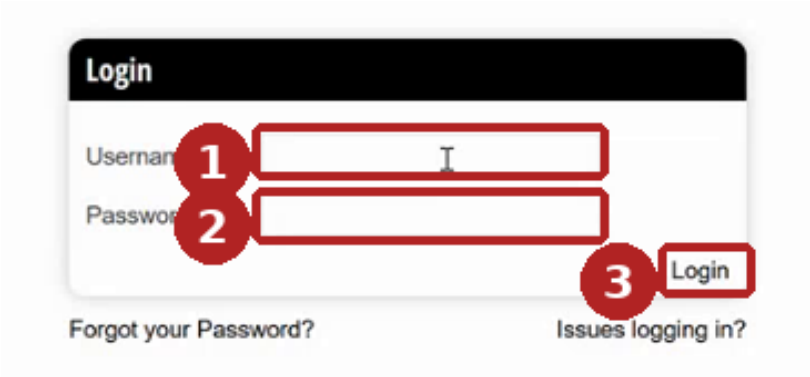
Learning Hive - Basic User Guide

Use this guide to sign in, complete Safety Moment sign-offs, check your training records and manage your profile. Screens and assignments may vary by user.

Sign in

Go to https://bee-clean.fastrescuesystems.com/ in your web browser.

1. Enter the username provided to you.
2. Enter your password.
3. Select Login.



Need help signing in? Use Forgot your Password? or Issues logging in? Click below the login box, or speak with your supervisor.

Respond to the Welcome message

If a message says you have outstanding Monthly Talks or Training, select Yes to view content. Bee-Clean Safety Moments appear under Monthly Talks in the system.

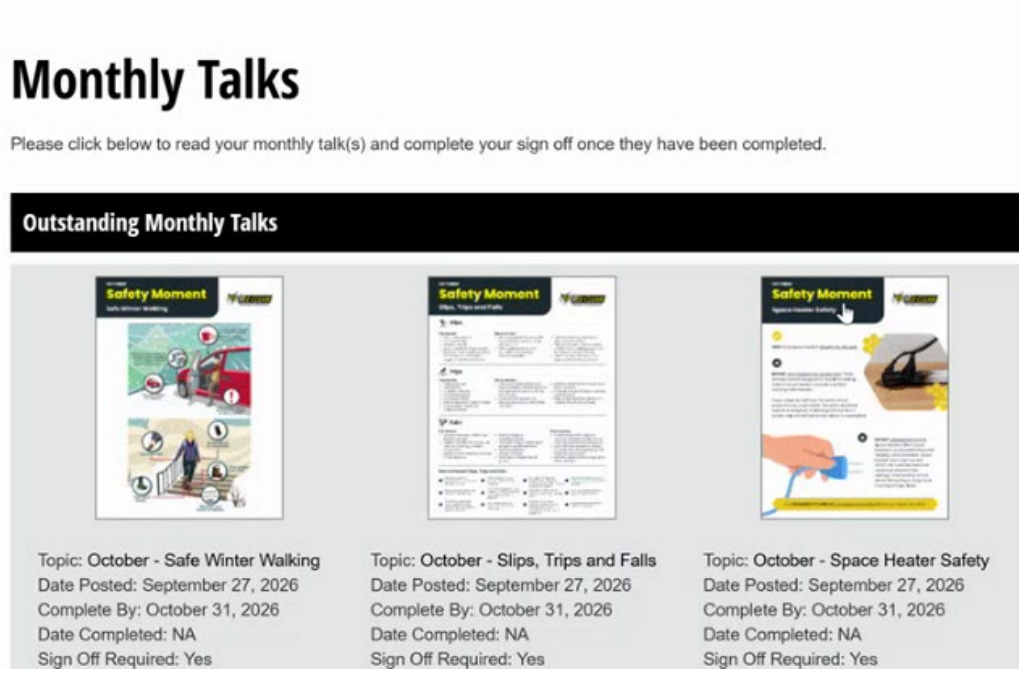


You can also open Monthly Talks from the menu on the left.

