

CHUBB®

# Quick Start Guide

How to set up your account



# Step 1: Register your Primary Admin:

This is a one-off registration for your organisation. Go to: <https://res-elearning.chubbinsured.com/register/>

The “Primary Admin” has overall control of the system but can delegate to as many other administrators as needed. Please provide a valid email, as your login details will be sent to this address. We will also use it to contact you if we need to, e.g about your eligibility to use the system.

Chubb eLearning  
New Company Registration

Company Name

Policy Number

First Name

Last Name

Primary Admin Email

Select Region

United Kingdom

Republic of Ireland

Register

The name by which your business or organisation is usually known

Your Chubb Employers' Liability (EL) policy number. This will be used to check you are eligible to use the system.

Choose courses for the UK or Republic of Ireland. If you need both, create two accounts with different Primary Admin emails.

Fill in your details and click **Register**.

Login instructions will be emailed to the email address you have supplied. Please give it a few minutes to go through and also check your spam folder.

# Step 2: Login to your Admin Account

Follow the link in your Welcome email or go direct to: <https://res-elearning.chubbinsured.com/>

Chubb eLearning

User Login Admin Login

Admin Email

Admin Password

Login

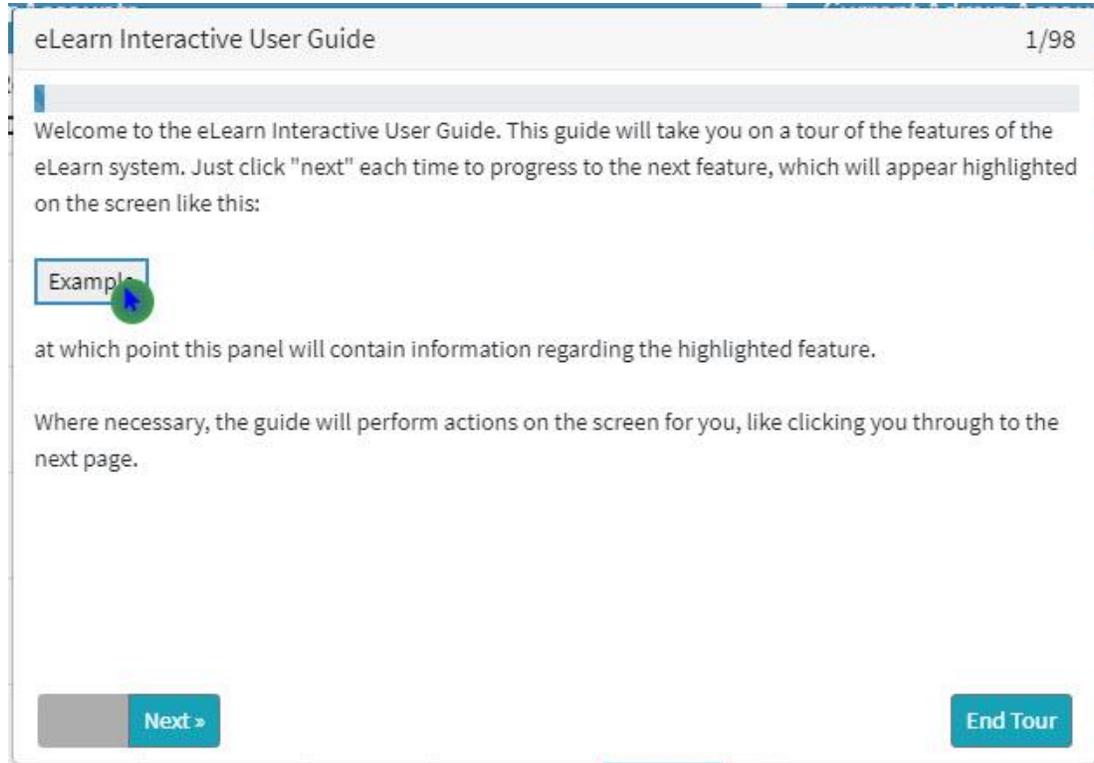
Forgot password?

Make sure “**Admin Login**” is selected.

Click the “**Admin Login**” tab, fill in your email and password (from the Welcome email) and click **Login**

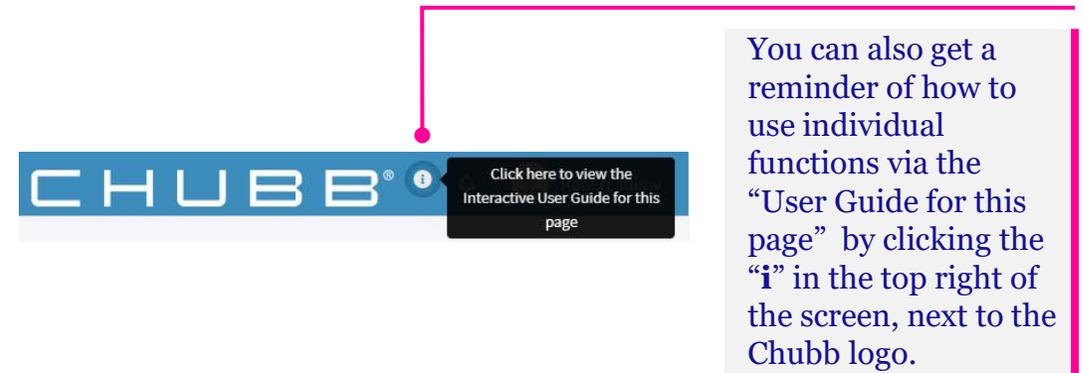
If you are having difficulty with the registration process, check out our FAQs.

