

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 screenshot shows the 'Chubb eLearning New Company Registration' form. It includes the following fields and options:

- Company Name
- Policy Number
- First Name
- Last Name
- Primary Admin Email
- Select Region
 - United Kingdom
 - Republic of Ireland
- Register button

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.

The name by which your business or organization 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 eLearning Admin Account

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

Chubb eLearning

Elearn User **Elearn Admin** Risk Adviser

Admin Email

Admin Password

Login

[Forgot password?](#)

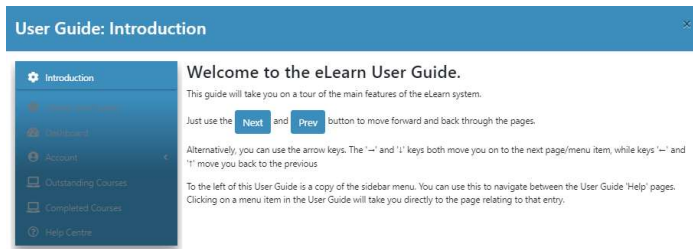
Make sure **eLearn Admin** is selected.

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

You can use the **Forgot Password?** link at the bottom if you need a password reminder.

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 by clicking **Help Centre** from the menu on the left of the screen.



You can also reach the Help Centre from the (?) icon on the top right of the screen. Select **Local Guide** for instructions specifically about the part of the system you are looking at.

Step 4: Switch to your User Account



Click here to switch to your User Account.

Step 5: Start training

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Welcome to the **User Dashboard**. Here you can complete the courses assigned to you – and get access to your certificates.
 If you have passed an assignment before a deadline, and that deadline has now passed, your certificate will appear as *Archived*

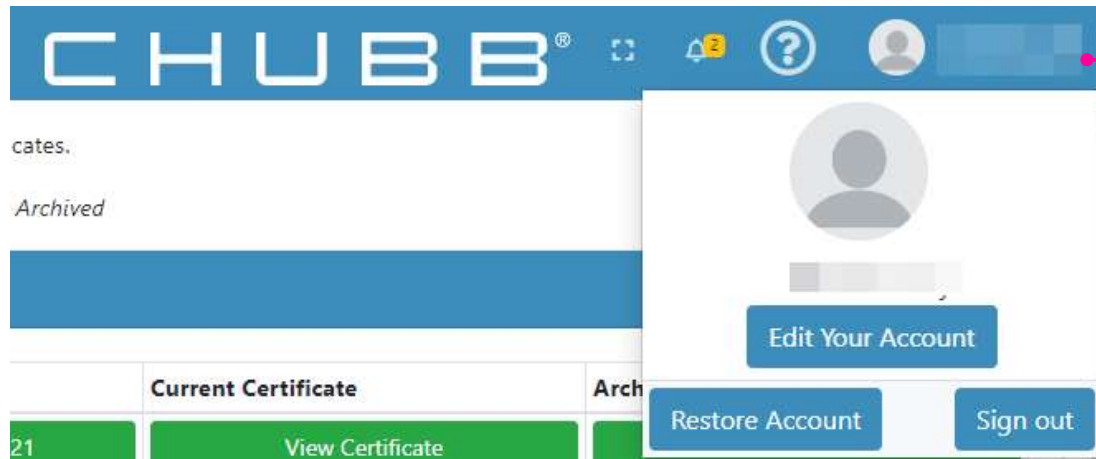
Health & Safety Courses

| Course Name | Deadline | Course Status | Current Certificate | Archived Certificates ? |
|---|------------------------------|----------------------------|----------------------------------|-------------------------|
| Accident Reporting ⓘ | Deadline passed 30/09/2022 ⓘ | Deadline passed 30/09/2022 | Certificate Unavailable | 0 Archived Certificates |
| Asbestos Awareness ⓘ | None ⓘ | Not Yet Started | Certificate Unavailable | 0 Archived Certificates |
| Chemical ⓘ | None ⓘ | Not Yet Started | Certificate Unavailable | 0 Archived Certificates |
| DSE ⓘ | None ⓘ | Not Yet Started | Certificate Unavailable | 0 Archived Certificates |
| Health and Safety Law ⓘ | None ⓘ | Not Yet Started | Certificate Unavailable | 0 Archived Certificates |
| Managing First Aid ⓘ | None ⓘ | In Progress | Certificate Unavailable | 0 Archived Certificates |
| Manual Handling for Operatives ⓘ | Deadline passed 26/05/2022 ⓘ | Deadline passed 26/05/2022 | Certificate Unavailable | 0 Archived Certificates |
| Slips Trips and Falls ⓘ | Deadline passed 30/09/2022 ⓘ | Passed on 06/10/2022 | View Certificate | 1 Archived Certificates |

Click the buttons under **Course Status** to start, resume or retake an assigned course.

Click the **View Certificate** button to view evidence of completed training.

Step 6: Go back to your Admin Account

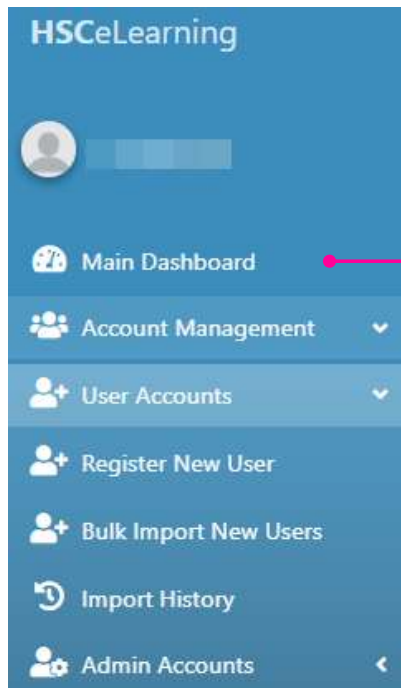


The screenshot shows the CHUBB user interface. At the top, there is a blue header with the CHUBB logo and navigation icons. Below the header, there is a user profile dropdown menu. The menu contains a user profile picture, a name, and three buttons: "Edit Your Account", "Restore Account", and "Sign out". A pink line points from the "Restore Account" button to a text box on the right.

| | Current Certificate | Arch |
|----|----------------------------------|------|
| 21 | View Certificate | |

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

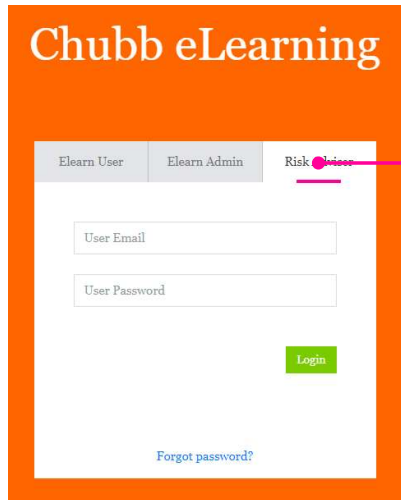
Step 7: Add users, assign courses and create additional Admins



Use the left-hand menus to add more users, assign courses, create additional Admin accounts and monitor training progress.

Check the **Help Centre** for instructions on how to do this. If you get stuck or need help with complex features like **Custom User Field** or **Bulk Import** raise a support **Ticket** via the Help Centre menu.

Step 8: Login and explore Chubb Risk Adviser*



Go back to the main login portal and use your Admin account credentials to access Risk Adviser

Click down this menu to see the resources available including:

- Self Assessment Tools
- Management Tutorial
- Guidance A-Z
- Downloadable templates
- Ask the Expert service
- Document Manager



Health & Safety

Driving Risk

Risk Management News

eLearning

*Not yet available in Republic of Ireland