

## Enrollment and log in Process for Work Permit Training

To enroll in the course, please follow these steps:

### Registration:

1. Contact the authorized person in your department to register for the course.
2. Provide your email address for account creation in our system and (KAUST ID or Iqama number).

### Step 1: Authorized Person

1. The authorized person will log in to the HSE website and fill out the registration form online.
2. Required information includes:
  - First name
  - Last name
  - KAUST ID or Iqama number (if KAUST ID is unavailable)
  - Email address (essential for Salute login and certification receipt)
  - Type of request:
    - **New:** This refers to an individual seeking initial certification as a Work Permit Receiver or Issuer. Essentially, someone who hasn't completed the certification process before.
    - **Renew:** This refers to a certified Work Permit Receiver or Issuer whose certification is due for renewal and who is nominated by their proponent to renew their certification.
    - **Retraining:** This refers to applicants who haven't passed the written test during their initial training attempt.
  - Type of permit:
    - **Issuer or Receiver**

The image shows a screenshot of a web form titled "Work Permit Training Request Form". The form is set against a background of overlapping "PERMIT" stamps. It contains two identical rows of input fields. Each row is labeled "1- Name" and "2- Name" respectively. The fields are: "First Name" and "Last Name" (two separate boxes), "KAUST ID / Iqama No." (one box), "Email" (one box), and "Type of permit / Type of request" (checkboxes for Issuer, Receiver, New, Renew, and Retraining).

## Step 2: New User Training (Classroom)

- Upon HSE confirmation, users receive an email with details:
  - Date, location, and time of classroom training.
- Upon successful classroom training and quiz completion, the certification issued will be valid for two (2) years from the issue date.

## Recertification: Renew User Training - (online)

- This training is exclusively designed for individuals who have completed the certification process, and who need to renew their Work Permit certification as an authorized Work Permit Issuer or Receiver.
- The certification issued upon successful completion will be The training slides offer a voiceover option for those who prefer to listen to the content.

## Online Course Registration and Access Instructions:

To enroll in the course and access the training materials, please follow these steps:

### Registration:

1. Contact the authorized person in your department to register for the course.
2. Provide your email address for account creation in our system.

### Account Creation and Login:

3. Upon account creation, you will receive an email from (slautesafety.com) titled "Your new Salute Password". You have 24 hours to set your password.
  - Note: If you have a KAUST email, you can log in directly using your KAUST credentials.



test test,

[CLICK HERE](#) to set your new password to Salute.  
*This link will expire in 24 hours.*

Thank You

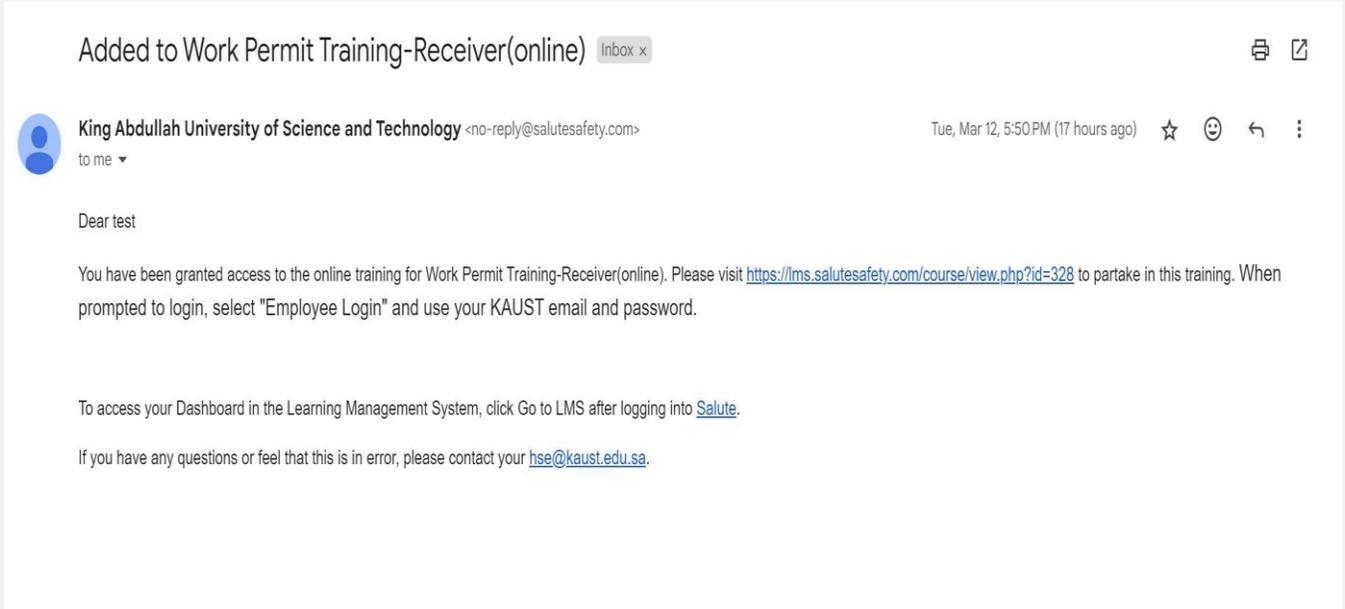
For any queries contact [hse@kaust.edu.sa](mailto:hse@kaust.edu.sa)  
To know more about Salute, please visit our website <https://hse.kaust.edu.sa/>  
**SALUTE**  
Health, Safety and Environment (HSE)

