



# MANAGER SELF REGISTRATION INSTRUCTIONS

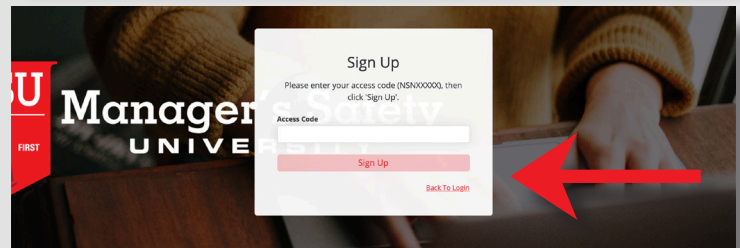
1 Open website [www.ManagerSafetyU.com](http://www.ManagerSafetyU.com).

2 Click on the "Sign Up" button which appears at the right side of the page.

3 For "Access Code" enter NSN plus your 5 digit Store Number (ie. NSNXXXXX) then click "Sign Up".

4 Enter your first and last name. Enter your email address (your email address will be your username when logging in). Create your password, minimum of 6 characters required. Re-enter password to confirm and then press "Sign Up".

5 Once successful, you will be taken to your user dashboard page where your courses will be shown under My Courses. Click "Start" on your desired course to start the training.



First Name *Required*

Middle Name

Last Name *Required*

Email *Required*

Password *Required*

Re-enter Password *Required*

Position

Sign Up

NEED HELP?

Email us at: [Support@msusafetytraining.com](mailto:Support@msusafetytraining.com)



## FREQUENTLY ASKED QUESTIONS (FAQ)

### REGISTRATION

- 1. Q. How do I register for Manager Safety University (MSU)?**  
A. From the MSU main page [www.managersafetyu.com](http://www.managersafetyu.com), click on "Sign Up" located at the lower right on the page. Then complete the brief self-registration form and click on "Submit".
- 2. Q. When self-registering, what do I enter for "Access Code"?**  
A. Use NSN plus your national store number as the access code. (i.e. NSN12345) Supervisors can use any store number they are responsible for.
- 3. Q. When self-registering, why does it not ask for a username?**  
A. Username is your email address, a valid email address is required.
- 4. Q. When self-registering, are there any password requirements?**  
A. Yes, a minimum of 6 characters and it's recommended to create a password which uses a combination of alpha and numeric characters.
- 5. Q. What if I registered before but don't remember my password?**  
A. Below "login" you will see "Forgot Password?". Click that and follow the instructions from there. If you do not receive a reset password email contact us at [Support@MSUSafetyTraining.com](mailto:Support@MSUSafetyTraining.com) and we will assist you.
- 6. Q. If I registered in the past (after May 2020), do I have to re-register?**  
A. No, you can use your same username and password. MSU should be completed every year and your credentials should not change unless you change it.

### COURSE SUPPORT

- 8. Q. I am having difficulties getting MSU to open or courses to launch, what do I do?**  
A. Very often, simply logging out, closing your browser then trying again clears up any issues.
- 9. Q. My course questions did not load, what do I do?**  
A. Try clearing your browsing history cache and cookies and restarting the course.
- 10. Q. If I start a course then need to stop in the middle of it, can I pick-up where I left off?**  
A. Yes. When you log back in and relaunch the course you have the option of starting where you left off or starting back at the beginning.

### OTHER

- 12. Q. What if I changed stores?**  
A. Please contact [Support@MSUSafetyTraining.com](mailto:Support@MSUSafetyTraining.com) or call us at (877)200-1718 so we can update your user profile to reflect your new national store number.
- 13. Q. I have additional questions, who can I contact?**  
A. We are here to help you! Please contact [Support@MSUSafetyTraining.com](mailto:Support@MSUSafetyTraining.com) or call us at (877)200-1718. Our normal business hours are from 8:00 AM to 5:30 PM Eastern Time zone Monday –Friday.

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