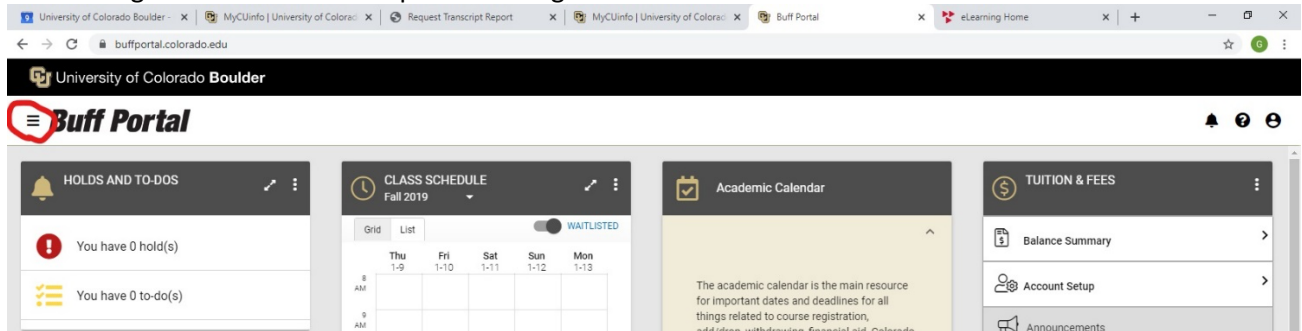
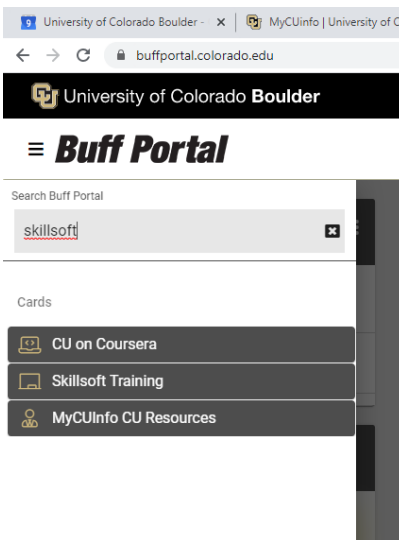


## Geology field trips: How to take Defensive Driving course and print out Certificate:

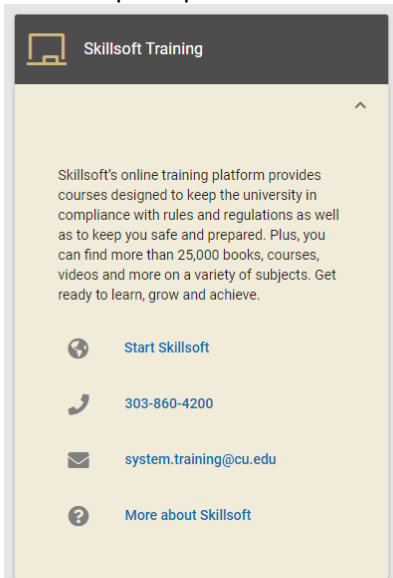
### 1. Log into BuffPortal and open the Navigation Pane



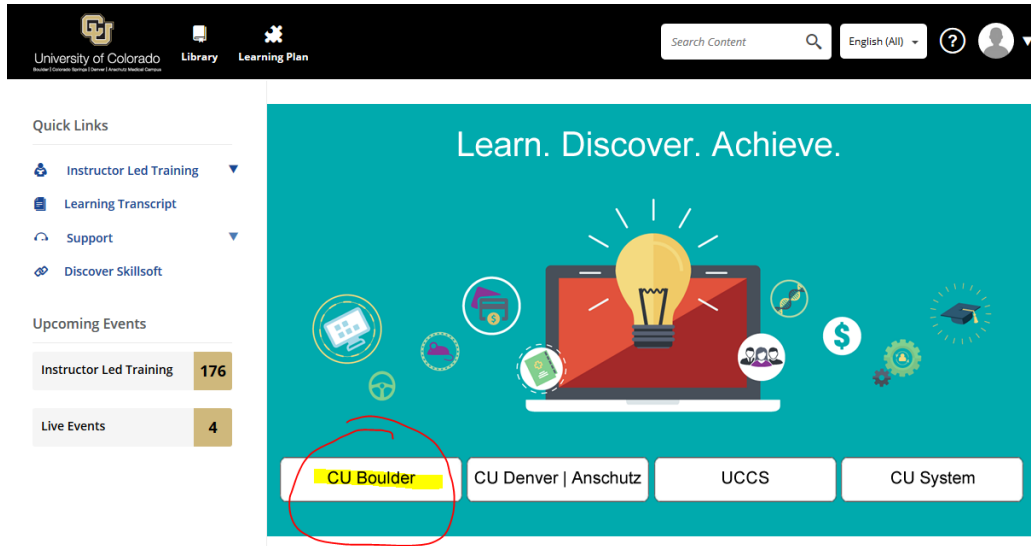
### 2. In the navigation pane, type in "Skillsoft"



