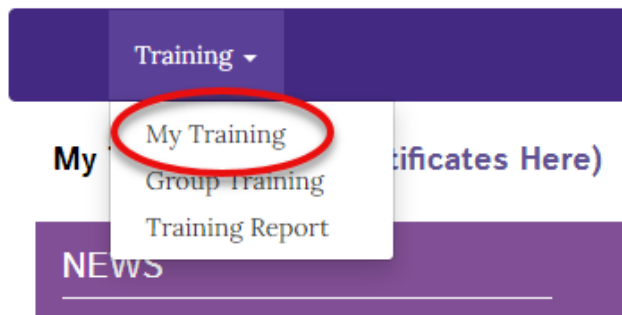
- Click Settings at the top-right corner of the home page.



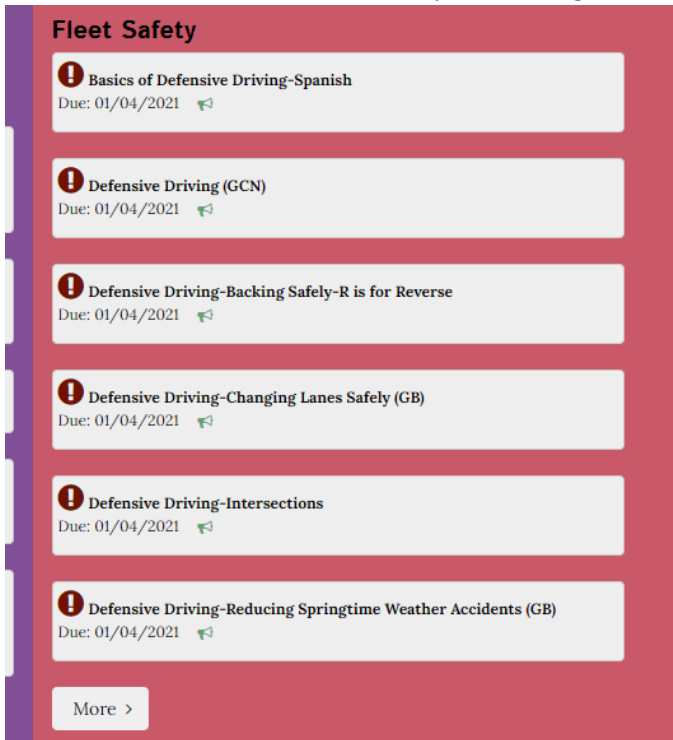
- Change your password, then click the Save button.

A screenshot of the 'User Information' form. The form is titled 'User Information' and includes instructions: 'Use this form to update your account information and change your password. If you have more than one account on the Brit system, you can [link them here](#). Once linked, you will be able to switch from account to account quickly and easily.' The form contains several input fields: 'Username', 'First Name', 'Last Name', 'Email', 'Password*', and 'Retype Password*'. Each field has a blue cursor. Below the fields, there is a note: '*Your password must be at least 4 characters long'. At the bottom of the form, there are two buttons: 'Save' and 'Cancel'. The form is set against a dark purple background with a 'Training' dropdown menu visible at the top left.

- Now to access your training, click the Training drop-down menu and select My Training.



8. Click the More button to view all of your training at once.



9. This page will display all of your completed and in-progress training.

- You will need to complete all 7 modules.

Main Training Page > Training Category > Fleet Safety

- Past due
- Due date approaching
- Assigned

Show entries

Search:

Module	Assigned	Started	Due	Status
Basics of Defensive Driving Part I	12/21/2020	01/06/2021	01/04/2021	01/06/2021
Basics of Defensive Driving-Spanish	12/21/2020		01/04/2021	
Defensive Driving (GCN)	12/21/2020	01/08/2021	01/04/2021	
Defensive Driving-Backing Safely-R is for Reverse	12/21/2020		01/04/2021	
Defensive Driving-Changing Lanes Safely (GB)	12/21/2020	01/06/2021	01/04/2021	
Defensive Driving-Intersections	12/21/2020	01/07/2021	01/04/2021	
Defensive Driving-Reducing Springtime	12/21/2020	01/07/2021	01/04/2021	

10. To start a module, simply click the Start button.
 - The module will open in a pop-up window in your browser.
 - Watch the entire video and complete the quiz.

11. Once you have completed a module, download (or print) the certificate of completion from the far right column as circled above and provide to your Supervisor or Delegate.