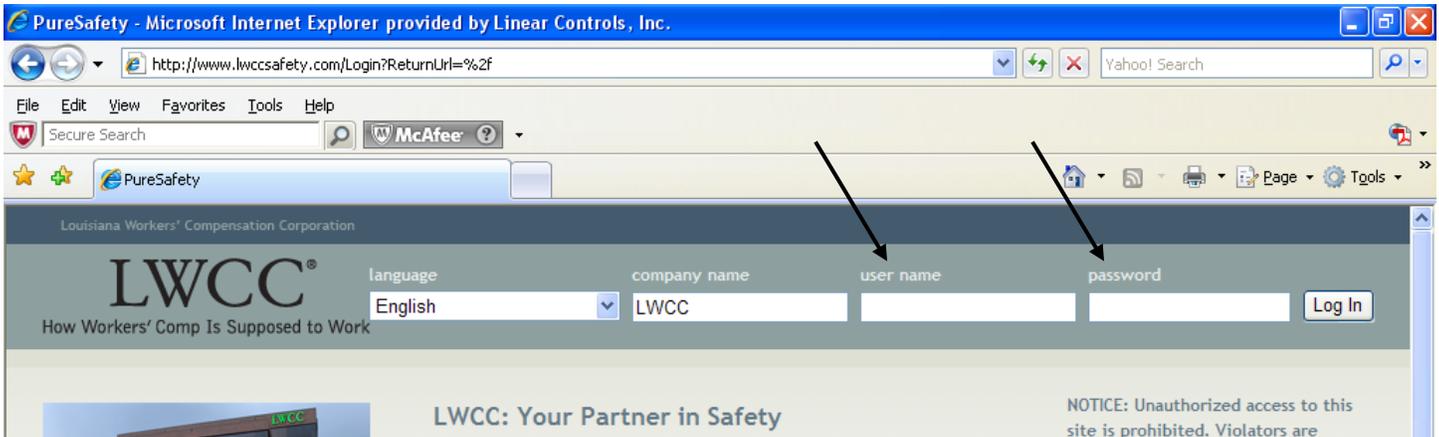
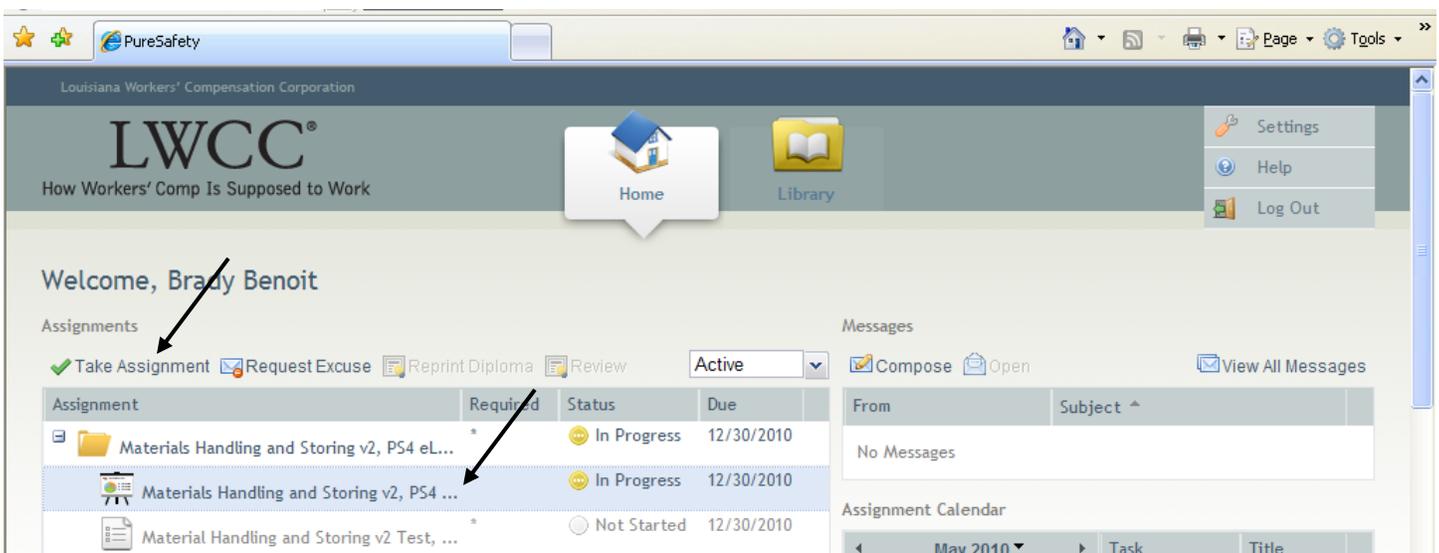


