



# 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 **Click here to register for a PTS training session**> link on the [PTS website](#).

**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**.



## Personal Track Safety

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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](#)

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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>

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\*Required field

First Name*	Last Name*
<input type="text" value="JAMES"/>	<input type="text" value="SMITH"/>
Email Address*	Organization*
<input type="text" value="James123@yahoo.cA"/>	<input type="text" value="Mx"/>

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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.

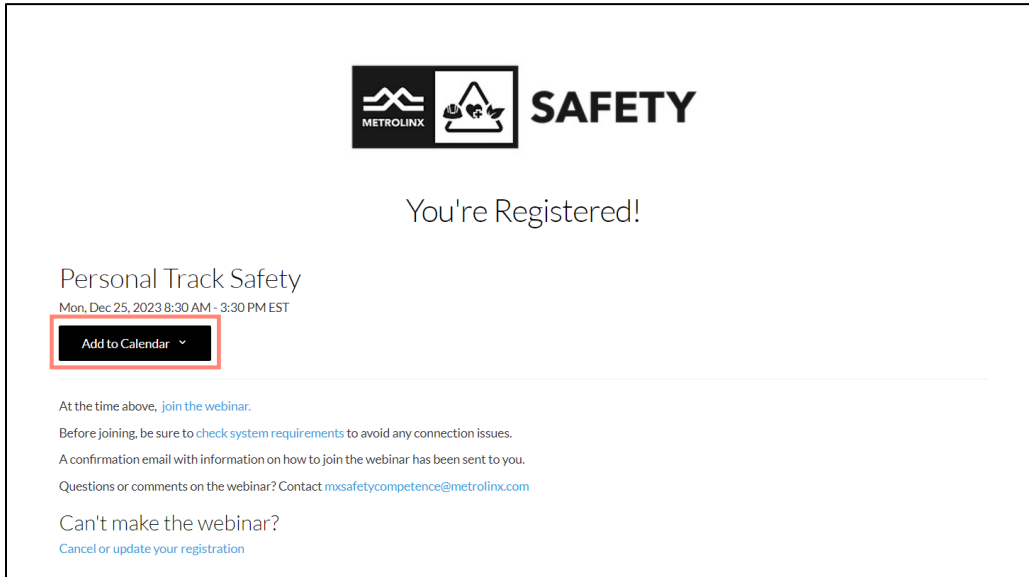
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By clicking this button, you submit your information to the webinar organizer, who will use it to communicate with you regarding this event and their other services.

**Register**

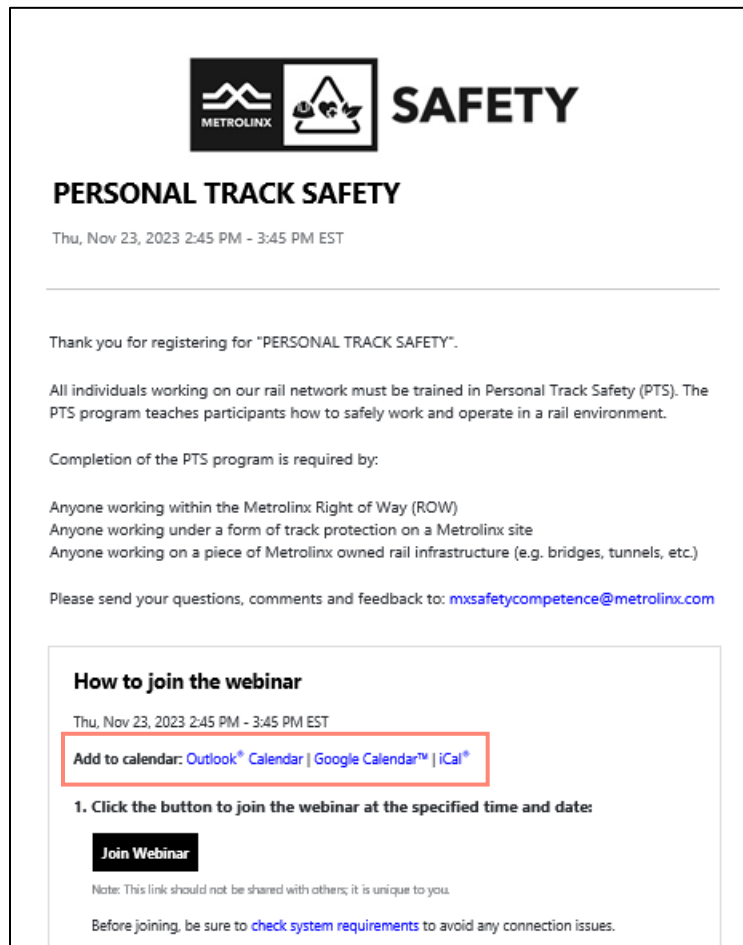
**Step 3:** Click **Add to Calendar** on the GoToWebinar confirmation page or the confirmation email that is sent to the registered email address.