Read and sign off on Safety Moments

Choose a topic

Open Monthly Talks. Find an outstanding topic, check its Complete By date, and select its poster image to open it.



Example topics and dates are shown. Your assigned items may be different.

Read the full document and select Agree

Read the entire poster or PDF. Scroll inside the document viewer to see all of it. If anything is unclear, ask your supervisor or Health and Safety Coordinator before signing off.

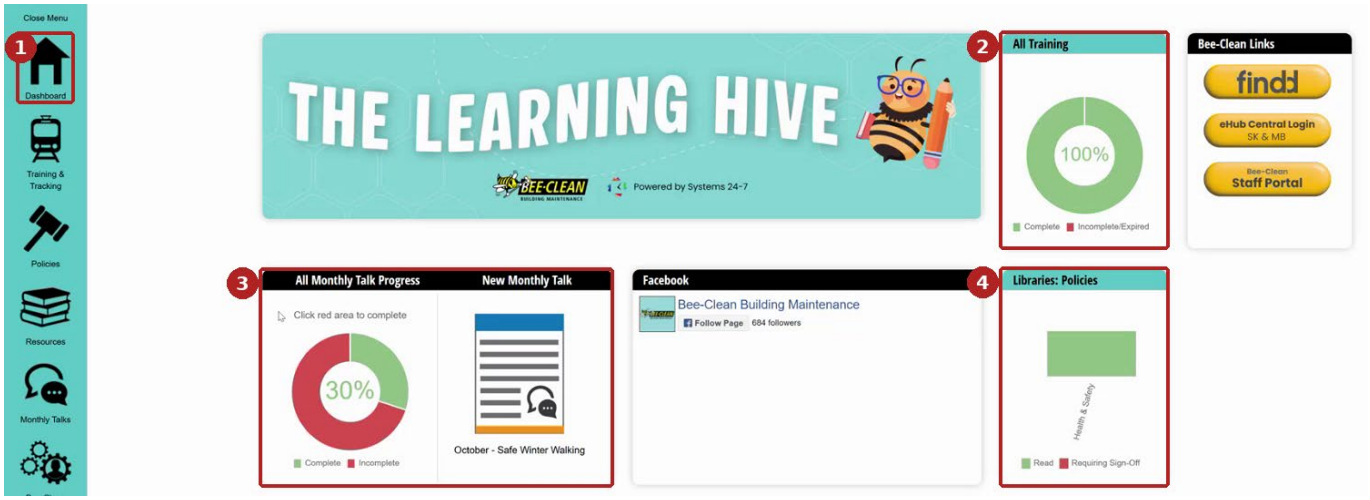


Select Agree only after you have read and understood the content and can make the declaration shown. Opening the poster alone does not complete the sign-off.

Select Back to Monthly Talks, or use Monthly Talks in the left menu, to return to the list.

Return to the dashboard

Select the house icon labelled Dashboard in the left menu.



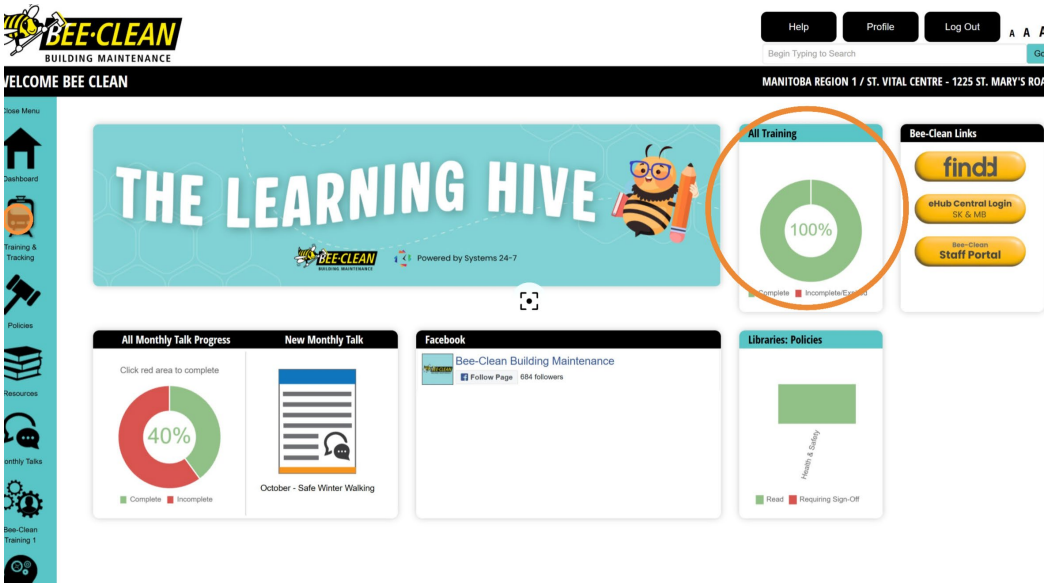
1. Dashboard returns you to the home screen.
2. All Training opens your training records.
3. All Monthly Talk Progress shows Safety Moment completion.
4. Libraries: Policies links to policies available to you.

