Before you Begin - System Requirements

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The SuccessFactors Learning Management System (LMS) a is fully web-based solution. Users will need an internet connection and a system that meets certain requirements.

Client Software Requirements	
Compatible Desktop Operating Systems:	• Microsoft Windows Vista • Microsoft Windows 7 • Microsoft Windows 8+ • Microsoft Windows 10 • Apple Mac OSX Maverics or higher
Compatible Web Browsers:	
Desktop:	• Google Chrome (Preferred) • Microsoft Edge • Mozilla Firefox • Microsoft Internet Explorer 11 • Safari 9, 10
Adobe Flash Player:	Version 10 or higher
Adobe Acrobat Reader:	Version 11 or higher
Client Configuration Requirements	
Network Bandwidth	Recommended connection speed 300-400 kbs/s. Video content may require buffering.
Minimum Recommended Cache Size	250 MB
Screen Resolution	XGA 1024x768 (high color) or higher
HTTP 1.1	Enable
JavaScript	Enable
Cookies	Enable web browser session cookies for authentication purposes and third party cookies.
Pop-up Windows	Allow pop-up windows from SAP SuccessFactors domains.

LMS – Steps for First Time Users

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These instructions are only applicable to certain customers who have access to SuccessFactors LMS.

Instructions:

The Home Page is the first page you will see as you enter the system.

1. Using Internet Explorer or Chrome, go to the following URL:
https://olympuscorp.plateau.com/learning/user/portal.do?siteID=OSSA_PUBLIC&landingPage=login

1

1

https://olympuscorp.plateau.com/learning/user/portal.do?siteID=OSSA_PUBLIC&landingPage=login

2. Click **Click here to register**.

2

Welcome to Olympus's training portal. Olympus is committed to making people's lives healthier, safer and more fulfilling.

Please login or register to gain access to Olympus product training materials.

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Advanced Nondestructive Testing Solutions

Login

User ID

Forgot User ID?

Password

Forgot your password?

Submit

New User

Are you a new user? Click here to register. **2**

Test. Measure. Image. Analyze.

Create New Account

NOTE: There is no charge for training provided through the Olympus training portal.

Please complete the "Create New Account" form and click "Submit". After you create an account, you can view your Learning Plan, add items to your cart, and check out.

The User's password has to be compliant with the following rules:
- The length of the password must be between 1 and 40 characters.

* Required Fields.

Account Information ③

* User ID :	
* Password :	
* Re-Enter Password :	
* Security Question :	
* Security Answer :	
* Re-Enter Security Answer :	
* Registration Code :	

Contact Information ④

* First Name :	
* Last Name :	
Middle Initial :	
* Email Address :	
* Confirm Email Address :	

Additional Information ⑤

* Business/Industry Category :	▼
* Product :	▼

⑥ Submit   Reset

Instructions:

③ Fill in all of the **Account Information** section.
- Use the registration code provided by your technical sales rep. If needed, contact technical support (877)225-8380.
- Create your own Security Question (such as Mothers Maiden name)

④ Fill in at least the required (*) **Contact Information** fields.

⑤ Under **Additional** Information
  Select your **Business/Category** from the dropdown list.
  Select your **Product** from the dropdown list.

⑥ Click the **Submit** button.

Note: If you submit without filling out all of the mandatory (*) fields they account will not be created correctly.

LMS – Steps for First Time Users

Instructions:

You will be asked to set your **PIN**.

7 Enter and then re-enter a **PIN** of at least four numbers.

8 Click the **Submit** button.

PIN

Please create an electronic signature PIN of no more than 40 characters.

7 New PIN: [_____]

Verify PIN: [_____]

8 [Submit] [Reset]

You will see the confirmation screen.

