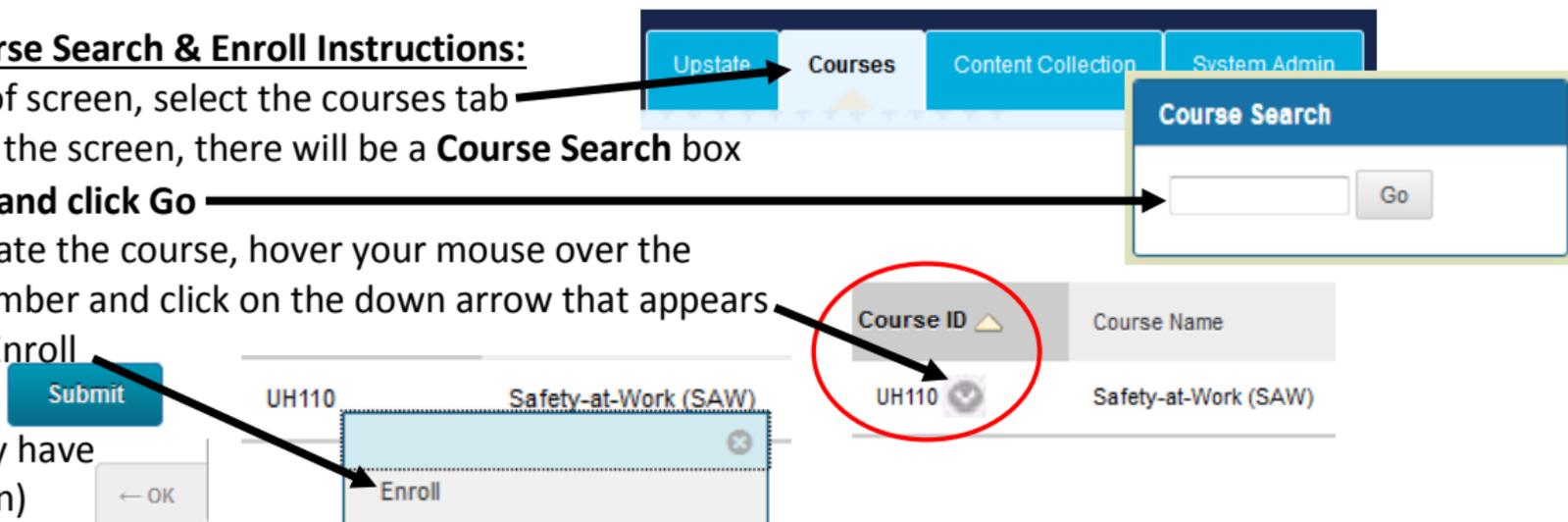**Safety at Work Course Search & Enroll Instructions:**

1. Upper-right of screen, select the courses tab
2. To the left of the screen, there will be a **Course Search** box
   - **Type SAW and click Go**
3. Once you locate the course, hover your mouse over the Course ID number and click on the down arrow that appears
4. Click on the Enroll
5. Click **Submit**
6. Click **OK** (may have to scroll down)
7. Course will open

After you have reviewed all course content, the POST TEST must be completed with a score of 80%. The Post Test can be repeated as many times as needed until a score of 80% is achieved.