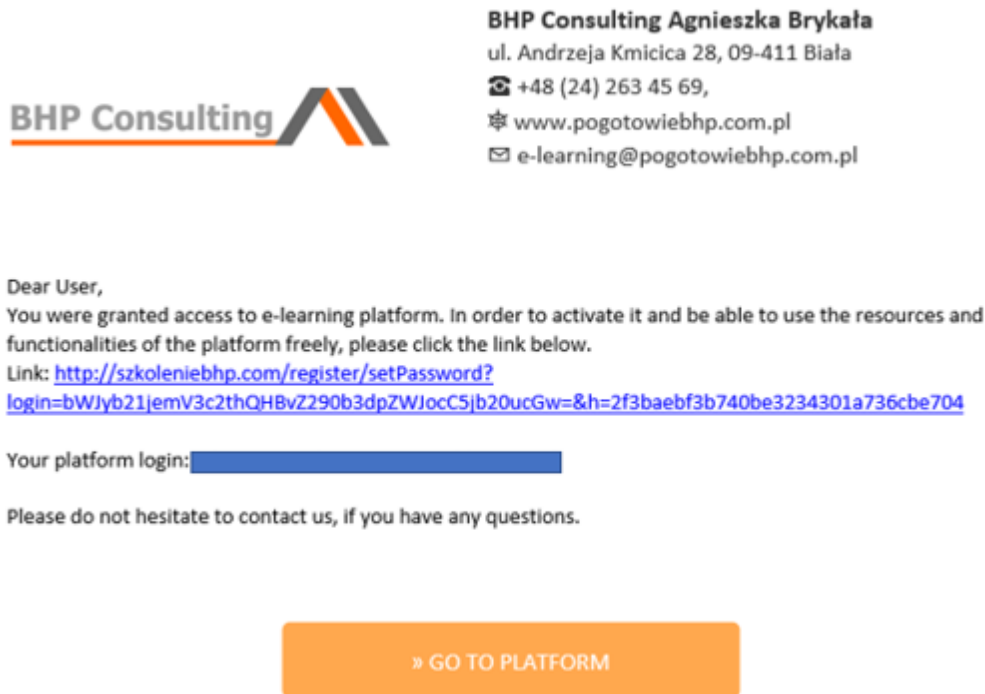


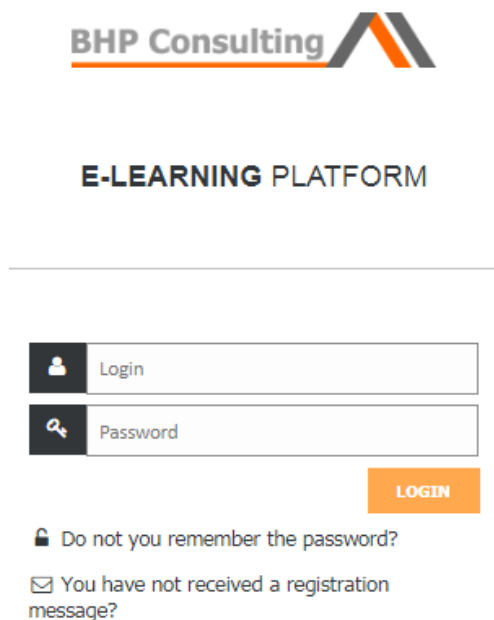
BHP CONSULTING AGNIESZKA BRYKAŁA
ELEARNING PLATFORM
INSTRUCTION MANUAL

I. User registration and login

1. After receiving the e-mail address of the training participant, the administrator assigns him on the platform to a designated training group.
2. The participant receives a registration message with the following content:



3. The login is the user's email address, and the password should be set individually by clicking on the activation link.
4. After setting the password, the user can go to the platform or log in from the website: szkoleniebhp.com



- After logging into your account on the platform, it is necessary to familiarize yourself with the rules regarding the platform and the clause regarding the processing of personal data. This step requires approval.

