



USER GUIDE



SAFETY

Registering and Completing Personal Track Safety Training through GoToWebinar and FlexiQuiz

Metrolinx's Safety Training and Competence team leverages two virtual platforms for individuals to complete Personal Track Safety (PTS) training: GoToWebinar and FlexiQuiz.

The registration process for an upcoming training session has been simplified for your convenience. **GoToWebinar** is a web-based platform designed for registering and attending webinars. GoToWebinar offers a simple and intuitive interface, making it easy for participants to navigate and engage in virtual events such as Personal Track Safety (PTS) training.

After successful completion of a virtual PTS training session on GoToWebinar, the final step in the PTS certification process is the completion of the PTS knowledge assessment through **FlexiQuiz**. FlexiQuiz's user-friendly interface ensures easy navigation, making it simple for individuals to complete the assessment, receive immediate results, and download a certificate of completion effortlessly.

The purpose of the User Guide is to walk through the steps to:

- 1) register, access, and attend PTS training through GoToWebinar;
- 2) access and complete the PTS knowledge assessment through FlexiQuiz; and
- 3) access PTS Certificate of Completion.



REGISTERING FOR A PTS TRAINING

Step 1: Click the **Registration** button on the [PTS website](#).



REGISTRATION

Step 2: On the GoToWebinar registration page, select a training date from the drop-down menu and enter applicable registration details. Required fields are indicated with an asterisk (*). Then click **Register**.



SAFETY

Personal Track Safety

This webinar is offered several times. Select the date and time that works best for you.

Tue, Dec 26, 2023 8:30 AM - 3:30 PM EST

[Show in My Time Zone](#)

Thank you for visiting the Personal Track Safety registration page. Please read the following disclaimer before registering:

- Please provide your legal first and last names in the registration fields (as it appears on a government/company-issued ID).
- If you are registering multiple participants on their behalf, please fill out the registration form for each employee separately. This will be required to set up access to the exam.
- An email address is mandatory to participate. If you do not have an email address, please provide an email address from someone else in your organization (e.g., an administrator/supervisor).
- Attendance credit is calculated based on how long each participant is logged into a session.
- If employees need to attend training in a group setting, please visit our website to obtain training from our accredited training partners as Metrolinx cannot offer attendance credit in group settings: <https://www.metrolinx.com/en/about-us/doing-business-with-metrolinx/personal-track-safety-program>

*Required field

First Name*

JAMES

Last Name*

SMITH

Email Address*

James123@yahoo.ca

Organization*

Mx

Have you taken Personal Track Safety before? *

Choose One...

If you have previously taken Personal Track Safety, what is your PTS card ID#?

What is the e-mail address of your administrator? This is required if they need to receive your PTS card.

By clicking this button, you submit your information to the webinar organizer, who will use it to communicate with you regarding this event and their other services.

Register

Step 3: Click **Add to Calendar** on the GoToWebinar confirmation page or the confirmation email that is sent to the registered email address.

GoToWebinar Confirmation Page

**SAFETY**

You're Registered!

Personal Track Safety
Mon, Dec 25, 2023 8:30 AM - 3:30 PM EST

Add to Calendar ▾

At the time above, [join the webinar](#).

Before joining, be sure to [check system requirements](#) to avoid any connection issues.

A confirmation email with information on how to join the webinar has been sent to you.

Questions or comments on the webinar? Contact mxsafetycompetence@metrolinx.com

Can't make the webinar?
[Cancel or update your registration](#)

Confirmation Email

**SAFETY**

PERSONAL TRACK SAFETY
Thu, Nov 23, 2023 2:45 PM - 3:45 PM EST

Thank you for registering for "PERSONAL TRACK SAFETY".

All individuals working on our rail network must be trained in Personal Track Safety (PTS). The PTS program teaches participants how to safely work and operate in a rail environment.

Completion of the PTS program is required by:

- Anyone working within the Metrolinx Right of Way (ROW)
- Anyone working under a form of track protection on a Metrolinx site
- Anyone working on a piece of Metrolinx owned rail infrastructure (e.g. bridges, tunnels, etc.)

