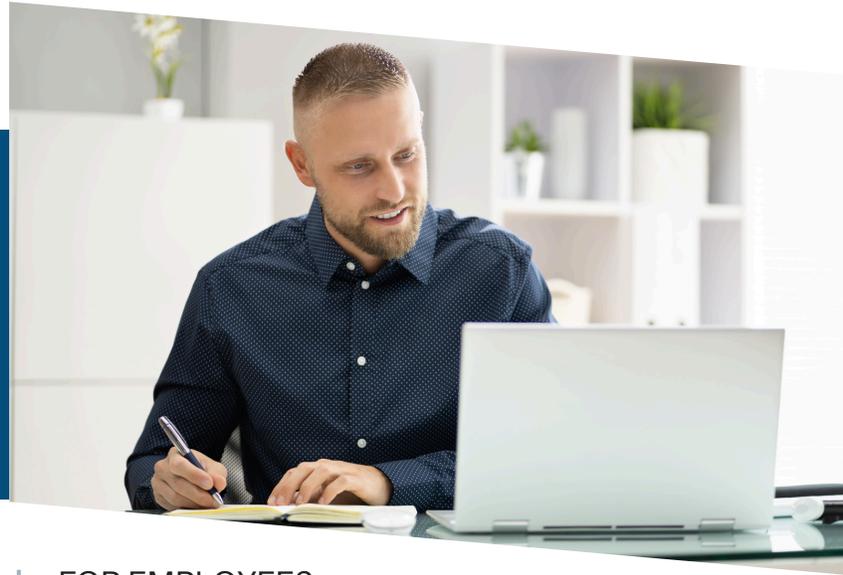


GUIDE TO MRP & LMS ACCESS



FOR ADMINISTRATORS:

MEMBER RESOURCE PORTAL

Having access to the Membership Resource Portal connects you to a variety of data and resources. The MRP also gives administrative controls to your company's LMS data. In the MRP you can add new employee users to the LMS as well as pull tracking reports to document everyone's progress.

HOW TO GAIN ACCESS

If you are on the Risk Consultants Distribution List, then you have access. Use [THIS LINK](#) to login. To add new administrators there are 2 options:

Option 1 - A current administrator can add them.

1. Log into the MRP using [THIS LINK](#)
2. From the Home Page click on **Portal User Management**
3. Add the names and emails of new administrators.

Portal Users

Option 2 - The new administrator can request access.

1. Click on [THIS LINK](#)
2. Click on **Request access to get started**
3. Add your email, name, and company name.

FOR EMPLOYEES:

LEARNING MANAGEMENT SYSTEM

Through the Learning Management System, employees gain access to engaging, self-paced training on a variety of topics. The system automatically tracks progress, allowing employees to pause and resume their training at any time without losing their place. This flexibility ensures they can learn at their own pace while staying on track with required courses.

HOW TO GAIN ACCESS

1. An administrator logs into the MRP using [THIS LINK](#)
2. Click on **User Management**
3. From this page, the administrator can add individual employees or bulk upload a list of employees.

LMS - User Management

4. The user will receive an email from **RiskCon LMS Admin** to complete your registration.
5. Employees will click on the link to create a passwords and then log in.

Welcome to RiskCon

Hello Colin (WFO).

A new account has been created for you at <https://riskcon-online.com>.

Your login id is: **colin.vanderveen@**

Click on the link below to complete your registration and set a new password.

[Complete Registration](#)

GUIDE TO ENROLLING IN LMS COURSES



STEP 1: LOG INTO THE LMS

Once an administrator from your company adds you to the Learning Management System, you will receive an email from **RiskCon LMS Admin**. Click on **Complete Registration** to create a password and log in. When you log in click on **Enroll in Your Learning Path**.



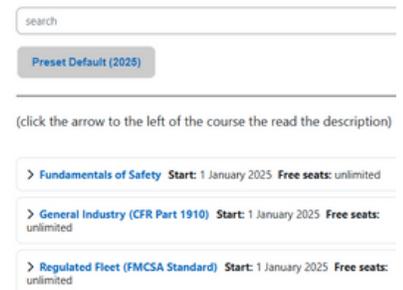
STEP 2: DECIDE THE COURSE PATH TO ENROLL IN

For your flexibility, you are able to enroll in any course that matches your job description. However, more options can feel overwhelming. Your employer will communicate which courses and lessons they would like you to complete. Here is what we advise:

- **Fundamentals of Safety** - Everyone should start with this course as it covers key safety information for every industry and job description.
- **Annual 1910 Compliance** - This course is for anyone working in or around the general industry environment.
- **Regulated Fleet** - This course is for anyone working in or around the fleet industry.

Enroll in Your Learning Path

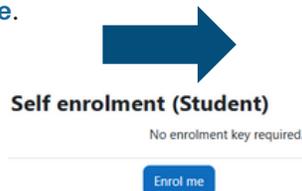
These are the default 'Learning Paths' for all users.



