User Guide

EDUCATION TRAINING CONSULTING | CLIENT RISK SOLUTIONS

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glatfelters.com | vfis.com

TABLE OF CONTENTS

YOUR TRAINING OFFICER

Every organization is required to designate a training officer to manage Glatfelter/VFIS University for the entire organization. A training officer is responsible for assisting users with account registration, approval of organization affiliation requests, assignment of courses and providing basic technical support to Glatfelter/VFIS University users within their organization. Please contact your training officer for questions related to the steps outlined in this user guide.

If you are the designated training officer, please review the **Glatfelter/VFIS University Training Officer User Guide** for additional information.

REGISTER

1. Access Glatfelter/VFIS University in a web browser from your pc or mobile device at:
   www.glatfelteru.com or www.vfisu.com.
   Select the "Login/Register" button and then select "Register"

2. Complete the registration form with all of the required information.

   Are you a Glatfelter/VFIS Client?
   If your organization is insured by Glatfelter or VFIS, select the checkbox. If you are unsure, contact your insurance agent.
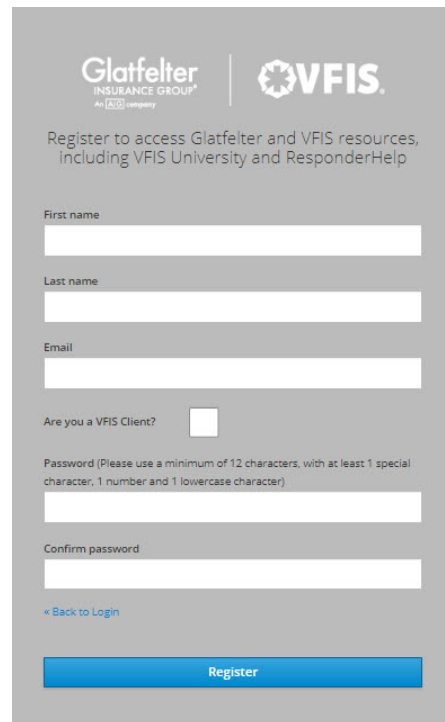
   Password
   Please use a minimum of 12 characters, with at least 1 special character, 1 number and 1 lowercase character.

   Select the "Register" button.

3. Check your email for an automated email from noreply-sso@vfis.com to validate your email address.

   NOTE: This validation email is valid for **5 minutes**. Be sure to check your SPAM folder. If the validation email has expired, return to the login page and select the "Forgot Password?" link to trigger a new validation email.

3

LOGIN AND EDIT PROFILE

1. Access Glatfelter/VFIS University in a web browser and login using your username and password.

2. Select the "Your Profile" button on the homepage dashboard or "Profile" in the left navigation bar.
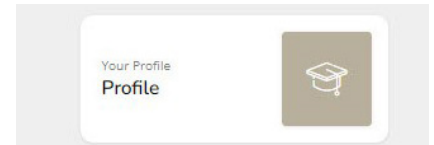
3. Expand the "User Details" menu by selecting the caret (^) icon.

4. Select "Edit profile."

5. Expand the "Optional" menu by selecting the caret (^) icon.

6. Enter your state EMS license/certification number in the "ID number" field, if applicable.

7. Select the "Update Profile" button.

8. Select the Glatfelter or VFIS University logo at the top left of the screen to return to the homepage dashboard.
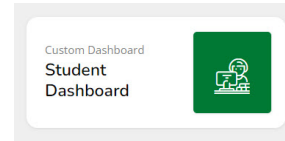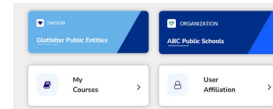
AFFILIATE WITH AN ORGANIZATION

All users need to be affiliated with an organization in Glatfelter/VFIS University before they can start taking courses.

NOTE: This step applies only to users who registered individually. Users who were registered via mas upload will automatically be affiliated with their organization and do not need to complete this step.

1. Select "Request Affiliation" from the left side menu or select the "Student Dashboard" button on the homepage dashboard.