Please send your questions, comments and feedback to: mxsafetycompetence@metrolinx.com

How to join the webinar
Thu, Nov 23, 2023 2:45 PM - 3:45 PM EST

Add to calendar: Outlook® Calendar | Google Calendar™ | iCal®

1. Click the button to join the webinar at the specified time and date:

Join Webinar

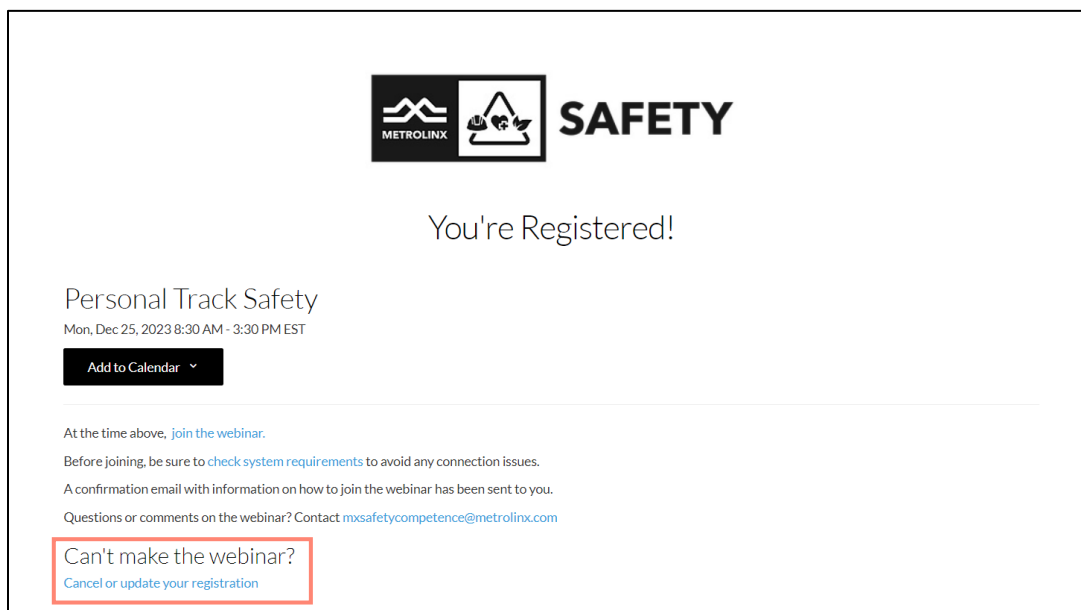
Note: This link should not be shared with others; it is unique to you.

Before joining, be sure to [check system requirements](#) to avoid any connection issues.

CANCELLING OR CHANGING REGISTRATION

To cancel or change a registered training session, click **Cancel or update your registration** from the GoToWebinar confirmation page or confirmation email.

[GoToWebinar Confirmation Page](#)



Confirmation Email



PERSONAL TRACK SAFETY

Thu, Nov 23, 2023 2:45 PM - 3:45 PM EST

Thank you for registering for "PERSONAL TRACK SAFETY".

All individuals working on our rail network must be trained in Personal Track Safety (PTS). The PTS program teaches participants how to safely work and operate in a rail environment.

Completion of the PTS program is required by:

Anyone working within the Metrolinx Right of Way (ROW)

Anyone working under a form of track protection on a Metrolinx site

Anyone working on a piece of Metrolinx owned rail infrastructure (e.g. bridges, tunnels, etc.)

Please send your questions, comments and feedback to: mxsafetycompetence@metrolinx.com

How to join the webinar

Thu, Nov 23, 2023 2:45 PM - 3:45 PM EST

Add to calendar: [Outlook® Calendar](#) | [Google Calendar™](#) | [iCal®](#)

1. Click the button to join the webinar at the specified time and date:

[Join Webinar](#)

Note: This link should not be shared with others; it is unique to you.

Before joining, be sure to [check system requirements](#) to avoid any connection issues.

2. Choose one of the following audio options:

To use your computer's audio:

When the webinar begins, you will be connected to audio using your computer's microphone and speakers (VoIP). A headset is recommended.

or

To use your telephone:

If you prefer to use your phone, you must select "Use Telephone" after joining the webinar and call in using the numbers below.

