Follow the steps on this Administrator User Guide to enroll your company with the Occupant Life Safety Training

1 Click here >>   https://brookfieldplace.bssnet.com

2 Select your Building & Company.
Enter your initial Password: **besafe**

Occupant Life Safety Training

The custom multimedia presentation includes life safety information that is specific to your building and geographic location. The objective of the presentation is to provide you with essential information that will help you during a crisis event.

In an effort to maximize your learning experience, this presentation integrates digital images, 3D graphics, voice narration, and text. You can pause, rewind, and fast-forward as desired. This presentation is available for your access 24/7.

Building: [Select your building from the list ▾]

Tenant: [Select your Tenant from the list ▾]

Password: [ ]

[Login]

Tenant and Property Administrators

If you previously registered your company with the program and do not remember your password, call support at 800-315-5676

Having problems logging in? **BSSOnline Support/FAQ**

3 Register as the Administrator for your Company:
Enter your Name, Email, and Phone Number;
Create a Password for your company employees; and
Confirm Acknowledgment of Activation Policy.

Occupant Life Safety Training

Getting Started:

STEP 1: Please fill out your information

First name: [ ]

Last name: [ ]

Email:* [ ]

Phone number:* [ ]

STEP 2: Enter the password that your employees will use to access the training

New password:* [ ]

Confirm password:* [ ]

STEP 3: Confirm and continue to registration

Check to confirm acknowledgment of the **Activation Policy**:* [ ] [Continue]

Having problems? Need help? **BSSOnline Support/FAQ**

4 Enter your Email address to Access your own Training.

Occupant Life Safety Training

Access Control

Congratulations! You're almost done! Please check your e-mail to finish setting up the program. Remember to check your spam folders.

In the interim, you can continue to the training center to complete your own training.

Please enter your email address.

Email: [ ]

[Continue]

Having problems? Need help? **BSSOnline Support/FAQ**

5 Register: Enter your Name and Email address. If you are a floor warden, check the box.

Occupant Life Safety Training

Registration

Please register in the program by entering the information requested below. Once the required information is submitted, an email will be sent to you acknowledging that you have been activated in the program.

First name:* [ ]

Last name:* [ ]

Email:* [ ]

Email confirmation:* [ ]

I am a floor warden [ ]

[Register]

Having problems? Need help? **BSSOnline Support/FAQ**

6

A. View the Presentation.

B. Add/Remove your name from the floor warden list.

C. Employees may self-register to request evacuation assistance.

Brookfield Place — **Brookfield**

PROGRAM INTRODUCTION — Resize

A — Stairways · Elevators · Emergency Exits · Fire and Evacuation » · Natural Disasters » · Bomb Threat · Medical Emergency · Power Outage · Active Shooter

Replay Program Introduction »

00:02   01:44

B — View the Floor Warden list for your floor »
I am NOT a floor warden
> Click to change status

C — If you have impaired mobility — temporary or permanent — you must self-register to request evacuation assistance »

Documents for Download »

If you are a tenant or property administrator, access the administration tool here »

Having problems with the presentation? Visit the Support & FAQ pages »

1. Go to **Files for Download** to load **Employee User Guide.**
2. Distribute with Password to all your company employees.

See Next Page…

BSS Building Safety Solutions

800-315-5676

To Access the Control Panel & Check Company Compliance:

7 Click on the tools icon

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Building: Select your building from the list ▼

Tenant: Select your Tenant from the list ▼

Password: [   ]

[Login]

Tenant and Property Administrators

If you are a tenant or property administrator, please click the picture to access the administration tool.

Having problems logging in? BSSOnline Support/FAQ

8 Check your email. Username/password will be automatically emailed to you after you log in the Occupant Life Safety Training.

Login
Username: [   ]
Password: [   ]
[Login]

9 Click on "Edit" to add the number of employees in your company.

Control Panel
Tenants Administration

Contact Name: Carolina Lopez
Contact Email: clopez@bssnet.com
Contact Phone: 626-584-9880
Population:

[Edit]

☑ Occupant Participation
View Quiz Results Chart
■ Participants
■ Not Activated
100%

Employees log into the presentation using the generic password set by the employer or tenant.

Training Center Password: arroyo
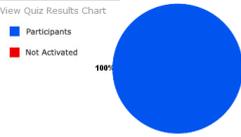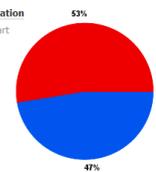[Edit]

Configure Automatic Notifications

Occupants - *view all* (9 total / 2 passed / 0 failed)

Search Occupants: [   ] Go
Search Quizzes: [   ] Go

View Reports:
Tenant Details
Unpassed Occupants
Help Requests
Support Information

10 Enter the number of employees in your company and click "Update Contact Information"

Control Panel
Tenants Administration

BSS Admin Tenant Information
rld Trade Center

Contact Name: Carolina Lopez
Contact Email: clopez@bssnet.com
Contact Phone: 626-584-9880
Contact Cell Phone:
Population:
19
[Update Contact Information]

Employees ... using the generic password set by the employer or tenant.

Training Center Password: arroyo
[Edit]

Configure Automatic Notifications

Occupants - *view all* (9 total / 2 passed / 0 failed)

☑ Occupant Participation   53%
View Quiz Results Chart
■ Participants
■ Not Activated
47%

Search Occupants: [   ] Go
Search Quizzes: [   ] Go

View Reports:
Tenant Details
Unpassed Occupants
Help Requests
Support Information

11 Access reports for your company.

Control Panel
Tenants Administration

BSS Admin Tenant Information

Contact Name: Carolina Lopez
Contact Email: clopez@bssnet.com
Contact Phone: 626-584-9880
Contact Cell Phone:
Population:
19
[Update Contact Information]

Employees log into the presentation using the generic password set by the employer or tenant.

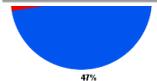Training Center Password: arroyo
[Edit]

Configure Automatic Notifications

Occupants - *view all* (9 total / 2 passed / 0 failed)

☑ Occupant Participa...
View Quiz Results Cha...
■ Participants
■ Not Activated
47%

Reports
Tenant Details
Unpassed Occupants
Help Requests

List of employees who viewed he Occupant Safety Presentation

List of physically impaired employees

Search Occupants: [   ] Go
Search Quizzes: [   ] Go

View Reports:
Tenant Details
Unpassed Occupants
Help Requests
Support Information

BSS Building Safety Solutions

800-315-5676