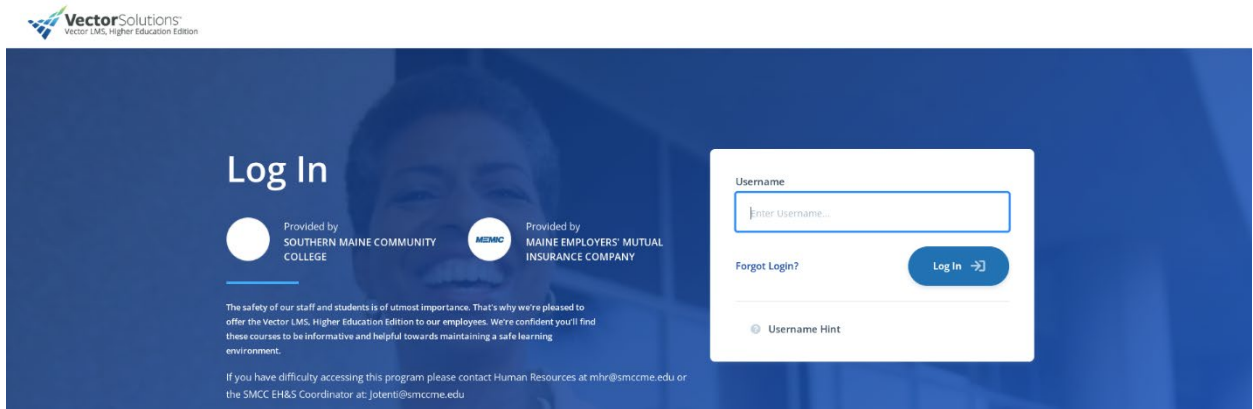


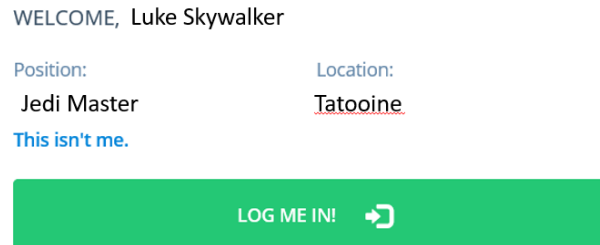
Vector Solutions Quick Start Guide

1. Access the Vector Solutions program: <https://southernmaineccc-me.safecolleges.com/login>



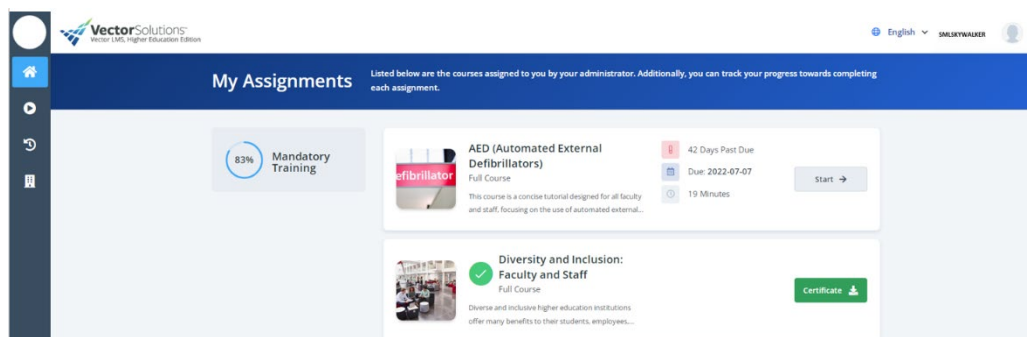
2. Log into the system with your username

- Your username will be: SM**FIRST INITIAL**LAST NAME
 - i. Example: Luke Skywalker = SML**SKYWALKER**
- Drop the hyphen for hyphenated last names
- Please be sure that the name on the account is yours. Some names are similar!



- A password is not required
- Email Human Resources at mHR@smccme.edu or the EH&S Coordinator at Jotenti@smccme.edu if you are not in the system

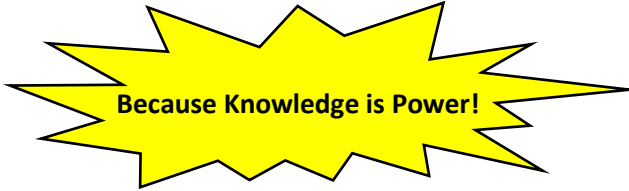
3. Required training will appear in the My Assignments section of your home screen



