

BeOnline: Health and Safety Management and Training FAQ and Quickstart guide

About BeOnline

As part of our commitment to your training and development, the University of Aberdeen has invested in an online health and safety management and training system – **BeOnline**.

BeOnline allows us to deliver health and safety training to staff as appropriate and to manage and record who has completed what training.

You may be assigned to various BeOnline modules – for example *DSE Workstation Training and Assessment*, *Fire Safety Awareness Training*, *Health & Safety Induction Training*.

What happens when I am assigned to a training module?

Each time you are assigned and required to complete a training module, you will receive a Welcome email inviting you to login to the system and including guidance on what to do next.

The system will send automatic emails reminders to anyone who has not completed a training module.

How do I access the training?

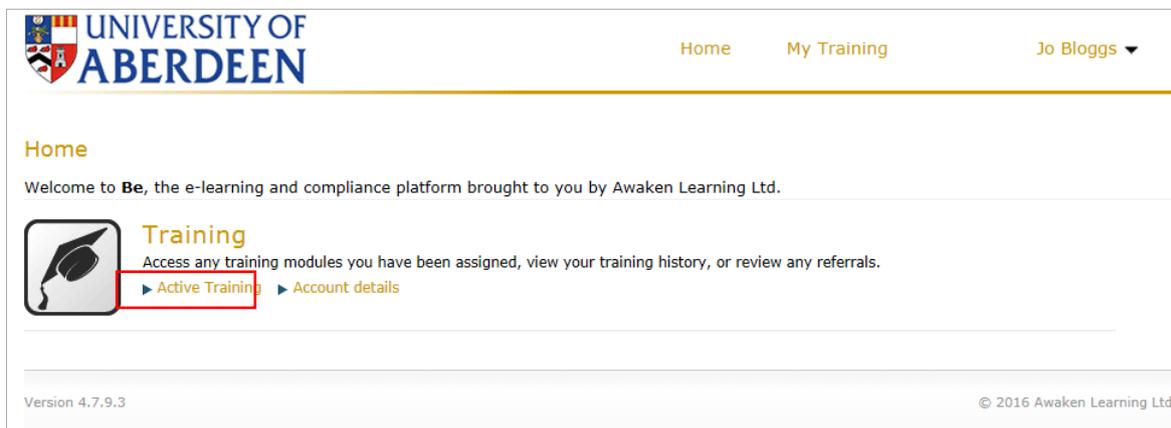
1. Windows

Either click on the link in the Welcome email, or going directly to <https://abdn.awaken-be.com> and login using your University username and password.

Non-Windows

Use the University's Virtual Desktop Infrastructure (VDI) to access Windows, then launch Internet Explorer, go to <http://abdn.awaken-be.com> and login using your University username and password.

- See [user guide](#) for instructions on using the VDI.
2. The training module you have been assigned will be listed under **Active Training** on the **Home** screen.
 3. Click on **Active Training** and then on the training module you have been assigned to start.



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Home

Welcome to **Be**, the e-learning and compliance platform brought to you by Awaken Learning Ltd.

 **Training**
Access any training modules you have been assigned, view your training history, or review any referrals.

▶ Active Training ▶ Account details

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What does the training comprise?

In addition to the **training** itself, modules can include additional components. For example, some modules may include a **competency test**, and others a **self-assessment**. Some modules may include both.

Do I have to complete the training module in one sitting?

You can leave the training component at any time. When you resume training, you will automatically be taken to the last page you visited.

However, if you leave midway through a competency test or self-assessment, the next time you access the system you will need to start the test or assessment again.

What happens when I've completed the training?

Provided you have completed any self-assessment components successfully, and no issues are identified, the training module will move automatically from Active Training to **Completed Training**. You are finished!

If you fail the self-assessment component of a training module, the module remains active. The system generates a referral case based on your answers and your Line Manager will be notified and asked to take action. They will help you to resolve any outstanding issues and complete the assessment. Once issues are resolved, the training module will move from Active Training to **Completed Training** and you are finished.

Where do I go if I need help?

If you need help using BeOnline, or would like advice on any aspect of BeOnline's training modules, please contact the [Central Safety Team](#)