# **Registration for and Completing the APS Contractor Safety Orientation Course**

The APS Contractor Safety Orientation course is now available online. All contractors who are assigned to work at an APS site (Generation, T&D, Corporate Resources or Solar) or for APS, must complete the course before starting their work or project(s) at any facility.

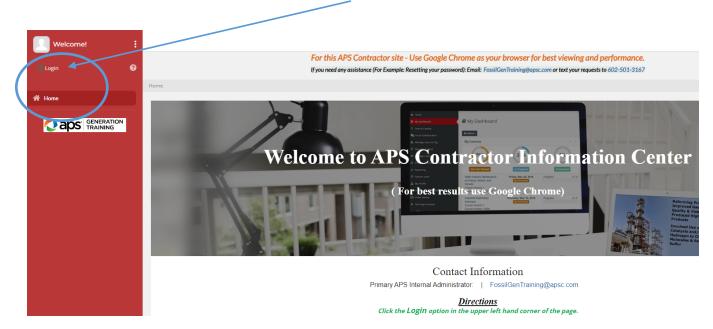
The orientation is available through an online learning platform called APS Contractor Information Center. The learning portal is best accessed through a Google Chrome, Microsoft Edge, or Firefox browser.

✓ 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.

# Q1. How do I access the APS Contractor portal and the Orientation course?

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



The system will prompt you to either log in (as a Returning user) or register (as a new user).

Welcome!					
() Login				s your browser for best viewing and pe	
U Login U		If you need any assistance (F	or Example: Resetting your password): Email	: FossilGenTraining@apsc.com or text your requests to	602-501-3167
😤 Home	Home > Log In				
	Log-In	Returning Users			New Users
	Please Enter Your Log	-In Information		Don't have an account?	
	User Name			Register Now!	
	Login				
	Password				
	Password				
	Submit Cancel				
	Forgot your login informative Reset Password	tion?			
			Copyright © 2018 Vector So Learning Management System (LMS) is copyri 120.15.13.1: JPI	ghted by Copyright © 2022 Vector Solutions	

#### Q2. How do I register on the APS Contractor Portal?

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.

\* Company Attribute – If your Company is not listed in the pull-down menu, please choose "A Not Listed Company" and then **text** your Company name to 602-501-3167.

Welcome!		
() Login		Contractor site - Use Google Chrome as your browser for best viewing and performance. stance (For Example: Resetting your password): Email: FossilGenTraining@apsc.com or text your requests to 602-501-3167
	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 Attribute:	
		· · · · · · · · · · · · · · · · · · ·
	Job Role: Register Cancel	Υ

Once you have registered, you are then taken to the APS Contractor Information Center - My Dashboard.

APS Contractor Safety Orientation Course Job Aid page 2

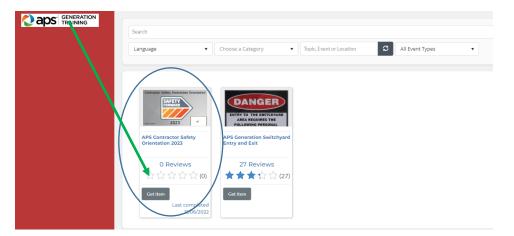
Welcome, Sue Contractor		
()	For this APS Contractor site - Use Google Chrome as your browser for best viewing and performance. If you need any assistance (For Example: Resetting your password): Email: Fossil/GenTraining@expc.com or text your requests to 602-501-3167	
	Home > My Dashboard	
A Home		
My Dashboard	My Dashboard	
Q Course Catalog		
D Learning History	C O Pending Completion Past Due Search Q Quick I	links
	Sort by Enroll Date Y Desc Y	g History
	To Do	ges
	My Prof	ïle
	Copyright © 2018 Vector Solutions. All rights reserved. Learning Management System (LMS) is copyrighted by Copyright © 2022 Vector Solutions 12015.13.1: JPR-OH-WEB02	

# To get the Contractor Safety Orientation course on your dashboard if not already there:

• Click on  ${}^{\rm Q}$  Course Catalog on the Left-hand menu of the Dashboard

Welc Sue Co	ome, ontractor				
U #	۵.	0			For this APS Contractor site -
		<b>U</b>			If you need any assistance (For Example: R
😭 Home			Home > My Dashboard		
📕 My Dashb	pard		My Dashboard		
Q, Course Ca	talog				
D Learning H	listory		0	📫 0	Search
🜔 a	OS <sup>.</sup> GENERATIO	N	Pending Completion	Past Due	9
			To Do		

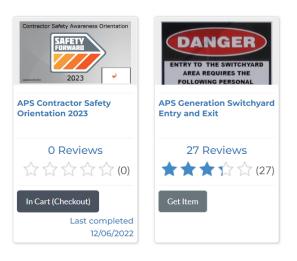
This action takes you to the Catalog. Choose the current year's Orientation, by clicking on Get item button.



