



KPA Flex

Getting Started Guide

Training Only

KPA Flex can be used from your computer's web browser (Chrome is recommended for best performance) or from the iPhone/Android app.

This guide explains both methods.

*For additional information,
check out the help articles using the link below:*

[KPA Flex Help Articles](#)

[KPA Flex Help Videos](#)

Using KPA Flex from your computer

1) Login to the website

The welcome email will contain your login credentials as well as a link to your company's website. Enter your login credentials on your company's website login screen.

Welcome to KPA EHS

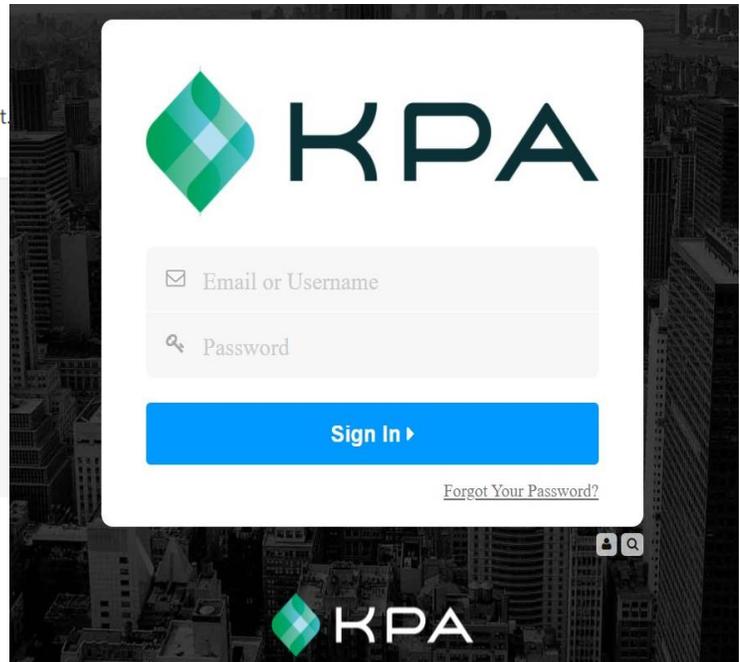
Please use the information below to get started with your account. You can use our website or app available on iOS and Android.

Sign-in Information

<https://sandbox.kpaehs.com>

Username: dmartin

Password: KPA-EHS-Safe1



2) Choose a password

Choose a new password, enter it twice, and then press "Continue". Passwords must be at least 12 characters and contain an uppercase, lowercase, and number.

Welcome to KPA EHS

Please choose a password.

REGISTRATION

Choose a Password:

Re-enter the password:

[Continue >](#)

3) Dashboard

This is your homepage. If you have assigned open tasks to complete, you will see them listed here.

**Note: This will be based on access level **

- Home
- Employees
- Training
- Control Panel
- Analysis

Welcome back, Alaina!

+ Add a Widget

3 Open Tasks

- 'Active Shooter' Is Expired
7 months ago · This training expired on February 28, 2024.
- 'Back Safety' Is Required
This training is required, but you have never completed it.
- 'Fire Safety' Is Required
This training is required, but you have never completed it.

In some cases, dashboard data is delayed up to 5 minutes.

4) Completing Training

Click on the open task and click "Begin" to complete your training.

Welcome back, Alaina!

+ Add a Widget

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Active Shooter

ACTIVE SHOOTING INCIDENTS CAN HAPPEN ANYWHERE AND ANYTIME. PREVENTION, AWARENESS, AND PROPER PLANNING CAN HELP AVOID OR MINIMIZE THE TRAGEDY OF SUCH AN EVENT.

BEGIN

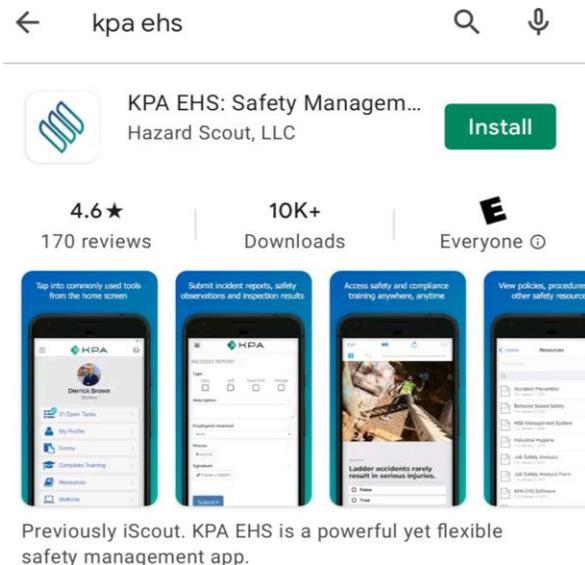
How To Use the KPA Flex App

The KPA Flex App is available for iPhone, iPad, and Android devices.

