



GUIDANCE

MANDATORY HSE TRAINING

MODULE 1

Registration - Completion

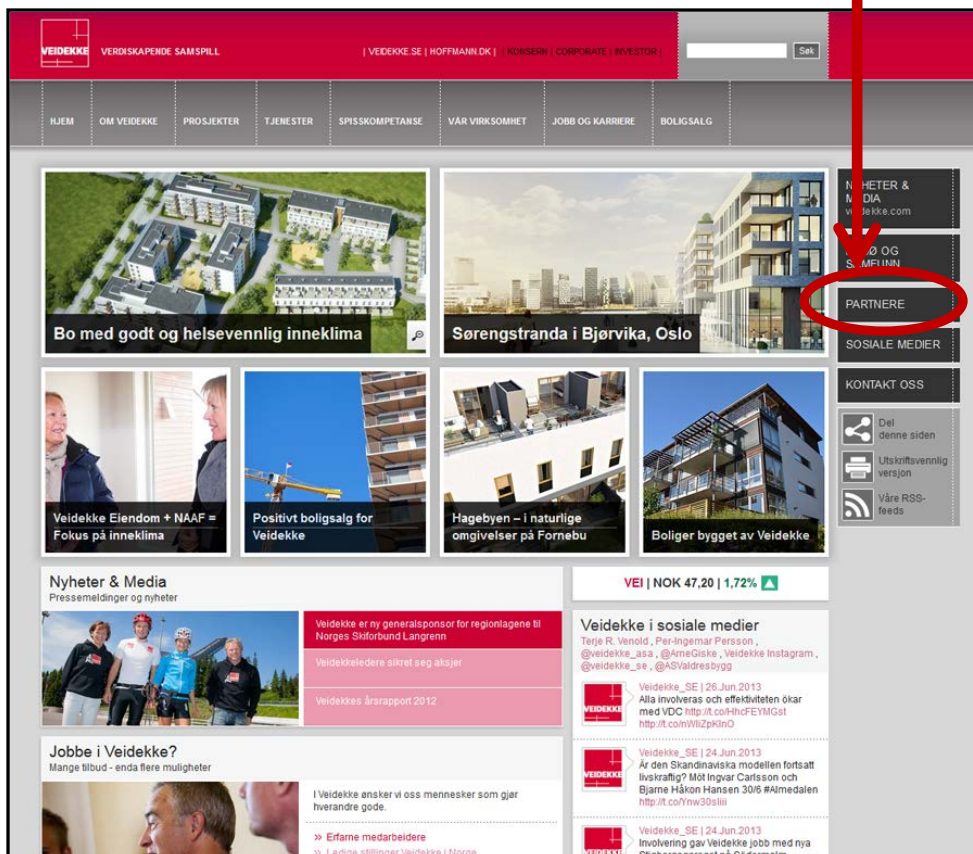
Get started with Veidekke's supplier portal!

Welcome to Veidekke's learning portal! Below you can find information to help you get started.

