



TOKIO MARINE
AMERICA



Loss Prevention Services

Protecting Our Global Community of Customers



SafetySkills Learning Management System Getting Started Administrator Reference Guide

Getting Started Administrator Reference Guide

Welcome to SafetySkills,

The information in this guide will walk you through how to manage your account and start training as soon as possible. Each link will take you to a SafetySkills help article with step-by-step instructions, images and videos.

If you have any questions during this process, please feel free to reach out to SafetySkills help desk at support@safetyskills.com or by clicking the “Support & Feedback” tab at the bottom left of any page on the LMS.

Your Account

Logging In

- [How to Login for the First Time](#)

Editing Display Settings

- [How to Create a Custom Welcome Email](#)

Customizing Views

- [How to Customize Table Views by Adding and Removing Columns](#)

Acquiring Credits

Tokio Marine America will provide your account with a limited number of credits for preview purposes. Once you have planned your training with the number of employees expected to be trained and the number of courses to be assigned, please contact your Loss Control Representative or cs.tokiotraining@tmamerica.com to discuss credits needed.

Please keep in mind that Administrator level users, except Report Administrators, can view and demo Courses without using credits, see the Course Content section. Therefore, if there are management/supervisor level people in your organization that would like to review courses, consider adding them as Administrator level users to conserve credits.



A service of the Tokio Marine America Loss Control Department.

TMM is committed to the highest customer trust.

We exist to deliver ANSHIN (safety, security and peace of mind) to our customers by providing the highest quality services.

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Tokio Marine America (TMA) is the marketing name for Tokio Marine America Insurance Company (TMAIC), Trans Pacific Insurance Company (TPI), and TNUS Insurance Company (TNUS).

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User Management

Adding Your Users

- [User Types in the SafetySkills LMS](#)
- [How to Configure Custom Fields/Attributes for Learners](#)
- [How to Add a Single User](#)
- [How to Add Multiple Users](#)

Resetting Users Passwords

- [How to Reset a User's Password](#)

Please note: SafetySkills help desk has the ability to reset a user's password as long as they email from an email address listed on their account. The owner of an account can determine a custom password policy, if needed. Feel free to contact support@safetyskills.com to setup a custom password policy for your account.

Editing Users

- [How to Edit Employee Data for Single and Multiple Users](#)
- [How to Deactivate and Reactivate Users](#)

Creating Groups

- [How to Create Groups](#)
- [How to Associate Groups for Admins to Manage](#)

Course Content

SafetySkills Course Catalog

- **The SafetySkills course catalog is accessible through the “Courses” tab in your account.**
 - From this page, you can export the entire list with any column you choose.



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- You can also click on any course name to view the course demo and any other information such as estimated duration and download the course syllabus.

Training

Assign Training

- **Manually**
 - [How to Create a Manual Assignment](#)
- **Automatic Assigning**
 - [How to Create Automatic Assignments](#)
 - [How to Import a Complete Training Matrix](#)
 - [How to Resolve Training Matrix Upload Errors](#)

Track Offline/In-Person Training

- [How to Create and Manage Sessions](#)
- [What to do if Learners are not displaying in a session](#)
- [How to Train Your Users with Group Mode](#)

Edit Assignments

- [How to Edit Existing Assignments](#)
- [Sending Reminder Emails](#)
- [Un-assigning a course](#)

How to Take Training

- [How to Take Training](#)
- [How to Print a Certificate for Completed Training](#)



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Reporting

- [How to Customize Table Views by Adding or Removing Columns](#)
- [How to Determine the Report You Need](#)
- [How to Create and Run Reports](#)
- [How to Run a Report for All Incomplete Assignments](#)
- [How to Run a Report for Overdue Assignments](#)
- [How to Run a Summarized Compliance Report](#)
- [How to Run a Report for Assignments Completed Quarterly](#)

Troubleshooting

- [SafetySkills LMS Minimum and Recommended Technical Requirements](#)
- [How to Clear Your Cache](#)

For more information contact us at (888) 525-2942 or email us at CS.TokioTraining@tokiom.com.



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