This message has been generated automatically.  
Please do not respond to this message.

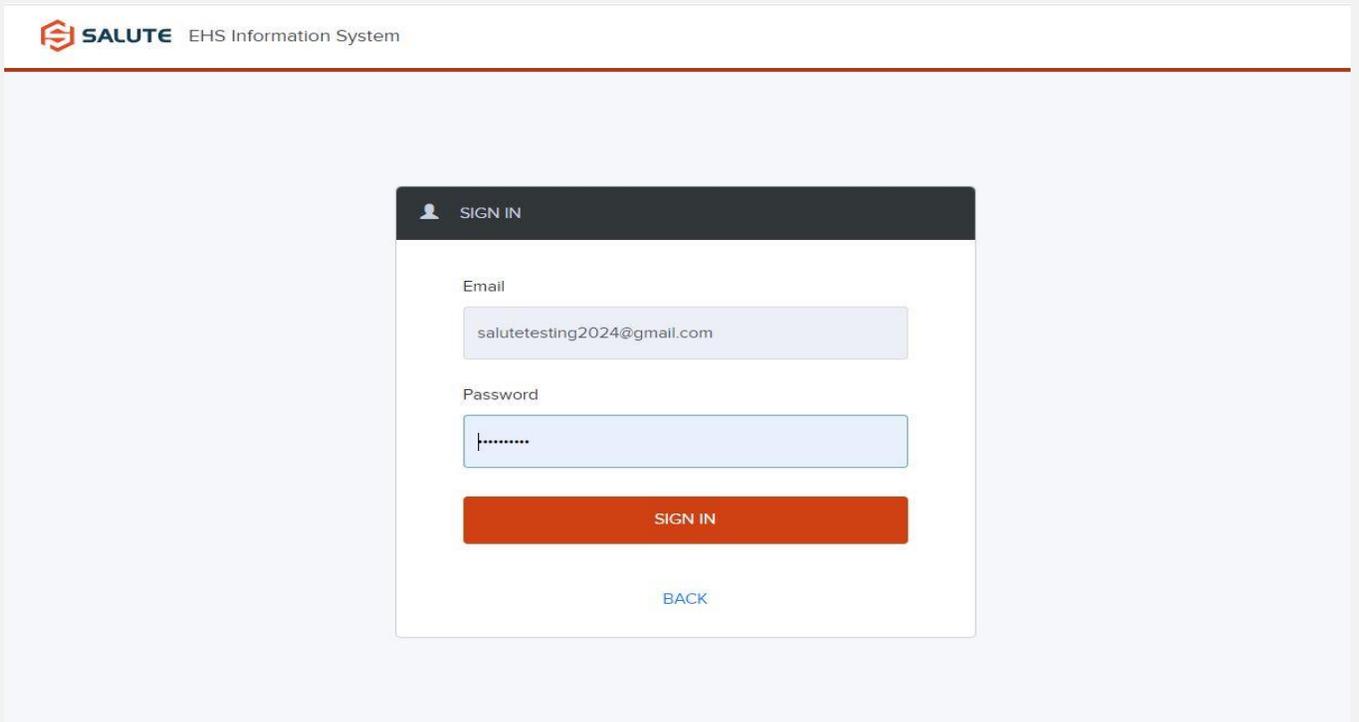


## Course Access:

4. Upon setting your password, you will receive an email titled "Added to Work Permit Training".



5. Click on the link provided in the email to access the login page.
6. Enter your email and the password you created.



7. Once logged in, you will see your dashboard. Click on "Safety Training" on the left side.

The screenshot displays a user dashboard for King Abdullah University of Science and Technology (KAUST). The interface includes a header with the university's logo and name in Arabic and English, and a 'Powered by SALUTE' logo. The main content area is titled 'Dashboard' and features two large green checkmarks in circles, indicating that the user has no open items and no notifications. Below these, text states 'All items assigned to you will appear here' and 'All notifications related to you will appear here'. On the left sidebar, a menu lists various options: Dashboard, Findings, Violation Findings, Assessments, Safety Training (highlighted with a red dot), Employee Roster, Chemical Safety, Drills, Request/Report, and Documents. A green arrow points to the 'Safety Training' menu item with the text 'Click here'.