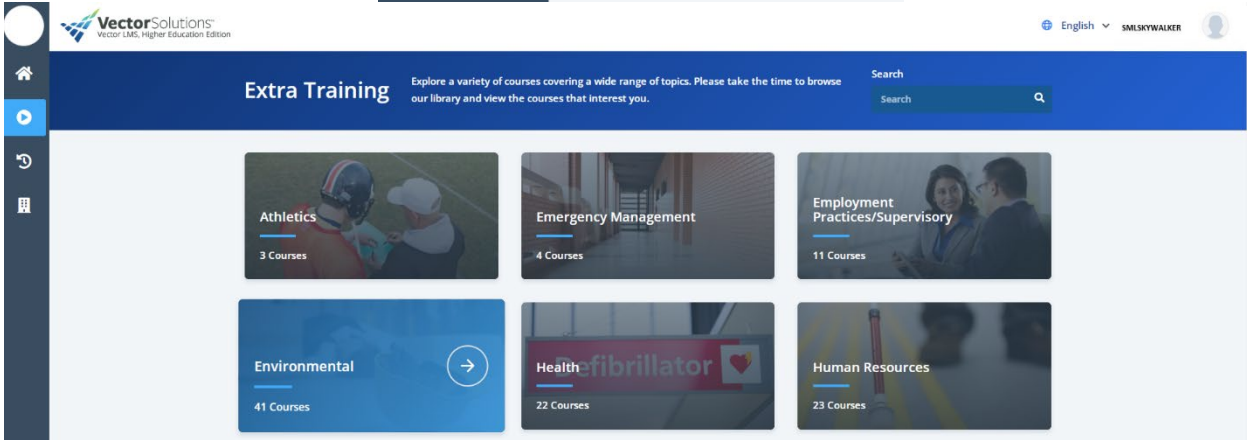
4. If a required course is NOT in My Assignments, locate the course following instructions in the “Extra Training” section below
5. At the end of each training module, users take a brief quiz to demonstrate their knowledge
 - Users may retake a course as many times as necessary to pass the quiz

7. Vector Solutions will record test scores and document course completion
8. Print the Certificate of Completion for your Supervisor and/or personal record

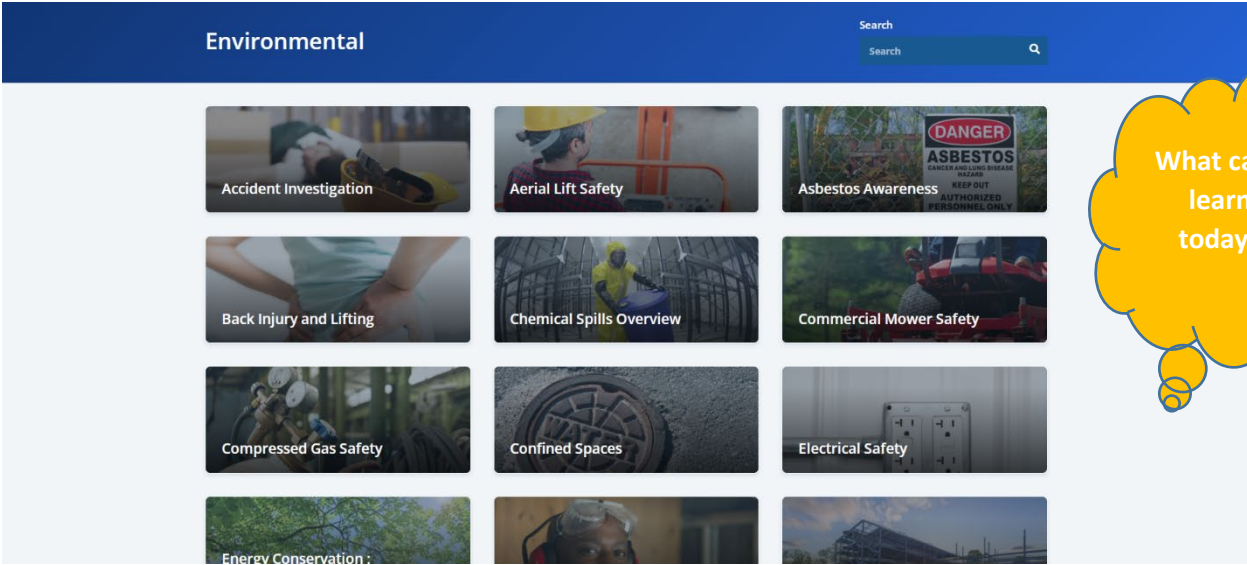
9. Don't Panic if you accidentally close the window. Print training certificates by accessing the Training History page from Home Screen.



To see all Vector Solutions courses available, click on the Extra Training button from left hand side of the screen. You are welcome to take extra training which interests you & as your time permits.



Locate courses of interest via the Search function on upper right hand side of screen or click on the different category tiles listed. Drill down for additional details & to take a course. Happy Learning!





The Vector Solutions Training System is a web-based program that is accessible with an Internet connection 24 hours a day, 7 days a week. The Training System is compatible with all recent versions of Google Chrome, Mozilla Firefox, Internet Explorer, Explorer, Safari, iOS, and Android. Despite our optimal accessibility, occasionally users may experience difficulty loading their training. These issues are typically device-specific and can be resolved using the troubleshooting tips below. Feel free to share this document with any users in your organization.

Troubleshooting Tips:

If you are accessing training from a computer:

1. Restart your browser. Note: On a Mac you'll need to fully quit the browser.
2. Make sure you are using a recent version of Google Chrome, Mozilla Firefox, Internet Explorer, or Safari. If you have any pending updates, they may need to be completed to move forward with training.
3. Clear your browser's cache, which is typically located under your browser's history settings.
4. It is possible that device-specific browser extensions and/or pop-up blockers may be interfering with your training. Try accessing the training from another browser to rule out this possibility.

If you are accessing training from a mobile device:

Our system is compatible with many mobile devices; however, some users may have personal configurations that prevent certain courses from loading. Additionally, some custom and policy courses are best displayed on a computer. If you are experiencing difficulty loading our training on a personal device, try accessing the courses through a laptop or desktop computer.

Support@SafeSchools.com

800.434.0154