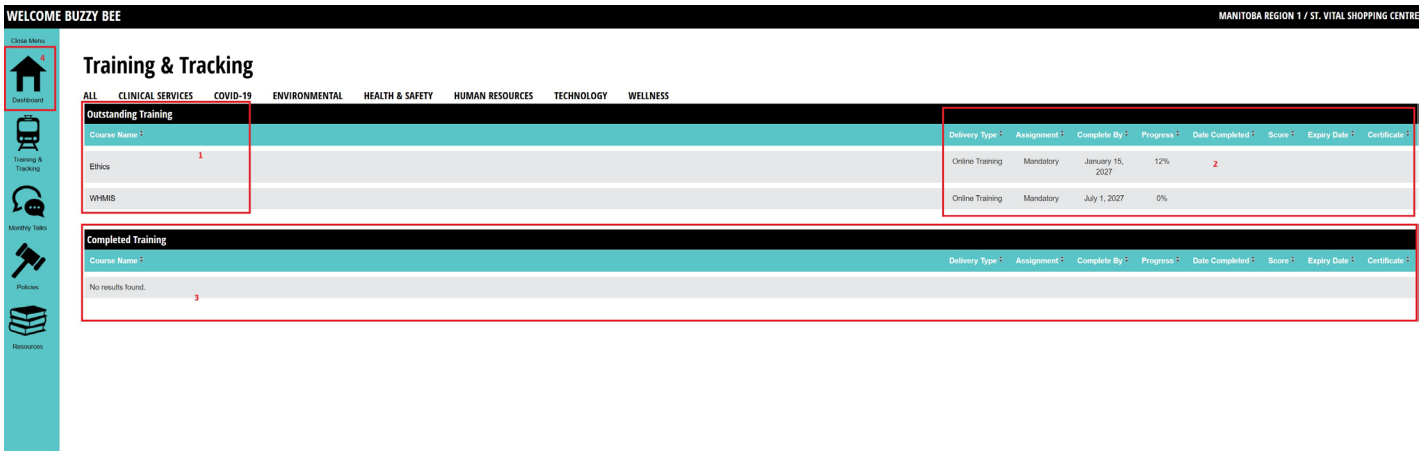
Green shows completed or read items; red shows incomplete items, expired training or policies requiring sign-off, as labelled on each widget. Bee-Clean Links provides shortcuts such as eHub and the Staff Portal.

View Assigned Training and Certificates

Open your Training

You can access your Assigned Training by selecting All Training on the dashboard, or Training & Tracking in the left menu.



