



Digital Testing Guide

Student Version



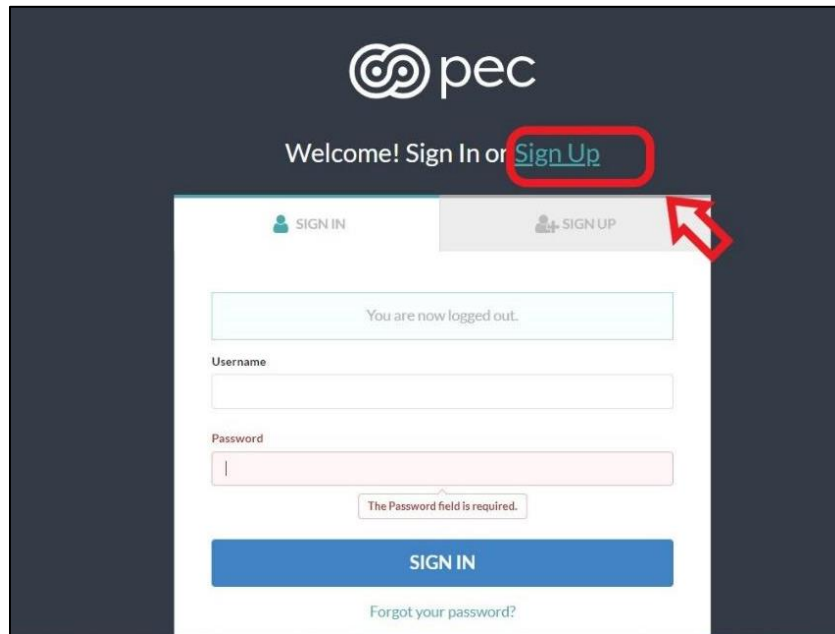
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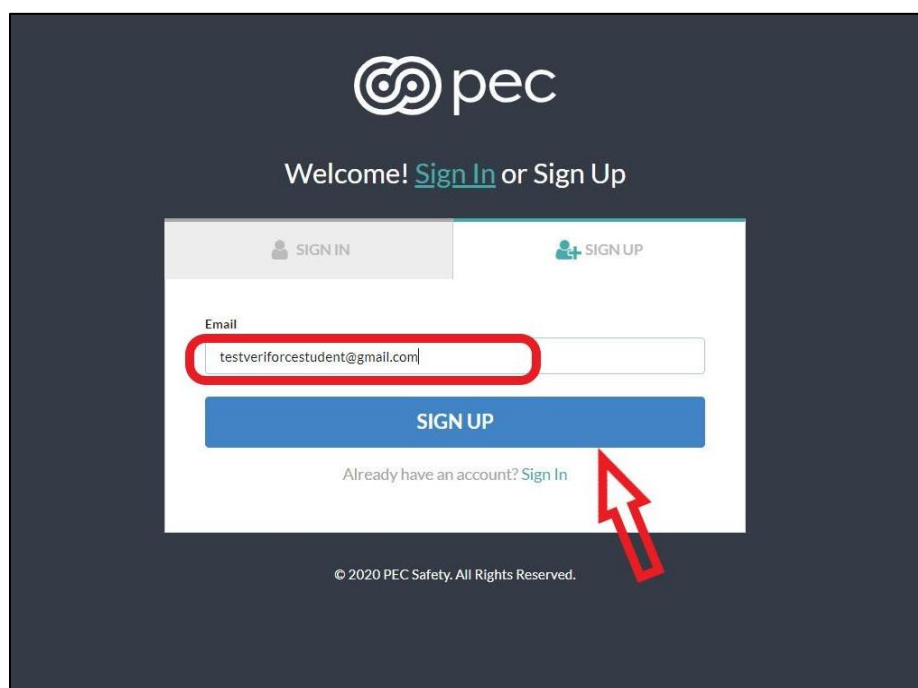


Registering for an eLearning Account

1. It is recommended that you register in PEC eLearning the day prior to class to save valuable classroom time on the day of class. Sign up at <https://pecdata.com>.

