LOGIN INSTRUCTIONS TO ACCESS
NATIONAL SAFETY COUNCIL'S DEFENSIVE DRIVING COURSE

<u>**New Students**</u> **-**
1. Go to **www.safetyserve.com/VCU/**
2. Click on "**New Student**" and then click "**New Student Registration**".
3. Type in the ACCESS CODE given to you by your department administrator or supervisor and click on "**Submit**".
4. You will be presented with a registration page. Type in your information, including a Login ID and a password of your choice. Click on the "Submit" button. (**Please note** – you will receive a confirming email reminding you of the registration information for access to the site at a later date as a Returning Student. ***Do not register again as a New Student***.)
5. You will be presented with the "My Courses" page. Click on **Safety** and then click on **NSC Defensive Driving 9** under available courses to begin the course. Once you begin, you have 30 days in which to complete the course.

<u>**Returning Students**</u> –
1. Go to **www.safetyserve.com//VCU/**
2. Click on "**Returning Student**" button.
3. Type in your Login ID and your password, created by you during registration, and click on "Login".

*Certificate of Completion – After successful completion of the course, you will have the option to print out a generic certificate from the website for your own personal records. Click on the Certificate link on the left-hand navigation bar and follow the instructions. If needed, you can also request a certificate to be mailed to the address you entered during registration for a small fee payable by credit card. Supervisory personnel with also have access to your course completion data.

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