جامعة الملك عبد الله  
للعلوم والتقنية  
King Abdullah University of  
Science and Technology

Powered by SALUTE

# Dashboard

Safety Summary Report

**You have no open items**  
All items assigned to you will appear here

**You have no notifications**  
All notifications related to you will appear here

Dashboard

Findings

Violation Findings

Assessments

Safety Training

Employee Roster

Chemical Safety

Drills

Request/Report

Documents

Click here

8. On the next page, click on "Go to LMS" on the top right corner.

The screenshot displays the SALUTE system interface. On the left is a navigation sidebar with the following items: Dashboard, Findings, Violation Findings, Assessments, Safety Trainings (highlighted), Employee Roster, Chemical Safety, Drills, Request/Report, and Documents. The main content area is titled "Trainings" and features a "Go to LMS" button in the top right corner, which is highlighted by a green arrow labeled "Click Here". Below this, a training entry is shown for "Work Permit Training-Receiver(online)" with a "Not Completed" status. Underneath, the "Completion Date" is listed as "Never held". A green "Go to LMS" button is located at the bottom right of the training entry.

9. In the (LMS), you will find the course you're enrolled in. Click on the course.

The screenshot shows the SALUTE LMS dashboard. At the top, there is a navigation bar with the SALUTE logo, a grid icon with '1', and links for DASHBOARD, CATALOG, CERTIFICATES, and SUPPORT@SALUTE. On the right, there is a search icon, a user profile icon, and a 'Salute Community Portal' button. Below the navigation bar, the dashboard is divided into sections. The 'My Courses' section features a large card for 'Work Permit Training-Receiver(online)'. The card includes a circular graphic with 'Work Permit Receiver' in the center, surrounded by various safety-related terms like 'equipment responsibility', 'toxic health safety', 'work permit operation maintenance procedures hazard', 'assess compliance authorized electrical switching work at height confined space cold work isolation', and 'hot work isolation'. To the right of the graphic, the course title is displayed, followed by a detailed description: 'This training is exclusively designed for individuals who have completed the certification process, and who need to renew their Work Permit certification as an authorized Work Permit Issuer or Receiver. To achieve recertification as an 'Issuer' or 'Receiver,' candidates must achieve a score of 90% or higher on the examination at the end of this training. The carefully crafted examination consists of 20 questions to assess your knowledge and proficiency in Work Permit procedures. Please note that you can attempt the examination once, and scoring below 90% will be...'. To the right of the course card, there is a 'Recently accessed items' section with a 'Lesson' card for 'Work Permit Training-Receiver(online)'. The overall progress percentage is shown as 0%.

10. Start the course by clicking on the lesson first.

The screenshot shows the course outline page for 'Work Permit Training-Receiver(online)'. At the top, there is a dark blue header with the SALUTE logo and the text 'Overall progress % 0'. Below the header, the 'Course Outline' section is displayed. The text reads: 'This training is exclusively designed for individuals who have completed the certification process, and who need to renew their Work Permit certification as an authorized Work Permit Issuer or Receiver. To achieve recertification as an 'Issuer' or 'Receiver,' candidates must achieve a score of 90% or higher on the examination at the end of this training. The carefully crafted examination consists of 20 questions to assess your knowledge and proficiency in Work Permit procedures. Please note that you can attempt the examination once, and scoring below 90% will be considered a failure. In such cases, reapplication to the training is necessary. Ensure to read the guidelines carefully. The certification issued upon successful completion will be valid for two (2) years from the issue date. Additionally, the training slides offer a voiceover option for those who prefer to listen to the content. Let's embark on this journey together to refresh and update your skills for safe and effective work permit management. Thank you for Keeping KAUST Safe.' Below the text, there are three cards: 'Lesson', 'Quiz', and 'Certificate'. The 'Lesson' card shows a person working on a laptop and has a 'Progress: 0%' indicator. A green arrow points to the 'Lesson' card with the text 'Click Her'.

11. Navigate through the slides using the "Next Page" and "Previous Page" buttons.

Slide 2

## Recertification Overview



Health, Safety  
and Environment

- This module is **specifically** for individuals who have previously **completed** the full certification process.
- The **recertification** card will be valid for two (2) **years** from the date of issue.
- After the **recertification** cycle expires, a **full** certification process will be required for Receivers and Issuers.
- To be **recertified** as an 'Issuer' or 'Receiver,' candidates must achieve a score of **90%** on the examination.
- The examination consists of **20 questions** to assess knowledge and proficiency.