STEP 3: ENROLLING IN A COURSE PATH

Once you choose which course you need to enroll in, you will click on **Enroll**. This will lead to a self enrollment page where you will click on **Enroll Me**. Then you will have unlocked all of the lessons inside of the course. You can also easily see and open the courses you have enrolled in from the **Home Page, Dashboard, or My Courses Page**.

Once again, for ease and flexibility all of the lessons inside the course will be available to you. You can complete the lessons in any order or time frame, by clicking on the title of the lesson. Look for communication from your leadership about which lessons they would like you to complete as well as their deadlines.



Path Title:

Fundamentals of Safety

Lesson Duration:

2 hours total, broken into 20-40 minute lessons

Recommended Schedule:

Complete all lessons before starting work or any potentially hazardous tasks

Description:

The Fundamentals of Safety program introduces new employees to critical workplace safety principles, covering hazard recognition, safety policies, PPE use, emergency preparedness, and effective communication. It also explores the foundations of safety culture, emphasizing training, peer-to-peer communication, and continuous improvement. Additional modules cover USDOT and OSHA Hazard Communication (HazCom) basics and workplace driving safety to ensure regulatory compliance and safe work practices.

Target Audience:

This program is designed for new employees, safety leaders, and supervisors who want to build a strong foundation in workplace safety and compliance across various industries.





GUIDE TO PULLING TRAINING REPORTS IN MRP

COURSE COMPLETION REPORT

ABOUT THE REPORT

This report shows all students and all lesson completion. This report is useful to get a quick overview of who has completed the training and who has not. You can also download the report as a CSV file. In the downloaded file, it lists the completion time and duration for each employee.

PULLING THE REPORT

To find this report, first click on [Course Completion Reports](#). Then, select which course you would like to analyze. This will show you all of the lessons in the course and which ones have been completed. To get time stamped details download the file by clicking [Download CSV](#).

LMS - Course Completion Report

Download CSV 

Manager Training (DEV) 

Name	Email Address	Leadership Training	Customer Service Success	Interpersonal Communication	NOC OSHA Compliance	Management Basics	Emergency Planning	Accident Investigation	active-shooter-mirrolearn-test-scoring	preventing-workplace-discrimination	HIPAA Essentials	Accident Reporting and Investigation	Driving in Winter	hazard-recognition	HIPAA
Colin Vander Veen	colinvv	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>							
Student Two	student2	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>							
Student Three	student3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>							
Haley Weese	haley.weese	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>							
Drue Malone	drue.malone@riskcon.com	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>							
William Brabrook	william.brabrook@riskcon.com	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>							
John Smith	student4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>							

	A	B	C	D	E	F	G
1	firstname	lastname	username	Leadership Trainin	Customer Service	Interpersonal	NOC OSHA Compl
2	Colin	Vander Veen	colinvv	10/28/2024 14:20	No	No	11/18/2024 19:03
3	Student	Two	student2	10/28/2024 14:21	10/28/2024 14:18	No	No
4	Student	Three	student3	No	No	No	No
5	Haley	Weese	haley.wees	No	No	No	No
6	Drue	Malone	drue.malor	No	No	No	No
7	William	Brabrook	william.brz	No	No	No	No
8	John	Smith	student4	No	No	No	No

USER DETAIL REPORT

ABOUT THE REPORT

This report is a detailed look at a single employee's actions in the learning management system. It shows you all of the lessons they have completed and at what times as well as their log in history. This report is useful in case of an incident to prove that the employee had been trained on the hazards they encountered,

PULLING THE REPORT

There are two paths to get this report.

- Path 1:** From the Home Page click [User Management](#). There you will find a list of all of your users. Then click on the name you wish to analyze.
- Path 2:** From the Home Page click [Course Completion Reports](#). Select a course and then click on the name you wish to analyze.

User Details

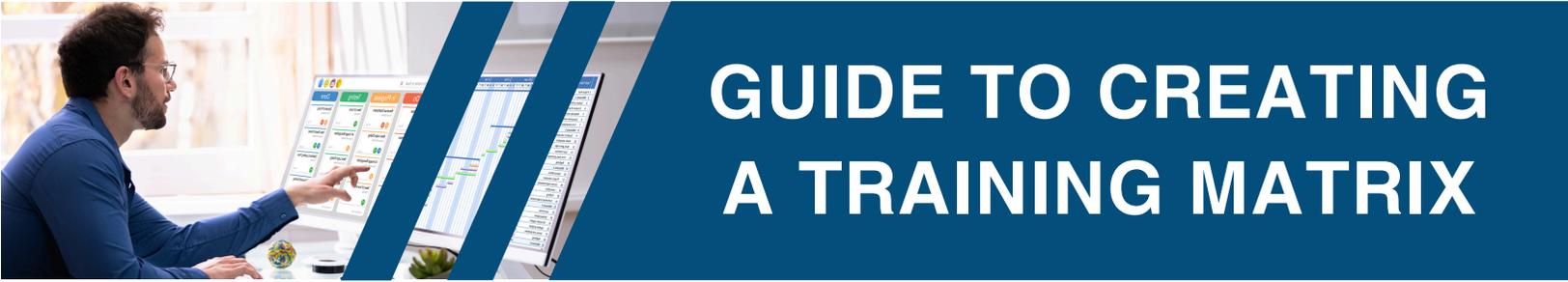
User ID: 3	Username: colinvv
First Name: Colin	Last Name: Vander Veen
Institution: RiskCon	Department:
Submit Deletion Request	