Witaj na Platformie e-learningowej!
Aby móc w pełni korzystać z platformy, prosimy zapoznać się z treścią oraz zaakceptować następujące polityki.

1. Regulaminy*	
REGULAMIN korzystania z systemu internetowego e-learning "Szkolenia BHP on-line" I. Informacje ogólne 1. Niniejszy Regulamin określa ogólne zasady i warunki korzystania z systemu internetowego e-learning "Szkolenia BHP on-line" (zwanego dalej Portalem), warunki zawierania umów o świadczenie usług (hereinafter referred to as the Portal), conditions for entering into the szkoleniowych, a także tryb postępowania reklamacyjnego. Dostęp do zawartych w Portalu informacji nie wymagających procesu logowania jest nieodpłatny.	TERMS OF USE "Safety Training on-line" Internet e-learning system I. General Information 1. The Terms of Use define the regulations that govern the use of the szkoleniowych, as well as detail the Portal not requiring registration is free.

☐ I accept the document

2. Klauzula na przetwarzanie danych osobowych*

Zgodnie z art. 13 ust. 1 i 2 Rozporządzenia Parlamentu Europejskiego i Rady (UE) 2016/679 z dnia 27 kwietnia 2016 r. w sprawie ochrony osób fizycznych w związku z przetwarzaniem danych osobowych i w sprawie swobodnego przepływu takich danych informuję, iż: 1. W przypadku bezpośredniego zawarcia umowy na przeprowadzenie szkolenia okresowego z zakresu BHP za pośrednictwem platformy e-learningowej http://elearning.szkoleniebhp.pl/kursy/ przez uczestnika, Administratorem Pani / Pana danych osobowych jest BHP Consulting Agnieszka Brykała ul. Andrzeja Kmiciaka 28; 09-411 Biała. 2. W przypadku skierowania na szkolenie okresowe z zakresu BHP za pośrednictwem platformy e-learningowej http://elearning.szkoleniebhp.pl/kursy/, Administratorem danych osobowych jest kierujący pracodawca/zleceniodawca, a BHP Consulting Agnieszka Brykała ul. Andrzeja Kmiciaka 28; 09-411 Biała jest podmiotem przetwarzającym Pana / Pani dane osobowe.	In accordance with art. 13 section 1 and 2 of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, please be informed that: 1. In the event of a direct conclusion of the contract for periodic OHS training through the e-learning platform http://elearning.szkoleniebhp.pl/kursy/ by the participant, the Administrator of your personal data is BHP Consulting Agnieszka Brykała ul. Andrzeja Kmiciaka 28; 09-411 Biała. 2. In the case of referral for periodic OHS training through the e-learning platform http://elearning.szkoleniebhp.pl/kursy/, the Administrator of personal data is referring employer / principal, and BHP Consulting Agnieszka Brykała ul. Andrzeja Kmiciaka 28; 09-411 Biała is the entity that processes your personal data.
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* Consents that are compulsory in order to use the e-learning platform. Accepting translates into being familiar with their contents and being committed to adherence.

SEND

- Then, the user must complete the basic data, i.e. name and surname and date of birth (the user is obliged to provide true data, as they are necessary to issue an appropriate certificate after the training). The data should be completed in the tab: My Profile - My Data:

