1. Login to Web site – http://www.ttuhscc.edu/admin/safety/us
2. Click on Admin Controls button
3. Select your affiliation to begin
4. Select your name.
5. Type in the password (use lowercase letters) and click Submit. There are 2 key options: Safety Training Transcripts & Print Signature Lists.
6. When you select Safety Training Transcripts option from the main menu under REPORTS, the 2 links most used are the following.

   - Quick indicates what training is missing for each employee.
   - Transcript for each employee's initial training, current refresher training, & any specialized training.

7. The Print Signature Lists option from the main menu is found under DOCUMENTATION.

   - Print additional pamphlet signature sheets which display only names of employees missing training.
   - Also print signature sheets for fire drills, severe weather, etc.