How to Guide for an Online

"Group Leader Role"

This guide will teach you the basics of what you, as a Group Leader on Private training portal hosted by United Safety Solutions Online Learning Management System (LMS) will need to know.

NOTE: As updates to the website or LMS occur, this guide may need to be modified to reflect those changes. Current as of 1/7/2026

Welcome to your United Safety Solutions, Inc. Hosted Learning Management System (LMS) step-by-step User Guide for Group Leaders

1. Getting Logged into your Company's Private Training Portal

   a. https://www.unitedsafetysolutions.com/
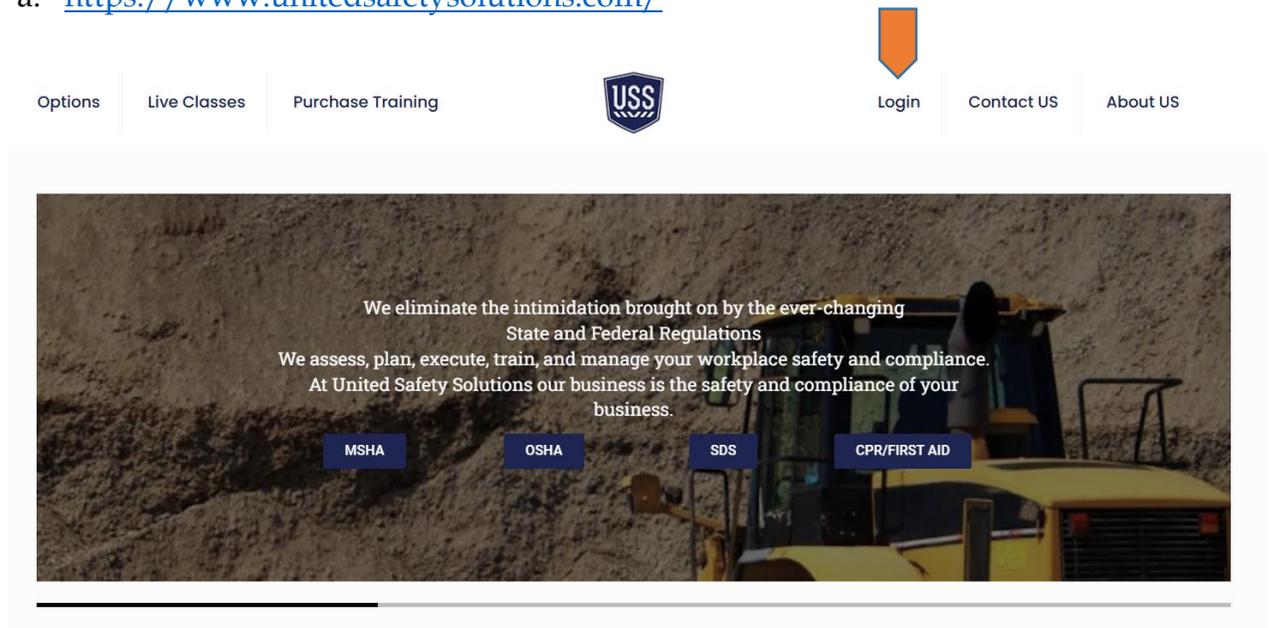
Sign in using your email address assigned to your account and the password you were given. If you have forgotten the password, you are able to use the "forgot password". Being that this email is coming from an auto generated email you may have to look for a response in your "junk or spam" folder.

Sign in

Email Address

Password

Remember Me   Forgot Password?

Log In

Once you are logged in your account will open on the "My Dashboard" Overview page.

Welcome to your new safety director "aka" group leader menu options and abilities. The view below is a sample view and as you create "groups" in your portal, group leaders will ONLY see the highest level they are assigned, we will discuss that further in this guide.

Overview Tab

The Overview will provide information about your portals highlights such as, Users enrolled in your portal, number of group leaders, courses you have used in the current year and number of actively completed or incomplete courses.

In the sample above, the portal has 176 users, they used 16 of the available 111 courses, have 2 group leaders overseeing 10 groups.

Below "Reports" lists all courses assigned throughout the year showing statuses of course enrollment, complete or incomplete.

Course	Enrolled	Completed	Incomplete	Actions
Powered Industrial Trucks - PIT - Forklift Safety - TTT-S - 2025	9	8	1	See Details
MSHA Part 46 Refresher - 2025	130	129	1	See Details
Loading Docks: Safe Work Practices - Spanish - 2025	2	1	1	See Details
Infectious Disease - Control and Prevention - 2025	2	0	2	See Details
Asbestos Exposure - Hazards and Prevention - 2025	4	1	3	See Details

Click on, "See Details" to see EACH Course details separately

Course Report Tab

Notice now you were brought to the "Course Report" tab where you can see all the enrolled users of the Powered Industrial Trucks – Pit-Forklift Safety course for students/employees.