Next Page

Previous Page

12. After completing the lesson, proceed to take the quiz.

- Note: The quiz cannot be paused or saved once started.
- You have only one attempt to pass the quiz.
- A passing score is achieved by answering at least 90% of the questions correctly.

## Course Outline

This training is exclusively designed for individuals who have completed the certification process, and who need to renew their Work Permit certification as an authorized Work Permit Issuer or Receiver.

To achieve recertification as an 'Issuer' or 'Receiver,' candidates must achieve a score of 90% or higher on the examination at the end of this training. The carefully crafted examination consists of 20 questions to assess your knowledge and proficiency in Work Permit procedures.

Please note that you can attempt the examination once, and scoring below 90% will be considered a failure. In such cases, reapplication to the training is necessary. Ensure to read the guidelines carefully.

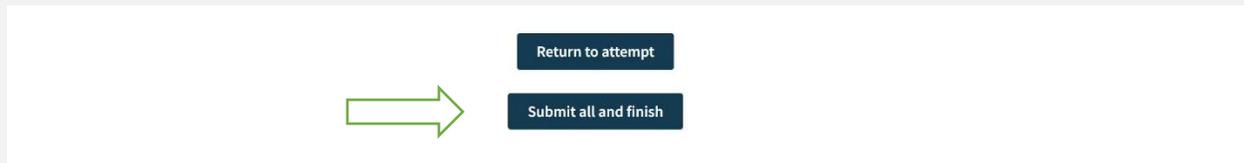
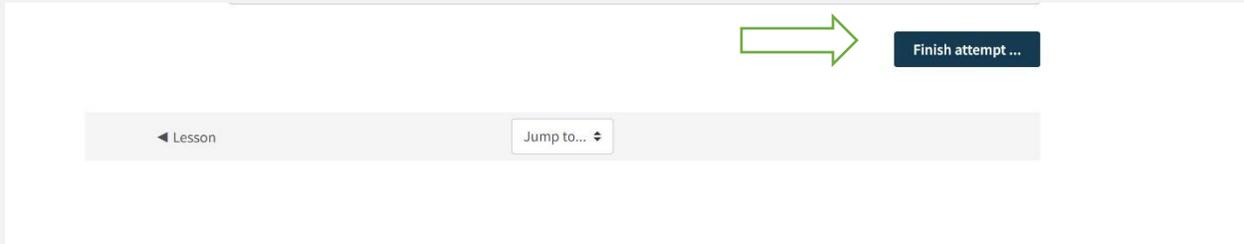
The certification issued upon successful completion will be valid for two (2) years from the issue date.

Additionally, the training slides offer a voiceover option for those who prefer to listen to the content.

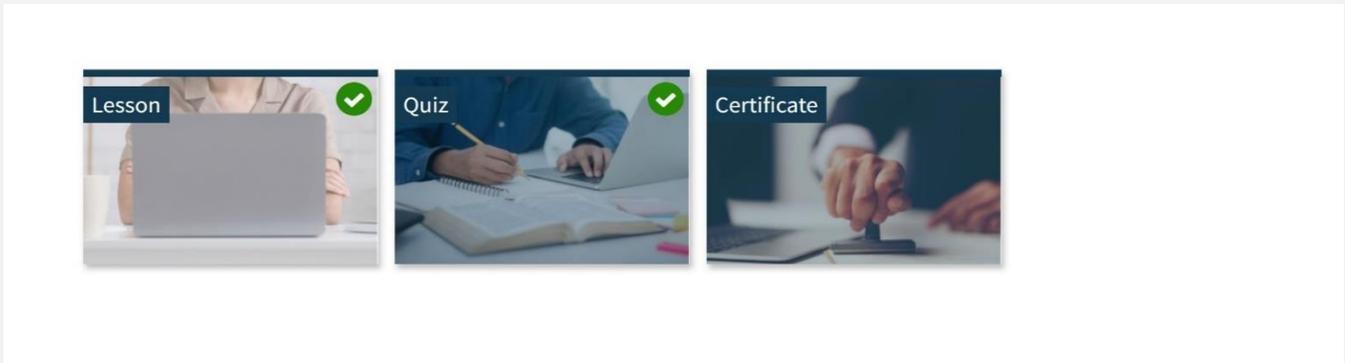
Let's embark on this journey together to refresh and update your skills for safe and effective work permit management. Thank you for Keeping KAUST Safe."



13. Upon completing the quiz, click on "Finish attempt" and then "Submit all and finish".



14. Once you finish the quiz, a certificate will be issued if you pass successfully. Click on the certificate to view, save, or print it.



If you encounter any issues or have questions, please don't hesitate to reach out for assistance.