9 Click the **Continue** button.

| Home | Department |
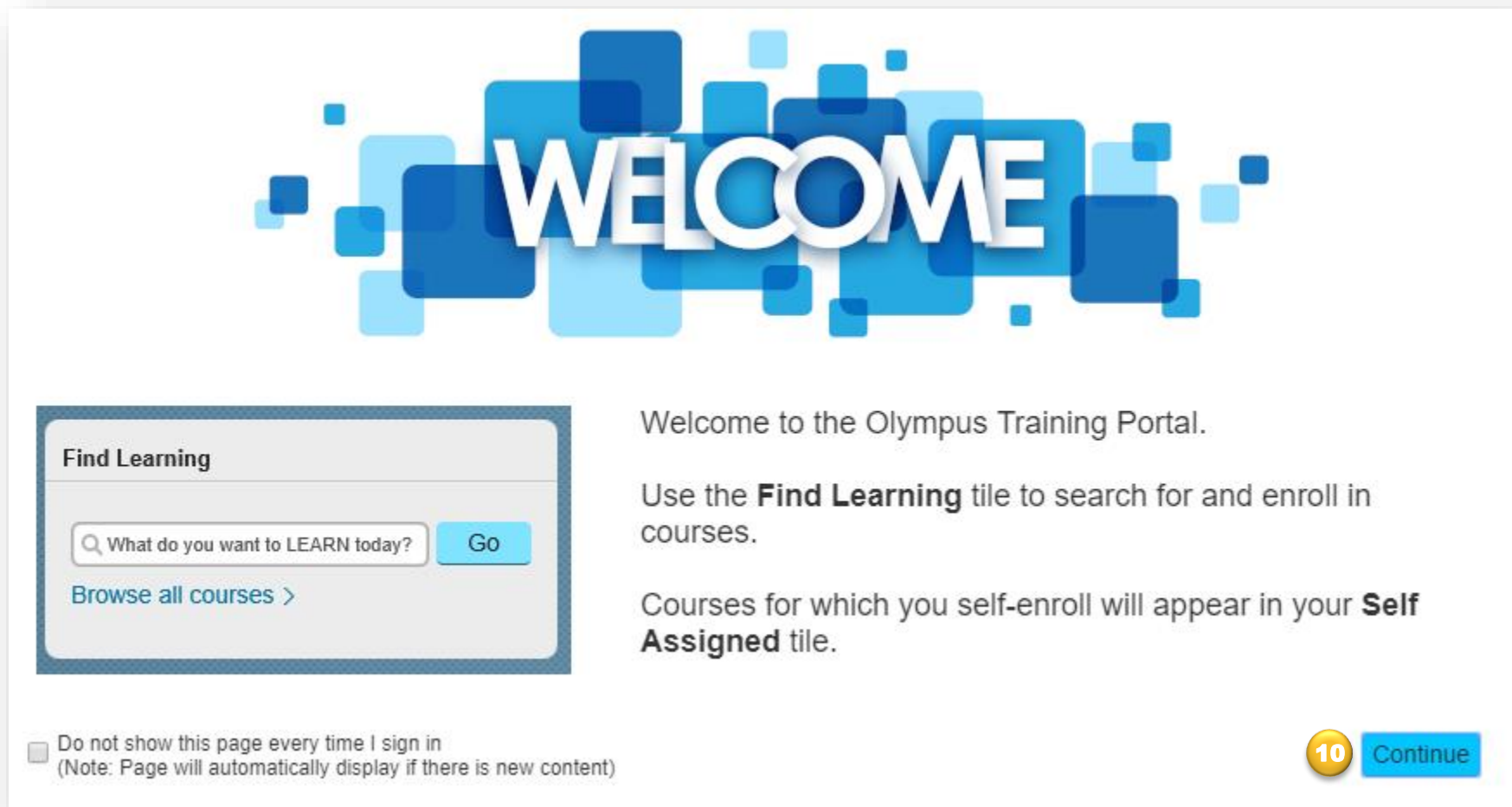
Thank you for registering. Your user ID is now active in the system and your Learning Plan will be updated within 24 hours based on any auto assignments your administrator has set up.

9 [Continue]

LMS – Steps for First Time Users

Instructions:

10 Click the **Continue** button on the Welcome screen.

Note: Text on this screen is purely informational there is no interaction other than Continue.

Welcome to the Olympus Training Portal.

Use the **Find Learning** tile to search for and enroll in courses.

Courses for which you self-enroll will appear in your **Self Assigned** tile.

Find Learning

What do you want to LEARN today?   Go

Browse all courses >

Do not show this page every time I sign in
(Note: Page will automatically display if there is new content)

10 Continue

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Please NOTE: After registering, it can take up to one hour for your account to become active. During this time you may be able to login but no course content will be available. Once your account has been verified, the course will be visible to you by searching.

LMS – Lesson Access

Instructions:

Your **My Learning** page will display.

11 Type <u>Vanta</u> in the **Find Learning** search field.

12 Click the **Go** button.

My Learning Assignments

≣ ≣ Sort By Date | Priority ▼ Filter

Keyword 🔍 Course name or ID   Select All ▼   All Assignment Types ▼

⚠ Your Talent Profile is Incomplete

You don't have any assignments.

My Curricula

✓ You currently have no required curricula.
Go to Curriculum Status

Histor...⌄

🕐 0

recently added

View All

Links

🖻 My QuickGuides

❖ Collections

Approvals
▼

Find Learning

11 🔍 What do you want to LEARN today?   Go **12**

Browse all courses ›

Featured

★ ≣ 0

LMS – Lesson Access

OLYMPUS

Instructions:

The **Vanta Handheld XRF Safety Training** lesson will show up in the search results.

13 Hover your mouse over the lesson and select **Start Course**.

Please NOTE: After registering, it can take up to one hour for your account to become active. During this time you may be able to login but no course content will be available. Once your account has been verified, the course will be visible to you by searching.