Canada: +1 (647) 497-9368

Access Code: 438-876-778

Audio PIN: Shown after joining the webinar

[Calling from another country?](#)

Webinar ID: 342-181-355

To Cancel this registration

If you can't attend this webinar, you may [cancel your registration](#) at any time.



ACCESSING PTS TRAINING SESSION

To join the PTS training session on the day of the scheduled event, click the **hyperlink** from the calendar event or **Join Webinar** from the confirmation email.

Note: The calendar event and confirmation email should **not** be forwarded or shared with anyone else. The GoToWebinar link is unique to the registered individual.

Calendar Event

GoToWebinar - Personal Track Safety	
Organizer	MX Safety Competence
Time	December 25, 2023 8:30 AM-3:30 PM
Location	GoToWebinar - See conference call information below
Respond	☐ Accept ☐ Tentative ☐ Decline
1. Click and join at the specified time and date: https://global.gotowebinar.com/join/2740671706096971359/985966295 Note: This link should not be shared with others; it is unique to you.	
2. Choose one of the following audio options: TO USE YOUR COMPUTER'S AUDIO: When the Webinar begins, you will be connected to audio using your computer's microphone and speakers (VoIP). A headset is recommended. -- OR -- TO USE YOUR TELEPHONE: If you prefer to use your phone, you must select "Use Telephone" after joining the webinar and call in using the numbers below. Canada: +1 (647) 497-9429 Access Code: 501-393-137 Audio PIN: Shown after joining the webinar	

Confirmation Email



Personal Track Safety

Mon, Dec 25, 2023 8:30 AM - 3:30 PM EST

Thank you for registering for "Personal Track Safety".

All individuals working on our rail network must be trained in Personal Track Safety (PTS). The PTS program teaches participants how to safely work and operate in a rail environment.

Completion of the PTS program is required by:

Anyone working within the Metrolinx Right of Way (ROW)

Anyone working under a form of track protection on a Metrolinx site

Anyone working on a piece of Metrolinx owned rail infrastructure (e.g. bridges, tunnels, etc.)

Please send your questions, comments and feedback to: mxsafetycompetence@metrolinx.com

How to join the webinar

Mon, Dec 25, 2023 8:30 AM - 3:30 PM EST

Add to calendar: [Outlook® Calendar](#) | [Google Calendar™](#) | [iCal®](#)

1. Click the button to join the webinar at the specified time and date:

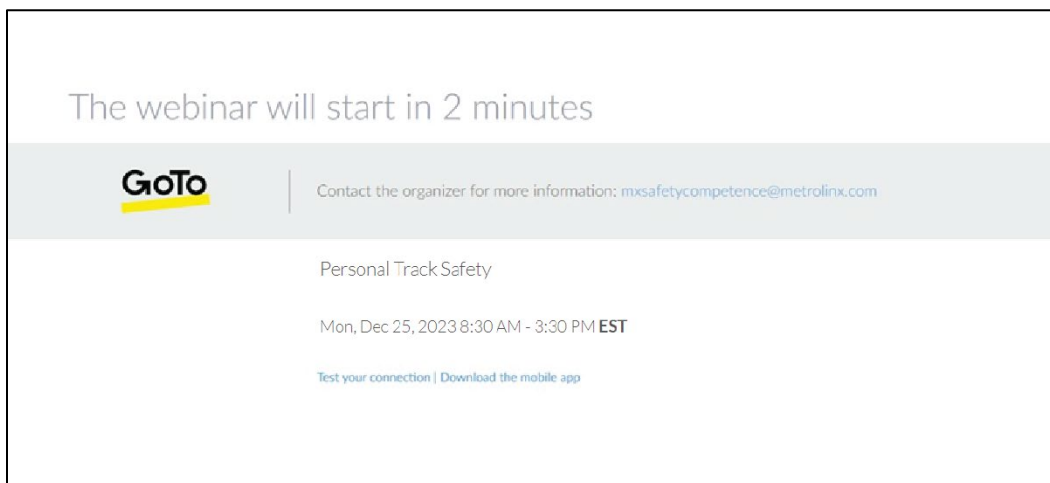
Join Webinar

Note: This link should not be shared with others; it is unique to you.



