

## PBU LMS Quick Start Guide

This guide is designed to provide you with a quick overview of how to access the PBU LMS.

### Access PBU LMS

Access PBU LMS from any computer with Internet access by pointing your browser to <https://learning.syntrio.com/pbworld>

### Log-in

User-ID:  
Password:  
Sign On

"We work together, delivering professional excellence and sharing knowledge."

Welcome to PB University, the online Learning Management System serving employees across PB, Halsall and Heery.

New User (ask your Manager or HR representative to complete this form if you are not in the system)

New User ID Request Form

View a Demo of PBU LMS

Technical Requirements  
Click the button below to check your browser settings.

BROWSER TEST

1. Enter your User-ID in the appropriate field. Your User-ID is your work email address.
2. Enter your Password. New Users will use **"training"** as the initial password.
3. Click **Sign On**

### Forgot Password?

User-ID:  
Password:  
Sign On  
Forgot your Password?  
Click here.  
PB Worldnet

**TIP:** Use the **"Forgot your Password? Click here."** to have your password emailed to you.

Please enter your User-ID and click "OK". Your Password will be e-mailed to you. You can also contact pbu@pbworld.com if you do not have an e-mail address.

User-ID:

1. Enter your email address in the **User-ID**: field.
2. Click **OK**.
3. Your password will be sent to your email address.

## View Training Assignments

Welcome John Employee

- My Home
- My Transcript
- My Profile
- Catalog

- In-Progress Training
- Training Assignments**
- Recommended Training
- Class Calendar

Click on the **Training Assignments** link to view and access your assigned training.

## Launch Training

Outstanding Training Requirements: John Employee

Training Assignment	Title or Description	Deadline
2010 - Balfour Beatty Code of Conduct - Module 1	<b>BB-COC-2010 - Balfour Beatty Code of Conduct - Module 1</b>	Due in 30 days.

1. Click on the Title of the course to view the course description.

BB-COC-2010 - Balfour Beatty Code of Conduct - Module 1 - [ Online \*]

**Abstract:**

**Prerequisites:** This course has no prerequisites assigned to it.

<b>Category:</b> Ethics and Compliance	<b>Approval Required?</b> Y
<b>Length:</b> 0 hour(s) 45 minute(s)	<b>Credits:</b> 0
<b>Cost:</b> \$0.00	<b>Vendor:</b> SAI Global
	<b>Author/Designer:</b>

2. Click the **TAKE COURSE** button.

**Balfour Beatty** Code of Conduct

This course is about the **Balfour Beatty Code of Conduct** and how the principles and standards it sets out apply to our day-to-day work.

To help you get the most from this course we need some information about your current role. Please select the relevant option for each of the questions below, then click to submit your choices.

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Does your role involve direct negotiations with customers, sub-contractors, partners, agents or other third parties?

Do you work in countries outside the UK, the US, Western Europe or Australia?

**X** **Continue**

3. The course will open in a new window.

**TIP:** To exit out of any course, close the course window, and then remember to exit the LMS by clicking on "Log off". Most courses will automatically bookmark where you left off!

**TECHNICAL TIPS:**

**Be sure to TURN OFF all Pop-Up blockers!**

You will need the latest version of Flash and Java installed on your computer for the online training to work properly.

1. Update your Flash Player at <http://get.adobe.com/flashplayer/>
2. Update your Java at <http://www.java.com/en/>

**For additional technical support, please contact your Local IT Help Desk, or email [pbu@pbworld.com](mailto:pbu@pbworld.com)**