Directions for Linear Controls Online Safety Training

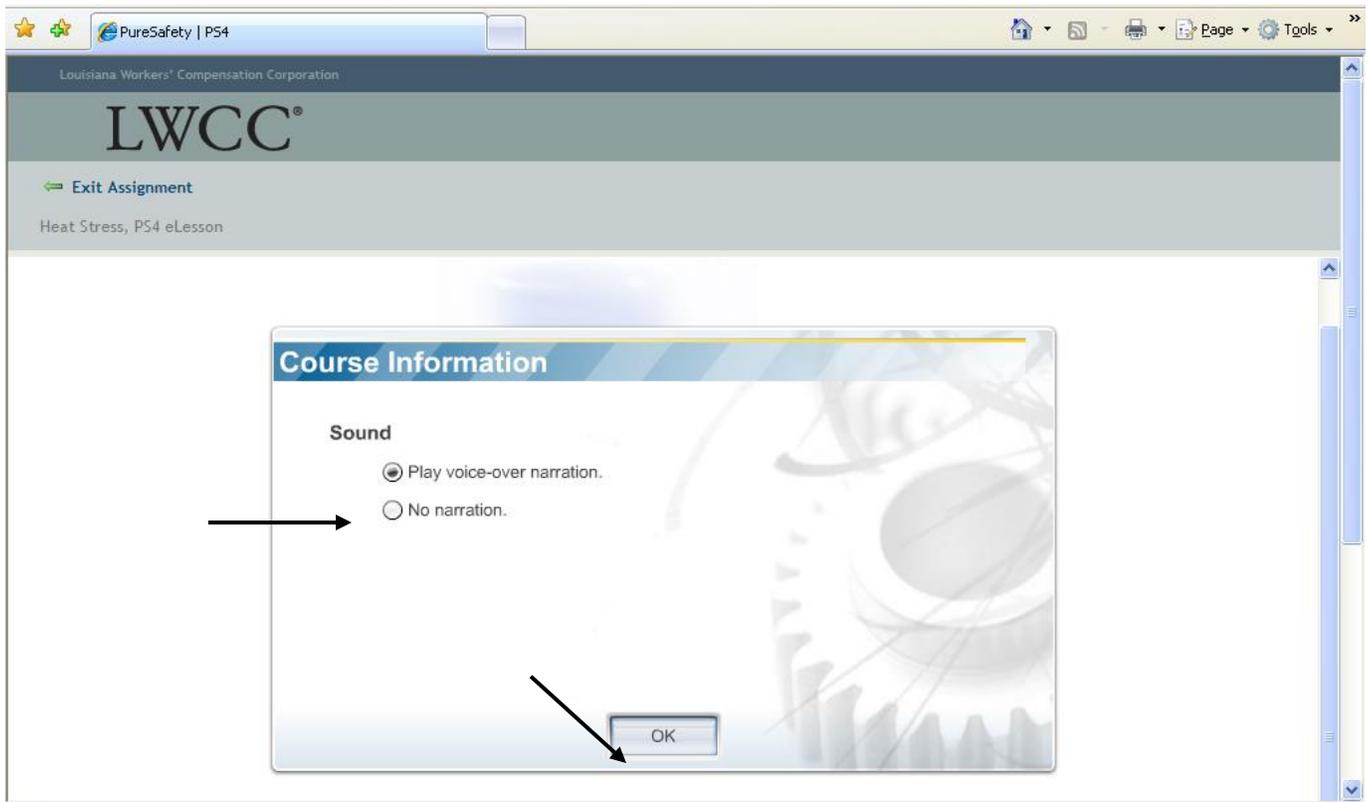
1. Type www.lwccsafety.com in the web address bar.
2. Enter your “user name” and “password” in the space provided.
 - a. Your user name will be your first and last name initials and the month and day you were born (same as user name used to log into employee intranet on company website)
 - i. Example: John Doe, DOB - 11/24/75 = (jd1124)
 - ii. User Name = sl0123
 - b. The password is “**linear2016**”
 - i. You can change your password once you log-in, but make sure to write it down
 - ii. Use the “Settings” menu located on the upper right corner to change password