The app allows you to fill out reports without an internet connection, receive notification, and more.

1) Install the App from the App Store

iPhone and iPad users can search “KPA Flex” in the Apple App Store. Android users can search “KPA Flex” in the Google Play Store. *Note: The KPA Flex app is free.*



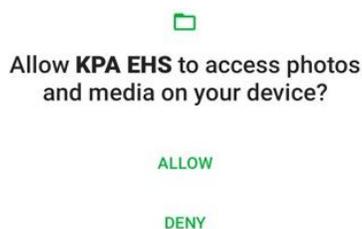
2) Open the App

Once you download the app from the App Store, you should see a KPA Flex icon on your device. Click on the app icon.



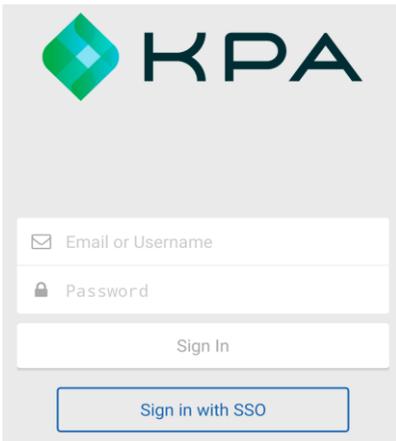
3) Allow Access

The app will ask to allow access to your photos and media. Make sure you press ALLOW when you are prompted.



4) Sign In

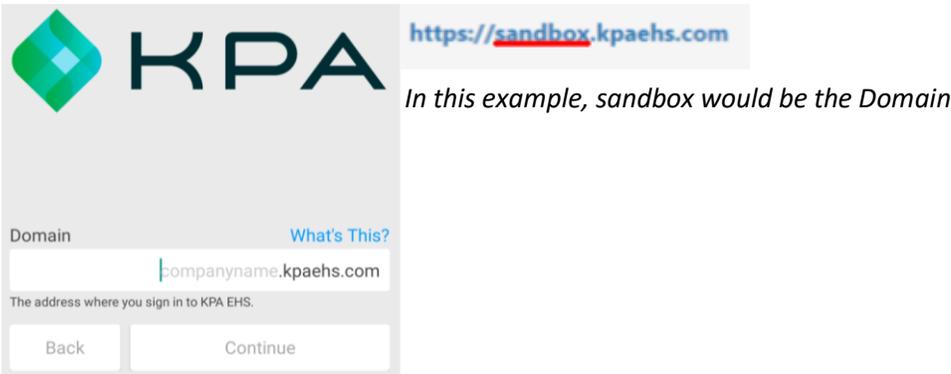
Now sign-in using your same username and password that you would use on the website. Your login info was provided by your company. Be sure to use your new password if you changed it.



The image shows the KPA Sign In screen. At the top left is the KPA logo, which consists of a green diamond shape with a white square inside, followed by the letters 'KPA' in a bold, sans-serif font. Below the logo are two input fields: the first is labeled 'Email or Username' and the second is labeled 'Password'. Below these fields is a 'Sign In' button. At the bottom of the screen is a blue button labeled 'Sign in with SSO'.

5) Domain Name

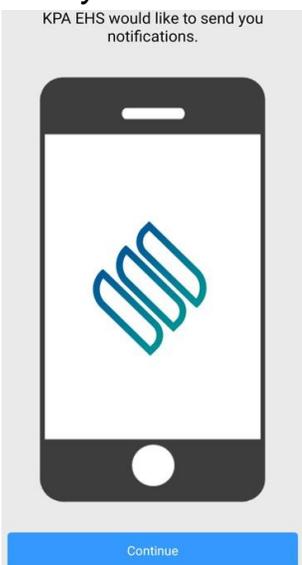
If the app asks for your Domain, this will be the portion between `https://` and `.kpaehs.com` from your website:



The image shows the KPA Domain Name screen. At the top left is the KPA logo. To the right of the logo is the URL `https://sandbox.kpaehs.com`, where 'sandbox' is underlined in red. Below the logo and URL is the text 'Domain' followed by a link 'What's This?'. Below this is an input field containing the text 'companyname.kpaehs.com'. Below the input field is the text 'The address where you sign in to KPA EHS.'. At the bottom of the screen are two buttons: 'Back' and 'Continue'.