ATTENDING PTS TRAINING SESSION

Before the training session starts at the scheduled time, a prompt will display when the virtual training session will start on the web browser.

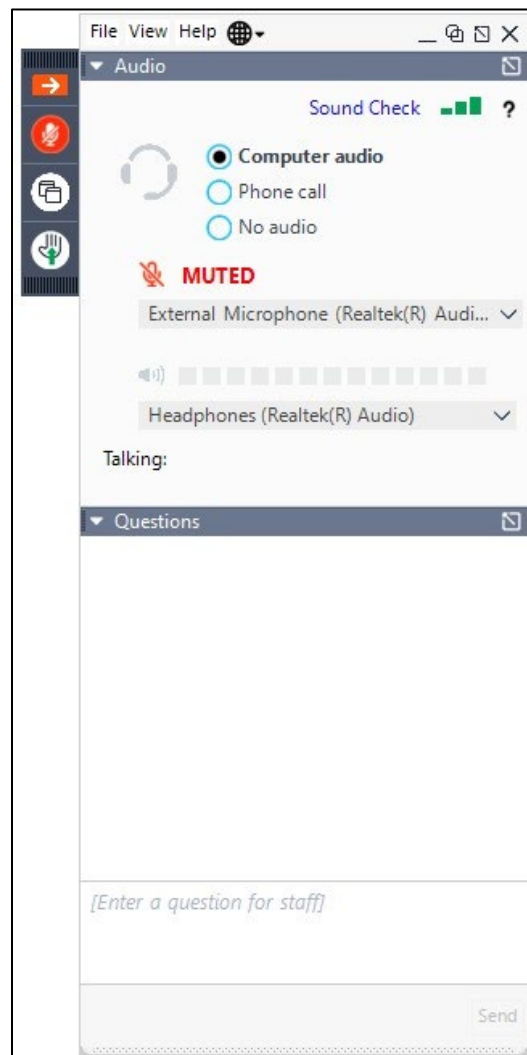


Once the virtual training session starts at the scheduled time, a prompt will display and the facilitator will share their screen.



Use the participant control panel to connect to speaker audio, ask questions to the facilitator, and participate in polls during the training session.

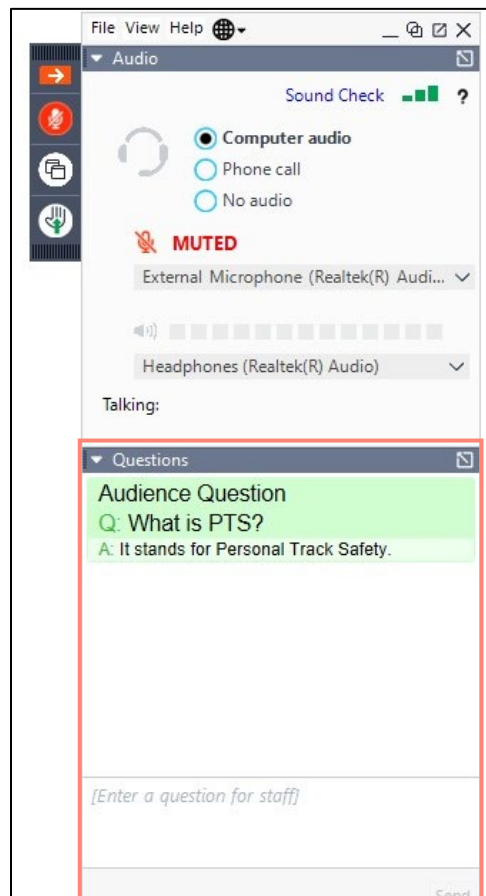
Note: Individuals are muted during the training.



