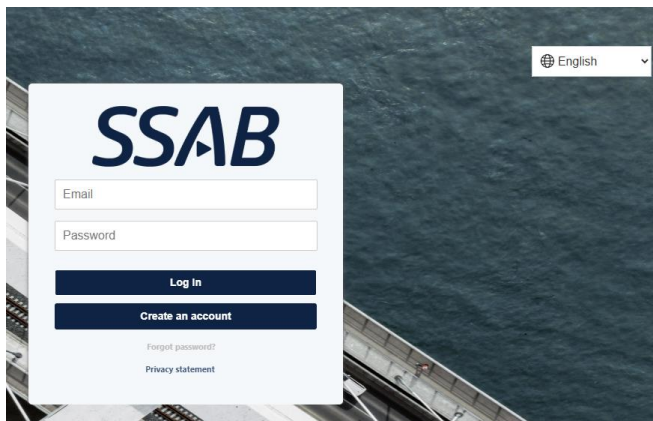


We recommend that you create a user account and complete the necessary training courses in good time advance. If you have technical difficulties in creating or logging in to your user account, you can contact us during business hours at [ssabpeoplesystemsupport@ssab.com](mailto:ssabpeoplesystemsupport@ssab.com)

### 1. User registration/Website login

<https://recruitmentssab.csod.com/login/render.aspx?id=ssabexternalelearn>



The top right corner of the page shows the language selection for this login page (Finnish/English).

A personal e-mail address is required to create a user account, which must be accessible after filling out the form in order to complete and activate the user account. One email address can only be used to create one user account.

User registration/user account is personal and the credentials may not be passed on to others.

### 2. Creating an account

- If the Create an account page does not open for you, check that the firewall software of the device you are using does not block the page.
- The Create an account page is displayed in the language of your browser. If you want to change the language of the page text (Finnish/English), change the language used in your browser settings.
- Fill in the required fields to create an account.
- In the Company field, select SSAB if you join SSAB as an employee.
- The password must meet all the requirements listed below in order to create a user account. If the requirement is marked with a red cross, your password does not meet this requirement.

#### Passwords requirements:

- 10 - 20 characters
- Does not contain any spaces
- Contains numbers AND letters
- Does not match your username, userID, or email
- Contains upper and lowercase letters

### 3. Confirmation of the email address and activation of the created user account

After clicking on "Create Account" at the end of the form, you will receive a link from [system.recruitment@ssab.com](mailto:system.recruitment@ssab.com) to verify your email address and activate the user account you have created. If you can't find it in your inbox, please check your spam folder. The verification link is time-limited and active for 24 hours. Then return to the login page to start training.

### 4. Taking the trainings

On the website, you can take the trainings required for working at SSAB sites in Finland. Your SSAB contact person (line manager/supervisor) will tell you which trainings you need to complete.

You can find the trainings via the buttons on the front page. There may be a slight delay in the operation of the website the first time, so please wait a moment.



Raahen

Complete trainings



Hämeenlinna

Complete trainings



Kankaanpää

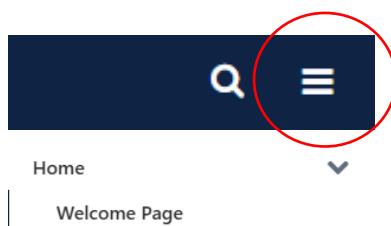
Complete trainings

Start the training by clicking the Request button on the relevant training page.

Follow the instructions and complete the training in the indicated order.  
You may pause and continue the training later, if necessary.

After completing the training, you will receive a confirmation email. You must send a message confirming your completion to your SSAB contact person and/or the person who asked you to complete the training in question.

From the training page, you can return to the front page via the navigation menu in the upper right corner (three overlapping lines) and then under the Home menu "Welcome Page".



## 5. Your performance data with your own transcript

You can see your own completed or unfinished trainings on your own transcript, which you can access

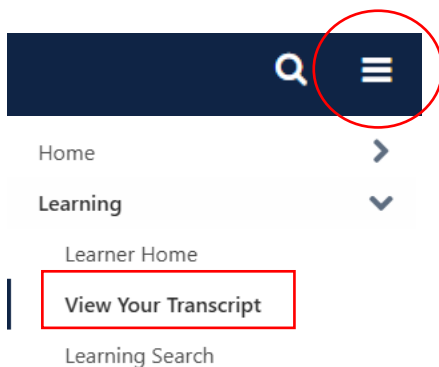
- a) via the icon on the front page



Status of training completions

My transcript

- b) via the navigation menu in the upper right corner (three overlapping lines), then under the Learning menu “View Your Transcript”



First in your transcript are shown the active, i.e. unfinished training courses. By changing the status of the training to “Completed”, you can see the finished trainings.

Filter by Training Status Sort by

Active ▼ Date Added ▼

## 6. Validity of training courses and retention period

The completion of the local safety training is valid for 3 years from the completion date, after which the training and exam must be renewed if work continues on the plant area. However, if you are away from the plant area for more than 6 months, you must take the safety training and the exam again when you return to work on the plant area.

Your training performance and personal data will be stored in the system for 5 years from the last login, after which your user account will be deleted. If you wish to have your data deleted earlier, please contact [data.privacy@ssab.com](mailto:data.privacy@ssab.com)

## 7. Forgot your password?

If you have forgotten your password, you can have it reset via the link on the login page. The username requested on the form is the e-mail address you entered when creating the user account.