



# 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 you're the link to your company's website. Enter your company email to sign in with SSO.



### Sign In To Your Account

Sign in with SSO

## 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. Thanks!

### Sign-in Information

<https://sandbox.kpaehs.com>

Single Sign-On is enabled.



## 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

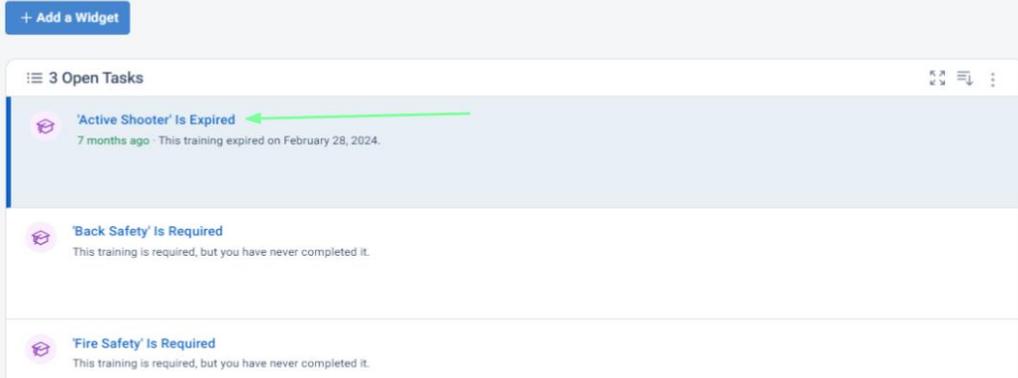
This training is required, but you have never completed it.

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!



The screenshot shows a user interface with a header bar containing a blue button labeled "+ Add a Widget". Below this is a section titled "3 Open Tasks" with a list of three items:

- 'Active Shooter' Is Expired**: 7 months ago · This training expired on February 28, 2024. A green arrow points to the title.
- '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.

# 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

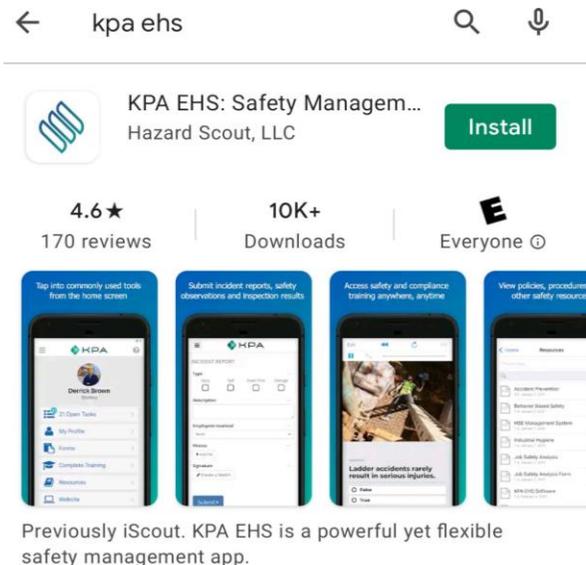
# How To Use the KPA Flex App

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.\**



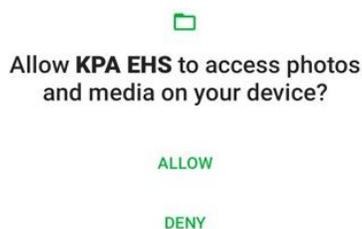
## 2) Open the App

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



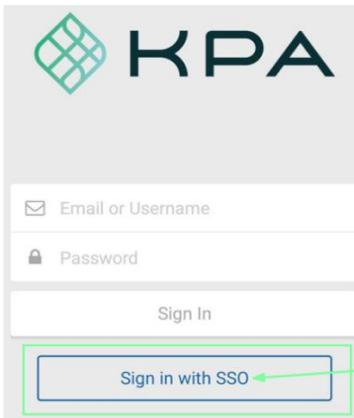
## 3) Allow Access

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



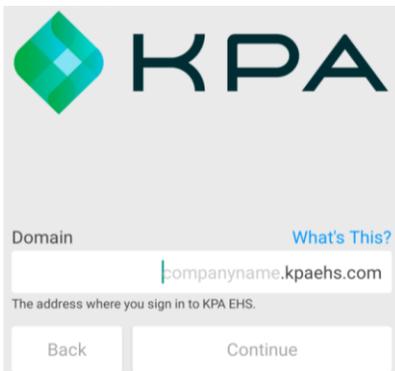
## 4) Sign In

Your company is setup with SSO, please always click on the Sign in with SSO button when signing into the KPA Flex app. The KPA Flex app will show both options to sign in with a username and to sign in with SSO.