### GoToWebinar Confirmation Page



The screenshot shows the GoToWebinar confirmation page. At the top, there are logos for METROLINX and SAFETY. Below the logos, the text reads "You're Registered!". The main heading is "Personal Track Safety" with a sub-heading "Mon, Dec 25, 2023 8:30 AM - 3:30 PM EST". A red box highlights the "Add to Calendar" button. Below the button, there are several lines of text: "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](mailto:mxsafetycompetence@metrolinx.com)" "Can't make the webinar?" "Cancel or [update your registration](#)"

### Confirmation Email

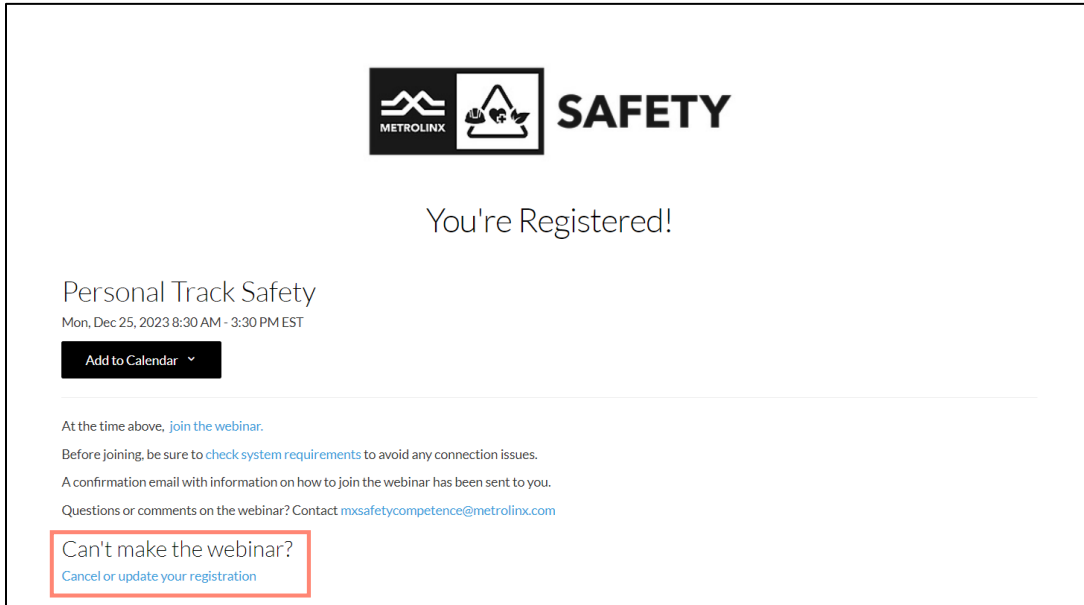


The screenshot shows the confirmation email. At the top, there are logos for METROLINX and SAFETY. Below the logos, the heading is "PERSONAL TRACK SAFETY" with a sub-heading "Thu, Nov 23, 2023 2:45 PM - 3:45 PM EST". The main body of the email reads: "Thank you for registering for 'PERSONAL TRACK SAFETY'." "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](mailto:mxsafetycompetence@metrolinx.com)" Below this, there is a section titled "How to join the webinar" with a sub-heading "Thu, Nov 23, 2023 2:45 PM - 3:45 PM EST". A red box highlights the text "Add to calendar: Outlook® Calendar | Google Calendar™ | iCal®". Below this, there is a numbered list: "1. Click the button to join the webinar at the specified time and date:" followed by a "Join Webinar" button. Below the button, there is a note: "Note: This link should not be shared with others; it is unique to you." and a final line: "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](#)



The screenshot shows a confirmation page for a webinar. At the top, there are logos for METROLINX and SAFETY. The main heading is "You're Registered!". Below this, the webinar title "Personal Track Safety" is displayed, along with the date and time: "Mon, Dec 25, 2023 8:30 AM - 3:30 PM EST". There is a button labeled "Add to Calendar". A horizontal line separates the header from the body text. The body text includes instructions to join the webinar, check system requirements, and contact information for questions. A red box highlights the text "Can't make the webinar?" with a link below it that says "Cancel or update your registration".

## 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](mailto: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	<a href="#">GoToWebinar - See conference call information below</a>
Respond	<input type="checkbox"/> Accept <input type="checkbox"/> Tentative <input type="checkbox"/> Decline
<b>1. Click and join at the specified time and date:</b> <a href="https://global.gotowebinar.com/join/2740671706096971359/985966295">https://global.gotowebinar.com/join/2740671706096971359/985966295</a> Note: This link should not be shared with others; it is unique to you.	
<b>2. Choose one of the following audio options:</b>	
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:

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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](mailto: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.

