

AMERISURE POLICYHOLDERS HAVE FULL ACCESS TO OVER 1,000 INTERACTIVE ONLINE COURSES!

Policyholders will receive access to their own Safety Skills site within 24 hours of registration. To request the credits needed to assign courses, e-mail riskmanagement@amerisure.com. One credit is needed per user, per course.

HOW TO ADD A USER:

- Once you are logged in as an administrator, click on the gears in the upper right-hand corner and choose *Add Single User* from the drop-down menu.
- Once in the *User Information* screen, input the First Name, Last Name, Unique Login and type of user (learner). Email addresses are not mandatory, but recommended. You can also click on the box to *Email On Creation* for an automated email to be sent to the learner with their login information.

HOW TO ASSIGN TRAINING:

- A manual assignment can be made for any number of users or courses.
- To assign a training course to yourself or another user, select the user from the list on the *Users Tab* by clicking the check box to the right of the user's information. You may check any number of users. Then, click on the green *Next* button to go to the *Courses* tab.
- On the *Courses* tab, you can search for the course(s) you wish to assign. Search for courses by using the text box and typing in a partial name, or by using the *Course Filter* option.
- Once you have selected the desired course(s), select the green *Next* button.
- This will bring you to the final step of the assignment process, where you will select the activation date and due date for the course. This page also includes *Assignment Details*, where you can make sure you have the correct learner(s) and course(s) selected.
- Click the *Assign* button to complete the process. The courses assigned will then be listed in the *My Training* tab in the users' accounts.

REGISTER ANYTIME AT: [EVOLVEDSAFETY.COM/AMERISURE](https://evolvedsafety.com/amerisure)



For more information, visit:
<https://help.safetyskills.com>