## 5) Domain Name

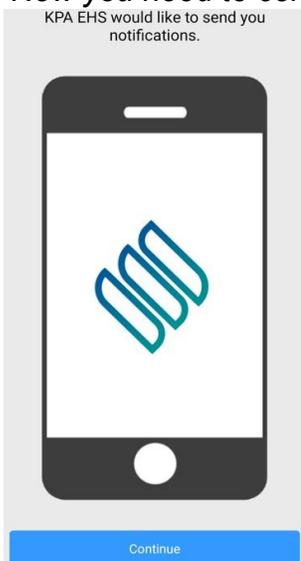
If the app asks for your Domain, this will be the portion between `https://` and `.kpaehs.com` from your website:



`https://sandbox.kpaehs.com`  
In this example, `sandbox` would be the Domain

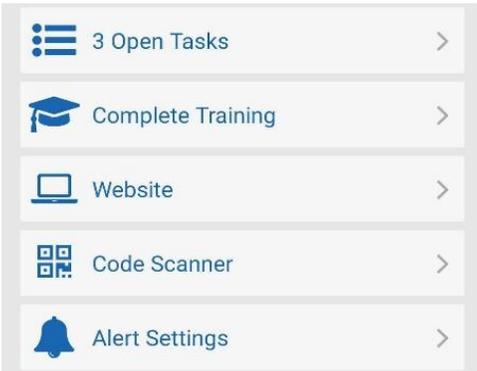
## 6) Enable Notifications

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



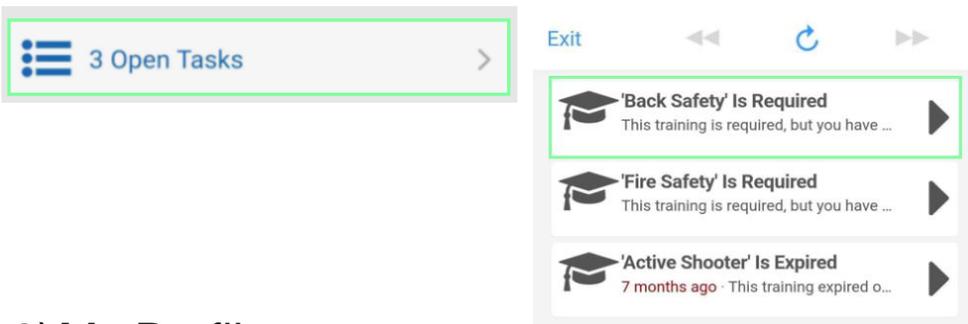
## 7) Home Screen

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



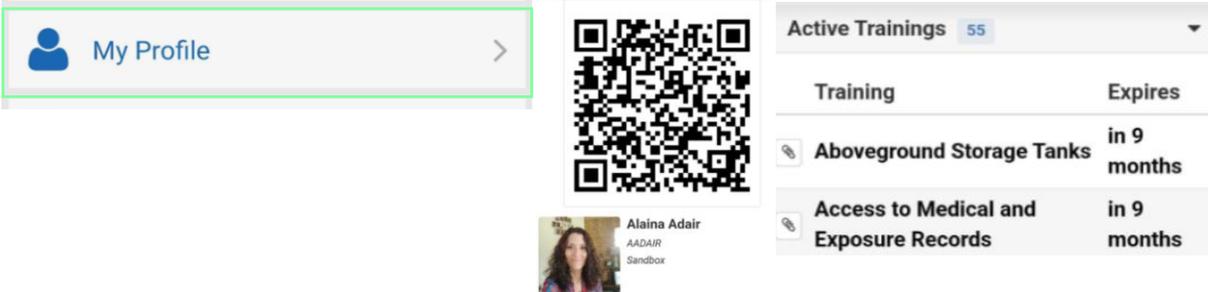