Overview	**Course Report**	User Report	Group List	User List

Users Enrolled in: Powered Industrial Trucks - PIT - Forklift Safety - TTT-S - 2025

« Back to Course Report

Download CSV

Name ▲▼	Enrolled Date ▲▼	Progress ▲▼	Completion Date ▲▼	Actions
James Doe	May 19, 2025 12:31 pm CST	100%	June 9, 2025 11:32 am CST	See Details
John James Doe	May 19, 2025 12:41 pm CST	0%		See Details
Jeffrey Ted Doe	May 19, 2025 12:26 pm CST	100%	June 5, 2025 9:33 pm CST	See Details
Jonathan Kent Doe	May 29, 2025 11:23 am CST	100%	May 30, 2025 10:32 am CST	See Details
Thomas John Doe	May 19, 2025 12:27 pm CST	100%	June 26, 2025 7:32 pm CST	See Details

"John James Doe" was enrolled in the course on May 19th and never started the course. Everyone else shows they completed the course, and displays the date they completed.

Click on " See Details" behind John James Doe, this will take you to the "User Report" for that user. As seen below, If the user will no longer have the ability to complete this course and has NOT started, you can "Unenroll" them. If the course is started, you will need to request its removal, which USS will determine the eligibility for removal, but not garenteed.

IF you see "Request Unenroll" as shown below, this order has been invoiced to your company already or they have completed the course, which will require USS intervention.

From the "Course Report" view you can also go to users that have completed courses and get their certificates earned for that course, which then moves you to the User report page for the persons course info.

The "Course Report" tab now has options to see any previous year training you may have assigned by filtering the YEAR, plus any group per year

| Overview | Course Report | **User Report** | Group List | User List |

« Back to User Report

Course Report for James Doe

Course Details Summary for Powered Industrial Trucks - PIT - Forklift Safety - TTT-S - 2025

Enrollment Summary

Enrolled On: May 19, 2025 12:31 pm CST

Completed On: June 9, 2025 11:32 am CST

Unenroll

Progress Summary

Status	% Complete	Certificate Link
Completed	100%	Powered Industrial Trucks – PIT – Forklift Safety – TTT-S – 2025

Online Training Completion

Acknowlegement

This Acknowlegement is awarded to

James Doe

Thank you for completing your online portion of the
Powered Industrical Truck - Forklift
29 CFR 1910.178 & SPS 332.37
regulatory compliance training course on

06-09-2025

Congratulations, you are now ready for the **REQUIRED** hands-on portion of
your training to earn your certification under company trainers.

Sherri Lee Mohr

United Safety Solutions

You will have the ability to download and save or print the certificate
(view and options will depend on your computer setting, applications installed etc.)

ining Completion

owlegement

Group Training Course Completion Option

From the "course report" tab group leaders can also mark courses complete for trainings done in groups. The below example, shows that 2 people talk the course, 1 person finished.

Click on "see details" of the person who DIDN'T complete online training, but WAS in a group training.

Click on "Mark Complete" **SAME DAY** training was completed in a group environment to receive a certificate for that course.

Utilizing Group Trainings

*Some will use this feature to fulfill company required trainings held at an in-person staff meeting using one (1) persons account to show the course on a big screen TV and then mark meeting attendees course complete. Users must first all be assigned the course to use in this feature. Designate a HOST account (who will be using their account to watch the course/training) and place that information on your class/meeting sign in sheet for later reference.

After the meeting or class is over, you can go to each of the class/meeting attendees and mark their course complete on the same day to issue them a certificate as well.

Some people don't have internet or device access so they will watch trainings with another person. ALWAYS have group leaders make arrangements for situations like this so everyone is on the same page, and same day notifications are made to the group leader in charge so the make complete can be done the same day.

***** **NOTICE** – The only courses USS - <u>CAN NOT</u> allow you to "Mark Complete" are any MSHA Part 48b courses as this MUST be done by one of our MSHA Certified Instructors after which they have complete the full online course offering and adhered to training requirements.

User Report Tab

Going directly to the User report tab, you can search for USERS by using the search option and begin typing the person you are looking for.

Overview	Course Report	**User Report**	Group List	User List		
Search users...				Group: All	Showing 176 users	Download CSV

Name ▲▼	Courses Enrolled ▲▼	Not Started ▲▼	In Progress ▲▼	Completed ▲▼	Avg Progress ▲▼	Actions
	5	2	0	3	60%	See Details
	3	1	0	2	67%	See Details
	3	1	0	2	67%	See Details
	2	1	0	1	50%	See Details
	2	1	0	1	50%	See Details

List of users in portal

IF your group leaders have created groups, you can also search for a whole group by choosing the group you want to see.