6) Enable Notifications

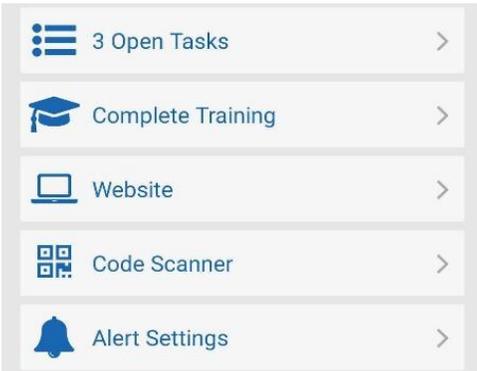
Now you need to confirm that the system can send alerts to this device. Press "Yes" then continue.



The image shows the KPA EHS Notifications screen. At the top, the text reads 'KPA EHS would like to send you notifications.'. Below this text is a graphic of a smartphone. The screen of the smartphone displays the KPA logo, which is a green diamond shape with a white square inside. At the bottom of the screen is a blue button labeled 'Continue'.

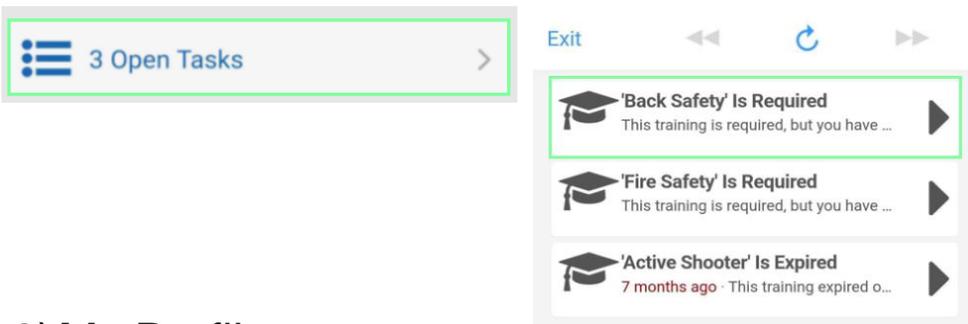
7) Home Screen

Congratulations, you're in! You should see your name along with a few different links for your open tasks, trainings, etc.



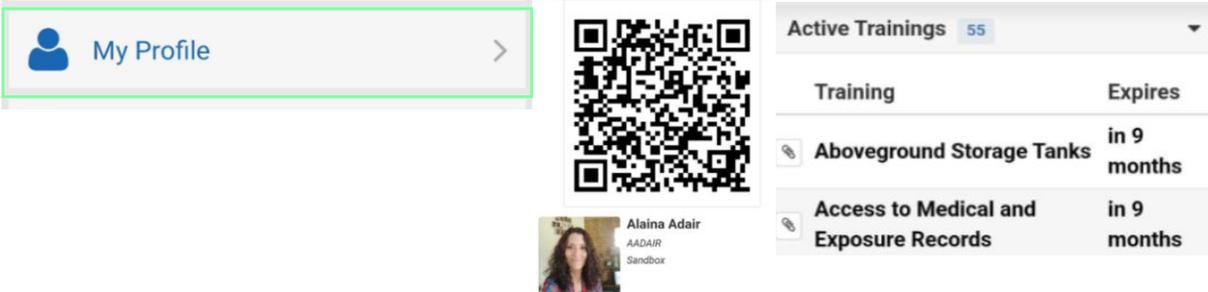
8) Open Tasks

The open tasks will show your current tasks to complete. These are your assigned trainings to complete. Click into each task to complete each one.



