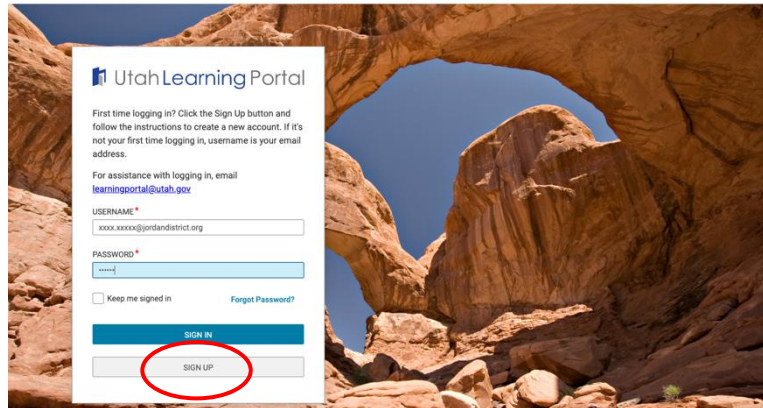


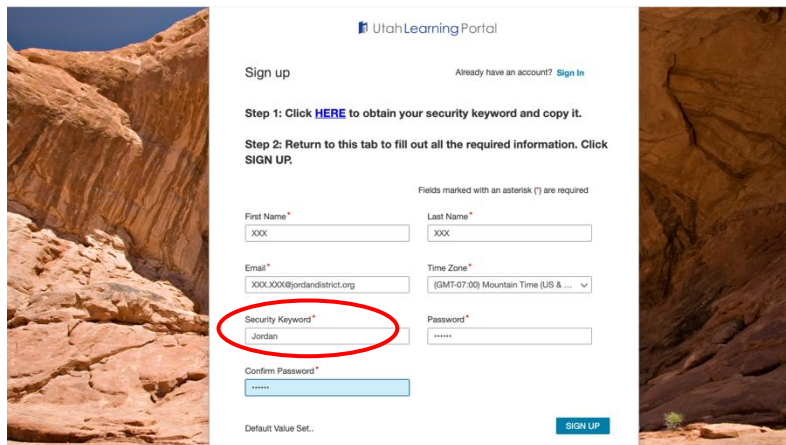
Instructions for Utah Defensive Driving Course

Access the Utah Learning Portal at: https://utah-riskpool.sabacloud.com/Saba/Web_wdk/NA1PRD0101/index/prelogin.rdf#/login

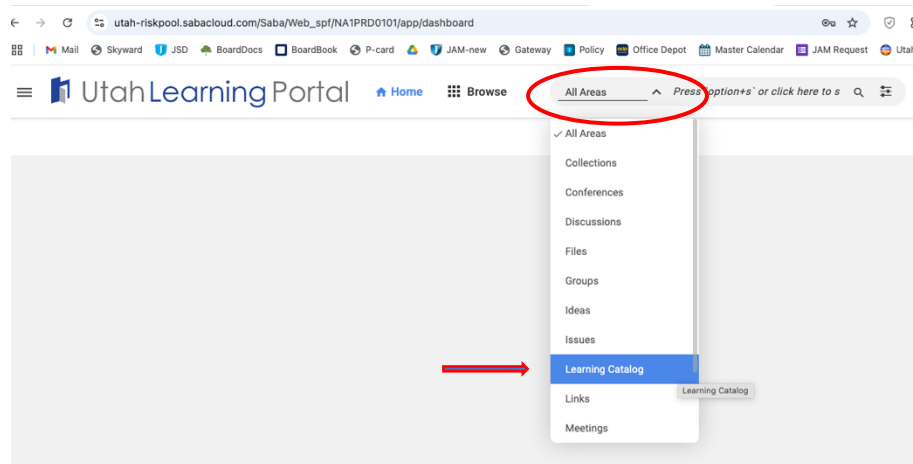
- 1) Login with your username and password. If you have taken the class before and can't remember your password, just use the "forgot password" button to reset it.