ASKING QUESTIONS

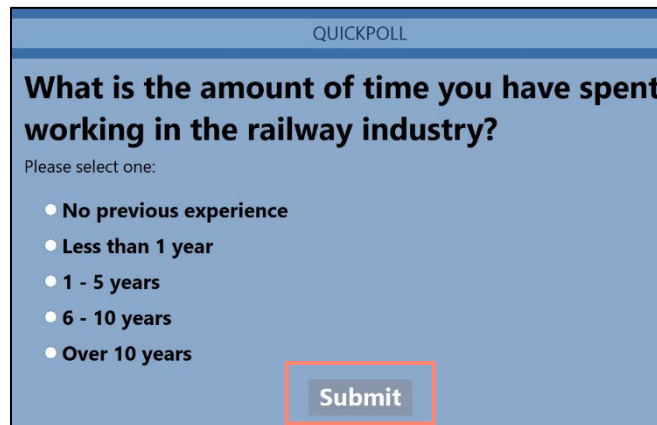
Type in a question in the **Questions** box on the participant control panel. The training team will answer questions accordingly.

Tip: Use the pop-out button  on the participant control panel to expand the questions box.



PARTICIPATING IN POLLS

During the training session, the facilitator will launch polls for participants to answer. Click on the appropriate answer on the screen. Then click **Submit**.



QUICKPOLL

What is the amount of time you have spent working in the railway industry?

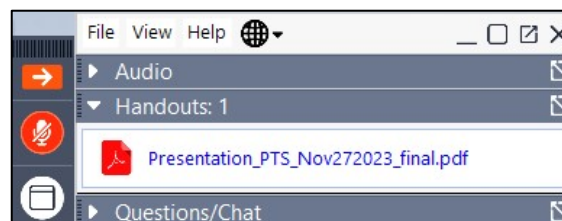
Please select one:

- No previous experience
- Less than 1 year
- 1 - 5 years
- 6 - 10 years
- Over 10 years

Submit

DOWNLOADING HANDOUTS

Files will be shared during the training session. Go to the **Handouts** section of the participant control panel. Click on the **file** to download.



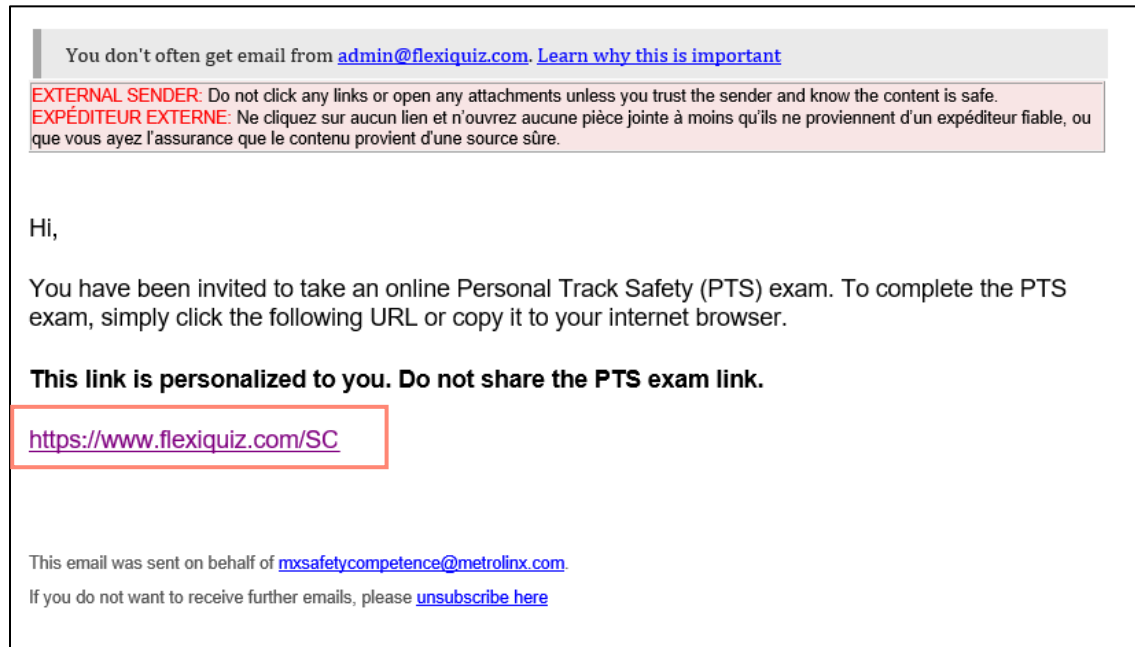


ACCESSING PTS KNOWLEDGE ASSESSMENT

The virtual training session will end when the facilitator has concluded the training presentation and answered all PTS-related questions. Individuals will receive an email one hour after the training session ends to complete the PTS knowledge assessment.