## 8) Open Tasks

*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.*



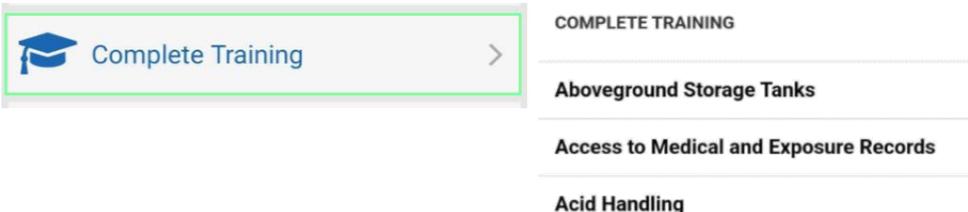
## 9) My Profile

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



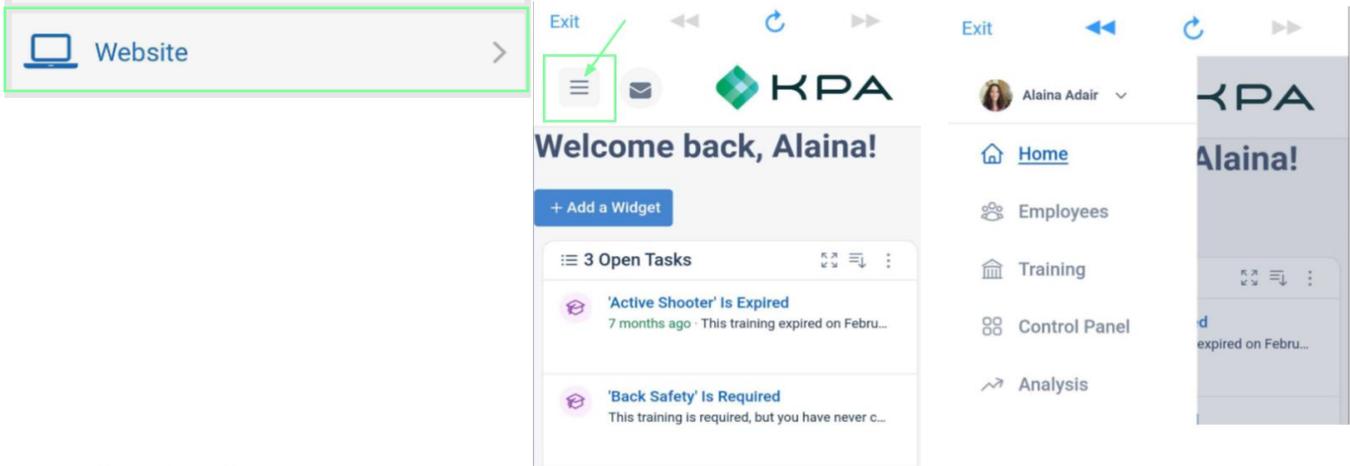
## 11) Complete Training

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



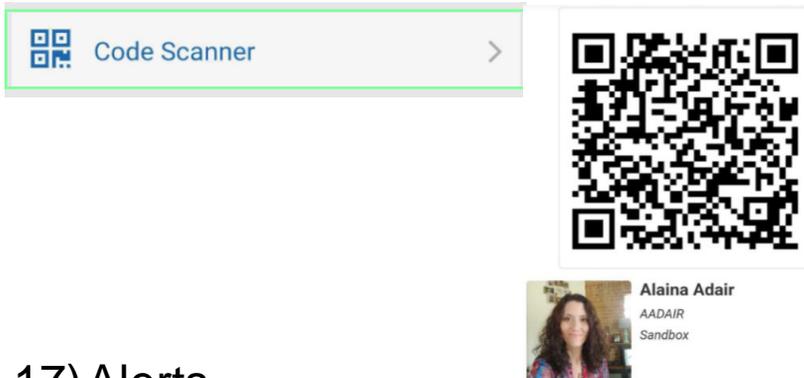
## 15) Website

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.



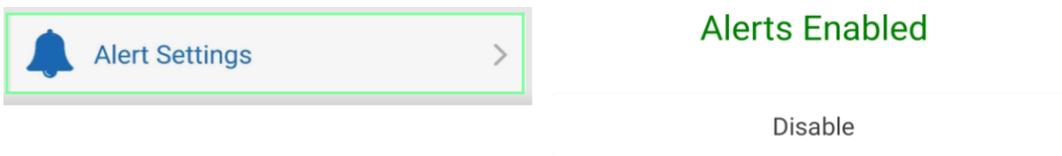
## 16) Code Scanner

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".