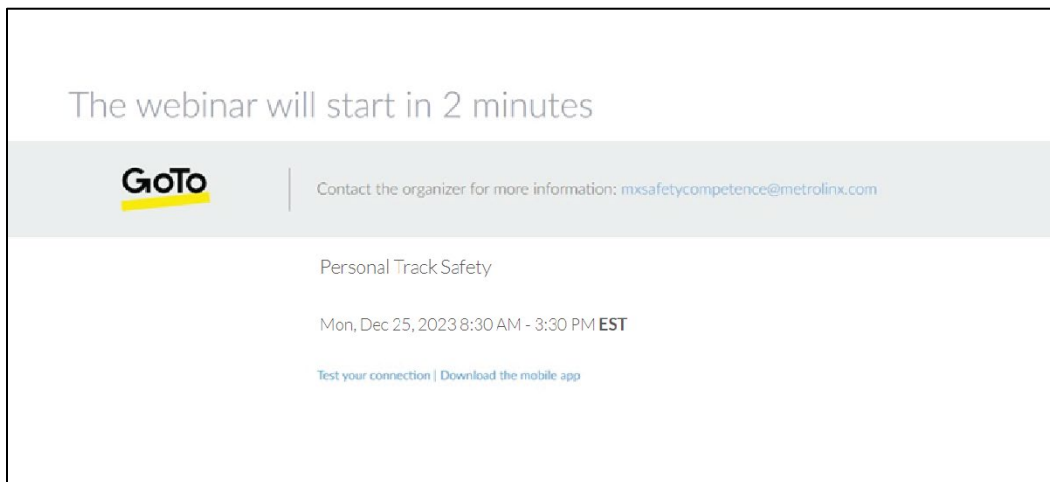


# ATTENDING PTS TRAINING SESSION

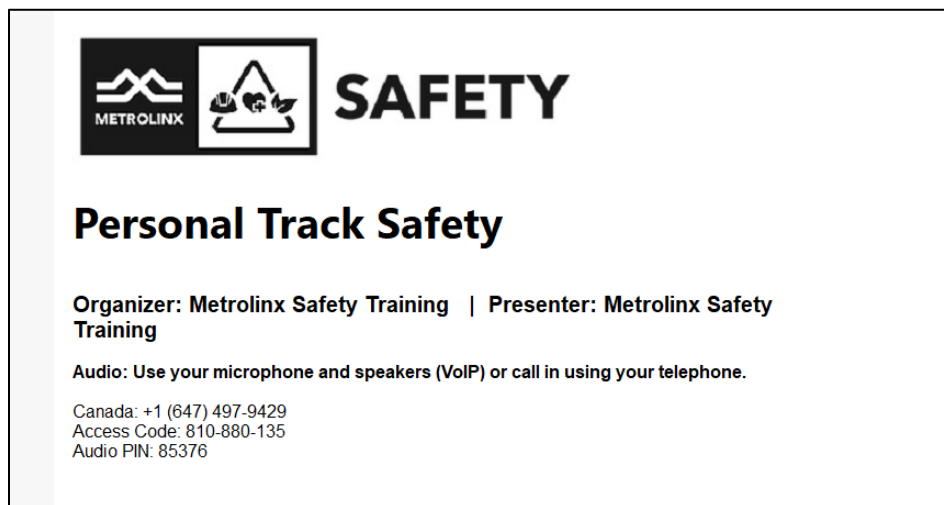
There are two convenient ways to join the PTS training session through GoToWebinar: the web browser on a computer or laptop; or the mobile app on a smartphone device (Apple or Android).