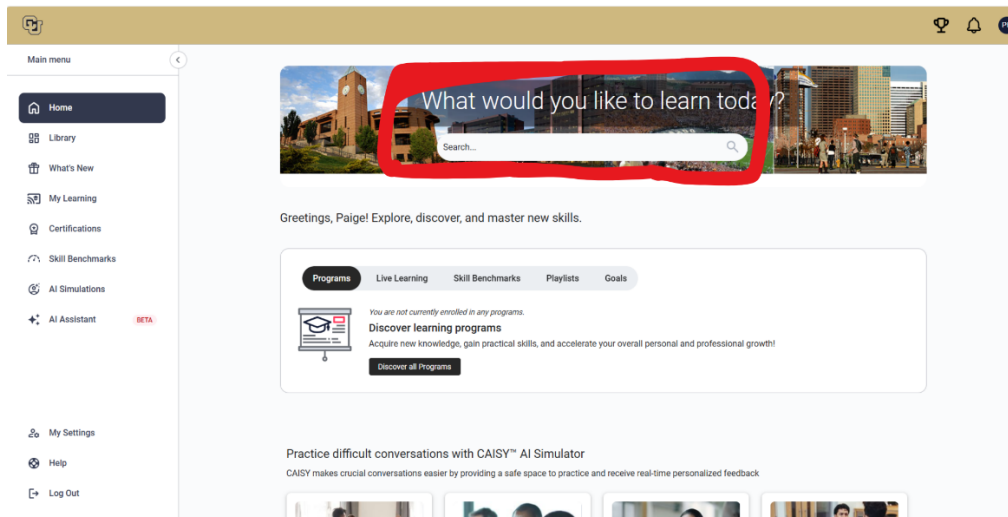
### 3. Click on Skillsoft Training and it will open up. Click on "Start Skillsoft"



4. Then click on “CU Boulder”

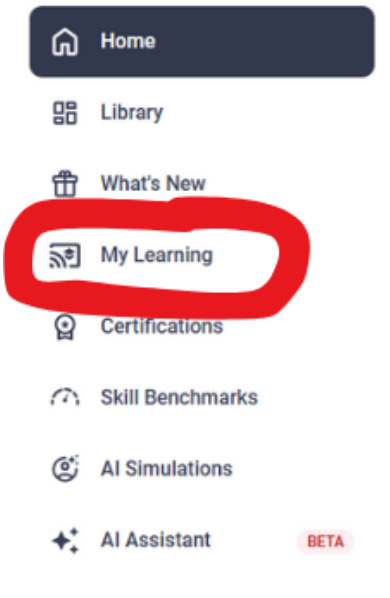


5. In the middle of the screen you'll see a search bar. Type in “Defensive driving”... select the first option, click the black “Launch” bar... and off you go!

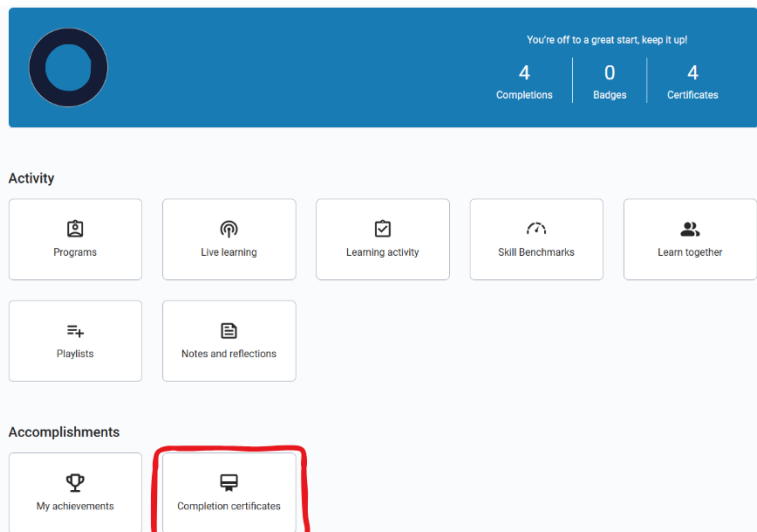


**To Print out your Certificate after earning a 93% or 100%:**

6. At the end of the quiz, select “My Learning” on the left side of your screen.



7. From there, a page will pop up with a white tile titled, “Completion Certificates.” Select “Completion Certificates.”



8. A new window will open, showing all Skillsoft courses that you have completed. Please find the CU: Defensive Driving course on your list and select the “Download” option.



**E-Mail your items to the Geological Sciences Main Office**

9. E-mail your certificate and a photo of your Driver's License to [geoltransportation@colorado.edu](mailto:geoltransportation@colorado.edu). Alternatively, bring the Defensive Driving Pass Certificate along with your Driver's License to the Geological Sciences front office, room 285.
10. You are all set! Thank you for your interest and willingness to drive a vehicle for a field trip!

**Questions? Contact Geological Sciences Main Office at:**

[geoltransportation@colorado.edu](mailto:geoltransportation@colorado.edu)

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Note: also available to students:

	<b>CU: Safety Techniques for Driving a 15-Passenger Van</b> <small>Custom - Course: 1 Hour</small>	<b>LAUNCH</b> ▼
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