APS Contractor Safety Orientation Course Job Aid page 3

- ✓ The Orientation Course will be added to your Shopping Cart.
- ✓ You will then click on the View Cart button:

🚽 View Cart (1)

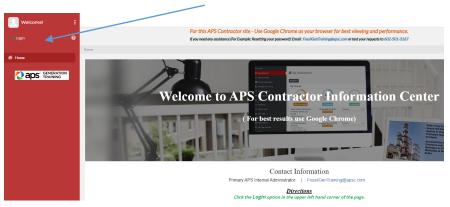


Click on Finish to add it to your My Dashboard.

	Continue Shopping
	The following is a listing of items you have added to your Shopping Cart
	APS Contractor Safety Orientation 2023 Quantity: 1
	Finish
	time.
	time.
My Dashboard	
L 1 Pending Completion	Search Q Quick links
Pending Completion Past D	Settly ErrollDate V Dec V Learning History
Το Do	
APS Contractor Safety Orientation 2023	My Badges
Enrolled On 12/07/2022	Not Yet Viewed Y My Profile
	Copyright 6 2018 Vector Solutions. All rights reserved. Learning Management System (J.M3) is copyrighted 2022 Vector Solutions 12018/02910: IR-OH-WEB0
<	

#### 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.



Enter your credentials (Username and Password) to complete the log in process.

- If you do not remember your Password and/or Username please use the links below the Submit button to request that information. You will need the email address associated with your account.
  - If that doesn't work **text** your request with your name to: 602-501-3167

_og-In
Please Enter Your Log-In Information
User Name
Login
Password
Password
Submit Cancel
Forgot your login information? Reset Password
Send My Username

The current Contractor Orientation course should already be on your My dashboard and will remain there until course completion.

		time.						
	My Dashboard							
	l 1 Pending Completion Dest Due	Search Q	Quick links					
	Pending Completion Past Due	Sort by Enroll Date v Desc v	Learning History					
	To Do	×	My Badges					
	APS Contractor Safety Orientation 2023 Enrolled On 12/07/2022	Not Yet Viewed	My Profile					
		Copyright © 2018 Vector Solutions. All rights reserved. Learning Management System (LMS) is copyrighted by Copyright © 2022 Vector Solutions 120 80.6298 0: JPR-OH-WEB00						
	4							

#### 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).

time.	
My Dashboard	
L 1 Pending Completion Past Due	Quick links
Sortby Enroll Date V Desc V	Learning History
To Do v	My Badges
APS Contractor Safety Orientation 2023 Evolled On 12/07/2022 Not Yet Viewed	My Profile
Copyright © 2018 Vector Solutions. All rights reserved. Learning Management System (LMS) is copyright © 2022 Vector Solutions 12080.0298.0: JPR-OH-WEB06	
4	

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

ල ප	Welco Sue Co	ome, ontractor		: 0	$\langle$ APS Generation Contractor Safety Orientation 2023			
					Course Notification			
	Home My Dashbo	bard			The modules for this course are listed below. Click the links below to view the contents of the course.		ontractor Safety	
	Course Cat Learning Hi				Modules	Orientatio	n 2023	
	📿 ar	OS <sup>. gen</sup> tra	IERATION INING		Spent: Ohr Om Os      APS Contractor Safety Orientation 2023.*      Progress:     Not Yet Viewed      Frogress:     Not Yet Viewed			

The course should now launch in the Contractor platform.