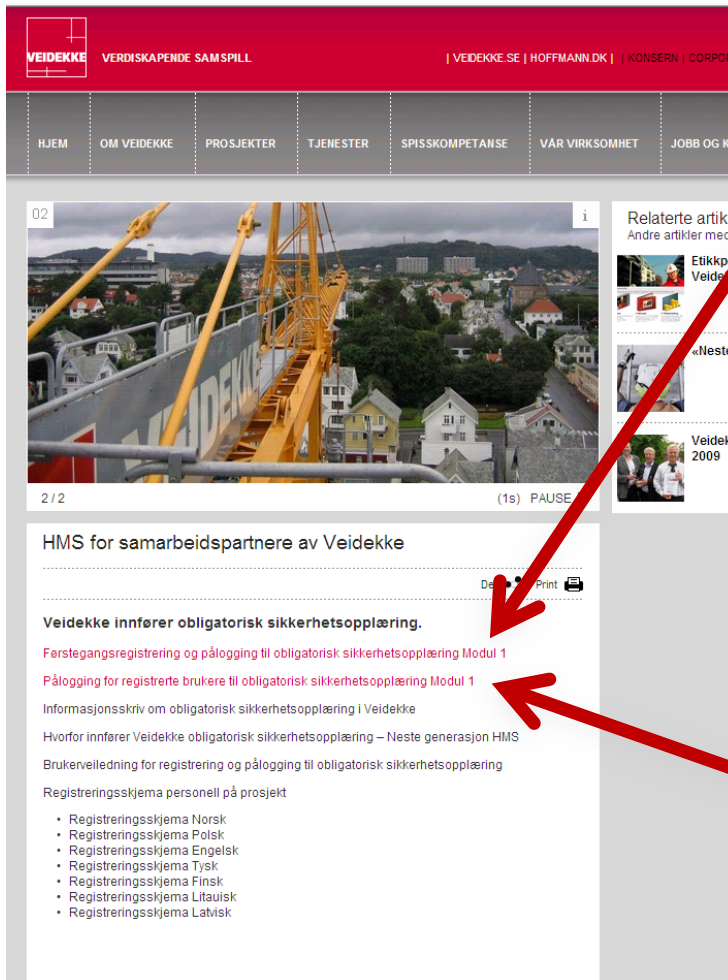


1. Find your ID card for the building and construction industry.

2. Go to www.veidekke.no and follow the link for "PARTNERS" or <http://www.veidekke.no/partnere/>



The screenshot shows the Veidekke website homepage. At the top, there is a navigation bar with the Veidekke logo and the text 'VERDISKAPENDE SAMSPILL'. Below this is a secondary navigation bar with links for 'HJER', 'OM VEIDEKKE', 'PROSJEKTER', 'TJENESTER', 'SPISSKOMPETANSE', 'VÅR VIRKSOMHET', 'JOBB OG KARRIERE', and 'BOLIGSALG'. The main content area features several large images and text blocks, including 'Bo med godt og helsevennlig innelima', 'Søregstranda i Bjørvika, Oslo', 'Veidekke Eiendom + NAAF = Fokus på innelima', 'Positivt boligsalg for Veidekke', 'Hagebyen - I naturlige omgivelser på Fornebu', and 'Boliger bygget av Veidekke'. On the right side, there is a vertical navigation menu with links for 'NYHETER & MEDIA', 'JOBB OG KARRIERE', 'PARTNERE', 'SOSIALE MEDIER', and 'KONTAKT OSS'. A red arrow points to the 'PARTNERE' link, which is circled in red. Below the main content area, there are sections for 'Nyheter & Media', 'Jobbe i Veidekke?', and 'Veidekke i sosiale medier'.



3. Go to registration by selecting:
Initial registration and log-on
for mandatory safety training
Module 1

If you already have a
registered account and user
name, select:
Log-in to mandatory safety
training Module 1 for
registered users



Registreringsskjema - Leverandørportalen (Click on the flagsymbols to change language)



4. Select language

Velkommen til Veidekkes leverandørportal! For å kunne jobbe for Veidekke, må all obligatorisk sikkerhetsopplæring være gjennomført og kunne dokumenteres. For å få tilgang til den obligatoriske sikkerhetsopplæringen må du registrere deg på denne siden. Husk å skrive ned ditt brukernavn og passord til senere innlogging!

Fornavn:	*	<input type="text"/>	
Etternavn:	*	<input type="text"/>	
E-postadresse:	*	<input type="text"/>	Har du ikke egen e-postadresse/ firma e-post, bruk training@veidekke.no
Samarbeidspartner (kun ett valg):	*	Velg <input type="button" value="v"/>	
Organisasjonsnummer (se ID kort):	*	<input type="text"/>	Ikke bruk bokstavene, kun tall (9), skrives sammenhengende
Fødselsdato:	*	<input type="text"/>	DD.MM.ÅÅÅÅ
Brukernavn:	*	<input type="text"/>	Bruk ditt mobilnummer. Kun tall, sammenhengende, f.eks. 004799999999
Passord:	*	<input type="password"/>	Passordet må inneholde minst 6 tegn, inkludert en stor bokstav og et tall
Bekreft passord:	*	<input type="password"/>	