# Step 3: Explore the Interactive User Guide



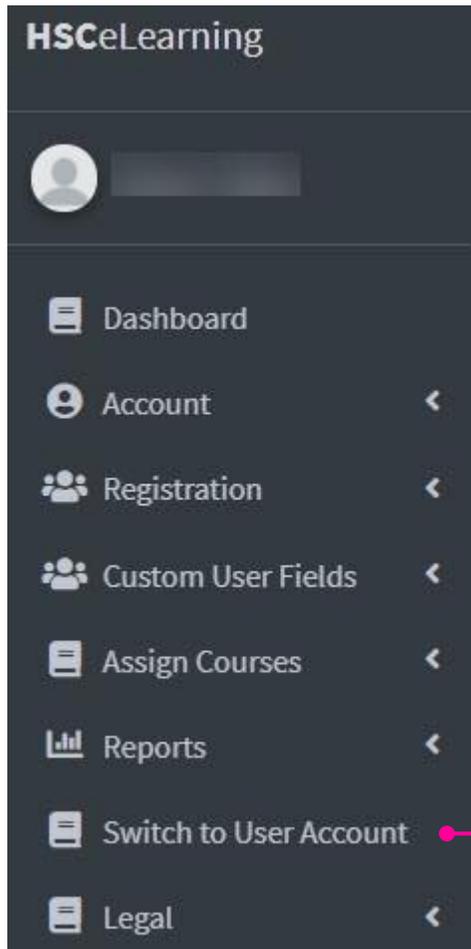
When you login for the first time, and when there are updates, the Interactive User Guide will launch automatically. Work through as much of it as you have time for, or click **“End Tour”** to start using the system immediately.

You can relaunch the full User Guide at any time using the Support Portal menu on the left of the screen.



You can also get a reminder of how to use individual functions via the “User Guide for this page” by clicking the “i” in the top right of the screen, next to the Chubb logo.

# Step 4: Switch to your User Account



Click here to switch to your User Account.

# Step 5: Start training

HSCeLearning Online Support Portal CHUBB®

Welcome to the **User Dashboard**. Here you can complete the courses assigned to you – and get access to your certificates.

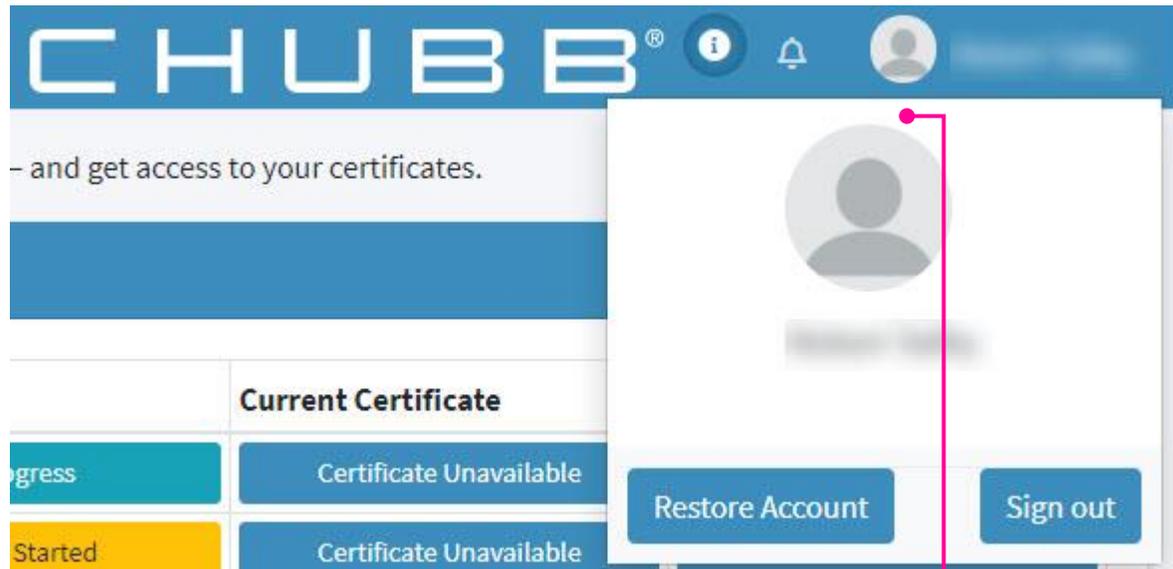
Health & Safety Courses

Course Name	Deadline	Course Status	Current Certificate	Archived Certificates ?
Accident Reporting	None	In Progress	Certificate Unavailable	0 Archived Certificates
Asbestos Awareness	None	Not Yet Started	Certificate Unavailable	0 Archived Certificates
Chemical	None	In Progress	Certificate Unavailable	0 Archived Certificates
Confined Spaces	None	In Progress	Certificate Unavailable	0 Archived Certificates

Click the **yellow button** to start an assigned course.

Click the **green button** to resume courses already started.

## Step 6: Go back to your Admin Account



Click here, then on “**Restore Account**” to jump back to your Admin Account.

# Step 7: Change your passwords to something more memorable

Current Admin Accounts				
Name	Q	Edit Details	Account Status	Deactivate
[Redacted]		Edit	Active	Deactivate

Change your Admin password to something more memorable using **“Edit Details”**.

Registered User Accounts					
Name	Q	Account Status	Edit Details	Course Progress	Make Admin
[Redacted]		Active	Edit	Check	Make Admin

The system will automatically create a User Account for you using the same email address as your Admin Account. Change the password for that, too. You can use the same password for both Admin and User Accounts to make things easy.

Save changes

Remember to click **“Save changes”**.

# Chubb. Insured.<sup>SM</sup>

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