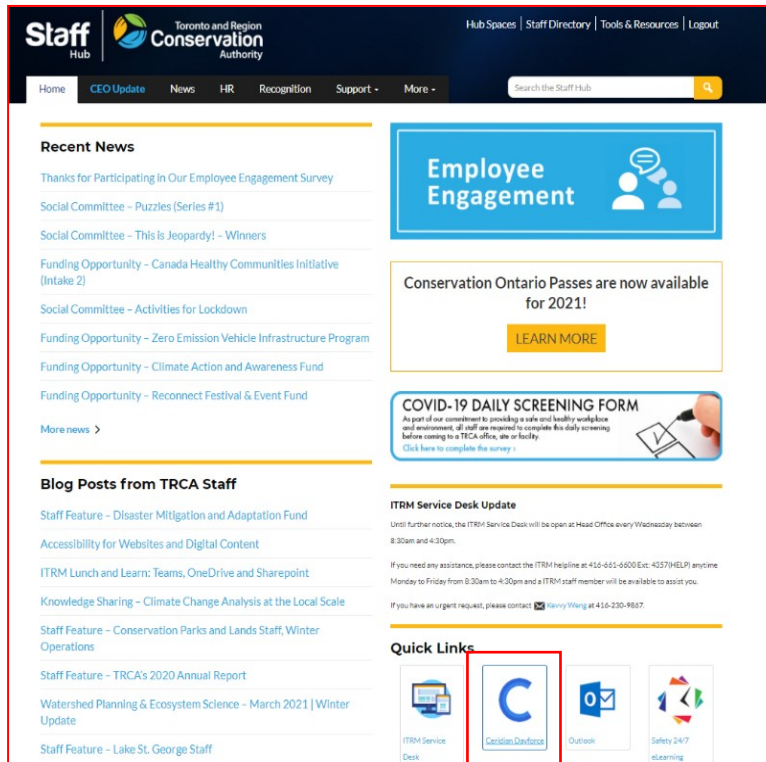# How to Complete Safety Talk Courses

Please follow these steps to complete your assigned Safety Talk course. Note: the course will take approximately 5 minutes to complete.

**1)** Access the Learning Module through Ceridian Dayforce:

**2)** If you are assigned multiple roles in Ceridian Dayforce (i.e., Manager or Director role) – ensure that you access through the **Employee-Time Entry** role and click **Next**:



**3)** The **Learning Module** can be accessed through the Ceridian Dayforce dashboard or through the menu icon:
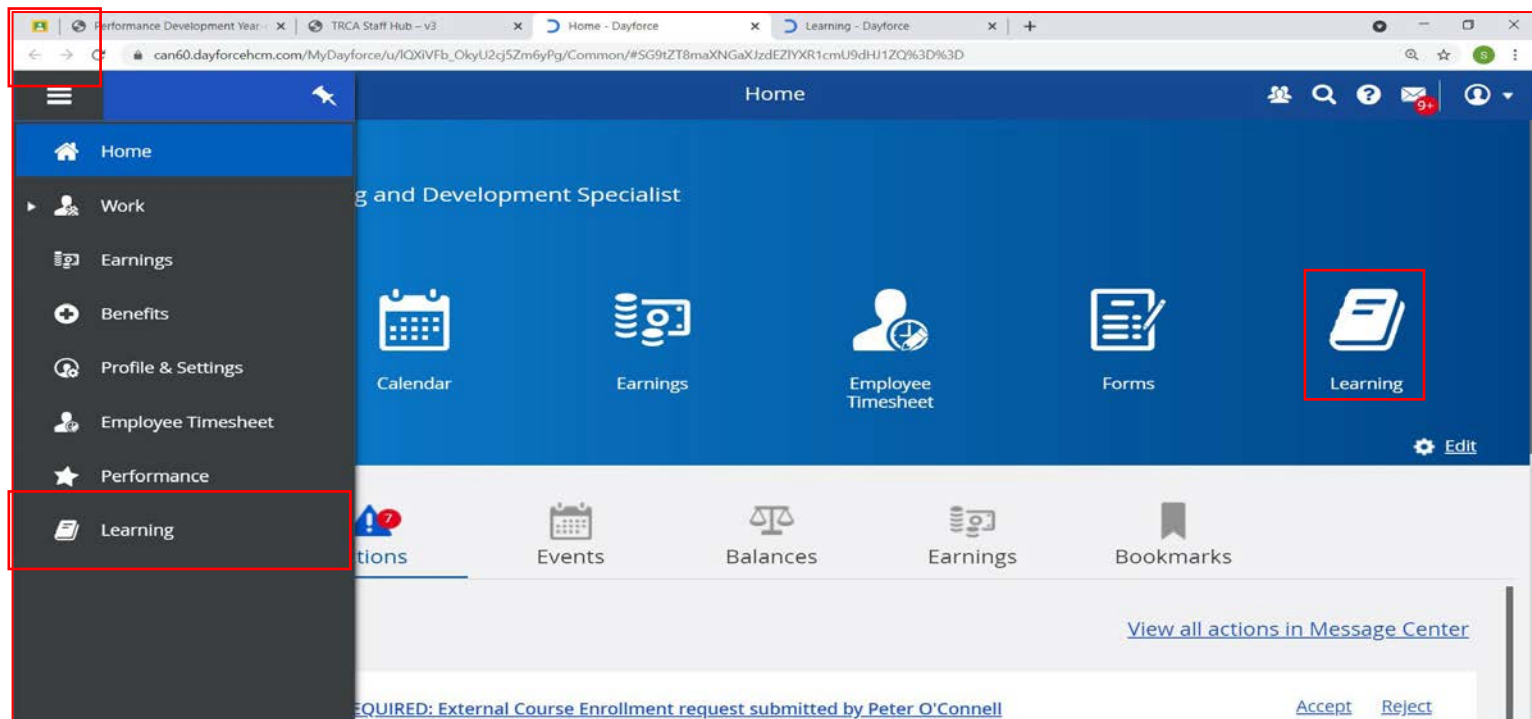
**4)** Access **My Courses and Learning Plans** and find the assigned Safety Talk course. Click on the course to access it:

Overview    Courses and Learning Plans    Courses Catalog    Learning Activities

**My Courses and Learning Plans**
All your courses and learning plans you're enrolled in, including all your courses in progress and completed

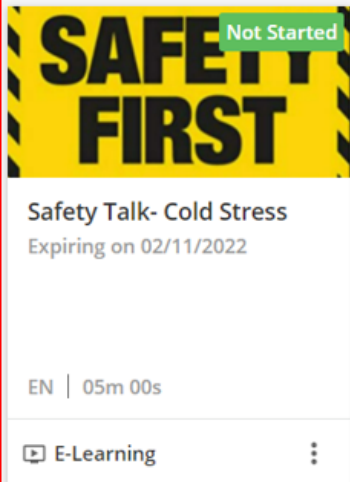≡ FILTERS    Search...    🔍

19 items
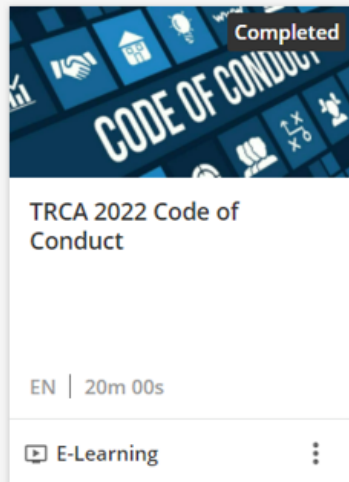
| Safety Talk- Cold Stress | TRCA 2022 Code of Conduct | TRCA Worker Health and Safety Awareness Training |
|---|---|---|
| **Not Started** | **Completed** | **Completed** |
| SAFETY FIRST | CODE OF CONDUCT | |
| Safety Talk- Cold Stress | TRCA 2022 Code of Conduct | TRCA Worker Health and Safety Awareness Training |
| Expiring on 02/11/2022 | | |
| EN \| 05m 00s | EN \| 20m 00s | EN \| 1h 10m |
| ▶ E-Learning      ⋮ | ▶ E-Learning      ⋮ | ▶ E-Learning      ⋮ |