## WEB BROWSER

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



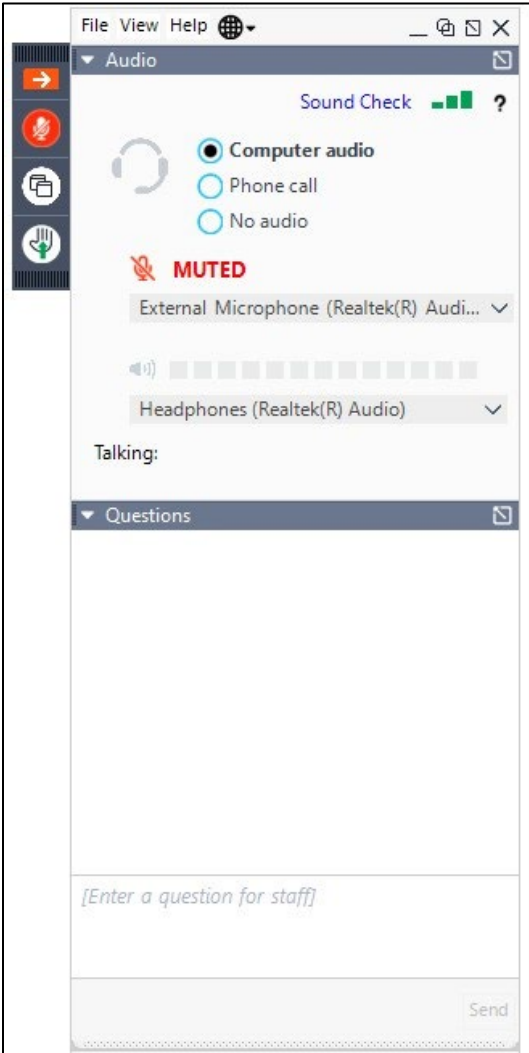
Once the virtual training session starts at the scheduled time, a prompt will display and the facilitator will share their screen.