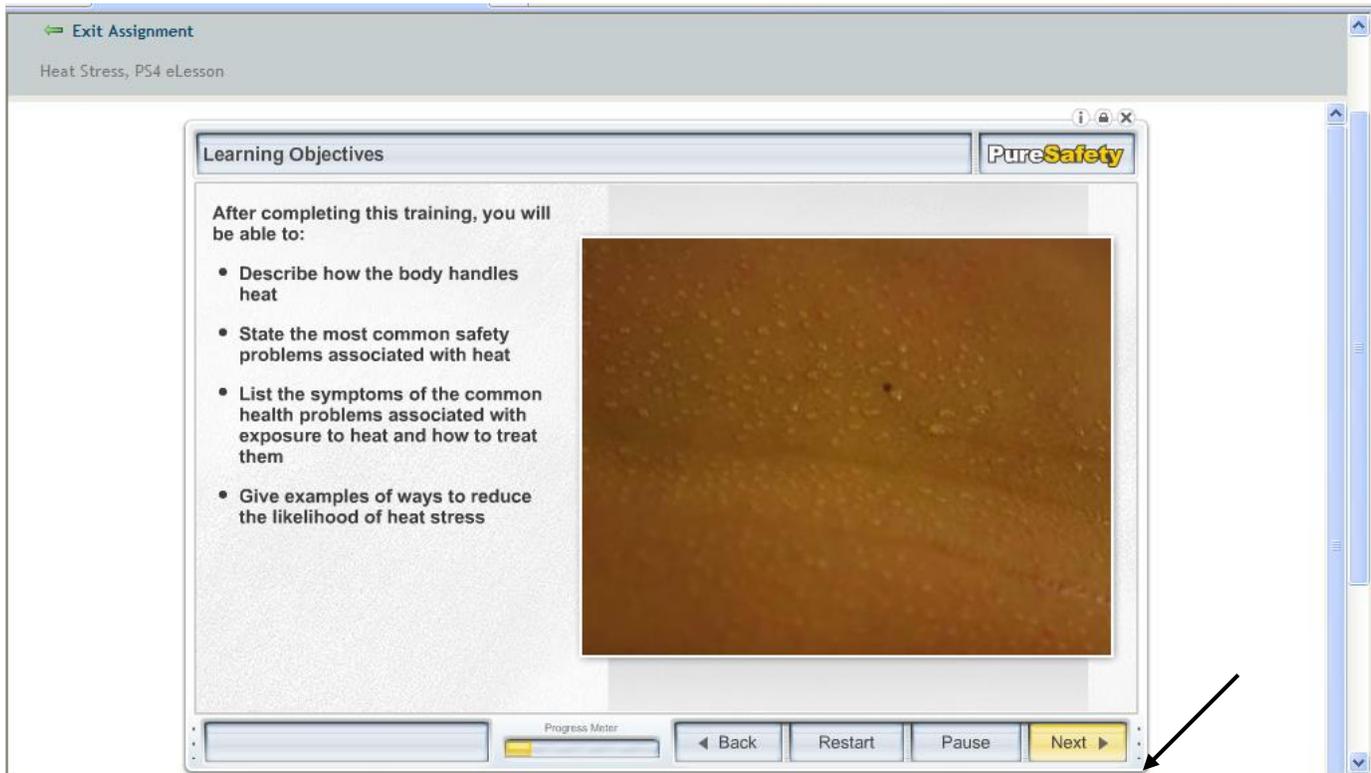
3. Once logged in, you will see a list of active courses you are required to complete. Courses do not have to be completed in any particular order, but ALL active courses must be completed. Select the course you want to complete.
 - a. NOTE: Each course has three (3) column headings, click on the second column heading for each course you want to complete then click “Take Assignment”
 - b. You must complete the course before taking the required test



