



## Hofstra-approved Driver Safety Course – instructions

It is very important that every use of the LHSC vehicle is safe and secure.

In order to be an authorized driver of the LHSC vehicle, you must successfully complete this driver safety course and provide your certificate of completion.

To begin training, follow these steps:

- 1) Go to <https://learn.ue.org/1L0EB189417/HofstraDriverSafety>
- 2) Complete the Registration form.
  - a. Enter your first name, last name, and email address and click Register.
  - b. You will receive a welcome email with your username and a temporary password.
  - c. Follow the link in the email to sign on.
  - d. You will be prompted to:
    - i. Enter your temporary password
    - ii. Create a new password
    - iii. Create and answer a security question

You will receive a confirmation email upon successful completion of each course.

### Need Help?

If you have any issues with sign-in or accessing the courses, or if you did not receive your welcome email, visit the Support Portal at [portalhelp.ue.org](http://portalhelp.ue.org). Or click any Support Portal link on the site.

All other questions should be directed to Fred O'Neill at [Frederick.ONeill@hofstra.edu](mailto:Frederick.ONeill@hofstra.edu)

Thank you for your time and cooperation in completing this essential training program.