Main menu **My profile**

My profile My data My picture Notices

My profile

My Courses

Course Catalogue

Calendar

Regulations

Browser Test

Logout

Login

Name

Surname

Email

Birth date

New password

Confirm new password

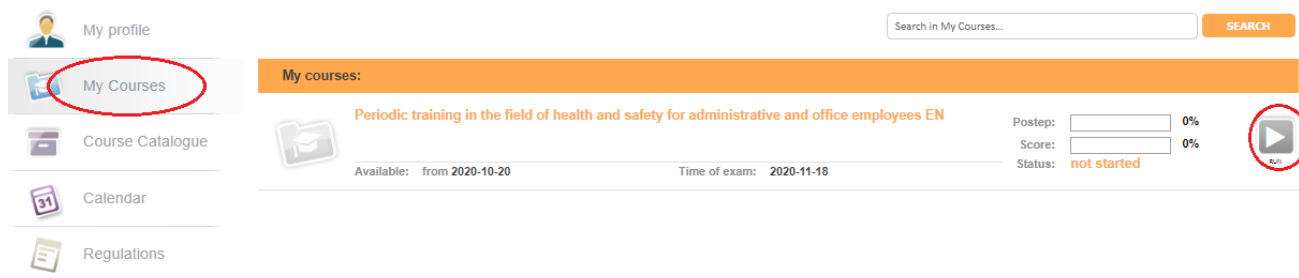
abrykala@pogotowiebhp.com.pl

Agnieszka

abrykala@pogotowiebhp.com.pl

SAVE CANCEL

7. After saving the changes, you can go to the My Training tab, where you can find a training dedicated to a given User. By clicking the Start button you can start the training.



II. Stages of the training being implemented

1. The training consists of an Introduction and thematic modules, which the participant goes through on a dependency basis. After each module, there are quizzes - 3 multiple-choice questions to be solved. When starting the training, the participant has access to the Introduction and the 1st module. It is not possible to skip the next stages and pass the exam test.
2. The condition for access to the next stages of the training is obtaining min. 60% of correct answers to the quizzes posted after completing a given module.
3. After passing all modules and quizzes and after the minimum duration of the training, the participant receives access to the exam test (minimum training duration for administrative and office employees 8h, engineering and technical employees and management staff - 16h). The test consists of 30 single-choice questions. Access to its implementation is unlimited. However, it is not recommended to stop the exam while it is taking place.
4. The condition for successfully completing the training and obtaining a certificate is to grant min. 60% of correct answers included in the examination test.
5. Certificates of completion of periodic occupational health and safety training are issued, depending on the selected option, either in electronic form bearing a qualified electronic signature or in paper form bearing a stamp and signature.
6. The participant's account is active for 30 days from the date of registration.

III. Technical conditions

- Access to a computer and internet connection (it is not recommended to conduct training on mobile devices such as smartphones, tablets etc.).
- Operating system: Windows XP SP3, Mac OS X v10.6, or Ubuntu 10.4 (or newer versions).
- Internet browser: Mozilla FireFox version 52, Google Chrome (recommended by the Administrator), Opera 11.
- Browser parameters:
 - For the smooth running of the training add-ons such as Adblock etc. should be turned off.
 - JavaScript language support enabled, Cascading Style Sheets (CSS) enabled,
 - Cookie support enabled,
 - Pop-up blocker disabled for LMS server site,
 - TLSv1.2 support enabled.

- Minimum hardware requirements: x86 compatible processor treating 2.33GHz or faster, for Intel Atom notebooks treating 1.8GHz or faster, for MacOS Intel Core Duo 1.83GHz or faster, 4GB of RAM or more, headphones or speakers, sound card.

IV. **Substantive support**

At each stage of the training, the participants of the training in the form of e-learning have the opportunity to consult our lecturers (from 7.00 to 15.00):

Tel. : +24 263-45-69

Email: e-learning@pogotowiebhp.com.pl

V. **Technical Support**

In the event of any problems with access to the Portal or with participation in the training, the User may ask for help from BHP Consulting by calling 24 263-45-69 or by e-mail: e-learning@pogotowiebhp.com.pl, or directly to the Platform Administrators in the hours (7:00 - 15:00):

Krzysztof Jakóbowski

Tel. : +48 663 061 606

Email: KJakobowski@pogotowiebhp.com.pl

Magdalena Stawicka

Tel. : +48 603 454 105

Email: MStawicka@pogotowiebhp.com.pl