By clicking on "See Details" from the main user report, you will see ALL of that USERs training or courses enrolled in. Below shows this user has been enrolled in 2 course and has complete 1. You can use the see details again to assess that course and get any certificate earned.

Group List Tab

The Lead – Group leader "James Doe" who will see everything in the portal, including all groups and respective group leaders. However, John Doe is a group leader over just the 3/18/2025 Forklift Class.

All groups within your portal will be listed and show associated parent group. Each group will show the number of users assigned to that group.

John Doe is a group leader over just the 3/18/2025 Forklift class. In his view of group, he will only see the forklift class he is assigned as the group leader.

Creating a NEW Group

When creating a NEW group, GROUP LEADERS can also create sub-groups under which they are assigned… In the above sample, James Doe can create groups under your "Main Portal Name" because he is the LEAD – Group Leader, BUT John Doe can only navigate the forklift class group

John could create or rename by choosing the option to make changes.

Renaming a group is also possible, click in the group box, type the new name you what it, and click rename.

When deleting a group **NO ONE** can be assigned that group, so if needed move users out of that group back to your portal name, and then you will get the option to delete the group.

USER List Tab

Going directly to the User list, is now where group leaders can <u>assign courses</u>, to either single users or a whole group. You are able to also Add, edit and delete users from this page.

Bulk Assigning –

This can be done a number of ways using different bulk actions.

1. You can choose the whole group to assign a course or courses to each person of a group. You can also choose users using the bulk box in front of their name.

Portals that use Coupon Codes which are NOT applicable to all sites and NOT turned one unless it is required. May use Bulk assigning as long as Same course and coupon code are used for all users chosen.

2. Choose the course or product under "Bulk assign course" that you want to assign the group or persons you picked you want to take the course. Click "Bulk Assign Course"

Edit – the edit option, is wnere you can edit all THAT users' information. Change the user's role, including what group they belong too, change the user's password or email address on their account.

Each of the editable sections have a save option. You must edit each group independently to be saved correctly.

General –

➢ Change or update users *(account holder)* name
➢ Modify the competent person's name
➢ The date of birth is also located in this section
➢ The employers or company name
➢ IF the company has an MSHA ID# *(some DON'T)*
➢ Update account email address used to access training
➢ Change or update their account password

Editing User: John Doe

Login\Username:

General

Addresses

Addresses

▶ **Employer / Company Address** (click to expand)

Other

▶ **Mine / Contractor Address** (click to expand)

▶ **Employee / Home Address** (click to expand)

Save Address Details

Address will include 3 expandable sections.

- ➢ Employer (billing)
- ➢ Mine Site/Company (physical)
- ➢ Users/Employee home address

Click to expand

To add or modify each sections information.

Save each section changed

General

Other

Addresses

Role, groups, and anything not yet organized.

Other

Current role: Group Leader

Change between Group Leader and Employee.

Role

Group Leader

If you are setting this user as a Group Leader, select at least one group.

