



# LOGIN INSTRUCTIONS TO ACCESS VAN SAFETY COURSE

## PLEASE PRINT THESE INSTRUCTIONS FOR FUTURE USE

*Defensive Driving is a prerequisite to the Van Safety Course.*

*In order to access the Van Safety course you must have an individual Authorization Key. To request a key please send an email to [audrive@auburn.edu](mailto:audrive@auburn.edu) indicating your completion of Defensive Driving and requesting to take Van Safety. You should receive this within 24 hours of registration via email. If you have not received an email with your Authorization Key within 24 hours, please send an email to [audrive@auburn.edu](mailto:audrive@auburn.edu). Write it down so you do not forget it.*

Authorization Key:

Online training can be completed on any computer at the participant's convenience, and at his/her own pace. The Van Safety Course takes between 1-2 hours to complete. A quiz is required in order to successfully complete the course. We strongly recommend you complete the course in its entirety in one session. The material is largely video based.

If you do not have access to a computer on a daily basis the [Office of Information Technology](#) has [computer labs](#) on campus that can be accessed by students and employees. If you are unsure of your AU computing login or password you should contact the OIT Helpdesk at 334-844-4944.

Contact Risk Management and Safety at 844-4870 with any questions about the course. You can also send an email to [audrive@auburn.edu](mailto:audrive@auburn.edu).

Login ID:

Password:

## New Participants

1. Please open your browser and log on to <http://coachingsystems.pathwayvle.com>.
2. Once on the Coaching Systems Campus homepage find the heading **Have an Authorization Key?** Click on **“Continue”** under the heading **First time registration and enrollment**. Follow the on-screen instructions.
3. On the next screen you will need to enter the Authorization Key sent to you via email after you registered for the course. Please enter the Authorization Key exactly as it appears. Once you enter the Authorization Key the registration information request will automatically appear.
4. On the Student Registration screen complete **ALL** fields.
  - You will need to create your own Login ID and Password. Make sure your email address is correct. If you forget your Login ID or Password you can request them to be sent to you at the email address you enter.
  - For Company please enter your Department Name.
  - For Employee Number enter your Banner ID Number.
5. Once you have completed these steps you may click on the **“Submit”** button to complete registration.
6. On the next screen click the **“Start”** button next to **Coaching the Van Driver 2 - 15 Passenger Van - 701CS**. You will need to press the **“Start”** button again on the next screen to start the course. If you have pop ups blocked you will be notified and provided a link for instructions to allow pop ups with your browser. You will need to turn pop up blocker off and reload the page.

## Returning Participants

*If you leave the course and wish to return for additional review, you will do the following:*

1. Log on to <http://coachingsystems.pathwayvle.com>.
2. Under **ALREADY REGISTERED? SIGN IN!**, enter your Login ID and your Password that you created when you enrolled in the course then click on **“Continue.”**
3. You will be returned to the course page. Click on the **“Continue”** button next to **Coaching the Van Driver 2 - 15 Passenger Van - 701CS** to resume the course.

## Computer System Requirements

*Most computers on campus meet the systems requirements to run support this training.*

1. You must have sound on your computer. Please make sure to read or listen to all instructions carefully. Detailed instructions regarding navigation of the course are given at the beginning.
2. You must use the current version of one of the following web browsers:
  - Apple Safari
  - Google Chrome
  - Microsoft Internet Explorer
  - Mozilla Firefox
3. The following must be present/enabled on your computer:
  - JavaScript
  - Third-party cookies
  - Pop-up windows
  - Sound card or external audio device (for use through speakers or headphones)
  - 1024x768 minimum screen resolution
  - Adobe Flash Player (when viewing from a desktop or laptop computer)

Upon successful completing of the course you will be given the option of printing a certificate of completion. Please make sure your computer is connected to a printer so you can do this. You will need to give a copy of your certificate to your supervisor. There is an option to purchase a certificate and have it mailed to you. This is not necessary if you print the certificate from the web site. Nothing needs to be sent to Risk Management & Safety.

Contact Risk Management and Safety at 844-4870 with any questions about the course. You can also send an email to [audrive@auburn.edu](mailto:audrive@auburn.edu).

## Technical Issues

If you are having technical issue with the course please call (877) 343-7863 to speak with the Coaching Systems client support team, or contact them via email at [helpdesk@learnitsolutions.com](mailto:helpdesk@learnitsolutions.com)