Before you Begin - System Requirements

The SuccessFactors Learning Management System (LMS) is a fully web-based solution. Users will need an internet connection and a system that meets certain requirements.

### Client Software Requirements

<table>
<thead>
<tr>
<th>Client Software Requirements</th>
<th></th>
</tr>
</thead>
</table>
| **Compatible Desktop Operating Systems:** | Microsoft Windows Vista  
Microsoft Windows 7  
Microsoft Windows 8+  
Microsoft Windows 10  
Apple Mac OS X Mavericks or higher |
| **Compatible Web Browsers:** | Google Chrome (Preferred)  
Microsoft Edge  
Mozilla Firefox  
Microsoft Internet Explorer 11  
Safari 9, 10 |
| **Adobe Flash Player:**      | Version 10 or higher |
| **Adobe Acrobat Reader:**    | Version 11 or higher |
| **Client Configuration Requirements** | Recommended connection speed 300-400 kbs/s. Video content may require buffering.  
Minimum Recommended Cache Size 250 MB  
Screen Resolution XGA 1024x768 (high color) or higher  
HTTP 1.1 Enable  
JavaScript Enable  
Cookies Enable web browser session cookies for authentication purposes and third party cookies.  
Pop-up Windows Allow pop-up windows from SAP SuccessFactors domains. |
Instructions:  
The Home Page is the first page you will see as you enter the system.

1. Using Internet Explorer or Chrome, go to the following URL:  
https://olympuscorp.plateau.com/learning/user/portal.do?siteID=OSSA_PUBLIC&landingPage=login

2. Click here to register.
LMS – Steps for First Time Users

Create New Account

NOTE: There is no charge for training provided through the Olympus training portal.
Please complete the “Create New Account” form and click “Submit”. After you create an account, you can view your Learning Plan, add items to your cart, and check out.

The User’s password has to be compliant with the following rules:
- The length of the password must be between 1 and 40 characters.

* Required Fields.

Account Information

- User ID:
- Password:
- Re-Enter Password:
- Security Question:
- Security Answer:
- Re-Enter Security Answer:
- Registration Code:

Contact Information

- First Name:
- Last Name:
- Middle Initial:
- Email Address:
- Confirm Email Address:

Additional Information

- Business/Industry Category:
- Product:

Instructions:

3. Fill in all of the Account Information section.
   - Use the registration code provided by your technical sales rep. If needed, contact technical support (877)225-8380.
   - Create your own Security Question (such as Mothers Maiden name)

4. Fill in at least the required (*) Contact Information fields.

5. Under Additional Information
   - Select your Business/Category from the dropdown list.
   - Select your Product from the dropdown list.

6. Click the Submit button.

Note: If you submit without filling out all of the mandatory (*) fields, they account will not be created correctly.
Instructions:
You will be asked to set your PIN.

1. Enter and then re-enter a PIN of at least four numbers.
2. Click the Submit button.

You will see the confirmation screen.
3. Click the Continue button.
Instructions:

1. Click the **Continue** button on the Welcome screen.

Note: Text on this screen is purely informational there is no interaction other than Continue.

Welcome to the Olympus Training Portal.

Use the **Find Learning** tile to search for and enroll in courses.

Courses for which you self-enroll will appear in your **Self Assigned** tile.
Please NOTE: After registering, it can take up to one hour for your account to become active. During this time you may be able to login but no course content will be available. Once your account has been verified, the course will be visible to you by searching.
Instructions:

Your My Learning page will display.
1. Type Vanta in the Find Learning search field.
2. Click the Go button.

You don't have any assignments.
**Instructions:**
The Vanta Handheld XRF Safety Training lesson will show up in the search results.

Hover your mouse over the lesson and select **Start Course**.
Please NOTE: After registering, it can take up to one hour for your account to become active. During this time you may be able to login but no course content will be available. Once your account has been verified, the course will be visible to you by searching.
Instructions:

Click the blue Vanta Handheld XRF Safety Training title to launch the course.

Online Content Structure

Vanta Handheld XRF Safety Training


Downloaded Date:

Synchronized Date:

- Vanta Handheld XRF Safety Training
- Radiation Safety Training Comprehension Exam for Customers
Instructions:
The Home Page is the first page you will see as you enter the system.