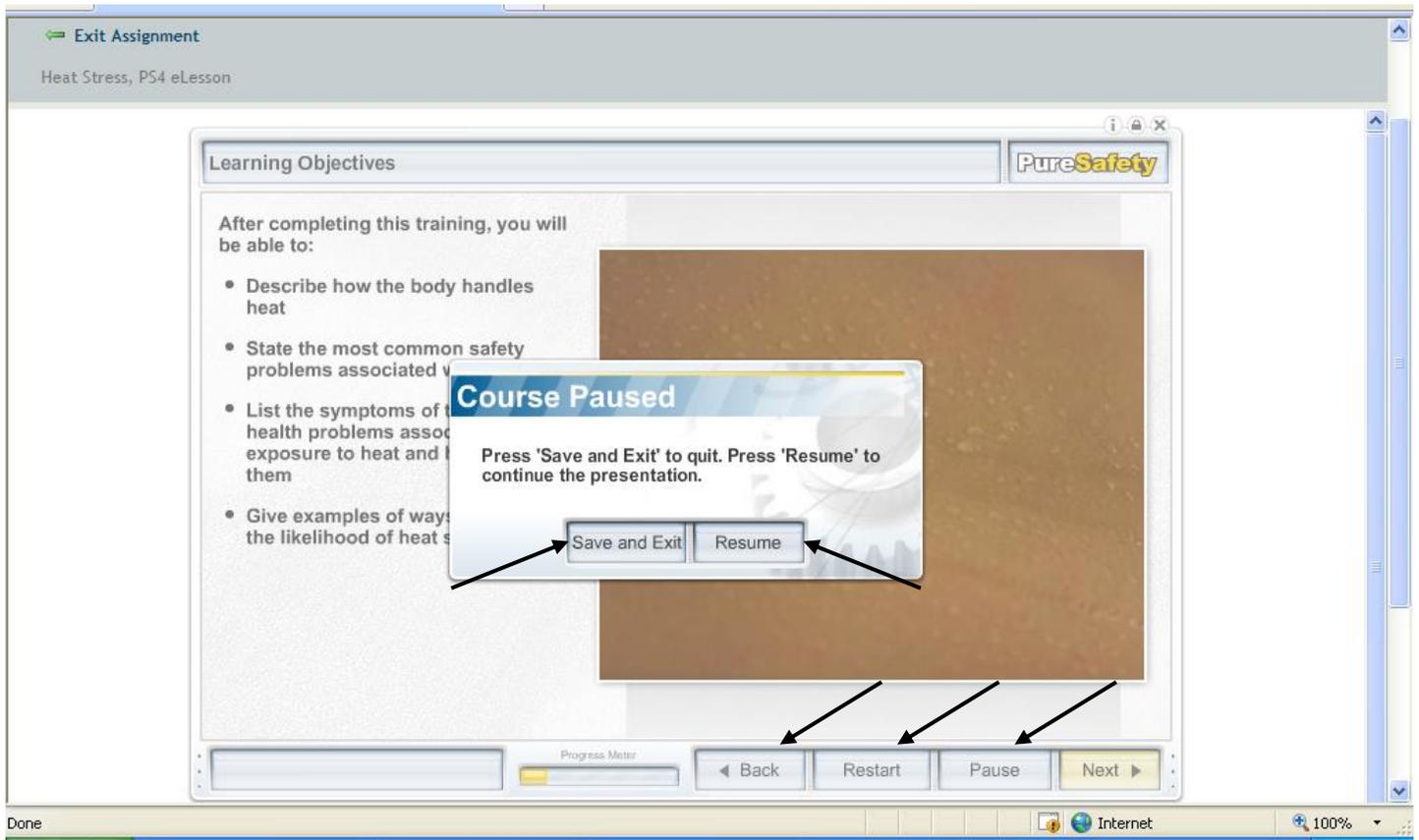
4. Select “Play voice-over narration” if you would like to listen to the instructor/training material or select “No narration” if you like to read the training material yourself and press “OK”.



