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Introduction

SafetyServe proudly delivers the nation's most trusted driver safety training courses for commercial fleets in partnership with the National Safety Council (NSC).

SafetyServe's Online Training Center is a platform that simplifies access to training, engages employees and provides real-time feedback to improve employee performance, and reduces time and resources for administration. Most administrators become familiar with the SafetyServe Learning Management System (LMS) in a very short time, without any dedicated technical training.

System Overview

An **Access Code** is an alphanumeric key that is used by student(s) to access the system's self-registration page. Access Codes are occasionally referenced to as Serial Numbers if they are unique to an individual. The administrator can group users by common functions or locations by creating "Child Access Codes" (e.g., accounting department, Oklahoma division, etc.) The administrator also can check how many Access Codes are available and the expiration date for each Access Code by utilizing the [Inventory Report](#) feature.

[Custom Reporting](#) along with student information is provided through the **Usage Report, Assessment Report** and **User Reports**. The administrator may run the standard reports or may customize any of these reports, based on their requirements.


Administrators can manage **Student Accounts** in real time. The administrator may enter all or part of the Login ID, First Name, Last Name, or Email Address and click the search button to find entries that match the criteria. Once the desired account is located, the administrator may update the student's information and click "Submit" to update the profile. The administrator may also check student progress and print out a [Certificate of Completion](#), if available.

While logged in as an administrator, your login credentials including password and other personal information can be easily updated as needed.

Access Code Inventory Report

To view your Access Code Inventory Report

1. Login to your Administrator account at your co-branded site
2. Click Access Code on the left side of the screen
3. Click “Click here for Inventory Report” at the top of the screen

Licenses:	How many licenses have been assigned to that code since inception.
Licenses Used:	The number of licenses used for this code.
Licenses Left:	How many licenses are available for registration. If licenses left reads 0, students will be unable to use that Access Code.
Duration:	How long a student has access to the course assigned to this code once their account is created or the code has been added to an existing account.
Expiration Date:	The last date the Access Code can be used to create a student account or be added to an existing account.
 :	Shows which course(s) that code will assign to a student’s account.

Custom Reporting

To run a Report:

1. **Click Reports on the left side of the screen.**
2. **Choose which report to run.**
 - **Usage Report:** This report displays a comprehensive summary of information for all users who have been assigned, started and completed the courses. This is the most commonly report used by administrators.
 - **Assessment Report:** The report includes test results and selective personal information for students who have taken the post-test. Please note, not all courses include a final test.
 - **User Report:** This report includes all registered users' personal information.
3. **The numbers listed next to each course are since your account's inception. You can change your range of dates at the top of the screen if you want to see who did what during a certain time frame. If changing dates, always click "Get Report" for the screen to update.**

Completion Certificates

To download a Certificate of Completion:

1. Click Reports on the left side of the screen.
2. Click Usage Report.
3. Click the number listed under Courses Completed.
4. Once the Administration Usage Details Report appears, click “User Access” next to a student’s name.
5. A box will appear. Expand the box, then click to highlight a course title.
6. Once the course is highlighted, click where it says, “Click here to show progress”.
7. Choose “Click here to get your certificate information” and the certificate will appear on your screen. Above the certificate you can choose to download the certificate or choose the option for a printable copy.



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SUPPORTING VIDEOS FOR THE PROCESSES OUTLINED
IN THIS ADMINISTRATOR GUIDE CAN BE FOUND ON OUR
[SAFETYSERVE YOUTUBE CHANNEL.](#)

SUBSCRIBE TO OUR CHANNEL TO BE
NOTIFIED OF ANY ADDITIONAL UPDATES!



ADDITIONAL SUPPORT

LIVE CHAT/SUPPORT AND OFFLINE EMAIL COMMUNICATION
IS AVAILABLE ON BOTH
YOUR CO-BRANDED SITE AND AT WWW.SAFETYSERVE.COM

[Student Login](#)

[Live Chat](#)

