



## Welcome to TAPPISAFE

TAPPISAFE is a program developed for industry by industry to deliver awareness level safety orientation to the workforce while maintaining all records in a centralized database for instant verification. TAPPISAFE helps standardizes safety orientations for the workforce, which saves time and delivers the same safety message to each student.

So let's get started with TAPPISAFE.

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## General Information

### Does your Company have a username?

By creating an account you will be:

- Adding your company to the TAPPISAFE system
- Creating an administrative username

**Administrator username** gives access to the database. The database is used to verify student records.

Your company must create an account so that your students can take the courses. The individual students from your company do NOT need to set up their own username.

NOTE: Once your company has created an account, your students will be able to select your company name when they log in to take the course. They will not need a username and password to take the course. The username and password is only for your company to verify student records.

#### **For help:**

English speakers only: call +1-225-389-6803

Non English speakers: use out Live Chat feature, available on [tappisafe.org](http://tappisafe.org)

## Account Creation

Follow the steps below to create an account:

- Select "Create a New Account"
- Fill in all the applicable information

Once this process has been completed you will receive two emails:

- **First email** confirms we have received your request
- **Second email** confirms your account has been completed, this email may take up to 4 hours as this is a manual process.

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## Take the Online Training

To access courses, follow the instructions below:

- Go to [www.tappisafe.org](http://www.tappisafe.org)
- Click “Take the Online Training”
- Select the mill you will be working in
- Enter the mill passcode provided to you by your employer
- Select your company from the drop down box- if you do not see your company listed, contact your employer, they must create an account
- Enter your student record information
  - New students - enter your student information and click "Create Student Record"  
You must enter:
    - First name
    - Last name
    - Last 6 digits of your passport number OR your country's personal identification number
  - Returning students - verify your name and company, then click "This is me, Continue"  
Select your company from the drop down box
- Read over the Student Consent, click the box to agree and click "Continue" (You must agree to access the orientation. Contact your employer if you have questions.)
- Choose the course for the mill you will be working in

### Print Proof of Training

Once you have completed your courses, follow these steps to print or email proof of training:

- Click the “Training History” tab at the top of the screen
- Choose the email or printer icon, depending on your preference
- Click Send Email or Print Selection- a scannable barcode is included on all proof of trainings

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## **TAPPISAFE Proof of Training**

### Proof of Training

- If you have logged out, select Take the Online Training and log in again
- Click the “Training History” tab at the top of the screen
- Choose the email or printer icon, depending on your preference
- Click Send Email or Print Selection- a scannable barcode is included on all proof of trainings

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# TAPPISAFE Database Information

The TAPPISAFE Database allows you lookup training records, generate company reports, and print receipts. Click "Access the Database" and log in with your company administrator username and password.

## To look up individual records:

- Hover over "Reports"
- Click on "Training History" from the dropdown
- Select Class Type - TAPPISAFE Courses
- Select Show active training only
- Enter student identifier: last 6 digits of passport or country's personal identification number
- Click search

## To look up student by last name:

- Click "Advanced" (under the search button)
- A dropdown box will appear above the student identifier box – select last name
- Enter last name in the student identifier box
- Click search
- Choose name from box
- Click select

NOTE: You can print proof of training, including barcode, for the student by selecting the email or printer icon from the top right. Then select the courses you would like to appear on the proof of training.

## Steps to generate an Attendance Report:

- Click on "Reports"
- Choose "Attendance Reports and Registrations"
- Check box for "Registered by company"
- Select the date range
- Click generate report
- To print or email the report click on email or printer icon and **choose file type**
- To print student's record, click the student icon next to student's name

Steps to generate an Expiration Report:

- Click “Reports”
- Choose “Expiration Report”
- Select the date range – dates for month expiring should be future year
- Click generate report
- To print or email the report click on email or printer icon and choose file type

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