2. From the Student Dashboard, select "User Affiliation".
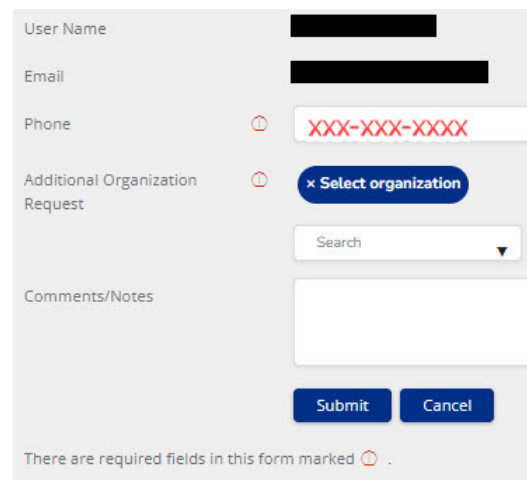
3. Select the "Request Affiliation" button.
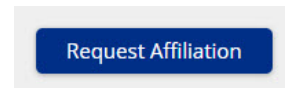
4. Enter your phone number and choose an organization from the drop-down list.

   NOTE: If your organization does not appear in the list, proceed to the "Setup an Organization" section in this user guide.

5. Select the "Submit" button.

6. If you are affiliated with multiple departments/ organizations, select the "Request Affiliation" button again to select additional organizations.

7. Select the "Back" button to return to the Student Dashboard.

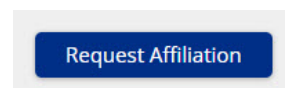Your Affiliation request has been sent successfully   ×

Back
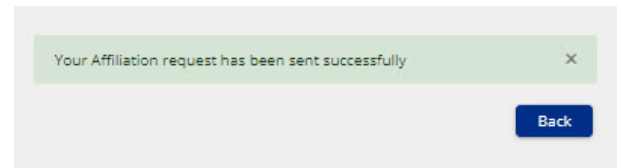
8. If you are affiliated with multiple organizations, toggle between organizations using the dropdown menu at the upper right corner of the Student Dashboard.

ABC Fire Department (VFIS CRS) -- (VFIS)   ▾
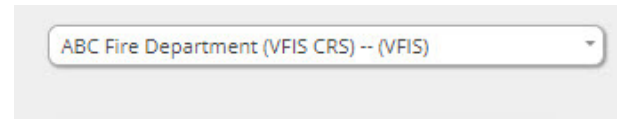
NOTE: The existing training officer must approve your affiliation request before you can enroll in any courses. The training officer will receive an email alerting them to the affiliation request.

If the existing training officer can no longer access their account, please contact Glatfelter/VFIS University Account Assistance to be designated as a training officer.

ACCESS AN ONLINE COURSE

1. Select the "My Courses" button on the Student Dashboard to review courses and assignments.

STUDENT DASHBOARD

ABC Public Schools -- (Glatfelter Public Entities)

DIVISION	ORGANIZATION	AVAILABLE COURSES	USERS
Glatfelter Public Entities	ABC Public Schools	51	6