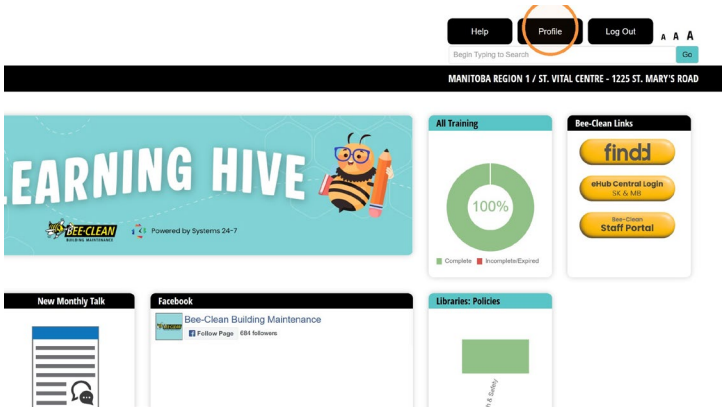


1. Outstanding Training lists courses still to be completed. Click on the name of the Course to begin or continue that course.
2. Information on the specific course, including deadlines to complete as well as progress. Please note that the course always saves where you last left off, making it easy to continue working on the course when time permits.
3. Completed Training lists finished courses, progress and completion details. Select the certificate icon beside a completed course when one is available. Certificates will open in a New Tab and can be printed if needed.
4. Return to Dashboard at anytime.

Update your profile

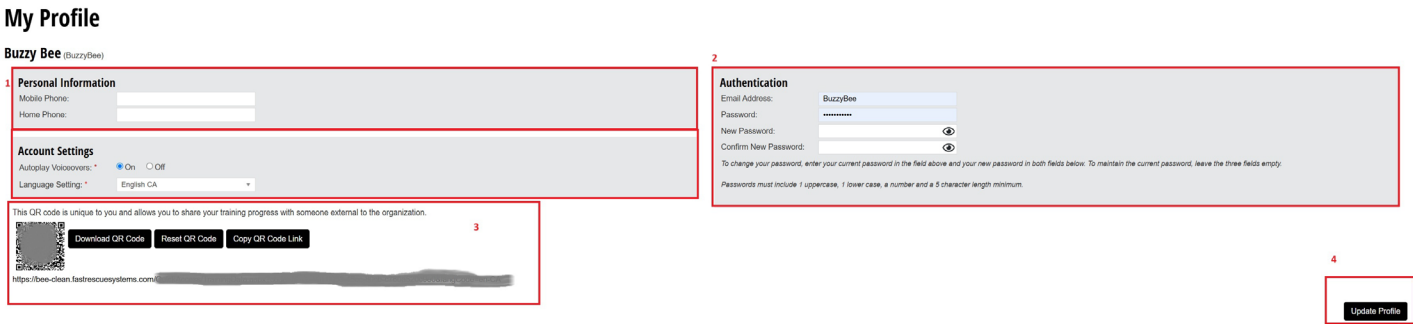
Review your contact details and language

Select Profile at the top of the screen. Update your phone numbers, email address or language setting as needed, then select Update Profile.

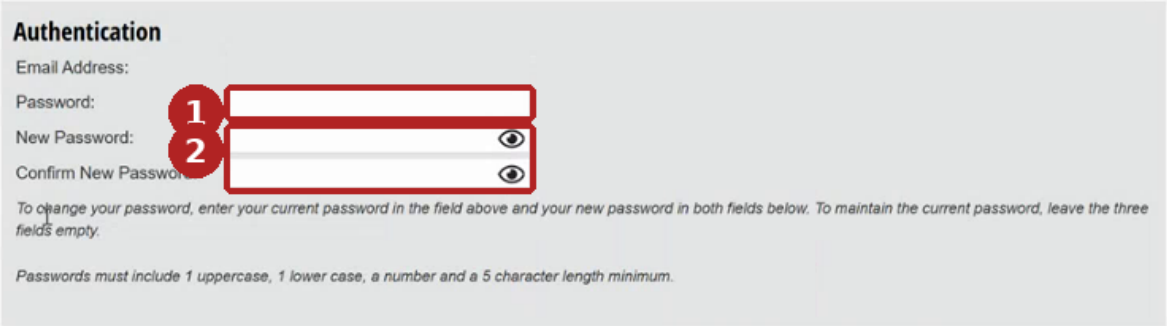


See image below for where to update Profile Information:

