

### Steps Management Must Perform to Add Training to a Carrier's Training Record

1. Go to computer and login.
2. Access the Blue page.
3. Go to Learning.
4. Click on Express Class.
5. Under "General Information", type in FY23.
6. Click on Heat Stress Recognition.
7. Click on Attendees.
8. Click on Add Attendees.
9. Click the box next to each name.
10. Click Select All.
11. Click Record.
12. Click Complete.
13. Click Save.