LMS – Lesson Access

Instructions:

14 Click the blue **Vanta Handheld XRF Safety Training** title to launch the course.

Online Content Structure

Vanta Handheld XRF Safety Training 🌐

WBT OSSA-ANI-M-VNT-XR-EW-01

Revision: 1 - 2/6/2019 10:35 PM America/New York

Downloaded Date:

Synchronized Date:

14 Vanta Handheld XRF Safety Training

Radiation Safety Training Comprehension Exam for Customers

LMS – Lesson Access

Instructions:

The Home Page is the first page you will see as you enter the system.

15 Click the **Launch** button.

Online Content Structure

Vanta Handheld XRF Safety Training

WBT OSSA-ANI-M-VNT-XR-EW-01

Revision: 2/6/2019 10:35 PM America/New York

Return to Content Structure

⚠ A course window will pop-up in front of this page, pop-up blockers MUST be disabled.

Do not close, refresh, or navigate from this page while you are working with online content. Some content may rely on this window to save your progress.

When you have completed the content, you can relaunch the content or use the menus or the links below to navigate elsewhere.

Please complete any launched courses in a timely manner, failure to do so may result in the system timing out and your progress not being recorded.

15 Launch Again

Home | Completed Work

LMS – Completing the Lesson

Instructions:

16   Click the **Continue** button to move through the lesson.

LMS – Completing the Lesson

Instructions:

17 Click either '**X**' to close out the lesson when you reach the last screen.

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**Want to provide feedback? We'd love to hear from you. Please email feedback to jennifer.abel@olympus-ossa.com

LMS – Completing the Lesson

OLYMPUS

Instructions:

18 Click the **Return to Content Structure** button in order to access the quiz and earn your certificate.

Instructions:

19 Click the **Radiation Safety Training Comprehensive Exam for Customers** link.

Online Content Structure

Vanta Handheld XRF Safety Training 🌐

WBT OSSA-ANI-M-VNT-XR-EW-01

Revision: 1 - 2/6/2019 10:35 PM America/New York

Downloaded Date:

Synchronized Date:

✓ 2/8/2019   📄 Vanta Handheld XRF Safety Training

19 📄 Radiation Safety Training Comprehension Exam for Customers

LMS – Completing the Lesson

Instructions:

20 Click the **Start** button to begin the quiz.

Radiation Safety Training Comprehension Exam for Customers   Exit

This is a sequential quiz, which means that you must answer the questions in the order presented. You must answer each question. Consider your answers carefully; once you move to the next question, you cannot go back. When you complete the quiz click Submit Quiz. Your answers will be evaluated and your quiz grade recorded.

The following quiz is to be taken after completing the radiation safety training module. This quiz is designed to demonstrate comprehension of the material from the radiation safety training and safe operation of the XRF analyzer. Please review the Vanta Radiation Safety Training before completing this quiz. Click the Start button below to begin the quiz. You must score 80% or higher to pass the quiz.

20   Start

LMS – Completing the Lesson

Instructions:

21 Once you have completed and passed the quiz click the **Exit** button.

If you would like to review the quiz click **Review Questions** button.

Radiation Safety Training Comprehension Exam for Customers   **21**   Exit

Well done! You have demonstrated you competence for knowledge of safe operation of the instrument and can communicate this information to customers.

100%

10 of 10 questions correct

Review Questions

LMS – Completing the Lesson

The screen below confirms that you have completed the course.

LMS – Printing a Certificate

Instructions:

22 On your LMS home screen click the **View All** link in the Learning History tile.

My Learning Assignments

≡ ≣ Sort By Date | Priority ▼ Filter

Keyword 🔍 Course name or ID   Select All ▼   All Assignment Types ▼

⚠ Your Talent Profile is Incomplete

You don't have any assignments.

My Curricula

✓ You currently have no required curricula.
Go to Curriculum Status

Histor... ⌄

0

🕐 recently added

22 View All

Links

🗎 My QuickGuides

⚙ Collections

Approvals ▼

LMS – Printing a Certificate

Instructions:

Your Completed Work screen will open displaying a list of work you have completed in the LMS.

23 To display your completion certificate, click the **Print Certificate icon** to the right of the course name.

← Back
Completed Work

Show Completions: All ▼

Completion Date *	Title	Status	Action
2/8/2019 03:08 PM	📖 Vanta Handheld XRF Safety Training	Complete	🖨 **23**

LMS – Printing a Certificate

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Instructions:

The certificate will open in a new browser tab or window.

User the browser menu or options displayed to save or print your certificate.

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CERTIFICATE OF COMPLETION

This is to certify that

Teddi Pruitt

has completed the course

Vanta Handheld XRF Safety Training

February 8, 2019
_____
Date