



KeySix User Instructions:


Included below are instructions and screenshots to help in creating an account to log in with and instructions on enrolling into a course.

If you need additional assistance at any point please call our Online Help Desk number (866)215-8961. Hours of operation are Monday-Friday 8:00am Central – 5:30pm Central. If you are calling after hours please leave a voicemail and allow us to follow up with you the following business day.

[Keysix.com/via](https://keysix.com/via)


The site above will bring you to the screen pictured below.



 **Login**

Login: Password:

[Forgot your password?](#)

 If you do not have a username and password, please click the button below to register a free account.

[Click here for more information about KeySix.](#)


If you do not already have a KeySix account and are a new user, select the button to create an account to log in with.



Login

Login:	Password:
<input type="text"/>	<input type="password"/>

[Forgot your password?](#)


 If you do not have a username and password, please click the button below to register a free account.

[Register New Account](#)

[Click here for more information about KeySix.](#)

You will then fill out all required fields. *The email entered on this page is what will be used to send the link to the site along with the username you have created for future reference*



 Please complete the following information to create your account:

Basic Account Information

First Name: *

Last Name: *

Desired Username: *

Password: *

Verify Password: *

Email Address: *


Employee ID:

Security Questions

Security Question #1: * *

Security Question #2: * *

[← Back to Login page](#)

After you select the  button you will see the original log in screen.
Log in with the information you have created.

When you have logged in you will see the screen pictured below.

KeySix
Driver Focused Metrics

View Cart (0) Hi Test Test

My Training Course Catalog Help Logout

Welcome to KeySix provided by Smith System®

Your organization is using KeySix to help manage its drivers. This dashboard will assist you with completing the requirements and trainings that have been assigned to your account by your training supervisor. Please review the tables below to make sure that all of your trainings are up-to-date.

Driver: Test Test

Requirements Due : 0
Online Trainings Due : 0

Requirements

Date	Description	Expiration Message	Status
No records to show.			

Online Training

Current Training Completed Training

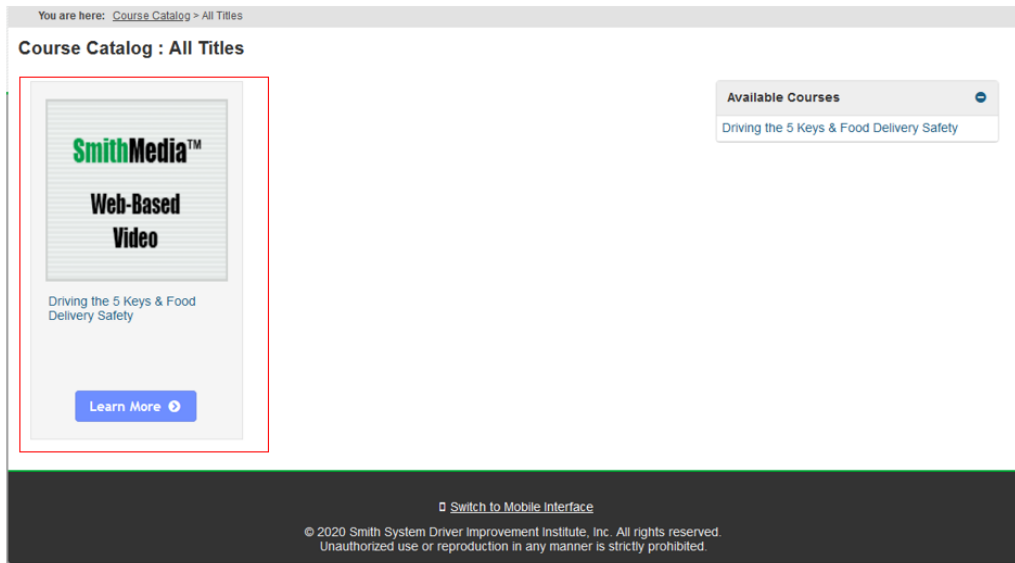
Date	Status	Started	Course Name
No records to show.			

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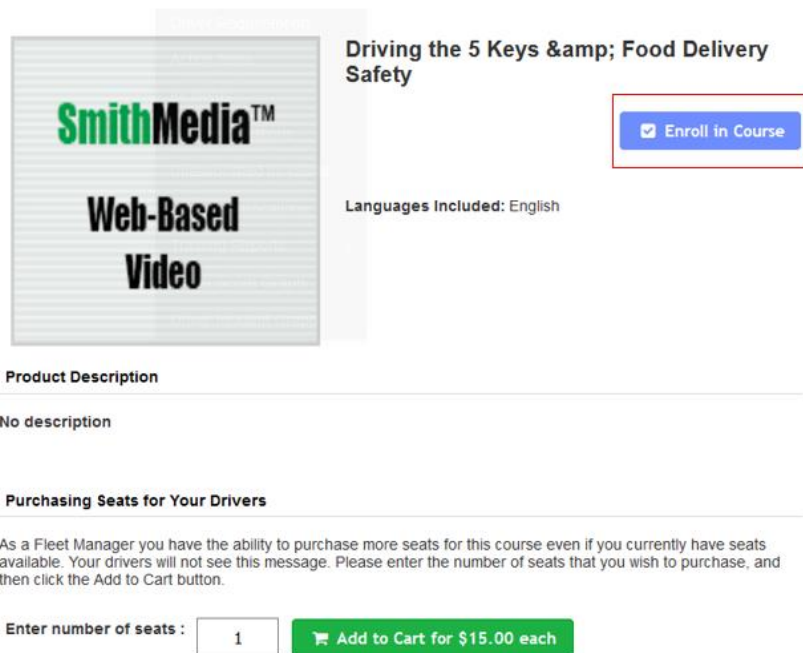
Enrolling into a Course