	My Courses >		User Affiliation >		External Course >		User Certificates >

	Self Enroll >
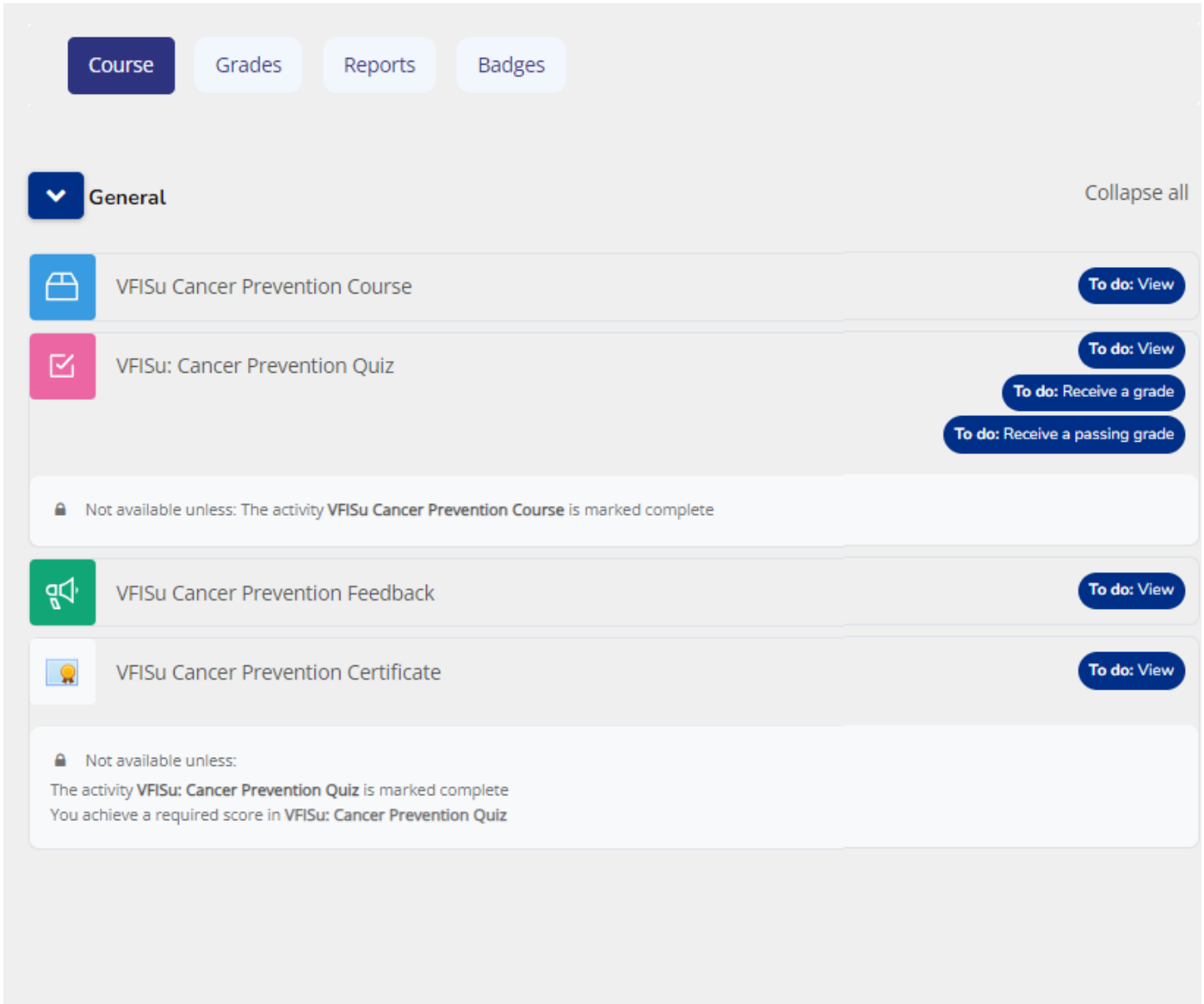
2. Search the list of available courses and view assignments.

Courses

VFISu: Cancer Prevention

Contact Hour(s): 1.0

This program is intended to introduce best practices to reduce the exposure to carcinogens and ultimately the number of cancer personnel.