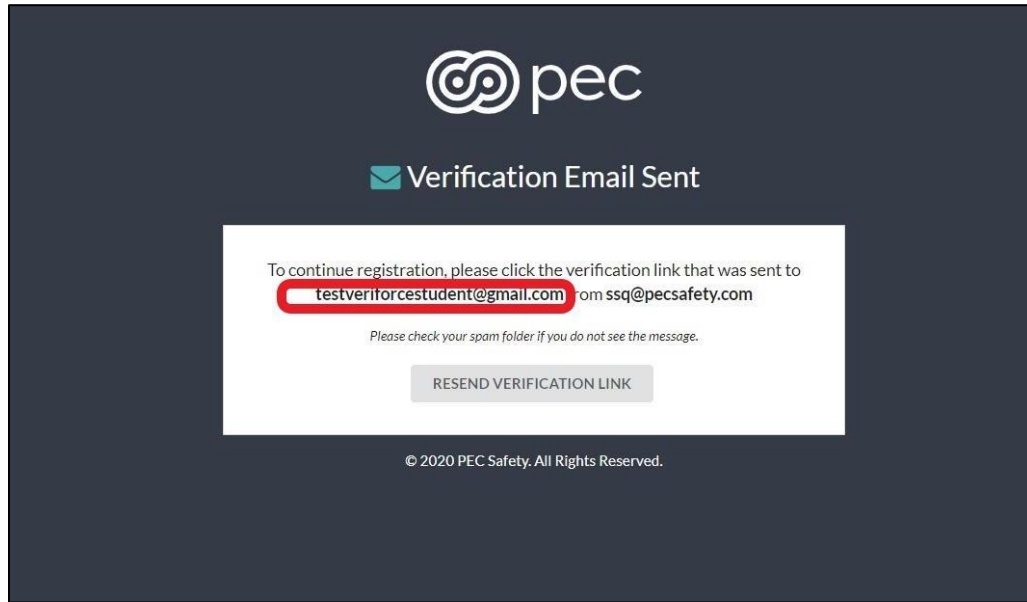


2. Enter an email address and click the "Sign Up" button.



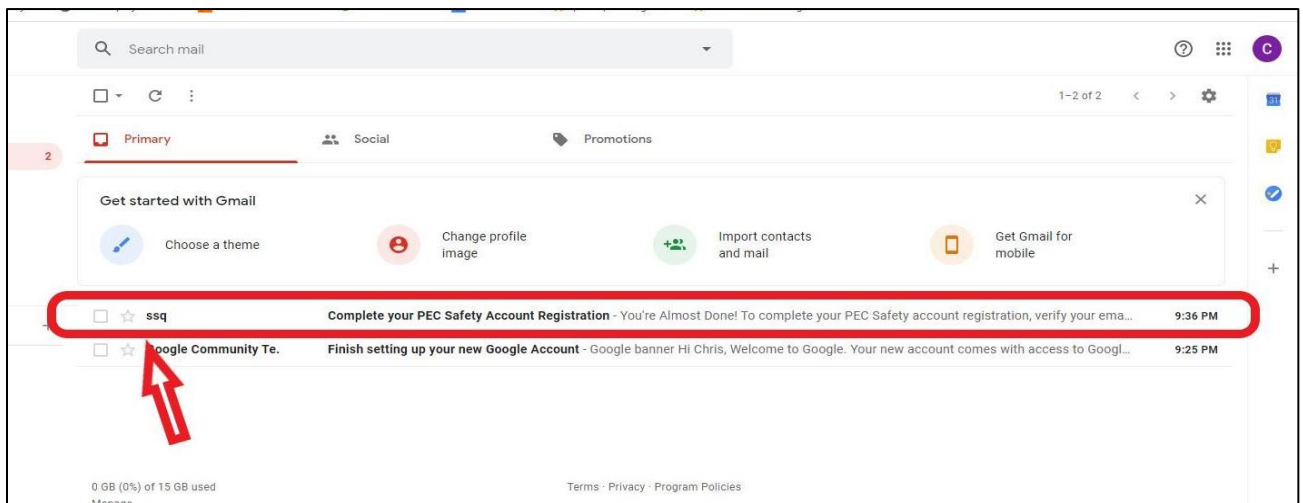


3. You should receive notification that a verification email has been sent. Log into the email account specified in the verification email.



