1. Open your web browser and type in [www.ComplianceAtWork.com](http://www.ComplianceAtWork.com)

2. Type Your User ID and Password, then click “Submit”. Verify your name on the next page.

3. From the “Registered Classes” box - click on the drop-down arrow and select the course you would like to take and click “Continue” - go to 4th Step.

   If the course you are looking for is not under “Registered Classes”, go to and select “Enroll in a New Class” - click on the drop-down arrow and select the course. Click “Continue” and click “Return to the Class Selection Page.”

   The new course will be under “Registered Classes” now.

4. Select “Introduction” to begin viewing lessons.

5. View the lesson and follow the navigations on each screen.

6. Complete the test by clicking the “Test” button in the student menu to get credit for completing the class.

Have questions or need assistance?

Please call Vivid Learning Systems at (800) 956-3333