Objectives

·   Analyze recent data related to cancer cases in emergency services personnel

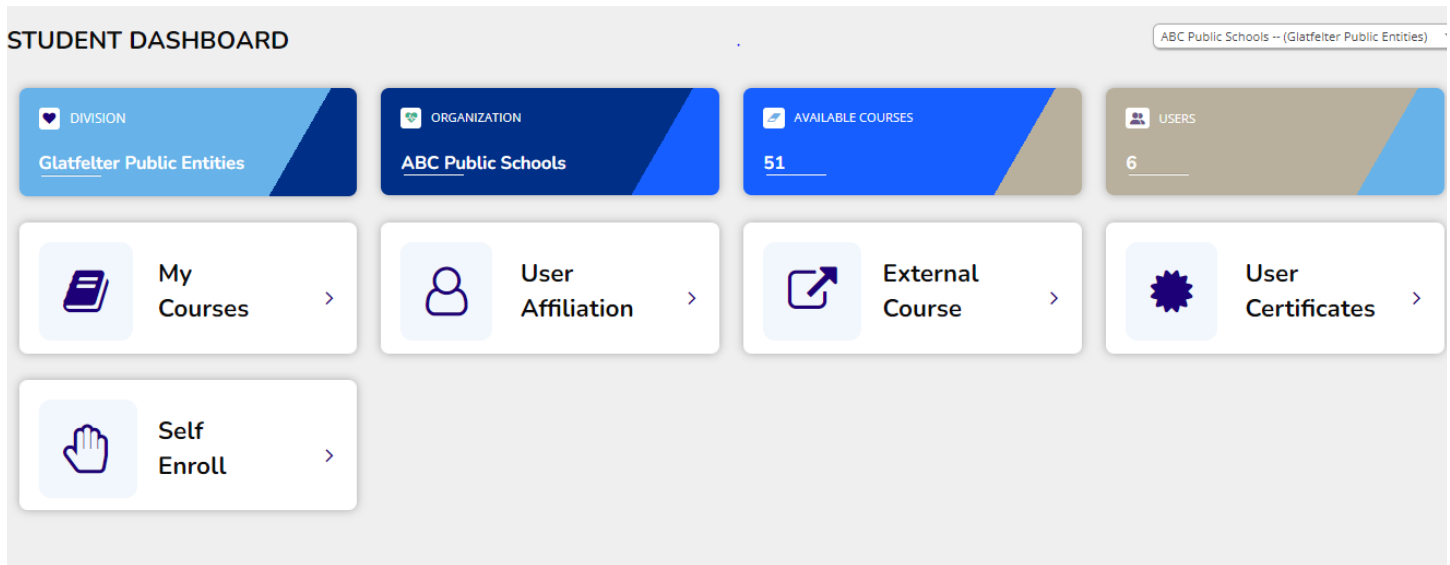·   Identify the job-related activities which may lead to personnel exposure to carcinogens

·   Describe the growing concern with Polyfluoroalkyl Substances (PFAS) and how it may impact personnel and organizations

·   Identify best practices to reduce personnel exposure to carcinogens

·   Describe the importance of personal protective equipment (PPE) and personal hygiene to reduce the risk of cancer

GIG: School Bus Driver In-Service Safety Series

Due Date: 08-17-2023

This School Bus Driver In-Service Safety Series addresses issues that should be of concern to school bus drivers in their efforts to

Topics:

3. Select the "Launch" button to begin the course.

[Launch]
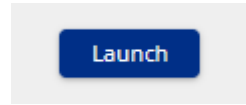
4. Complete all of the required tasks.

| Course | Grades | Reports | Badges |

⌄ **General**   Collapse all

📦 VFISu Cancer Prevention Course   **To do:** View

☑️ VFISu: Cancer Prevention Quiz   **To do:** View
                                                              To do: Receive a grade
                                                       To do: Receive a passing grade

🔒 Not available unless: The activity **VFISu Cancer Prevention Course** is marked complete

📢 VFISu Cancer Prevention Feedback   **To do:** View

🏅 VFISu Cancer Prevention Certificate   **To do:** View

🔒 Not available unless:
The activity **VFISu: Cancer Prevention Quiz** is marked complete
You achieve a required score in **VFISu: Cancer Prevention Quiz**

NOTE: Tasks may be an online course, video, document download, quiz, feedback or download of your certificate of completion.

5. After you complete an activity, select the blue button at the bottom right of the screen to navigate to the next activity.