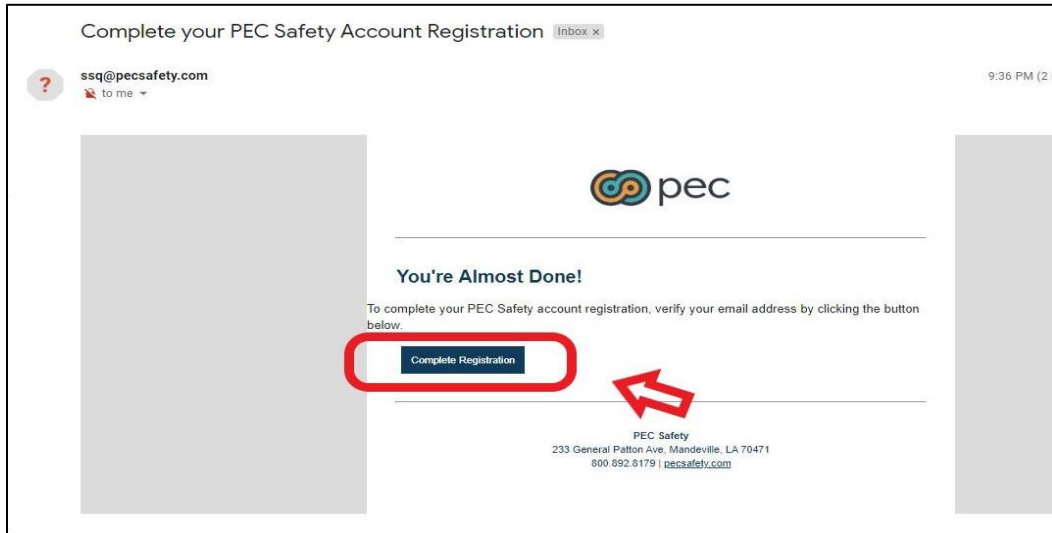
4. Check your email and open the "Complete your PEC Safety Account Registration" email.

*If you do **not** receive the email, check your spam filter or try creating a free [Gmail](#) or [Yahoo](#) account and use that to register.*

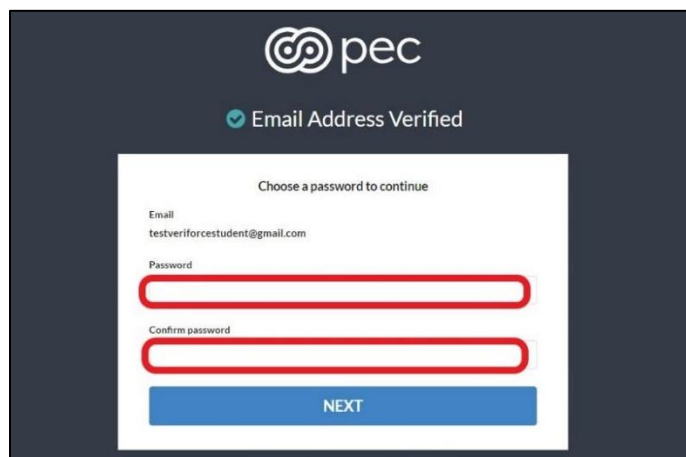




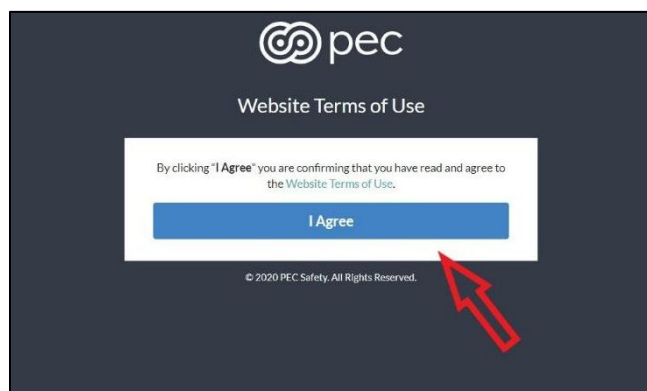
5. Click on the “complete Registration Link.”



6. Create a password and confirm password. The email and selected password will be your username and password to login to the student portal.