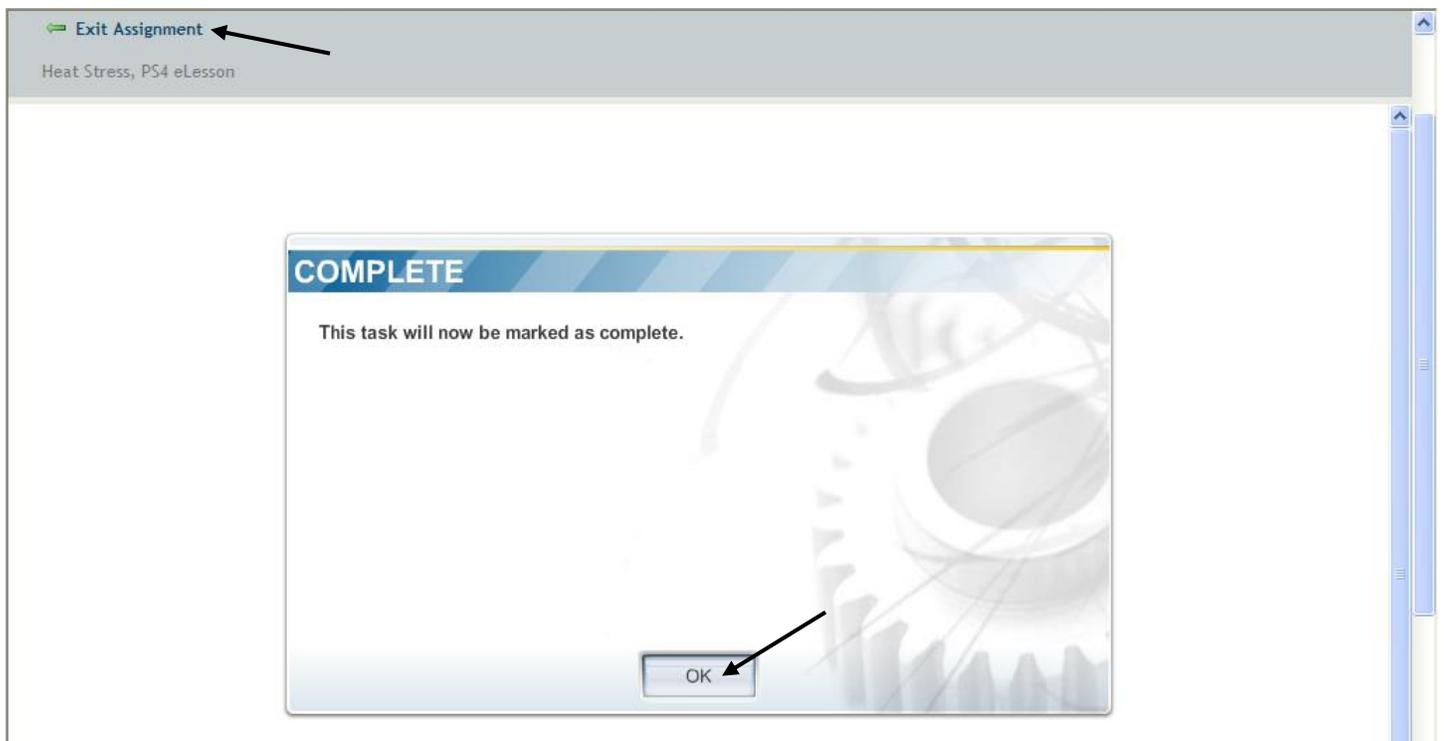
5. Complete the course by pressing the “Next” button to move from screen to screen.