1. **Personal Information** and **Account Settings** include phone numbers and language.
2. **Authentication** includes email and password fields. We strong recommend ensuring you have an email address in your Profile to ensure you can reset passwords and get the best use out of The Learning Hive.
3. This is your customized QR Code which can be scanned by others to bring up your Training Record. If you ever need to show someone your Training Record, you can bring up this area in your Profile page and they can scan to see where you are at with your training. This is individual to each Bee-Clean employee.
4. **Update Profile saves your changes.**



Change your password when needed

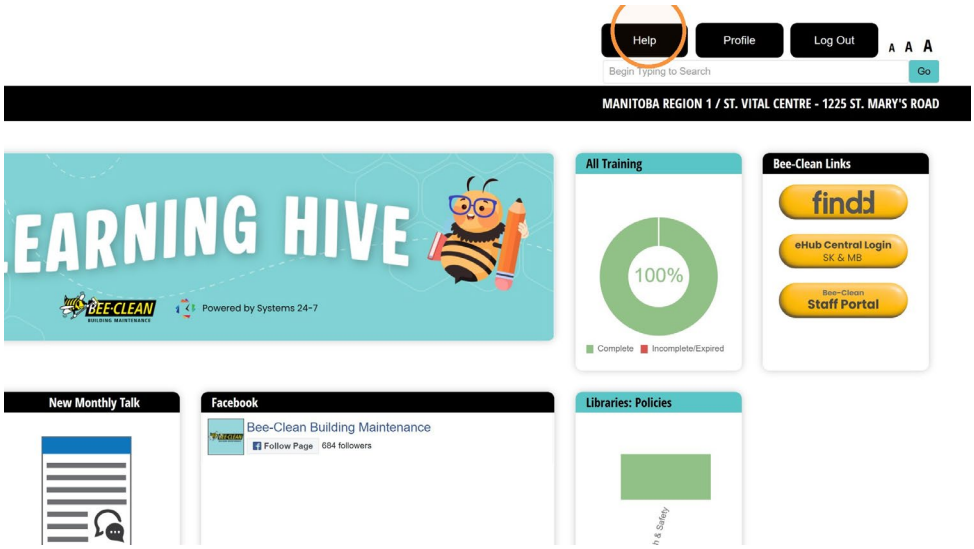


1. Enter your current password in Password.
2. Enter your new password in New Password and Confirm New Password. Follow the requirements displayed on screen.
3. Select Update Profile to save.

If you are only updating other profile details, leave all three password fields blank.

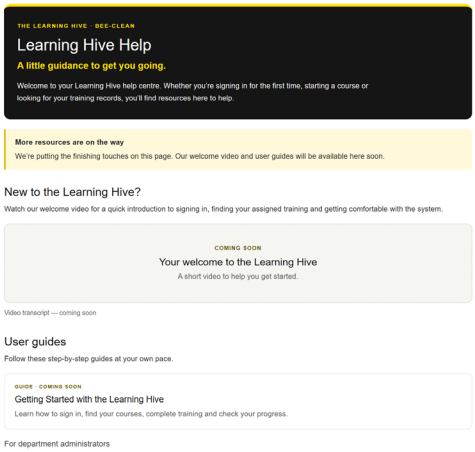
About your QR code: Your profile includes a unique QR code and link for sharing your training progress outside the organization. Share it only when you intend to give someone access to that information. Get help and finish your session

Find Help



On the Help page, see screenshot on next page, look for Basic User Guides and the technical assistance option. The page pictured in the screenshot below may change as resources are updated.

Technical Help



For questions about assigned training or Safety Moment content, speak with your supervisor or Health and Safety Coordinator.

If you have any technical issues or need additional help, email your question and contact information to learninghive@bee-clean.com. Please note we will do our best to get back to you within 2-3 business days.

Log out

When you finish, select Log Out at the top of the screen, especially if you are using a shared computer.

Before you leave

Check for outstanding training and Safety Moments. Review due dates and complete the items assigned to you. Return regularly to keep up with new assignments.