Logging Into the Student Portal

1. Go to <u>www.veriforce.com</u> and click Login.



2. Sign in with your PEC Learn account or click on the "NEED A PEC LEARN LOGIN?" link shown below if you need to create one. If you already have an account, skip to step 14.

	veriforce Reducing Supply Chan fish to Enable Better Business	Username Password SIGN IN SIGN IN TROUBLE SIGNING IN? NEED A PEC LEARN LOGIN?
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VeriSource Support: 800.426.1604 Compliance Pro Technical Support: 985.629.5935	VeriSource Support: 800.426.1604 Complia	Ince Pro Technical Support: 985.629.5935

3. Enter an email address to login to your Student Portal. Click the "Sign Up" button.

» v	eriforce	
Welcome! S	gn In or <u>Sign Up</u>	
	SIGN UP	
Email testveriforcestudent@gmail.com		
s	GN UP	
Aiready have	an account? Sign In	
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4. You should receive notification that a verification email has been sent. Log into the email account specified in the verification email.

veriforce	
Verification Email Sent	
To continue registration place click the verification link that was s testveriforcestudent@gmail.com seq@pecsafety.com Please check your spam folder if you do not see the message. RESEND VERIFICATION LINK	ent
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	9

5. Open the email from PEC SSQ (if you do **not** receive the email, check your spam filter or try creating a free <u>Gmail</u> or <u>Yahoo</u> and use that to register your account.)

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Compose	□• C :				1-2 of 2 <	> 🌣
Inbox :	2 Primary	Social	Promotion	S		
Starred Snoozed	Get started with Gmail			-		×
Sent Drafts More	Choose a theme	e Char imag	nge profile ge	and mail	Get Gmail for mobile	
Chris -	🗆 📩 ssq	Complete your PEC Safe	ety Account Registration - You'	re Almost Done! To complete your PEC \$	Safety account registration, verify your ema	9:36 PM
	☐ ☆ toogle Community Te.	Finish setting up your ne	ew Google Account - Google ba	inner Hi Chris, Welcome to Google. Your	new account comes with access to Googl	9:25 PM

6. Click on the "Complete Registration" link.

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+ Compose		1 of 2 < > 🚍 *	52
Inbox 11	Complete your Veriforce Account Registration	ē 2	۵
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Start a meeting Join a meeting	Varies Almost Devel		
Hangouts	You're Almost Done! To complete your Verificice account registration, verify your email address by clicking the button below.		
-	COMPLETE REGISTRATION		
	300 Headway Dosawa Bind, Conveyden LA 70633 BOR 302 A1791 werkeras con © 2029 Vanhurselli AA Rights Reserved.		
No recent chats Start a new one	(♣, Reply) (■) Forward		
± • •			>

7. Create a password and confirm password. The email and selected password will be your username and password to login to the student portal. You can use the same password for all of your PEC Data accounts, but you must have different user emails.

Veriforce				
Email Address Verified				
Choose a password to continue Enall test-verforcestudentigemal.com Password				
NEXT				
© 2020 Veriforce. All Rights Reserved.				

8. Once a password is accepted click on the "I Agree" link.



9. The Student Portal will ask if you have a PEC ID to link your account. If you do have a PEC ID click "Yes, I Have A PEC ID". If you do not skip to Step 13.

ver	[·] iforce [·]
Welco	ome
Do you have	a PEC ID?
YES, I HAVE A PEC ID	NO, I DON'T HAVE ONE
©2020 Veriforce. All Rig Correlation ID: Root=1-5f738200-2a	ghts Reserved. Help 59a530771f4e0b53537c51

10. If you have a PEC ID, enter the number in the field shown below without putting PEC before entering the number. If you do not have your card you can get your number from <u>www.peccard.com</u>.

veriforce
Enter Your PEC ID
PEC ########
IDENTIFY
©2020 Veriforce. All Rights Reserved. Help Correlation ID: Root=1-5f738200-2a59a530771f4e0b53537c51

11. Once your PEC ID Number is entered in the below field as shown click on the "Identify" link.

	veriforce
	Enter Your PEC ID
	PEC 1100001111 PEC number should be 9 digits, or a dash (-) followed by 8 digits.
Correlatio	©2020 Veriforce. All Rights Reserved. Help on ID: Root=1-5f738200-2a59a530771f4e0b53537c51

- 12. Verify your information by clicking on the "This Is Me" link. Once you verify the account you can proceed to step 14.
 - a. If the information shown is not you click "Try Another PEC ID" and try again. If this still does not work go back to the screen shown in Step 13 and click No, I Don't Have One" or contact us.



13. If you do not have a PEC ID or haven't taken a PEC Course, click the "No, I Don't Have One" link.

Welcome Do you have a PEC ID? YES, I HAVE A PEC ID NO, I DON'T HAVE ONE	💓 ve	riforce
Do you have a PEC ID? Yes, I have a pec id NO, I DON'T HAVE ONE	Wel	come
YES, I HAVE A PEC ID NO, I DON'T HAVE ONE	Do you ha	ve a PEC ID?
	YES, I HAVE A PEC ID	NO, I DON'T HAVE ONE
©2020 Veriforce. All Rights Reserved. Help Correlation ID: Root=1-5f738200-2a59a530771f4e0b53537c51	©2020 Veriforce. Al Correlation ID: Root=1-5f738200	l Rights Reserved. Help 0-2a59a530771f4e0b53537c51

14. The screen shown below is your Student Portal home page. Click on the "eLearning" link to add courses as a student.

> veriforce	
St eLearning	John Veriforce
	Contact Information Image: Second Sec
<	

15. Once in eLearning, click on Purchase Courses and select your required Devon Safety Orientation from the dropdown menu.



16. Enter the number 1 in the quantity field and click Get Free Course.

> veriforce	Home	Purchase Courses				
			Purchase Courses	;		?
		Course Name			Qty	Cost
		Devon Safety Orienta	tion - Field Safety Briefing (\$0.00)	~	1	\$0.00
		Total Cost:				\$0.00
			+ Add More Courses	5		
			Get Free Course			
	_	© 2021 - Veriforce	eLearning - Questions or Feedback? (Click Her	e to contact our sup	oport team.

17. Click on the Play button next to the name of the course.

Training Courses						?
		Enter course key		Add Course		Refresh Course Status
My Courses						
Action	Course					
	Devon Safety Orienta Not Started Days to Complete: 120	tion - Other Transportation	on			

- 18. Follow along with the course and take any required quizzes or exams in order to successfully complete the course.
- 19. When you exit the course, your course status will automatically update to Completed. If you completed the course and the course status does not update, click on Refresh Course Status or refresh the browser page.

	Training Courses	?				
	Enter course key Add Co	Refresh Course Status				
My Courses						
Action	Course					
	Devon Safety Orientation - Other Transportation Not Started Days to Complete: 120					
>	Devon Safety Orientation - Field Safety Briefing Completed					

For assistance with this process, please call 985.629.5935 or email help@veriforce.com