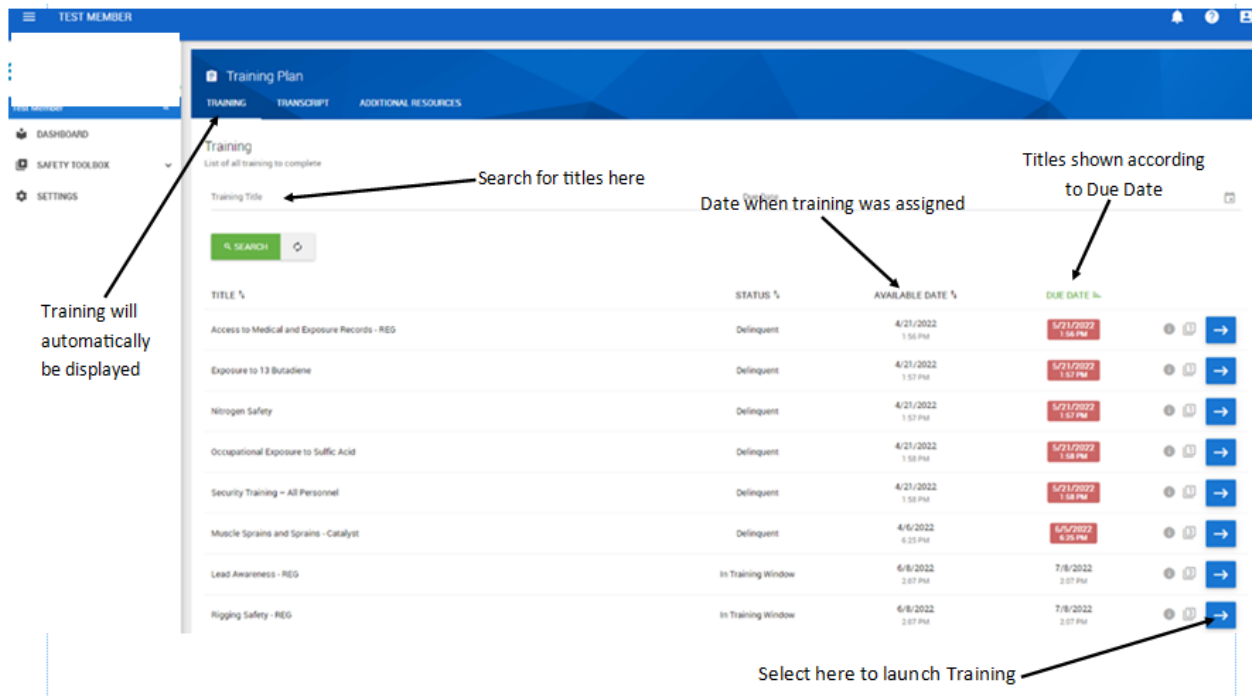


Compliance Training

HOW TO COMPLETE YOUR REQUIRED COURSES

1. Please go to the following URL: otis.osmanager4.com/#/saml/login/2690369.
2. You will be prompted to enter your **TRACKS ID** and password to log in.
3. You will be redirected to your **HSI training portal**.
4. You will see the list of your courses under **Training Title**. To launch a course, click on the blue arrow.



The screenshot shows the 'Training Plan' interface. A search bar is at the top with the text 'Search for titles here'. Below it is a table of training courses. Annotations include: 'Training will automatically be displayed' pointing to the search bar; 'Date When training was assigned' pointing to the 'AVAILABLE DATE' column; 'Titles shown according to Due Date' pointing to the 'DUE DATE' column; and 'Select here to launch Training' pointing to a blue arrow icon in the table.

TITLE %	STATUS %	AVAILABLE DATE %	DUE DATE %	
Access to Medical and Exposure Records - REG	Delinquent	4/21/2022 1:56 PM	5/21/2022 1:08 PM	→
Exposure to 13 Butadiene	Delinquent	4/21/2022 1:57 PM	5/21/2022 1:57 PM	→
Nitrogen Safety	Delinquent	4/21/2022 1:57 PM	5/21/2022 1:57 PM	→
Occupational Exposure to Sulfic Acid	Delinquent	4/21/2022 1:58 PM	5/21/2022 1:58 PM	→
Security Training - All Personnel	Delinquent	4/21/2022 1:58 PM	5/21/2022 1:58 PM	→
Muscle Sprains and Sprains - Catalyst	Delinquent	4/6/2022 6:25 PM	5/21/2022 6:25 PM	→
Lead Awareness - REG	In Training Window	6/8/2022 2:07 PM	7/8/2022 2:07 PM	→
Rigging Safety - REG	In Training Window	6/8/2022 2:07 PM	7/8/2022 2:07 PM	→

Note: If you are past due for your trainings, you will receive emails from HIS stating you are up to 60 days past due for your required trainings.

All employees and student employees are expected to complete these trainings within 60 business days upon notification.

If assistance is needed in order to complete these trainings, please contact the Office of Compliance and Risk Management. You may email compliance@fit.edu.

For technical assistances, please contact HSI at customer care@hsi.com; Phone: 800-447-3177; Hours: Monday–Friday, 7 a.m.–5 p.m. (PST)