

# 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

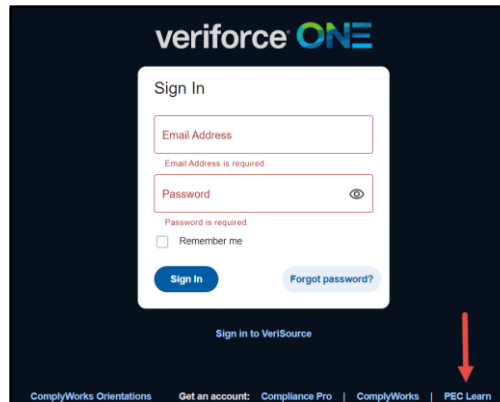
## Employee Action

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).

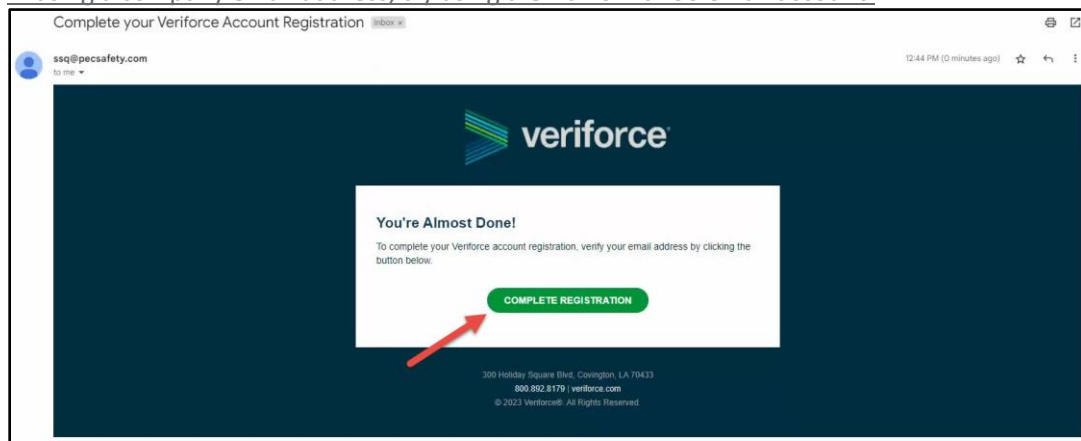
Below are step by step instructions on how to establish an eLearning account, assign orientations/training courses, and verify their training records.

## Establish an eLearning profile

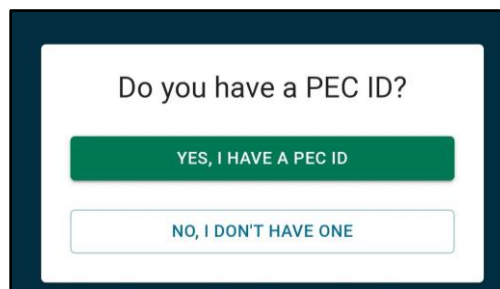
1. Go to [www.veriforce.com](http://www.veriforce.com), click “Login” in the top right corner. On mobile devices, click the three lines at the top right corner and click Login.
2. If you need a new account, click ‘**PEC Learn**’ at the bottom of the page. Enter your email address and Click ‘Sign Up’. If you have created an eLearning account prior to Sept 27, 2022, after you enter your existing credentials, you will be prompted to convert your account to a new VeriforceONE account.



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



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](http://www.peccard.com).



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](http://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 be 9 digits, or a dash (-) followed by 8 digits.

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.

Verify Your Information

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.

