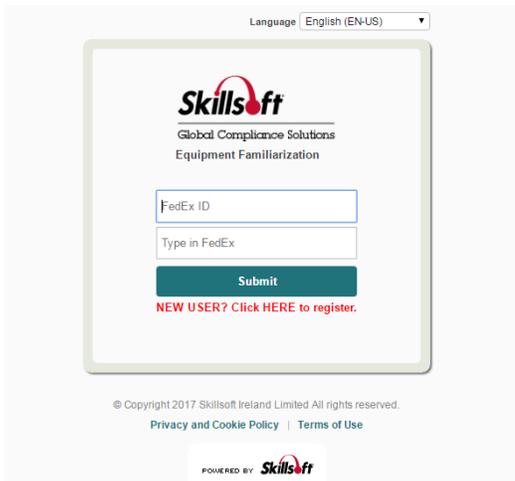


Instructions - FedEx Ground Owned Equipment Online Familiarization

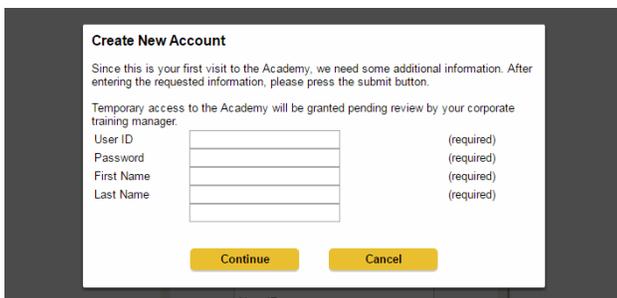
To access the module, go to: <http://www.skillsftcompliance.com/Academy/Commonui/login.aspx?orgid=522602>

1. Click on the “NEW USER” (in red) below the Submit button the first time you access the system.
2. Input your FedEx ID Number as the UserID and the term FedEx as the password.



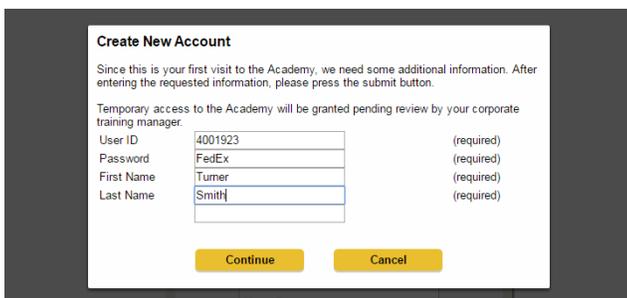
The image shows the Skillsft login page. At the top, there is a language dropdown menu set to 'English (EN-US)'. The Skillsft logo is prominently displayed, followed by the text 'Global Compliance Solutions' and 'Equipment Familiarization'. Below this, there are two input fields: 'FedEx ID' and 'Type in FedEx'. A green 'Submit' button is positioned below the second field. Underneath the button, there is a red link that says 'NEW USER? Click HERE to register.'. At the bottom of the page, there is a copyright notice for 2017 Skillsft Ireland Limited, along with links for 'Privacy and Cookie Policy' and 'Terms of Use'. A 'POWERED BY Skillsft' logo is also present at the bottom.

3. Once you click on New User, you will see the screen below:



The image shows the 'Create New Account' form. The title is 'Create New Account'. Below the title, there is a paragraph of text: 'Since this is your first visit to the Academy, we need some additional information. After entering the requested information, please press the submit button.' Below this, there is another paragraph: 'Temporary access to the Academy will be granted pending review by your corporate training manager.' The form contains four input fields: 'User ID', 'Password', 'First Name', and 'Last Name'. Each field has a '(required)' label to its right. Below the input fields, there are two yellow buttons: 'Continue' and 'Cancel'.

4. Input your data.



The image shows the 'Create New Account' form with data entered into the input fields. The title is 'Create New Account'. Below the title, there is a paragraph of text: 'Since this is your first visit to the Academy, we need some additional information. After entering the requested information, please press the submit button.' Below this, there is another paragraph: 'Temporary access to the Academy will be granted pending review by your corporate training manager.' The form contains four input fields: 'User ID' (4001923), 'Password' (FedEx), 'First Name' (Turner), and 'Last Name' (Smith). Each field has a '(required)' label to its right. Below the input fields, there are two yellow buttons: 'Continue' and 'Cancel'.

- After clicking continue, you will land on the Welcome Page.
- Click on the Learning Plan on the left to see the assignment below, "FedEx Ground Owned Equipment Familiarization."

- You can check your Completion Status and History under Transcript. This is also where you can print your individual certificate to give to the Road Test Administrator.

Note: C=Complete I=Incomplete NS=Not Started
EX=Exemption EQ=Equivalency OD=Overdue
REQ=Required OPT=Optional

Course Title	Training	Status	Date Completed	Date Due	Print Cert
FedEx Ground Owned Equipment Familiarization (WBT)	REQ	C	2017-APR-17	2017-MAY-01	Print

Need Help?

Skillssoft’s Customer Support Consultants are ready to assist 24 hours a day, 7 days a week.

Options for support can be found here: <https://support.skillsoft.com/contact.asp>