Assign as Group Leader for group

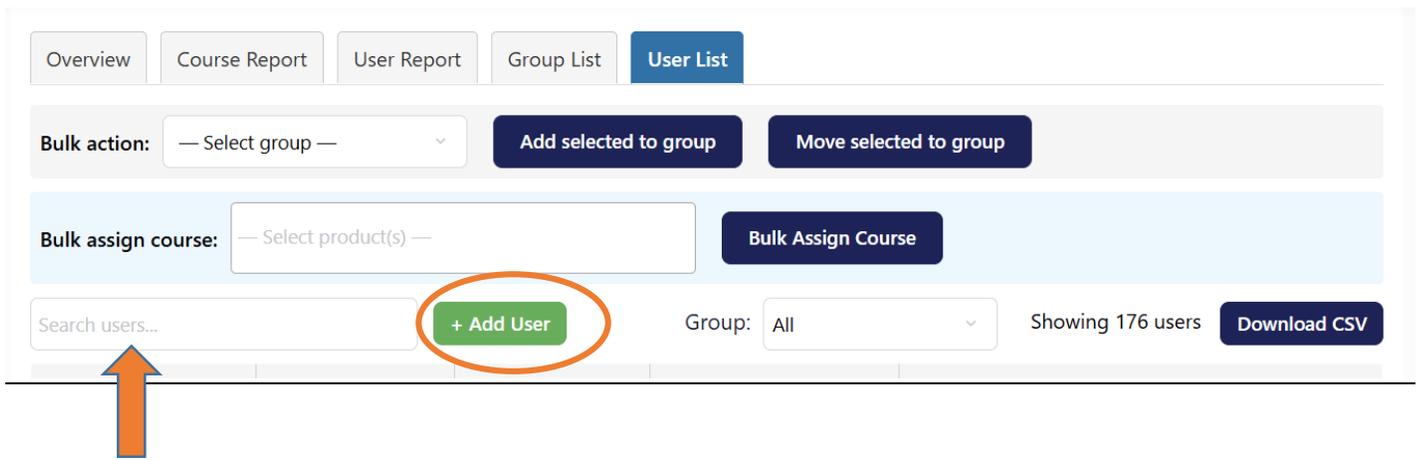— Select group for new Group Leader —

Save Role

Group Membership

Move groups between *Available* and *Assigned*. This user must remain in at least one group.

Available Groups

——— 1st Shift

Assigned Groups

——— Pit Operations

Other –

- ➢ Change Users ROLE
  - o Group Leader
  - o Employee
- ➢ Group membership(s) the user is a part or leader of

Search Users – Before adding users to your portal, ALWAYS search for them in your user list. Easiest way to do this is to use the search option, just start typing their name, if they are not found, use "+ add user".

Add User – Clicking on Add User will bring you to the basic information you must have to add them to your portal. Click Save user


Everyone **MUST** have a unique email address (used solely for them)

IF you have created "Groups" You can place users into the group they belong as you create them. Use "EDIT" to move to a different group as needed

During the adding process, you can designate which group they belong too and if they are a group leader, of a group. If you are changing a current user's information, use the "Edit" option.

Single User Assign Course –

Find the user you want to assign a course, click on "Add Course" at the end of their row. You then can either start typing the name of course or use the drop down menu to highlight and chose the course. Click on "Assign selected Course(s)"
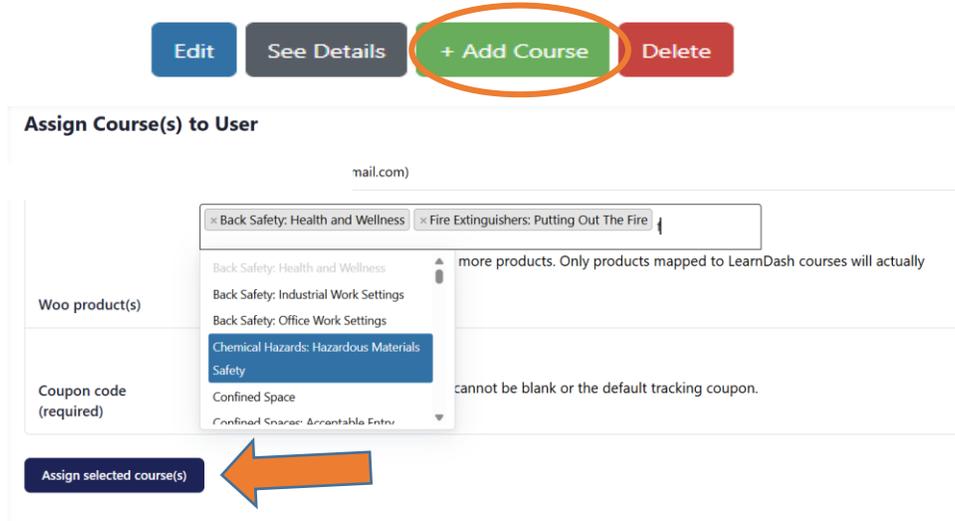
Delete a User – CAUTION

Group leaders can delete users in their group, but NOT other Group leaders. Have the Lead group leader edit a group leader role by changing their role back to employee. Any person deleted from your site is permanently deleted from the system totally. **Make any copies of training you need for record retention prior to deleting**.
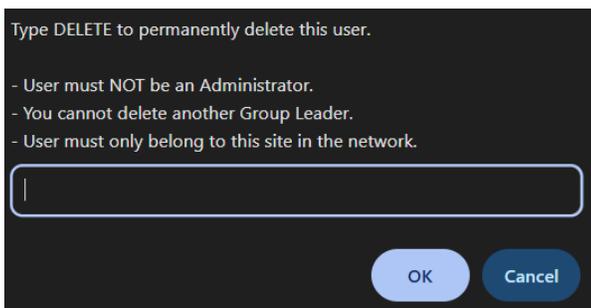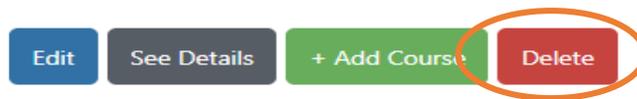
NOTICE:

United Safety Solutions (USS) Does NOT retain ANY copies of training records from your private training portal!!

Type "**DELETE**" all caps -- the user will be removed totally.