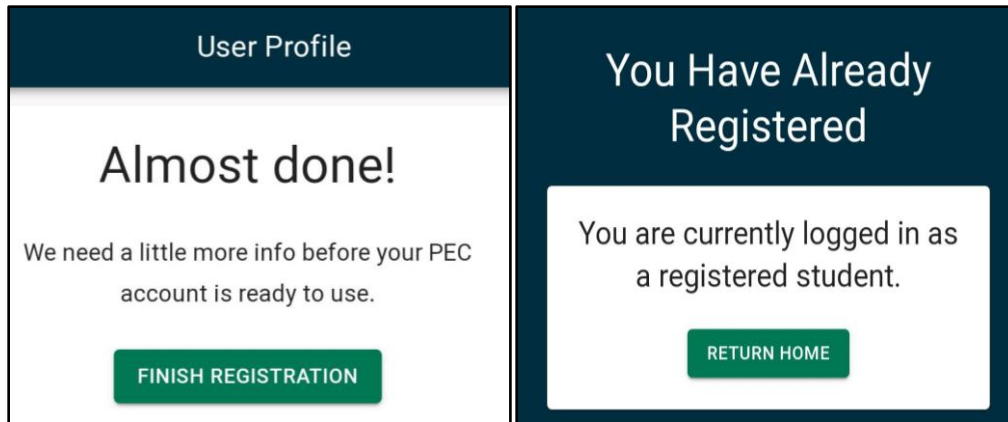
Employment

Are you employed?

YES

NO

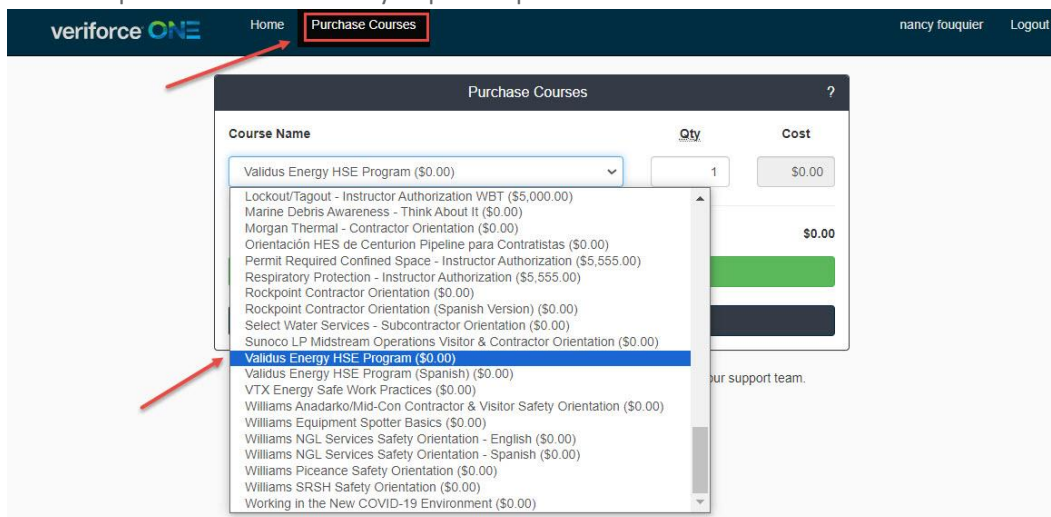
10. **Once registration is complete, you may see one of the two screens.** For Screen 1, click eLearning on the left to access training. On mobile devices, click the three lines in the top left corner to see the eLearning menu. For screen 2, click “Return to Home” and follow the instructions for Screen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



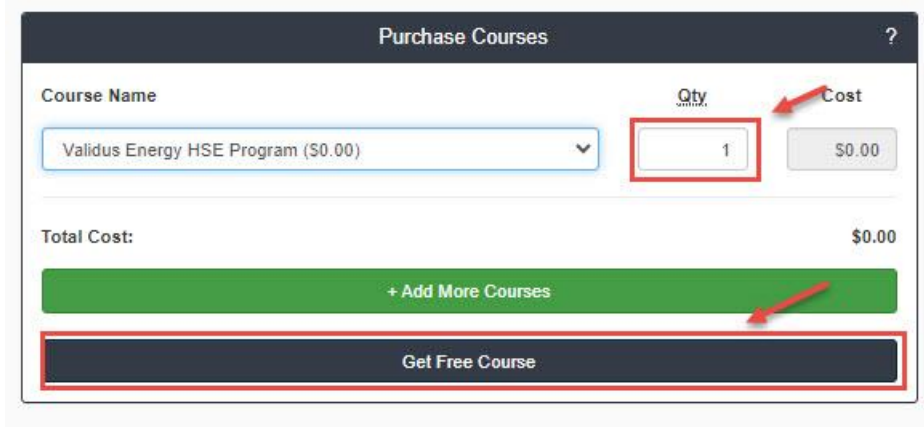
Screen 1

Screen 2

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.




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





13. If you've been provided an alpha-numeric course key, 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
	<b>Validus Energy HSE Program</b> <i>Not Started</i> ⚠ Days to Complete: 365

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 [safety@veriforce.com](mailto:safety@veriforce.com).