**5)** This will open the **Course**. Select either of the ***"Start Learning Now"*** buttons to begin.

Back to My Courses and Learning Plans

**Safety Talk- Cold Stress**
ID: E-7VRL2V

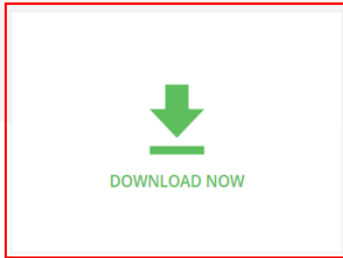0 / 2 lessons completed

START LEARNING NOW

START LEARNING NOW

Safety Talk- Cold Stress
File download

Training Acknowledgement Test
Test

**6)** Click the **Download Now** button in the middle of course module.

Back to My Courses and Learning Plans

**Safety Talk- Cold Stress**
ID: E-7VRL2V

0 / 2 lessons completed

PREVIOUS          NEXT

DOWNLOAD NOW

Cold Stress.pdf
417.15 KB

Safety Talk- Cold Stress
File download

Training Acknowledgement Test
Test

**7)** After clicking the **Download Now** button, a PDF file will open in a new tab in your internet browser. Review the full content of the PDF file.
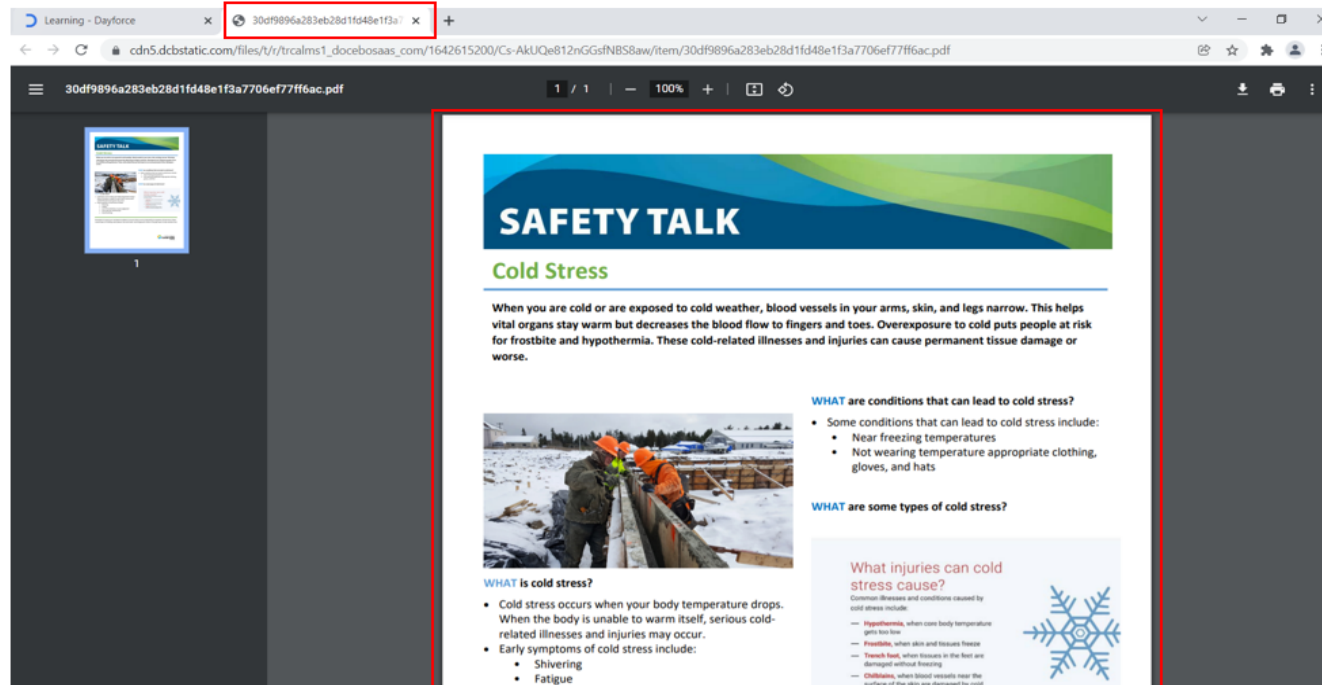


**8)** After reviewing the content in the PDF file, exit the PDF file tab and navigate back to the Safety Talk course in the tab titled *"Learning-Dayforce."*

**9)** The first activity is now complete, and you can proceed to the *"Training Acknowledgement Test."* Click the **Next** button to proceed.