Course/Lesson Completion

Course	Lesson	Completion (UTC)
Manager Training	Leadership Training	2024-10-14 20:35:11
Manager Training	Leadership Training	2024-10-18 16:16:13
Manager Training (DEV)	Leadership Training	2024-10-28 14:20:39
Manager Training (DEV)	NOC OSHA Compliance	2024-11-18 19:03:05
Manager Training (DEV)	cvtest-template-mircolearn-test-scom2004	2024-11-25 18:57:35
Manager Training (DEV)	Accident Reporting and Investigation GI SOG	2024-12-11 15:14:01
Manager Training	HIPAA Essentials	2024-12-24 12:12:30

Login History

Event ID	Timestamp (UTC)
87974	2025-03-10 20:12
87949	2025-03-10 20:07
86579	2025-03-10 13:48
86094	2025-03-08 13:05
86080	2025-03-08 12:10
85552	2025-03-07 12:45
84576	2025-03-05 14:55
84258	2025-03-04 13:35
83889	2025-03-03 12:49



GUIDE TO CREATING A TRAINING MATRIX

WHAT IS A TRAINING MATRIX?

A training matrix is a tool to organize the courses and lessons you want your employees to complete throughout the year. You can utilize the recommended matrix provided by Risk Consultants or you can customize your own. The recommended Risk Consultants Training Matrix can be found linked in the Member Resource Portal following this [THIS LINK](#).

STEPS TO MAKING A TRAINING MATRIX

1. Examine the courses provided by Risk Consultant’s LMS. Pick which ones best fit your employee’s needs.
2. Look at the lessons under your courses and decide which lessons match your work hazards.
3. Decide how frequent you would like your employees to complete training. For example, weekly or monthly.
4. Order your selected lessons in a logical succession for your company. Here are some things to keep in mind.
 - a. Prioritize Urgent and High-Risk Topics - Start by scheduling critical safety and compliance topics early in the year, especially those required by regulations or addressing high-risk hazards.
 - b. Align Lessons with Seasonal Relevance - Some topics are more applicable at certain times of the year, making them more impactful. For example: Heat Stress is best scheduled in early summer when temperatures begin rising.
5. Organize your information into a clear format to easily communicate to your employees.

SAMPLE TRAINING MATRIX

Here are some samples of what your training matrix may look like.

Learning Path	Courses	Start Date	End Date	Jan					Feb				Mar				
				Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9	Week 10	Week 11	Week 12	Week 13	
General Industry (CFR Part 1910)	Annual 1910	01/01/25	12/31/25														
	• Introduction to OSHA	01/01/25	01/15/25	• Introduction to OSHA													
	• OSHA Recordkeeping for Employees	01/16/25	01/31/25			• OSHA Recordkeeping for Employees											
	• Drug and Alcohol Abuse for Employees	02/01/25	02/15/25						• Drug and Alcohol Abuse for Employees								
	• Workplace Violence	02/16/25	02/28/25							• Workplace Violence							
	• Forklift and Powered Industrial Trucks Safety	03/01/25	03/15/25									• Forklift and Powered Industrial Trucks					
	• Warehouse Safety	03/16/25	03/31/25												• Warehouse Safety		

Course Name	Frequency	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7
General Industry (CFR Part 1910)	1 or 2 Trainings per Month	Section 1: Workplace Safety and Compliance				Section 2: Emergency Preparedness		
		• Introduction to OSHA	• Drug and Alcohol Abuse for Employees	• Forklift and Powered Industrial Trucks Safety	• Hazard Communication in Industrial Facilities	• Active Shooter: Surviving the Attack	• Fire Prevention in Industrial Facilities	• Hazard Recognition
		• OSHA Recordkeeping for Employees	• Workplace Violence	• Warehouse Safety	• GHS/HC Introduction	• Preventing Sexual Harassment for Employees	• Bloodborne Pathogens in Industrial Facilities	• Electrical Safety
Regulated Fleet (FMCSA Standard)	Monthly	Section 1: Compliance and Regulatory Training						
		• North American Standard Level 1 Inspection	• Drug and Alcohol Abuse for Employees	• Pre-trip Inspections	• Hours of Service	• DOT In-Depth HAZMAT Security Training	• DOT HAZMAT General Awareness	• CSA Tire Inspection

If you are having any issues, contact us through [THIS LINK](#).