RTX Elevated-Risk Contractor Safety Orientation (EHSCONTER)

Student Guide

For best user experience and full functionality, download this instructor guide and open it with Adobe Acrobat Reader.

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Introduction

This guide is designed to provide contractors with the information to complete the **RTX Elevated-Risk Contractor Safety Orientation**.

The following information is included in this guide:

- How to access, open, and complete the course

  - Download published course (from RTX Supplier Portal)

  - Unzip published course

  - Open and navigate through course

- Course test

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How to access, open, and navigate through course

The following instructions provide the steps on how to download, unzip, open, and navigate through the RTX Elevated-Risk Contractor Safety Orientation.

Download published course

1. Access the course from the <u>RTX Supplier Portal</u>

2. Download/save the "EHSCONTER_Elevated-Risk Contractor Safety_Offline RTX ILT" zipped folder to your desktop.

Unzip published course

1. Right-click on the saved zipped folder and select **Extract All.**

2. In the **Select a Destination and Extract Files** dialog box, select the **Extract** button to extract the files (the extracted files will display in a new files/folder window.)

Open and navigate through course

1. To open the course:

   a. Double-click on the extracted course folder.

   b. Double-click on the **story.html** file at the bottom of the file list.

2. To navigate through course:

   a. Select the NEXT/PREV buttons to move forward/backwards.
   Note: Some slides display buttons and images that provide additional information when selected, follow the on-screen instructions to display the additional information.

   b. For the knowledge checks, students must select the answer on screen to display the correct/incorrect feedback.

   c. Complete and print out the completion certificate and provide it to your RTX contractor coordinator/project manager.