Overview   Courses and Learning Plans   Courses Catalog   Learning Activities

**Back to My Courses and Learning Plans**

↓

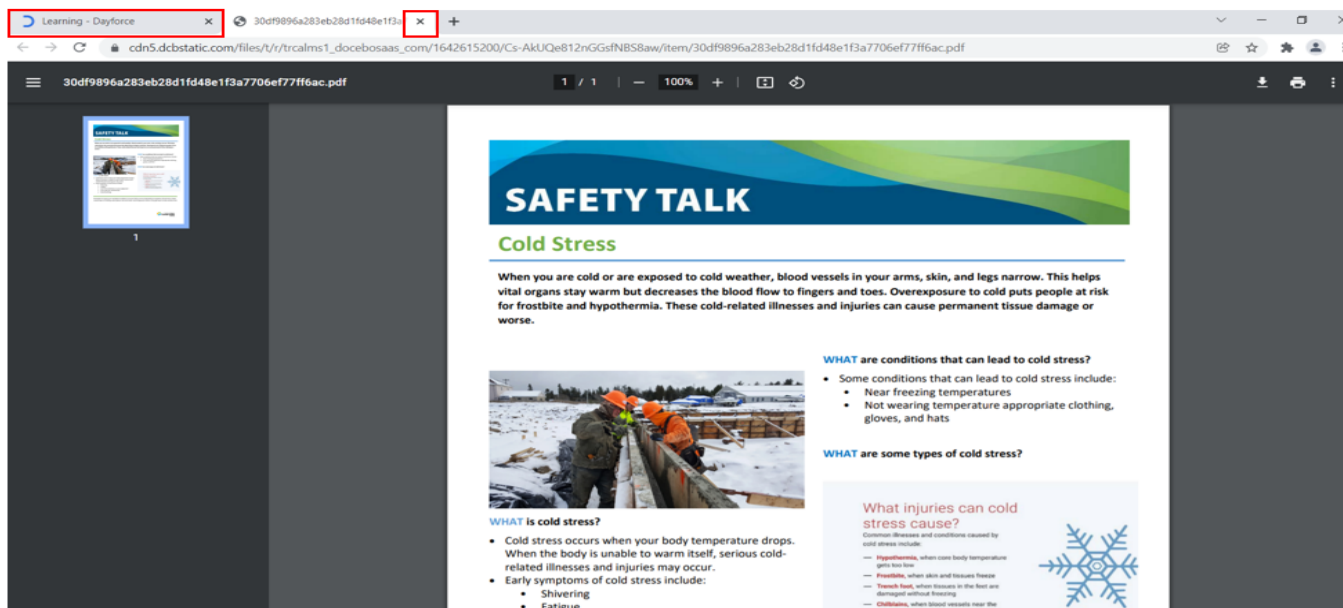**DOWNLOAD NOW**

**Cold Stress.pdf**
417.15 KB

**Safety Talk- Cold Stress**
ID: E-7VRL2V

1 / 2 lessons completed

PREVIOUS | **NEXT**

**Safety Talk- Cold Stress**
File download

**Training Acknowledgement Test**
Test

**10)** To begin the *"Training Acknowledgement Test"* click **Begin The Test.**

Overview   Courses and Learning Plans   Courses Catalog   Learning Activities

**Back to My Courses and Learning Plans**

**Training Acknowledgement Test**

| | | | | | |
|---|---|---|---|---|---|
| ✔ | ⏱ | ✔ | ? | ⊕ | ⤬ |
| 100 % | No | 2 | 2 | Unlimited | No |
| Pass Mark | Time limit | Maximum Score | No. of questions | No. of attempts | Test cannot be resumed later. |

**Safety Talk- Cold Stress**
ID: E-7VRL2V

1 / 2 lessons completed

**PREVIOUS** | NEXT

**Safety Talk- Cold Stress**
File download

**Training Acknowledgement Test**
Test

**BEGIN THE TEST**

**11)** After answering all questions click **Submit (Test Completed).**



**12)** After submitting, your results will appear. If passed, click **Back to Course.** If you have not passed the test, you must retake by clicking **Retake The Test.**

**13)** Once back, a green message box will appear at the bottom indicating you have completed the course.