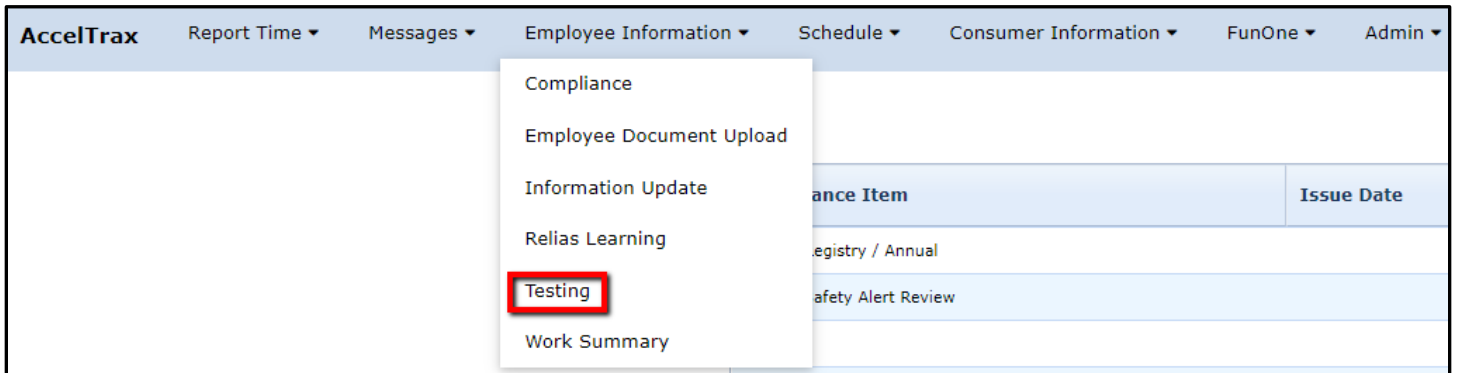
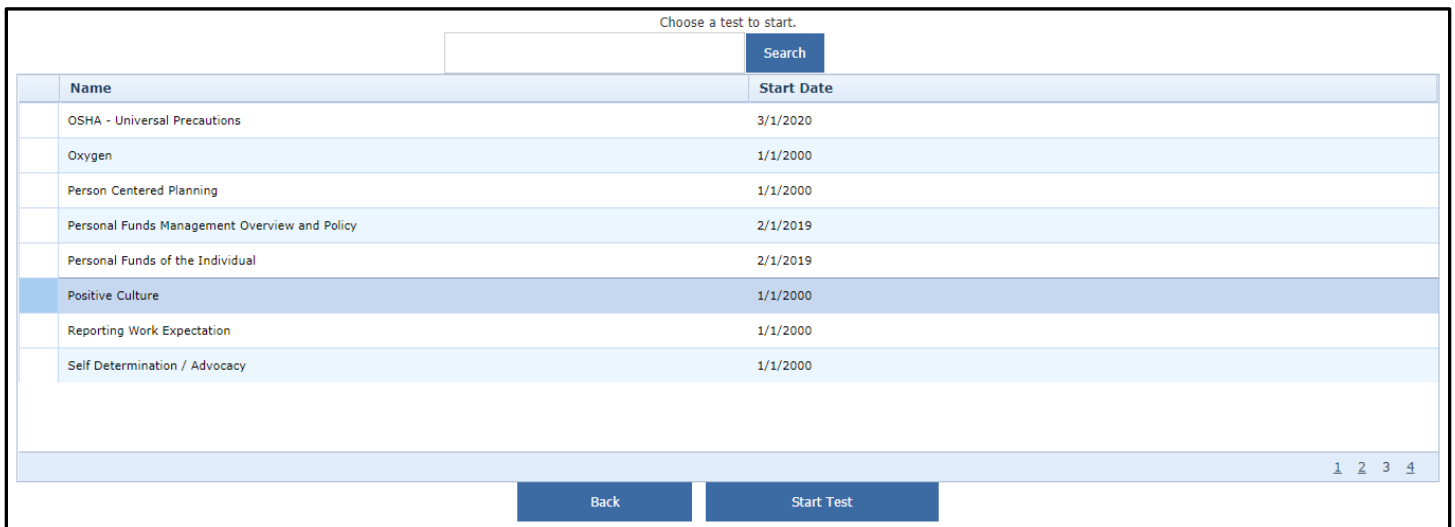


AccelTrax Testing Instructions

1. Upon logging into AccelTrax, click on **Employee Information** in the blue bar at the top of the screen.



2. Click **Testing** from the drop down.
3. Click on the **Start a New Test** button. If this is a test that you have worked on but not completed, click on **Finish an In Progress / Assigned Test**.
4. Click on the name of the test that you will be taking so that it is highlighted in blue. *There are multiple pages of test names that you can navigate through by clicking on the different page numbers at the bottom right of the window.*



5. Read the question and select an answer by clicking on the radio button next to the chosen option.
6. Click the **Next** button to get to the following question.
7. Once you have finished filling out your answers click on **Complete Test**.

Positive Culture

Status: In Progress Grade:

[View Documents for Test](#)

Question 1 of 1

Have you read the Positive Culture training document?

Yes

No

PreviousComplete Test

*In the example above there is a **document** that needs to be read. In this case you would click on [View Documents for Test](#) in order to open and read the document as a PDF.*