VFISu: Cancer Prevention Quiz ▶
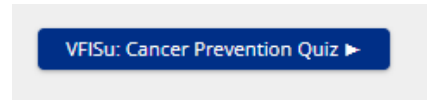
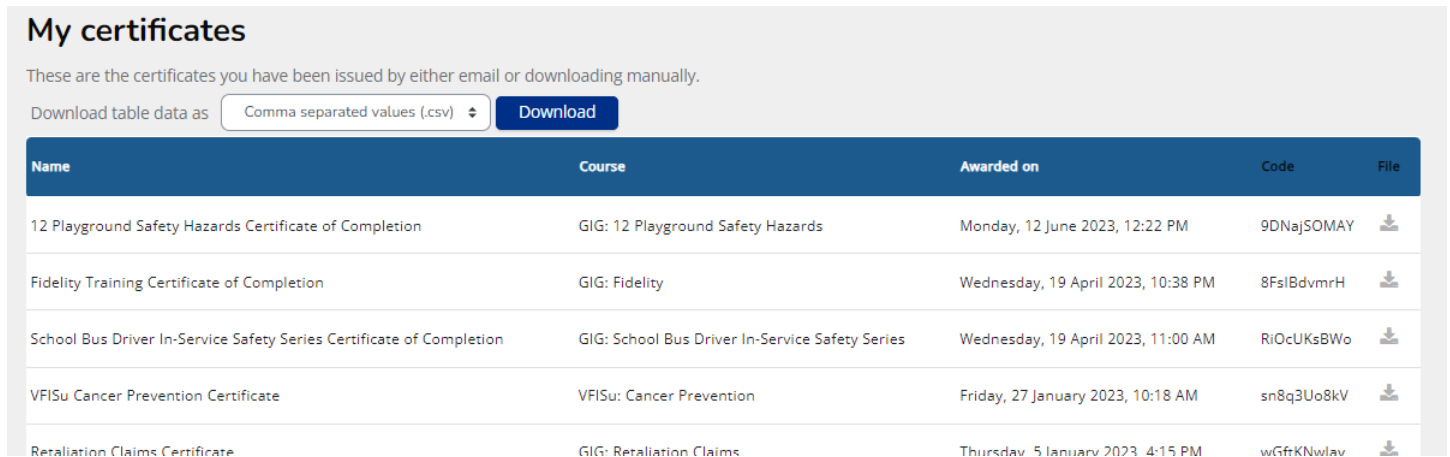6. Select "User Certificates" on the Student Dashboard to access a certificate of completion.

STUDENT DASHBOARD   ABC Public Schools -- (Glatfelter Public Entities)

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My Courses >	User Affiliation >	External Course >	User Certificates >

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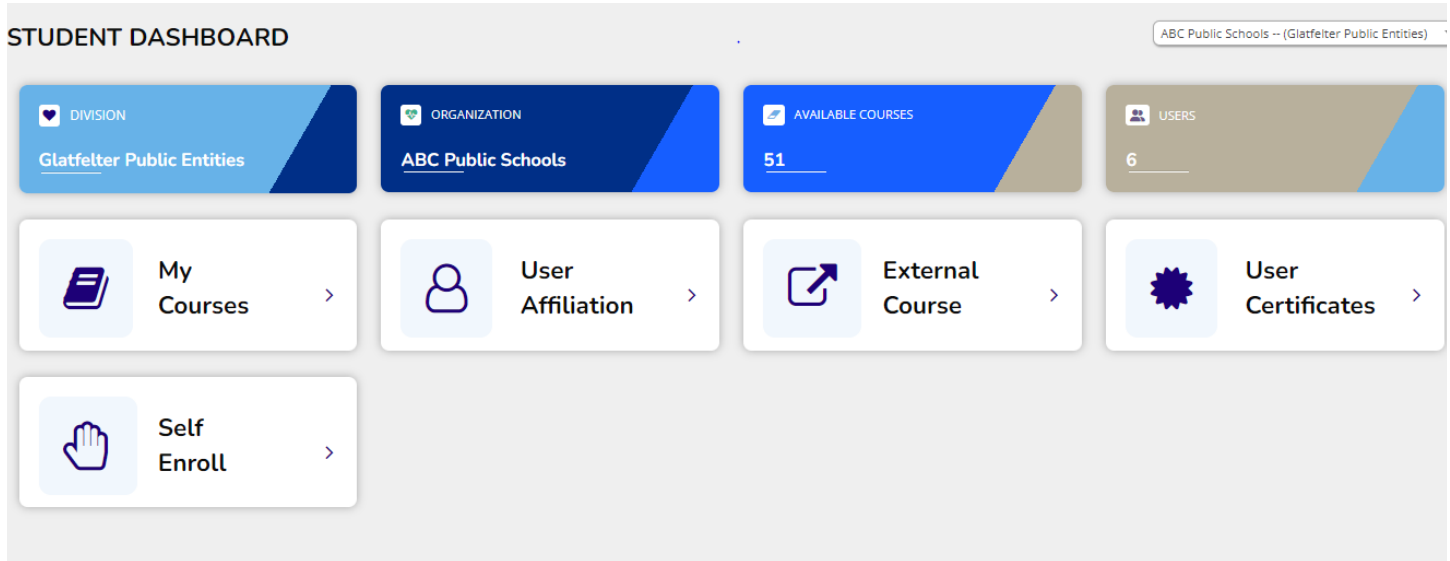
7. Select the icon to download and print a certificate of completion.

