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 Chain fish to Enable Better Business | Username Password SIGN IN SIGN IN TROUBLE SIGNING IN? NEED A PEC LEARN LOGIN? |
|---|---|--|
| © 2020 Veriforce. All Rights Reserved. VeriSource Support: 800.426.1604 Compliance 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 | |
| © 2020 Verifor | ce. All Rights Reserved. | |
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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, please click the verification link that to testveriforcestudent@gmail.com Please check your spam folder if you do not see the message. RESEND VERIFICATION LINK | | | | |
| © 2020 Veriforce. All Rights Reserved. | | | | |
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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.)

| 🗉 M Gmail | Q Search mail | | | • | | ⊘ ∷ |
|----------------------------|--------------------------|---------------------------|--------------------------------|---------------------------------------|--|---------|
| Compose | □• C : | | | | 1-2 of 2 < | > ¢ |
| Inbox : | 2 Primary | 🚉 Social | Promotion | S | | |
| Starred Snoozed Sent | Get started with Gmail | | | | | × |
| Sent Drafts More | Choose a theme | e Change image | ge profile 9 | + Import contacts and mail | Get Gmail for mobile | |
| Chris - | 🗆 🕁 ssq | Complete your PEC Safet | ty 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 | w Google Account - Google ba | nner Hi Chris, Welcome to Google. You | new account comes with access to Googl | 9:25 PM |
| | | | | | | |

6. Click on the "Complete Registration" link.

| = M Gmail | Q Search mail | Ø 🕸 III | V |
|------------------------------------|--|-------------------------------|---|
| + Compose | | 1 of 2 < > 📷 👻 | - |
| Inbox 11 | Complete your Veriforce Account Registration | ÷ 0 | ø |
| ★ Starred Snoozed | ? sq@pecsafety.com k torne + | 1:43 PM (2 minutes ago) 🛣 🐔 🗄 | 0 |
| > Sent | | | |
| Drafts V More | veriforce | | + |
| Meet | | | |
| Start a meeting Join a meeting | | | |
| Hangouts | You're Almost Done! To complete your Ventice account registration, venty your email address by clicking the button before. | | |
| - | COMPLETE REGISTRATION | | |
| | 3(0) Headdwy Disparate Black, Consequence 14, 736133 800 BD2 47751 veedfareac com © 2025 Varifacealle Ad Rights Reserved. | | |
| No recent chats Start a new one | (♠, Reply) (a) 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 testverforcestudentigmal.com Password Confine baseword | |
| NEXT | |
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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.

| veriforce | | | | | | |
|--|----------------------|--|--|--|--|--|
| Welcome | | | | | | |
| 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 | | | | | | |

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.

| | Welcom | e | |
|----------------------|---|----------------------|--|
| [| Do you have a Pl | EC ID? | |
| YES, I HAVE A PEC ID | | NO, I DON'T HAVE ONE | |
| | 020 Veriforce. All Rights Res Root=1-5f738200-2a59a530 | | |
| | | | |

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: Email Address testveriforcestudent@gmail.com Image: Email Address testveriforcestudent@gmail.com Image: Phone Number 985-555-1234 |
| < | |

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