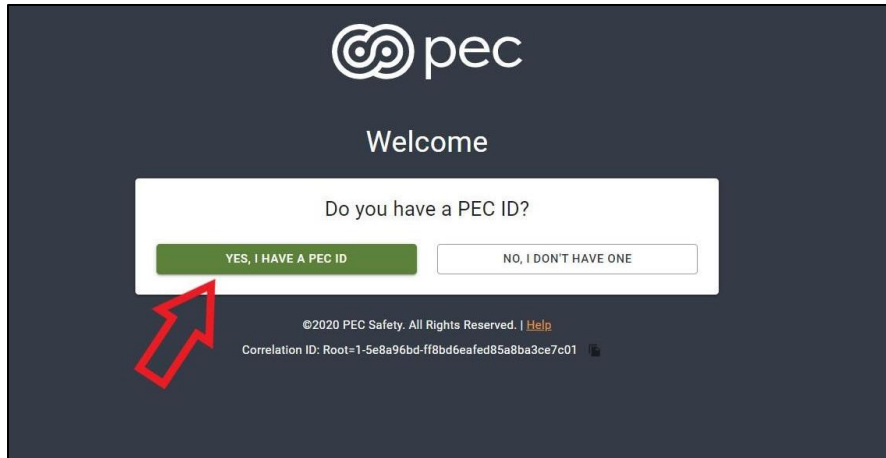


7. Once a password is accepted click on the “I Agree” link.

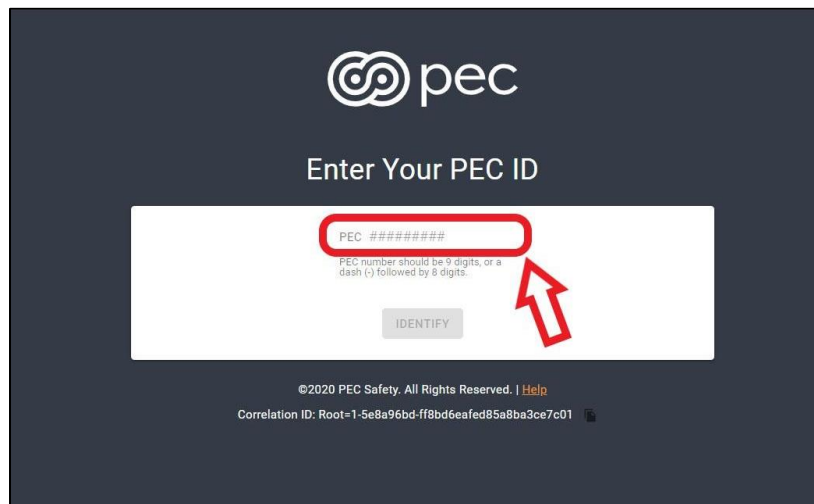




- The Student Portal will ask if you have a PEC ID to link your account. If you do have a PEC ID, click “Yes, I Have A PEC ID”. If you do not have a PEC ID or have not taken a PEC Course, click “No, I Don’t Have One.”



- If you have a PEC ID, enter the number in the field shown below without putting PEC before entering the number. If you do not have your PEC Card, you can get your number from www.peccard.com.





10. Once your PEC ID Number is entered in the below field as shown, click the “Identify” link.

pec

Enter Your PEC ID

PEC 553004241

PEC number should be 9 digits, or a dash (-) followed by 8 digits.

IDENTIFY

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Correlation ID: Root=1-5e8a96bd-ff8bd6eafed85a8ba3ce7c01

11. Verify your information by clicking “This Is Me”. Once you verify the account you can proceed to the *Accessing Your Digital Tests* section on page 7.
- If the information shown is not you click “Try Another PEC ID.” If this still does not work go back to the screen shown in Step 8 and click “No, I Don’t Have One” or contact the Helpdesk at **(985) 629-5935**.

pec

Verify Your Information

ID: PEC-00126033



Name
DETILLIER, CHRIS

Employer
GULF SOUTH SERVICES, INC.