Click on the **hyperlink** from the email to access the PTS knowledge assessment.

Note: Individuals will only receive an email from Metrolinx if attendance requirements are met.





COMPLETING PTS KNOWLEDGE ASSESSMENT

Step 1: On the FlexiQuiz main page, enter the same name and email address used to register for PTS training and all other required fields to register for the PTS exam. Click **Register**.

Register for Personal Track Safety Exam

This link is personalized to you. Do not share the PTS exam link.

Legal First Name*

Legal Last name*

What e-mail address was used to register for the PTS session?*

What date did you attend the PTS session?*

Step 2: Select an answer for each question. Click **Next Page** to continue.

Tip: Click **Save and Continue** to exit the PTS exam and continue later.

Bookmarks:

Answered 5 of 48 (10%)

Powered by FlexiQuiz.

Step 3: Click **Submit** at the bottom of the page to submit the PTS exam. Results will be displayed immediately on the next page.

Bookmarks:

Answered 5 of 48 (10%)

Powered by FlexiQuiz.

Note: Individuals are permitted a total of **three attempts** on the PTS exam. Failure to pass the PTS exam will result in the individual retaking a PTS training session.

BOOKMARKING QUESTIONS

Step 1: Click the **Bookmark** icon next to a question to save and go back to a question later.

What is PTS?

☐ Personal Track Safety

☒ Point Track Safety



Step 2: Click the **Bookmark** icon at the bottom of the page to access and review all bookmarked questions.

Bookmarks: 

Answered 5 of 48 (10%)

[< Previous Page](#)

[Submit](#)

[Save and Continue](#)

Powered by FlexiQuiz.

ALL UN-ANSWERED BOOKMARKED



What is PTS?





ACCESSING PTS CERTIFICATE OF COMPLETION

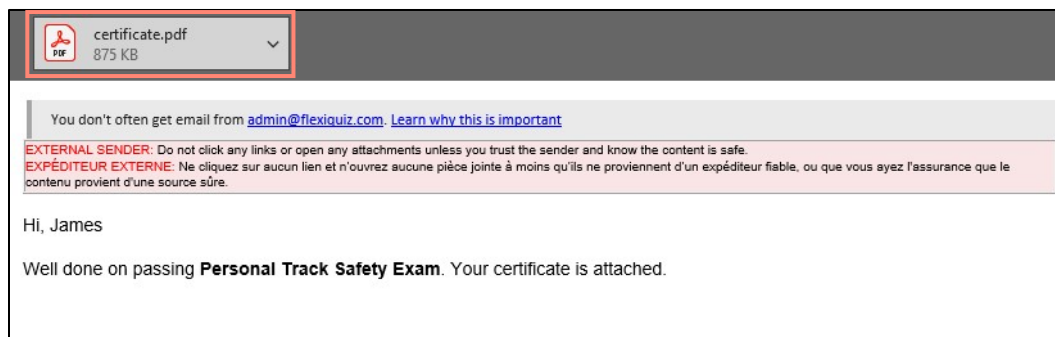
Individuals who successfully complete and pass the PTS exam can download the Certificate of Completion/temporary PTS certification card. Click **Certificate** on the Results webpage after submitting the PTS exam to download the certificate onto your computer.

Results for Personal Track Safety Exam

Name	
Email	
Result	Pass
Score	40/50 (80%)
Grade	Pass
Duration	

[Review Answers](#) [Certificate](#)

An email is also sent to the registered email address to download the PTS Certificate of Completion.



Note: The PTS Certificate of Completion is also a **temporary** PTS certification card. Individuals will receive a formal digital PTS certification card in 10-15 business days.

Sample Certificate

