



## TargetSolutions User Guide

TargetSolutions is an online training and records management system. Through this user guide, you will learn how to login for the first time, launch an assigned training course, view your training history, and view or print your certificates.

### TargetSolutions Login Instructions for First Time Users

1. To login, please go to [www.targetsolutions.com/bloomingtondlevillage](http://www.targetsolutions.com/bloomingtondlevillage) (please save or bookmark this link).

**TARGETSOLUTIONS**  
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**VILLAGE OF BLOOMINGDALE**  
1835

Email/Username: **Which should I use?**

Password:

[Password recovery](#)

**Login**

2. Please enter your Username and Temporary Password, then click *Login*.

**Username:** Village of Bloomingdale Email Address (i.e. [jdoe@vil.bloomingtondlevillage.com](mailto:jdoe@vil.bloomingtondlevillage.com))

**Temporary Password:** **Bdale123**

3. Next, you will be asked to send yourself a verification email. Please retype your email and click "**Send Verification Email.**"

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1 Verify Email 2 Confirm Email 3 Set Info

For your security, we have upgraded our login system to accept email addresses as a username. Please take a few minutes to verify your information.

Your email address:

Retype email:

We will send a message to this email address to verify that it is yours.

**Send Verification Email**

If you have trouble logging in, please contact TargetSolutions 24/7 Login Support at 1-800-840-8048.



## How to Launch an Assignment

1. A training assignment may be assigned to you directly. This training will be located on your **Schedule**.

The screenshot shows the Village of Bloomingdale user interface. At the top, there is a navigation bar with 'Home' and 'Help' links. Below this, the Village of Bloomingdale logo is displayed on the left. On the right, a 'Schedule' section is visible, containing a table with two columns: 'NAME' and 'DUE DATE'. A single row is highlighted in yellow, representing the assignment 'Bloodborne Pathogens Safety Assignment' with a due date of 'Mar 31, 2019'. At the bottom left, there is a 'Home' button with a house icon.

NAME	DUE DATE
Bloodborne Pathogens Safety Assignment	Mar 31, 2019

2. Click on the assignment to launch the training. The training course can be completed at your own pace. To exit the course, click on the **blue** square. To return to the course later, simply launch the course again from your **Schedule**.

The screenshot shows the 'Bloodborne Pathogens Safety' training course interface. The title 'Bloodborne Pathogens Safety' is at the top, with 'Prev' and 'Next' buttons. Below the title, the 'Course Highlights' section lists four items, each with a blue checkmark: 'What bloodborne pathogens are and how they are spread', 'OSHA's requirements for protecting workers from infection', 'How to minimize exposure incidents', and 'What to do after an exposure incident'. A paragraph below states: 'Any occupation that deals with blood, medical waste, and related products have the potential for exposure to infection.' On the right, a video player is shown with the title 'Bloodborne Pathogens Safety' and a progress bar indicating 00:02 / 01:07. At the bottom right, there is a 'Slide 1 59' indicator.



### How to View Training History and View or Print Certificates of Completion

1. Click on the **My History** tab.
2. Click on the "Certificate" icon in the details column to view your Certificate.

Village of Bloomingdale

Home Help



- Home
- My Assignments
- Self-Assign
- My History**
- My Credentials
- My Events
- File Center

MY HISTORY

Search My History

Show Advanced Options ▾

TYPE	NAME	COMPLETION DATE	DETAILS
	Bloodborne Pathogens Safety	12/23/2016	
	Hazard Communication - GHS	10/05/2016	

DETAILS

3. Once opened, click **Print**.

Certificate



**Bloodborne Pathogens Safety**

CERTIFICATE OF COMPLETION  
This is to acknowledge that

Admin Admin

Has completed the online training and successfully passed the examination of the Bloodborne Pathogens Safety course in compliance with federal regulations: OSHA 29 CFR 1910.1030. [Record ID #96417670]

Ted Cudal  
Ted Cudal, CSP, CHMM, CHCM, EMS-LA

December 23, 2016  
Date of Training

Certificate issued by TargetSolutions

TARGETSOLUTIONS  
Occupational & Environmental Courseware  
San Diego, CA

**Print** **Close**