

Establish an eLearning

Account – Validus Energy II Midcon

Validus Energy II Midcon requires all contractor employees to complete the **Validus Energy HSE Program** Orientation prior to coming onsite. Following completion of the orientation, contractor employees will receive a hardhat sticker that is a visual record of compliance. Follow the directions listed below to create a learner account and complete the required training.

Validus Energy Orientations housed within Veriforce

- Validus Energy HSE Program
- Validus Energy HSE Program (Spanish) Select this option for Spanish Translation

Employee Action

Each employee must establish a free Veriforce eLearning account, where they will be able to access the training courses and complete site-specific orientation(s)/course(s).

Below are step by step instructions on how to establish an eLearning account, assign orientations/training courses, and verify their training records.

Establish an eLearning profile

- 1. Go to <u>www.veriforce.com</u>, click "Login" in the top right corner. On mobile devices, click the three lines at the top right corner and click Login.
- If you need a new account, click 'PEC Learn' at the bottom of the page. Enter your email address and Click 'Sign Up'. <u>If you have created an eLearning account prior to Sept 27, 2022, after you</u> <u>enter your existing credentials, you will be prompted to convert your account to a new</u> <u>VeriforceONE account.</u>





3. When signing up for a new account, you will receive an email from <u>ssq@pecsafety.com</u>. Click '**Complete Registration'** in the email. <u>If you do not receive the email, check your spam filter or</u> in using a company email address, try using a Gmail or Yahoo email account.

	Complete your Veriforce Account Registration Index *		Ø	
•	ssq@pecsafety.com 12.44 PM (0 minutes ago) to me +	☆	4	:
	veriforce			
	You're Almost Done! To complete your Venforce account registration, venty your email address by clicking the button below.			
	COMPLETE REGISTRATION			
	200 Holviday Square Blvd, Covingtion, LA 75433 800 982 8179 Verifices cont © 2023 Verificace8: Al Rights Reserved.			

- 4. After clicking the link in the email, you will be prompted to create a password and confirm. Click Next, and then agree to the terms and conditions on the next screen. Passwords must contain at least one capital letter, one number, and one special character (i.e. @, !, \$, #, etc...) and be at least 8 characters long.
- 5. **Answer the PEC ID question.** If no, skip to Step 8. Answering no indicates you have not previously completed training through Veriforce. If you have completed training but do not remember your PEC ID number, you can utilize the Training Card Lookup feature at www.peccard.com.

Do you have a PEC ID?
YES, I HAVE A PEC ID
 NO, I DON'T HAVE ONE

6. Enter your PEC ID number in the field shown below. If you don't know your PEC ID, you can get your number from www.peccard.com. Once entered, click "Identify". You do NOT need to



enter the "PEC" part of your ID#. If your PEC ID number is "PEC with a dash (-) followed by 8 digits, this indicates you may already have an eLearning login. Return to the login screen and login using your established credentials. If you have forgotten your password, use the password reset option.

Enter	Your PEC ID
PEC #######	##
PEC number should by 8 digits.	be 9 digits, or a dash (-) followed
	IDENTIFY

- 7. Verify your information by clicking "This Is Me" as shown below and skip to Step 9.
- 8. If this option does not appear, this means you already have an eLearning account associated with this PEC ID. Return to the login screen and login using your established credentials. If you have forgotten your password, use the password reset option.

veniy i	our mormation
ID:	PEC-00126033
	Name VERIFORCE, JOHN Employer GULF SOUTH SERVICES, INC. Phone 985-555-1234
THIS IS ME	TRY ANOTHER PEC ID

9. Answer the employment question. If you are employed, click 'Yes' and type the name of your employer and click "Search". Select the best option out of the company names that display on the screen. If you are not employed, click "No" and complete the rest of the registration process.



10. Once registration is complete, you may see one of the two screens. For Screen 1, click eLearning on the left to access training. On mobile devices, click the three lines in the top left corner to see the eLearning menu. For screen 2, click "Return to Home" and follow the instructions for Screen 1.





11. Once in eLearning click on "Purchase Courses" and select your required training from the dropdown menu (most Client Orientations are free for students). If you have been provided with an alpha-numeric course key skip to Step 13.

veriforce ONE	Home Purchase Courses				nancy fouquier	Logout
1	Purchase Cour	ses		?		
	Course Name		Qty	Cost		
	Validus Energy HSE Program (\$0.00)	~	1	\$0.00		
	Lockoul/Tagout - Instructor Authorization WBT (\$5,000.00 Martine Debris Awareness - Think About II (\$0.00) Morgan Thermal - Contractor Orientation (\$0.00) Orientación HES de Centurion Pipeline para Contratistas Permit Required Confined Space - Instructor Authorizatio	0) (\$0.00) n (\$5,555.00)		\$0.00		
	Respiratory Protection - Instructor Authorization (\$5,55): Rockpoint Contractor Orientation (\$0,00) Rockpoint Contractor Orientation (\$0,00) Select Water Services - Subcontractor Orientation (\$0,00 Suncoc LP Midstream Operations Visitor & Contractor Ori	00) 10) 1) rientation (\$0.00)				
	Validus Energy HSE Program (\$0.00) Validus Energy HSE Program (\$panish) (\$0.00) VTX Energy Safe Work Practices (\$0.00) Williams Anadarko/Mid-Con Contractor & Visitor Safety C Williams Equipment Spotter Basics (\$0.00)	Drientation (\$0.00)	our sup	port team.		
	Williams NGL Services Safety Orientation - English (\$0.0 Williams NGL Services Safety Orientation - Spanish (\$0.1 Williams Piceanes Safety Orientation (\$0.00) Williams SRSH Safety Orientation (\$0.00) Working in the New COVID-19 Environment (\$0.00)	0) 00)	~			

12. Enter the number "1" in the quantity field and click "Get Free Course".

Purchase Courses			?
Course Name		Qty	Cost
Validus Energy HSE Program (\$0.00)	~	1	\$0.00
Fotal Cost:			\$0.00
+ Add More Courses			1
Get Free Course			



- 13. **If you've been provided an alpha-numeric course ke**y, copy and paste or type the course key into the field labeled "Enter Course Key" and click "Add Course".
- 14. **The course you selected will show up under My Courses**. Click on the Play icon next to the name of the course to start the course.

My Courses				
Action	Course			
	Validus Energy HSE Program Not Started A Days to Complete:385			

15. When you exit the course, your course status will automatically update to "Completed". If you have completed the course and the course status does not update, click on Refresh Course Status or refresh the browser page. For assistance with this process, please call 866.647.2338 or email <u>safety@veriforce.com.</u>