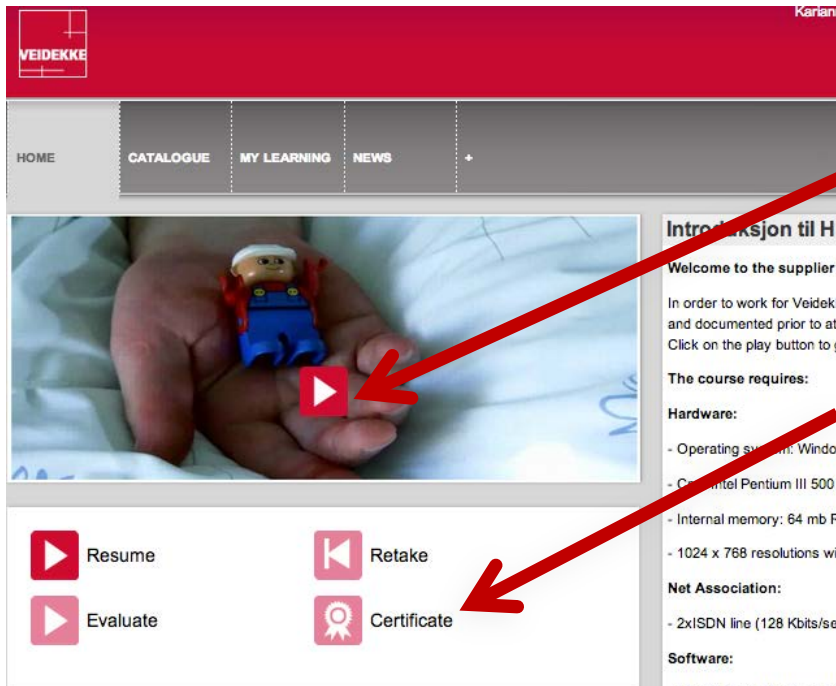
Ved å trykke Logg inn, gir jeg mitt samtykke til at Veidekke oppbevarer mine registrerte opplysninger og kursgjennomføring

Fornavn:	*	<input type="text"/>	
Etternavn:	*	<input type="text"/>	
E-postadresse:	*	<input type="text"/>	
Samarbeidspartner (kun ett valg):	*	Velg <input type="button" value="v"/>	
Organisasjonsnummer (se ID kort):	*	<input type="text"/>	
Fødselsdato:	*	<input type="text"/>	
Brukernavn:	*	<input type="text"/>	
Passord:	*	<input type="password"/>	
Bekreft passord:	*	<input type="password"/>	

Ved å trykke Logg inn, gir jeg mitt samtykke til at Veidekke oppbevarer mine r

5. Register your information and log in!

- All fields marked with a * are mandatory fields, including e-mail address. Use your work e-mail address if you have one, otherwise use a private e-mail address such as @gmail.com or @yahoo.com, alternatively you can use the address training@veidekke.no. E-mail is used for sending password reminders, we therefore recommend that you use your own e-mail address!



6. Start the training by pressing the play button

7. When the training has been completed you will be able to print out your certificate by clicking the certificate icon

Minimum technical requirements for playing the training:

Hardware:

- Operating system: Windows 2000 professional
- Processor: Intel Pentium III 500 MHz
- Internal memory: 64 mb RAM
- 1024x768 point resolution with thousands of colours (16bit)

Network connectivity:

- 2xISDN line (128 kbps) or better

Software:

- Plugin: Flash plugin, version 8.0 or more recent
- **Pop-up blocker must be disabled for this page.**

Tips and tricks

- If you have an *Ipad* or *Mac* you will need to use *Chrome* as your browser in order for the training to play. Safari and Mac will not accept flash. Chrome has flash installed as part of the browser.
- When you enter your user name and password, please be aware of UPPER and lower case letters.
- If you have activated the pop-up blocker, please make sure that this is disabled for *this internet address*
- Your password must contain **one number** Make note of your password and make sure that you use a password you will be able to remember.
- If you have *forgotten your password*, please use the forgotten password feature on the log-in page. This will send a new password to the e-mail address you used when registering. You may be asked to set a personal password.