

User Guide

Welcome to the SAIF Learning Center! We are glad you are training with us! To help you navigate the system, use this step-by-step guide to taking courses and tracking your training.

Access the Site

To access the site, go to firstnetcampus.com/SAIFu and enter your username and password.

If you do not already have a username and password, contact your organization's SAIF Learning Center administrator.

If you experience any difficulty contact SAIF Learning Center's Campus Administrator at (503) 373-8200 or email LearningCenter@saif.com.

Enroll in Online and Classroom Courses and Webinars

Through the **Home** page

1. To enroll in **online courses**, click on the workplace college tile that best fits your field.
2. Select what course you are interested in from the column on the left.
3. Click the **Enroll** button that will appear in the center column.

Through the **Home** page

1. To enroll in **classroom courses and webinars**, click on the workplace college tile that best fits your interest.
2. Select the classroom course you are interested in from the column on the left.
3. Click the **class title** for the session that you would like to attend.
4. Follow the instructions in the class details section.

Note: If you already have courses in your My Training's Assigned Training Tab, courses may have been assigned to you by your administrator or automatically by the learning management system based on your job function.

Launch Online Courses

Click the **My Training** tab to view and take online courses you have enrolled in. You may take the online courses at any time. All courses that have been assigned but not completed will appear under **Assigned Training**. If you have any past due courses, they will also appear under the **Past Due** tab.

1. To launch an online course, click on the course title.

2. The course will open in a new window or tab. Make sure to have speakers or headphones attached to your computer as courses do have an audio component (**Note:** A full transcript of slides is provided in each online course.)
3. When you are finished with the course, click the exit button in the upper right corner of the course to return to the **My Training** page, then select the **Completed** tab to view your results and/or to print a certificate of completion.
4. If you are unable to finish the training in one sitting, the course will automatically bookmark where you left off. When you return, the course will ask if you would like to continue where you left off.

Track Progress

Now that you have taken courses, you can track your progress through the **Student Center**. Click the **My Reports** tile to access reports on your training progress.

Transcript Report: This shows a summary of all tests that have been attempted for the selected period.

Activity Report: This shows all activity on courses you have been assigned for the selected period.

1. Select what type of report you'd like to run (Activity, Transcript, or Due Date)
2. Choose the time period you want to see results for by either using the drop down menu or entering specific dates.
3. Use the **filter** fields on the left to filter what types of training will be pulled in the report. The report is dynamic, so it will update automatically to reflect the filters you choose.
4. Once you have set your filters, you can **Copy** the report, **Export** it to an excel spreadsheet, or download it as a **PDF** for your records.

Print a Certificate of Completion

Once you have completed courses, you can print a certificate of completion for your records through the **Student Center** tab:

1. Click **My Course Certificates**.
2. Click **View/Print Certificate** for the appropriate course.
3. Print out the certificate in the pop-up window, making sure your printer orientation is set to landscape mode.

For recently completed courses, you can access certificates through the **My Training** tab.

1. Click **Assigned Training**.
2. Select the **Completed** tab.
3. Click the **Edit/View** link in the certificate column.
4. Print out the certificate in the pop-up window, making sure your printer orientation is set to landscape mode.