MENU NOTES				RESOURCES EXIT COURSE
1. APS Contractor Orientation		Contractor	r Safety Awareness C	riontation
1.1. Contractor Orientation Intro		Contractor	Salety Awareness C	
1.2. Course Navigation				
1.3. Disclaimer				
1.4. Acknowledgement			<b>I</b> SAEETV	
1.5. Course Overview				
1.6. Content Overview			I FARWARA	
1.7. APS Safety: A Core Value				
1.8. APS Safety Value				
1.9. APS Safety Value				
1.10. SERIOUS Injury and/or Fatality (SIF)				
1.11. THE ENERGY THEORY AND HAZARDS				
1.12. ENERGY SOURCES				
1.13. TYPES OF ENERGY SOURCES				
1.14. THINK ABOUT IT		Updated Q4 2022	2023	
1.15. Untitled Slide		opdated Q4 2022	2020	
1.16. THE ENERGY WHEEL	•			
1 17 Lintitian Clinia				- C 🗤 🕹 (prev
			E+ Exit	

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

**A5.** Once you have completed the Safety Orientation 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, Sue Contractor		
(0 ≅ € ⊠ 6)	APS Generation Contractor Safety Orientation 2023	
	Course Notification	×
A Home	The modules for this course are listed below. Click the links below to view the contents of the course.	
My Dashboard	Course Status Notification	
Q Course Catalog	Constallations! You have completed all required sections of this course.	View Certificate
D Learning History	congruenderen. Tee nere compresse en requires sectores en uns contras	<b>X</b>
		Enrolled On 12/06/2027. Assigned By Christopher Sr Susag
	Modules	· · · · · · · · · · · · · · · · · · ·
	ð Spent: Ohr Im 38s	
	APS Contractor Safety Orientation 2023 *	
	Prograss: Completed	<b>Бие Date:</b> > N/А
	End of course Survey	
	Progress Not Yet Viewed	Due Date: >
	Objectives	· ·
	This course covers these broad objectives: 1. General Information 2. Operating Hazards 3. Personal Protective Supponent 4. Chemical Zewroomeneth Hazards 5. Business Unit specifics	

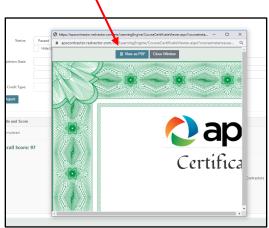
Click on: To get your certificate click this View Certificate link

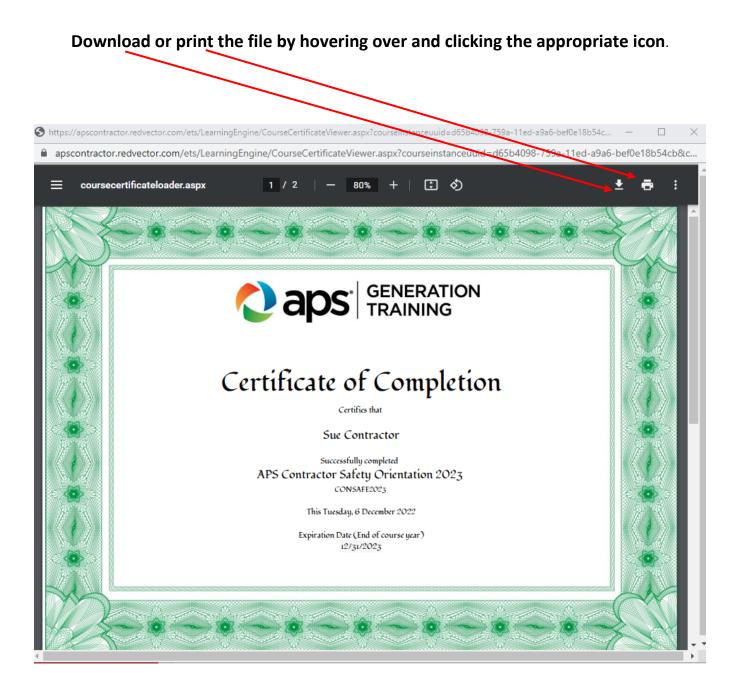
Or

Click on Learning History on the left of the screen

✓ Then click on ● <u>View Certificate</u> on the right of the course to view and print a certificate of your course completion for your APS Rep and Plant Security

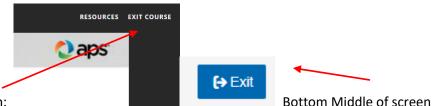
A pop-up window will appear. Choose View as PDF; a separate (Adobe Acrobat) window appears. From the Adobe window, you can download and save the certificate file, or print the certificate if you have a printer connected to the device.