To Enroll into a course, click the **Course Catalog** button located on the navigation bar.

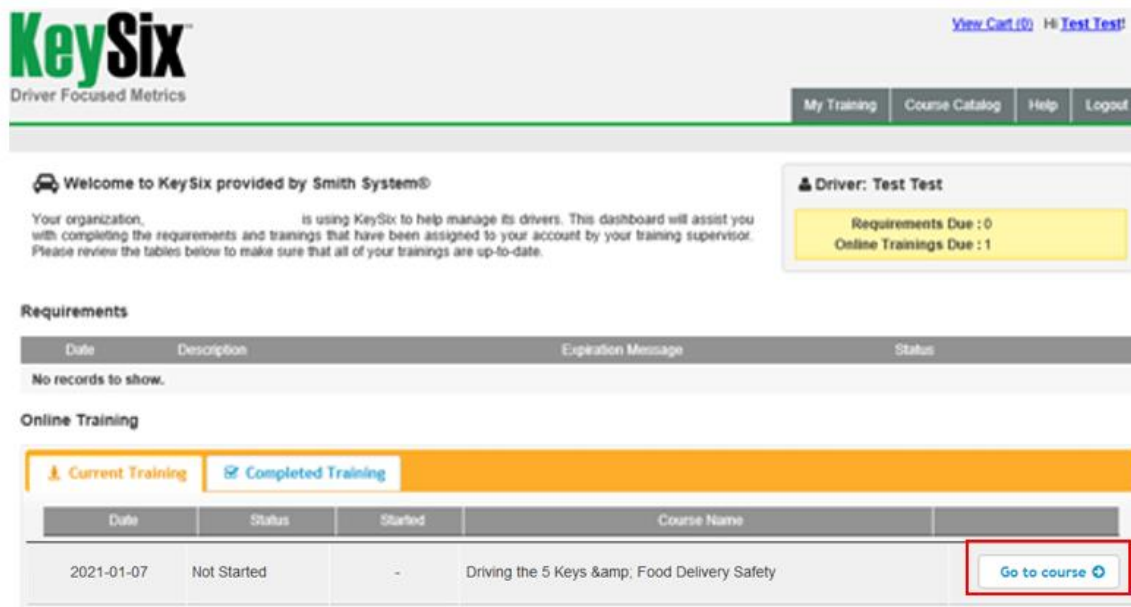
You will see all available courses to you on this page. Select the course(s) specified by your training coordinator.




Click on the  button to enroll into the course.



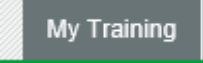
To begin the training click on the  button




The screenshot shows the KeySix dashboard. At the top left is the KeySix logo with the tagline 'Driver Focused Metrics'. On the top right, there are links for 'View Cart (0)', 'Hi Test Test!', and a navigation menu with 'My Training', 'Course Catalog', 'Help', and 'Logout'. A welcome message states: 'Welcome to KeySix provided by Smith System®. Your organization, [redacted] is using KeySix to help manage its drivers. This dashboard will assist you with completing the requirements and trainings that have been assigned to your account by your training supervisor. Please review the tables below to make sure that all of your trainings are up-to-date.' To the right of the welcome message, a box displays 'Driver: Test Test', 'Requirements Due : 0', and 'Online Trainings Due : 1'. Below this is a 'Requirements' section with a table that has columns for 'Date', 'Description', 'Expiration Message', and 'Status', and a message 'No records to show.'. The 'Online Training' section has two tabs: 'Current Training' and 'Completed Training'. Below the tabs is a table with columns for 'Date', 'Status', 'Started', and 'Course Name'. The first row in the table has the following data: '2021-01-07', 'Not Started', '-', and 'Driving the 5 Keys & Food Delivery Safety'. A 'Go to course' button with an external link icon is located in the bottom right corner of the table row, highlighted with a red box.

Click on the  button and the module window will begin playing the course.

After you have finished the exam at the end of the course you will have the option to print your certificate out. If you do not have access to a printer, you will be able to login to the KeySix from any computer connected a printer to print your certificate.

After logging, click on the  button on the navigation bar.

You will see the list of courses you have enrolled into.

Click on the  button next to the course you wish to print from.

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