

# > CareerSafe Getting Started

## > Ready to Purchase?

The following is the step-by-step process for purchasing and beginning courses in the CareerSafe Campus:

1. Buy Vouchers
  - a. Order online with a Purchase Order or Credit Card number
  - b. Mail or fax in a CareerSafe Order form (downloadable from the "Buy Now" section)
  - c. Mail or fax in an official school Purchase Order
2. Receive two emails
  - a. Order confirmation and receipt
  - b. Teacher username information and voucher retrieval instructions will be emailed in a second email.
    - \*If you do not receive an e-mail with instructions for retrieving your vouchers within 48 hours of your purchase request, please contact [support@careersafeonline.com](mailto:support@careersafeonline.com)
4. Issue one voucher number to each student
5. Students visit CareerSafe Online Campus
  - a. New users click on the link titled "New User" and fill out the registration information (\* Note – students can use an email address or create a unique user name)
  - b. Existing users type in their username and password and click "Next"
6. Download the Student Voucher Spreadsheet from the Admin & Resources section of the website
  - a. Complete spreadsheet with your students' information: name, voucher number, campus user name and password
  - b. Keep this spreadsheet for your records
7. Students begin or continue online training
  - a. Log in to the campus
  - b. Click on the StartSafe StaySafe module
  - c. Within each module are navigation tools that allow you to start, stop, go forward, go backward (and other options) during the training at any time.
  - d. Visit the "Help" section within the campus for registration and module navigation instructions.
8. OSHA 10-Hour General Industry or OSHA 10-Hour Construction Industry Course Requirements
  - a. Users must visit every page of each module and pass each assessment with 3 attempts in order to complete the training.
  - b. Users must also spend a minimum of 10 hours viewing the content in order to be eligible for the 10-Hour OSHA General Industry or 10-Hour OSHA Construction Industry wallet card.
9. Students receive a wallet card
  - a. Students will receive their wallet card in the mail 2-3 weeks after they complete the training.
  - b. If a student has not received a card after four weeks, they can fill out the [Card Request Form](#) located in the Help & FAQ section of the website or email [support@careersafeonline.com](mailto:support@careersafeonline.com).
10. Students use the Wallet Card and Training
  - a. Apply for jobs with their newly acquired training
  - b. Show current or future employer their wallet card
  - c. Use safety skills at work, at home and in the community