My certificates

These are the certificates you have been issued by either email or downloading manually.

Download table data as [Comma separated values (.csv) ⇕] **Download**

Name	Course	Awarded on	Code	File
12 Playground Safety Hazards Certificate of Completion	GIG: 12 Playground Safety Hazards	Monday, 12 June 2023, 12:22 PM	9DNajSOMAY	⬇
Fidelity Training Certificate of Completion	GIG: Fidelity	Wednesday, 19 April 2023, 10:38 PM	8FslBdvmrH	⬇
School Bus Driver In-Service Safety Series Certificate of Completion	GIG: School Bus Driver In-Service Safety Series	Wednesday, 19 April 2023, 11:00 AM	RiOcUKsBWo	⬇
VFISu Cancer Prevention Certificate	VFISu: Cancer Prevention	Friday, 27 January 2023, 10:18 AM	sn8q3Uo8kV	⬇
Retaliation Claims Certificate	GIG: Retaliation Claims	Thursday, 5 January 2023, 4:15 PM	wGftKNwlav	⬇

SPECIAL PROGRAMS

VFIS is proud to present a special series of programs available to all emergency responders within the following states:

• New York
• Pennsylvania
• Tennessee
• North Carolina
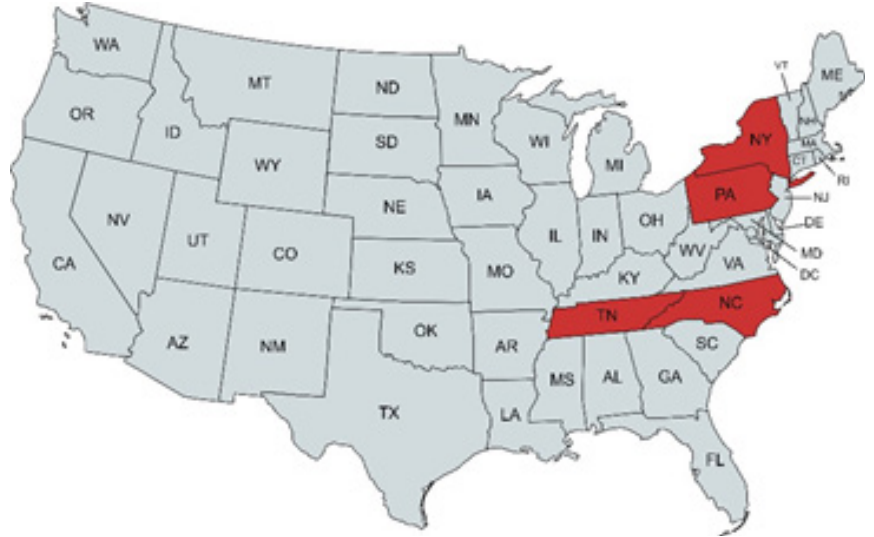
These programs were developed through state-level partnerships and are available to all emergency responders within the state. Many of these programs aim to satisfy regulatory requirements applicable to emergency services personnel.

To enroll in these programs, affiliate with your statewide organization using the "Affiliate with an Organization" instructions in the user guide.

NON-CLIENT ACCESS

If an organization is not insured by Glatfelter/VFIS, limited access to Glatfelter/VFIS University may be accessible as an annual subscription. Unfortunately, no individual subscriptions are available at this time. Contact VFIS Education, Training & Consulting or Client Risk Solutions for additional information.