

Quick Reference Guide: Accessing Onboardings in ITS

Overview

PG&E's Vegetation Management Assessment Program is intended to ensure workers are verified to complete their work safely and correctly. This program tests a variety of skills related to vegetation management. All vegetation management workers are expected to complete assessments for the work that they perform in the field.

Before participating in assessments, workers will be required to complete pre-requisite onboarding modules.

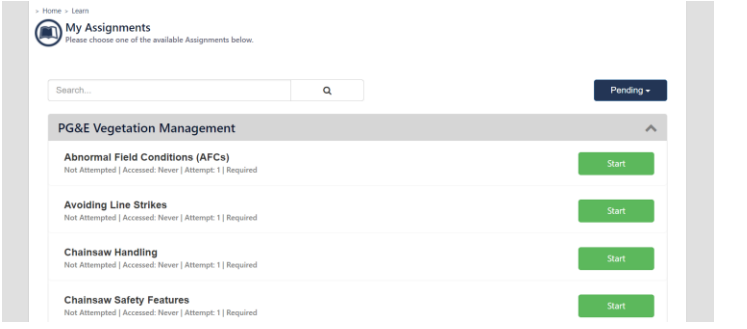
Each worker must have an individual login to their ITS account, which is associated with their assessments. Some assessments have prerequisite onboarding modules that must be taken prior to the assessment. Your company will set up your account and provide you with your login and password.

Access ITS OnBoard

Follow these steps to access the onboarding modules in the ITS OnBoard system.

Note: Workers must each complete their onboarding modules through their own ITS account associated with their assessments. No group completion.

Step	Screenshot
1. Access ITS OnBoard at: https://learn.its-training.com/Login.aspx Result: The login screen displays.	
2. Enter <i>Username</i> .	This screenshot is shared across steps 2, 3, and 4
3. Enter <i>Password</i> .	
4. Click Login . Result: The Home page displays.	
<p>Note: If this is your first time signing into ITS OnBoard, you will be prompted to change your password and provide general information.</p>	
5. Click My Assignments . Result: The Assignments page displays.	

Step	Screenshot
<p>6. Click Start next to the desired onboarding module. Result: The module begins.</p> <p>All modules must be completed by VM field employees.</p>	
<p>7. Complete the onboarding, following instructions provided in the module.</p>	