

TCS Online Training User Quick Reference

This document is designed to give you a basic introduction to the Total Compliance Solutions Online Training program.

To start, go to the TCS website – <http://www.tcs-inc.us>

Click on the Online Training Login button.



This will bring you to the Compliance Manager Training Site – www.tcs-online.us

Enter in your user name and password. These should have been assigned to you by your Administrator.



Your User Name: _____

Your Password: _____

Welcome to the TCS Demos online compliance resource. The illustration below right is meant to introduce you to the key features of your main course screen. These instructions are available in more detail by downloading the Quick Reference Guide. An abbreviated version of this guide is available throughout the course by clicking the "help" link on the main navigation bar.

- The Course Title Bar:** This shows you the name of the course for which you are enrolled and displays your final completion status. You complete the course by completing each course chapter. A certificate link will appear on the bar when all chapters are completed.
- Course Chapters:** Each chapter title is a link to that chapter material. Your completion status and the score required for successful completion of the chapter test material is listed.
- Performance Report:** Clicking on your chapter score allows you to see your scores for all test material for that chapter.
- Access to Past Courses:** If you want to see performance information from a previous period, click the "Past Courses" link.

Click Here to continue to your course(s).

Continue to Course Menu

Click Here to Skip this from now on.

Once you log in, you will be presented with the Introduction screen – click on :Continue to see the courses assigned to you.

Available CourseWork

*The courses below are currently available to be taken. Please complete all coursework as directed by your site administrator. You may continue to review the content even after you have completed the course until the license expiration date.

Course Chapter	Completion Status	Your Score	Passing Score	Credit	Certificate
[+] HIPAA Privacy & Security					
[-] OSHA Safety Demo					
Bloodborne Pathogens		N/A	75		
Fire Safety		N/A	75		
General Safety		N/A	75		
Hazard Communication		N/A	75		
[-] OSHA Safety Tier 3	InComplete				
General Safety	20% Complete	0	75		

Click on the + sign to see the Course Chapters

Click on Any Chapter to go to that Chapter.

You should have one or more courses assigned to you – click on the “[+]” sign next to a course to see the chapters. Click on the Chapter that you want to work with to start a course.

Please be aware that you MUST go through the entire class to finish.



Once you have finished the class and passed the test, you will see a certificate icon next to the class. Click on this and print your certificate to show that you have completed the class.