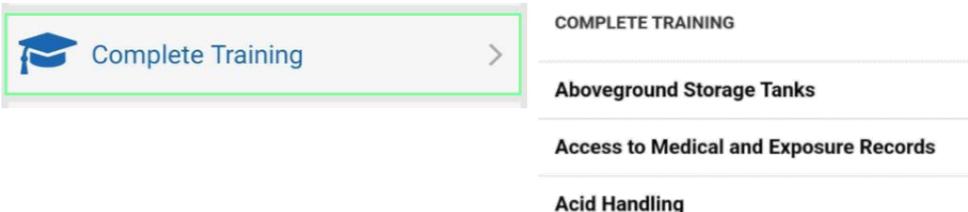
9) My Profile

My profile will show your unique QR code, profile data, and your completed training records.



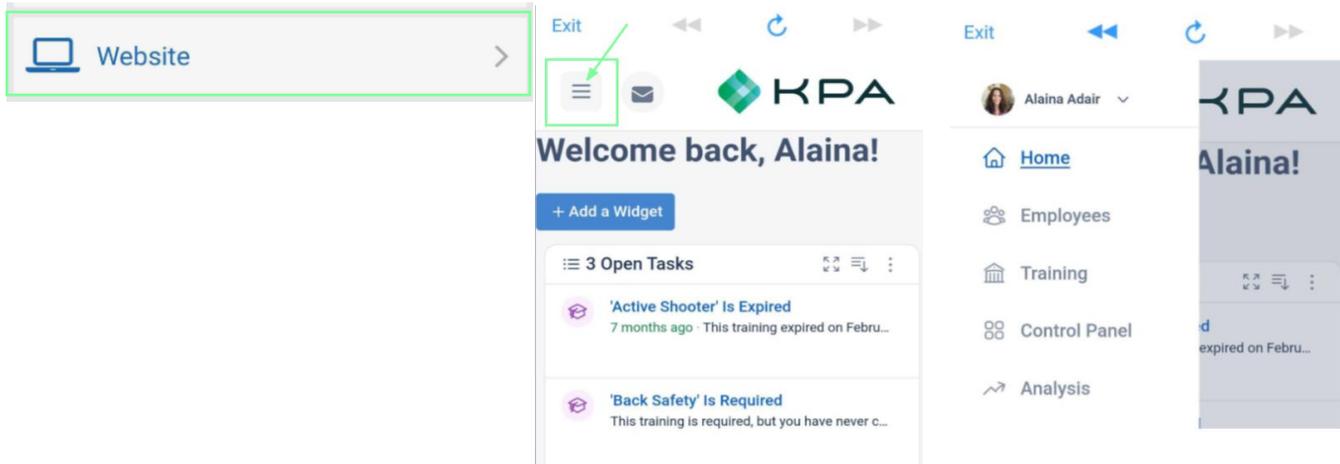
11) Complete Training

Complete Training are trainings NOT required trainings but available to take. To complete your required trainings, go through your Open Tasks.



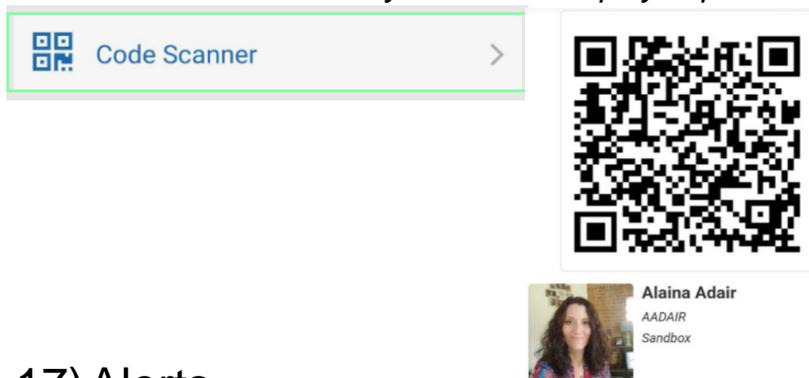
15) Website

The website button will allow you to get the full functionality of the website within an app view. Click on the menu button to see the menu options.



16) Code Scanner

Each employee and equipment added to KPA will have a unique QR code generated for that profile. The Code Scanner allows you to scan employee profiles.



17) Alerts

Press the "Alert Settings" button to make sure alerts are enabled for your device. Your employee profile on the website will let you send yourself a test alert to make sure it is setup properly.



18) iOS Alert Style

By default, iPhone will show alerts at the top of the screen. If you wish to show them in the center of the screen, go to Settings App > Notifications > KPA Flex > Alert Style, & choose "Alerts".