1. Click the **Launch** button.

![Online Content Structure]

**Vanta Handheld XRF Safety Training**

WBT OSSA-ANI-M-VNT-XR-EW-01

**Revision:** 2/6/2019 10:35 PM America/New York

⚠️ A course window will pop-up in front of this page, pop-up blockers MUST be disabled.

Do not close, refresh, or navigate from this page while you are working with online content. Some content may rely on this window to save your progress.

When you have completed the content, you can relaunch the content or use the menus or the links below to navigate elsewhere.

Please complete any launched courses in a timely manner, failure to do so may result in the system timing out and your progress not being recorded.
**LMS – Completing the Lesson**

**Instructions:**

1. Click the **Continue** button to move through the lesson.

---

**Table Of Contents**

- Title: Vanta Handheld XRF Safety Training
- Duration: 03:08

---

**Vanta Handheld XRF Safety Training**

Best Practices for Safe Operation

You must view every slide in its entirety in order to receive credit for this course. This course contains narration. Please make sure your speakers are turned on.

---

**Continue**
Instructions:

Click either ‘X’ to close out the lesson when you reach the last screen.
**Instructions:**

Click the **Return to Content Structure** button in order to access the quiz and earn your certificate.

---

**Online Content Structure**

Vanta Handheld XRF Safety Training

WBT OSSA-ANI-M-VNT-XR-EW-01

*Revision*: 1 - 2/6/2019 10:35 PM America/New York

⚠️ A course window will pop-up in front of this page, pop-up blockers MUST be disabled.

Do not close, refresh, or navigate from this page while you are working with online content. Some content may rely on this window to save your progress.

When you have completed the content, you can relaunch the content or use the menus or the links below to navigate elsewhere.

Please complete any launched courses in a timely manner, failure to do so may result in the system timing out and your progress not being recorded.
Instructions:

Click the Radiation Safety Training Comprehensive Exam for Customers link.

Online Content Structure

Vanta Handheld XRF Safety Training
WBT OSSA-ANI-M-VNT-XR-EW-01

Downloaded Date:
Synchronized Date:

✓ 2/8/2019  Vanta Handheld XRF Safety Training

Radiation Safety Training Comprehension Exam for Customers
Radiation Safety Training Comprehension Exam for Customers

This is a sequential quiz, which means that you must answer the questions in the order presented. You must answer each question. Consider your answers carefully; once you move to the next question, you cannot go back. When you complete the quiz click Submit Quiz. Your answers will be evaluated and your quiz grade recorded.

The following quiz is to be taken after completing the radiation safety training module. This quiz is designed to demonstrate comprehension of the material from the radiation safety training and safe operation of the XRF analyzer. Please review the Vanta Radiation Safety Training before completing this quiz. Click the Start button below to begin the quiz. You must score 80% or higher to pass the quiz.
LMS – Completing the Lesson

Instructions:
1. Once you have completed and passed the quiz click the Exit button.
   If you would like to review the quiz click Review Questions button.

Radiation Safety Training Comprehension Exam for Customers

Well done! You have demonstrated you competence for knowledge of safe operation of the instrument and can communicate this information to customers.

100%
10 of 10 questions correct

Review Questions
The screen below confirms that you have completed the course.

Online Content Structure

Vanta Handheld XRF Safety Training


Downloaded Date:

Synchronized Date:

- The item has been completed.

- 2/6/2019  Vanta Handheld XRF Safety Training

- 2/8/2019  Radiation Safety Training Comprehension Exam for Customers
Instructions:

On your LMS home screen click the View All link in the Learning History tile.
Instructions:
Your Completed Work screen will open displaying a list of work you have completed in the LMS.

To display your completion certificate, click the Print Certificate icon to the right of the course name.
Instructions:
The certificate will open in a new browser tab or window.

Use the browser menu or options displayed to save or print your certificate.

CERTIFICATE OF COMPLETION

This is to certify that

Teddi Pruitt

has completed the course

Vanta Handheld XRF Safety Training

February 8, 2019

Date