NOTE: Select the “**Back**” button if you would like to go back to the previous screen. You can also restart the training session at anytime by selecting the “**Restart**” button. Select “**Pause**” to stop the training session at anytime. Once paused, you can “**Save and Exit**” which allows you to resume the course at a later time or “**Resume**” which allows you to return to the training session immediately.



6. Once completed, press “OK” and “Exit Assignment”.



7. Next, you will need to complete the test. To complete the test, select the test for the course you just completed, and then click “Take Assignment”.

The screenshot shows the PureSafety software interface. On the left, there is a list of assignments with columns for Assignment, Required, Status, and Due. The 'Heat Stress Test, PS4 eLesson' is highlighted, and an arrow points to it. On the right, there are sections for Messages, Assignment Calendar (showing May 2010), Last Items Accessed, and Certifications. The 'Heat Stress Test, PS4 eLesson' is marked as 'Completed' in the assignments list.

8. Complete the test by selecting the letter that corresponds to the correct answer.
9. After completion of test, review any missed questions and select "Exit".

The screenshot shows the 'Exit Test' dialog box in PureSafety software. The dialog displays the following information:

- Test Summary:** Your test results are displayed to the right. You can review your questions and answers by clicking on a question number below.
- Your Score:** 9
- Total Questions:** 12
- Final Grade:** 75%
- Congratulations, you passed!**
- Test Questions:** A list of 12 questions with their status (Correct/Incorrect) indicated by red (X) or green (checkmark) icons.
- Question 3:** Sweating does not cool the body unless the moisture is removed from the skin by evaporation. Your Answer: False. The Correct Answer: True.
- Exit:** A button at the bottom of the dialog, with an arrow pointing to it.

Copyright © 2009 PureWorks, Inc. and/or its respective licensors.

10. After completion of course and test, repeat steps 3 thru 9 for each active course until all active courses have been completed (there are a total of 13 courses that need to be completed).

NOTE: Use the drop down box to see a list of courses completed and to print/re-print course certificate/diploma.

Louisiana Workers' Compensation Corporation

LWCC®

How Workers' Comp Is Supposed to Work

Home Library

Settings Help Log Out

Welcome, Brady Benoit

Assignments

Take Assignment Request Excuse Reprint Diploma Review

Active

Assignment	Required	Status	
Materials Handling and Storing v2, PS4 eL...	*	In Progress	
Materials Handling and Storing v2, PS4 ...	*	In Progress	
Material Handling and Storing v2 Test, ...		Not Started	12/30/2010
Office Safety, PS4 eLesson	*	Not Started	12/30/2010
Office Safety, PS4 eLesson	*	Not Started	12/30/2010
Office Safety Test, PS4 eLesson	*	Not Started	12/30/2010
Office Ergonomics v4, PS4 eLesson	*	Not Started	12/30/2010
Office Ergonomics v4, PS4 eLesson	*	Not Started	12/30/2010
Office Ergonomics v4 Test, PS4 eLesson	*	Not Started	12/30/2010
Machine Guarding, PS4 eLesson	*	Not Started	12/30/2010

Messages

Compose Open View All Messages

From Subject

No Messages

Assignment Calendar

May 2010							Task	Title
S	M	T	W	T	F	S		
25	26	27	28	29	30	1		
2	3	4	5	6	7	8		
9	10	11	12	13	14	15		
16	17	18	19	20	21	22		
23	24	25	26	27	28	29		

Last Items Accessed

Type	Title	Accessed On

Once all courses have been completed, employees must notify Randall Thomassie via phone (337-839-9702) or email (randall.thomassie@linearcontrols.net) to inform of completion of required online courses.

For additional information, please contact:
Randall Thomassie
Phone: (337) 839-9702 / (337) 772-8244
Email: randall.thomassie@linearcontrols.net