The image shows the login page of the Utah Learning Portal. It features a white login box with a blue header and a background image of a desert landscape with a natural rock arch. The login box contains instructions for first-time users, a username field (pre-filled with 'xxxx.xxxxx@jordanidistrict.org'), a password field, a 'Keep me signed in' checkbox, a 'Forgot Password?' link, and two buttons: 'SIGN IN' and 'SIGN UP'. The 'SIGN UP' button is circled in red.

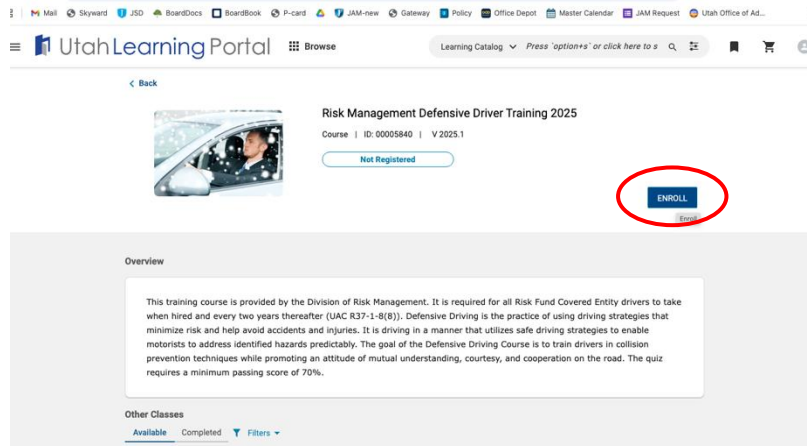
- 2) Fill out the next page with your information, using "jordan" as the Security Keyword and creating your own password.

The image shows the sign-up page of the Utah Learning Portal. It features a white sign-up box with a blue header and a background image of a desert landscape. The sign-up box contains instructions for users, a 'Sign In' link, and two steps: Step 1 (click a link to obtain a security keyword) and Step 2 (return to this tab to fill out required information). The sign-up box contains fields for First Name, Last Name, Email, Time Zone, Security Keyword (pre-filled with 'Jordan' and circled in red), Password, and Confirm Password. A 'SIGN UP' button is at the bottom right.

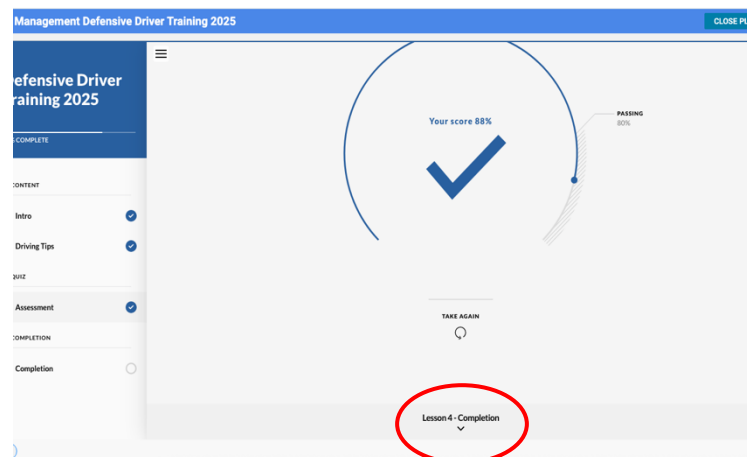
- 3) Once in the Utah Learning Portal, click the dropdown arrow from the search bar on the top right to access the Learning Catalog.



- 4) If you don't see the course listed, type "defensive driving" in the search bar and click the enroll button for the Risk Management Defensive Driver Training.



- 5) Start the course and answer the questions until you reach the "assessment" page where you will get your results (If you scored less than 80%, you will need to click the button to take the test again). If you are satisfied with your result, click the arrow at the bottom for "Lesson 4 – completion".



- 6) You can see your results and date of completion on the next page. You may print your certificate using the gray button on the top right or you can print it from the email that will be sent to you upon completion. Then, make sure to click "exit course" for completion credit.