# 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 window to stop the course or EXIT COURSE at the top of window.



Top Right of screen:

Bottom Middle 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 for Generation: 602-501-3167; T&D email: <u>Sabrina.Mauch@aps.com</u> 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 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 facility before you complete the course. Some APS 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.

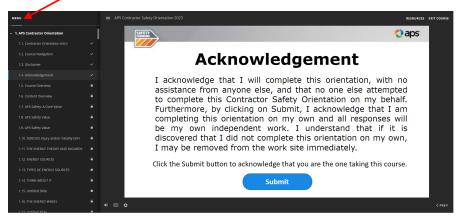
#### Q11. Can I take this Orientation a second (or third) time after I pass it once?

I

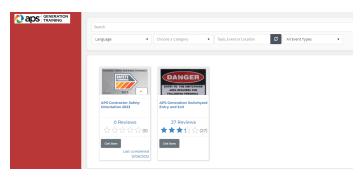
A11. Yes, you can take the course as many times as you want. Once you have finished the course and the final exam, the course does not appear on your My Dashboard. It does not reassign to you automatically. You may retake the course or view course completions by selecting it under Learning History section on the left of the My Dashboard page or under Quick links on the Right of the My Dashboard.

Welcome, : Sue Contractor : Ů ⊞ ₱ ⊠ Ø	APS Generation Contractor S Course Notification	afety Orientation 2023		×							
🖀 Home	The modules for this course are listed below. Click the links below to view the contents of the course.										
My Dashboard											
Q Course Catalog	Course Status Notification										
3 Learning History	Congratulations! You have completed all required sections of	f this course.	● <u>View</u>	Certificate							
GENERATION			Enrolled On 12/06/2022, Assigned By Christop	wher Sr Susag							
	Modules			~							
	<b>Ó</b> Spent: Ohr 1m 38s										
	APS Contractor Safety Orientation 2023* Progress: Completed		Due Date: N/A	>							
	End of course Survey Progress: Not Yet Viewed		Due Date:	>							
	Objectives										
	This course covers these broad objectives 1. General Information 2. Operating Heards 3. Personal Protective Gulpment, 4. Chemical Environmental Heards 5. Business Unit specifics										

✓ Then click on the Course name and you can start the course again. It will be the completed course so you can use the menu on the Left to review the sections you wish.



✓ 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.

New Tab	×	÷			_		$\times$
$\leftrightarrow$ $\rightarrow$ C Q Se	earch Google or typ	oe a URL	х.	<del>ال</del> 7		0	:
APS Secure Access	C Log in to Concur	C 💡 Google M	aps 🧧 7-Day Forecas	t for			»
(	G			Gma	il Images		4
	ch Google or typ		gi	JJ	Ų	<	
		+ Add shortcut					

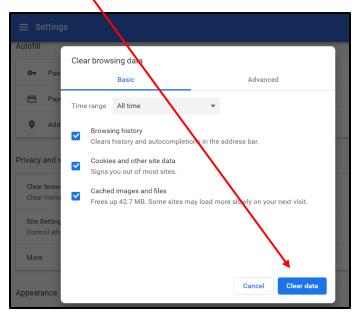
Next, click on **Settings** from the pop-up menu.

New Tab × +	- □ >	×		
$\leftrightarrow$ $\forall$ $\bigcirc$ $\bigcirc$ $\bigcirc$	☆ 📕 🗑 📫 🛛 😫	:		
Secure Access C Log in to Concur C ♀ Google Maps	New tab         Ctrl+T           New window         Ctrl+N           New incognito window         Ctrl+Shift+N			
	History Downloads Ctrl+J Bookmarks	*		
	Zoom – 100% +			
	Print Ctrl+P Cast			
	Find Ctrl+F			
	More tools	۲		
	Edit Cut Copy Paste	;		
	Settings			
Search Google or type a URL	Help	۲		
	Exit			
+	Managed by your organization			

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

Settings	× +	- 🗆 X	
$\leftarrow$ $\rightarrow$ G $\odot$ C	Chrome   chrome://settings	\$ 🗷 🗑 🖪 I 😝 :	
$\equiv$ Settings		Q	
Autofill			<b>^</b> c
OT Passwords		,	
Payment me	ethods	•	1
Addresses a	and more	F	
Privacy and security			
Clear browsing data Clear history, cooki	a key cache, and more	۲	
Site Settings		 ۶.	

# Click on Clear data



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