Phone
985-594-5001

THIS IS ME

TRY ANOTHER PEC ID

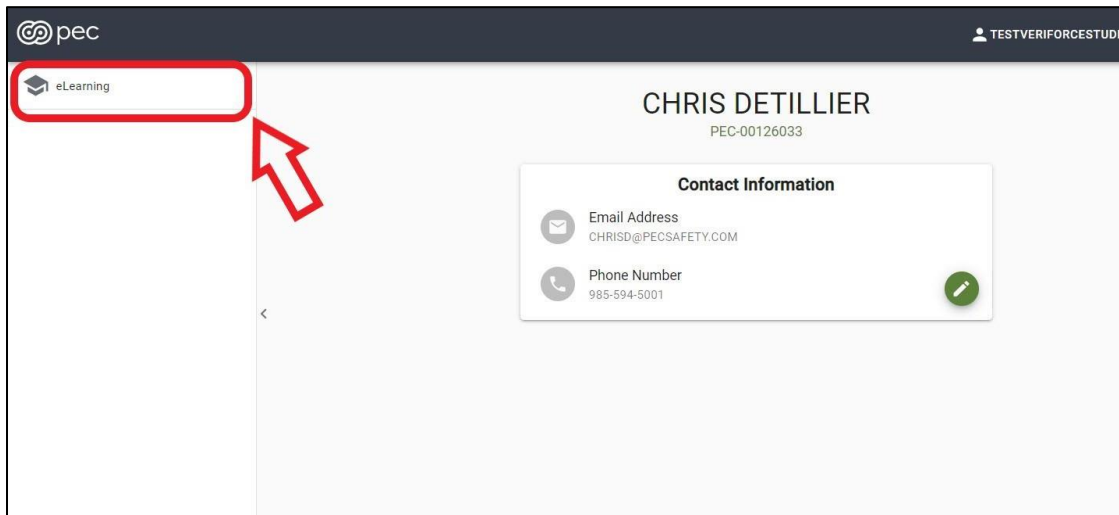
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Accessing Your Digital Tests

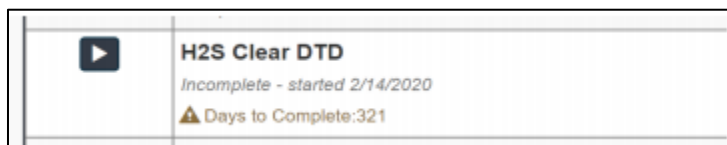
1. During class, your instructor will provide you with a course key to access your digital test. Visit www.pecdata.com to sign in with the information you entered during the registration process. Once you have logged in, click “eLearning” on the left.



2. Copy and paste the course key you have been provided into the “Enter Course Key” field as shown below and click “Add Course.”



The course will show up in the “My Courses” list below. When instructed to do so, click the “Start” icon to start the course.





3. Once you have reached the final screen of the test, the test window will close. Navigate back to the eLearning portal window that is already open in your browser. The course status should now indicate "Complete." If the completion does not display, click the "Refresh Classes" button at the top right. If the status is still not showing complete, there is a chance you may have exited the course too soon. Click the Start icon again and make sure you have clicked all the way through to the final Exit button.
Note: There may be as many as three screens you have to click to get to the final screen.

Important: If you are taking this course over multiple days it is VERY important that you exit the test by **closing the test window** after testing has concluded for the day.

If you do not exit the test properly, you will not be connected to the server when you resume the next day. This will prevent your test from showing as complete in your eLearning portal.



Testing Rules

1. You may take the digital test on your smartphone, but you must stay within view of your computer camera during the entire test.
2. Record the number of each question you answer incorrectly as you proceed through the test. This will allow you to easily identify missed questions during your coaching session.
3. If you score 80 - 99% on a test you will be required to review missed questions and answer all correctly to score 100% to complete the module.
4. You must share your score with the instructor after each module. You can share via the chat function in your video conferencing software, text or email.
5. Do NOT proceed to the retest if you scored less than 80%. You will receive a coaching session with your instructor before retesting.
6. If you fail the module a second time, you have failed the course and must return to class another day.
7. If your final test record is not properly reflected in the eLearning portal, you will need to capture a screenshot of the final slide that shows you completed ALL modules successfully. Screenshots should include a full picture of the computer or phone screen that shows the date and/or time (preferably both). Show as much of the screen as possible, not just the test screen. Here are acceptable examples of screenshots captured from a computer and a mobile device.