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

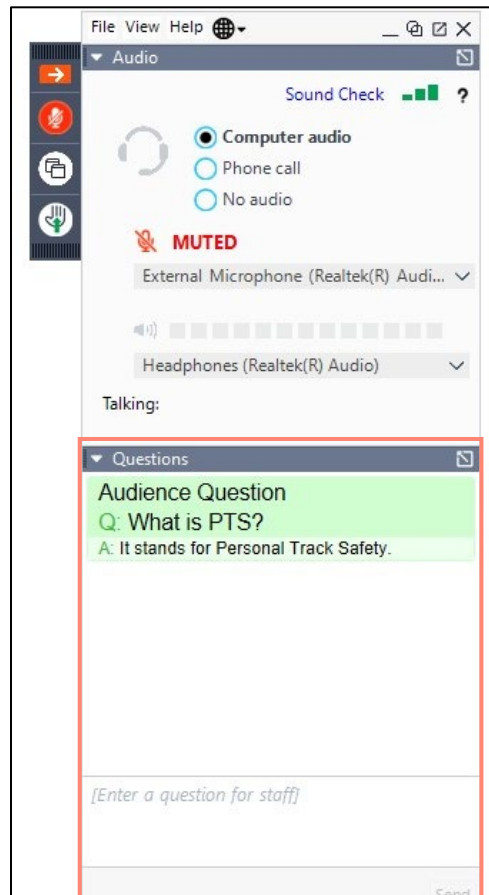
**Note:** Individuals are muted during the training.



## Asking Questions

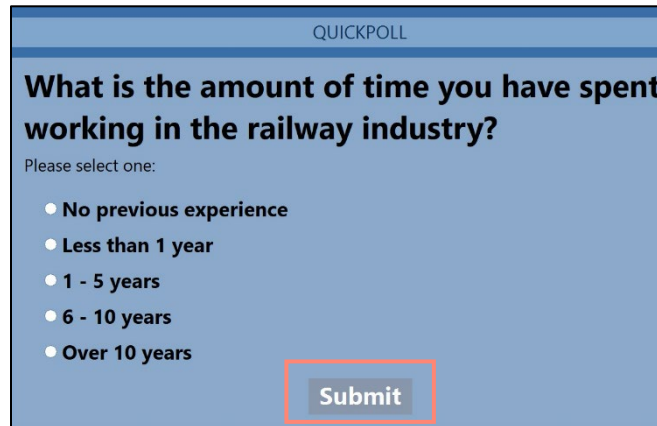
Type in a question in the **Questions** box on the participant control panel. The training team will answer questions accordingly.

**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?**

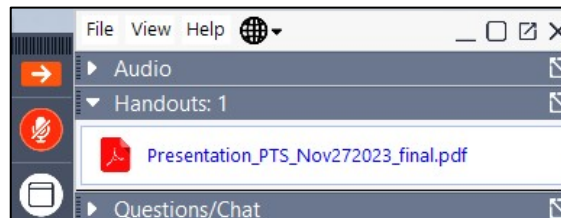
Please select one:

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

Submit

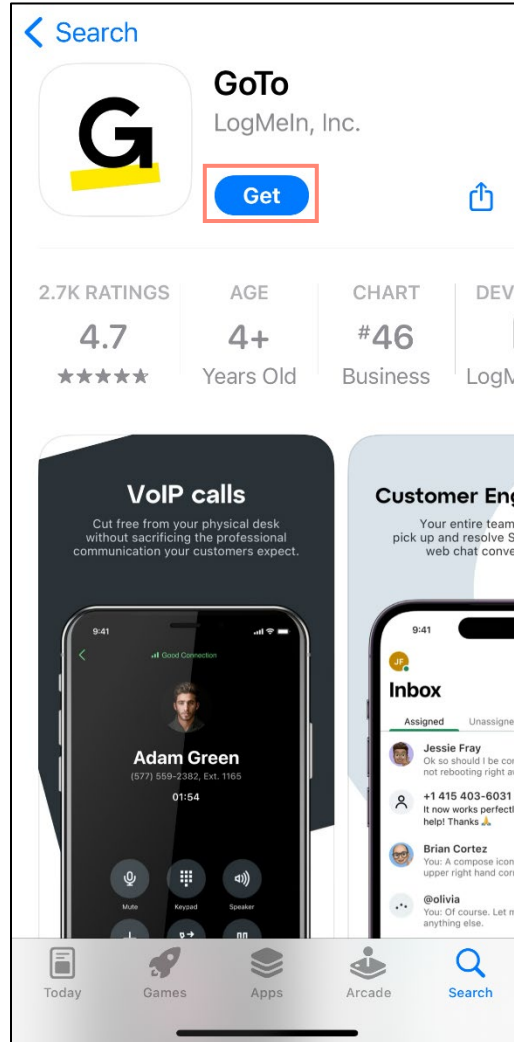
## Downloading Handouts

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



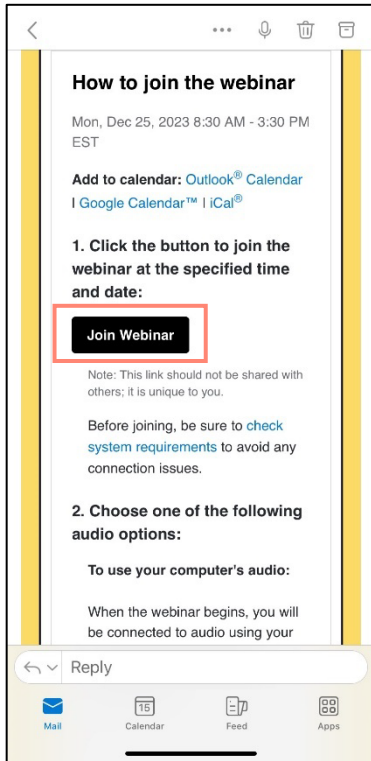
# MOBILE APP

**Step 1:** Download the **GoTo** mobile app from the app store on a smartphone device (Apple or Android).

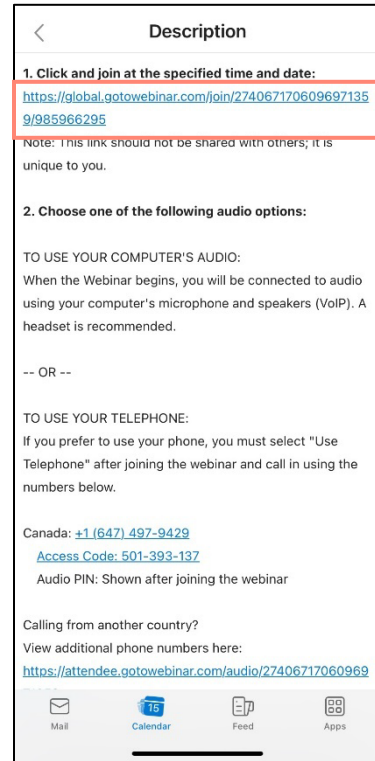


**Step 2:** Open the confirmation email and tap **Join Webinar** or tap the **hyperlink** from the calendar event. This will automatically redirect to the GoTo app.

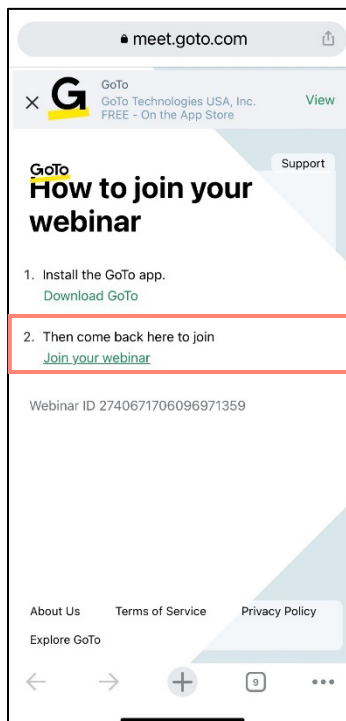
### Confirmation Email



### Calendar Event

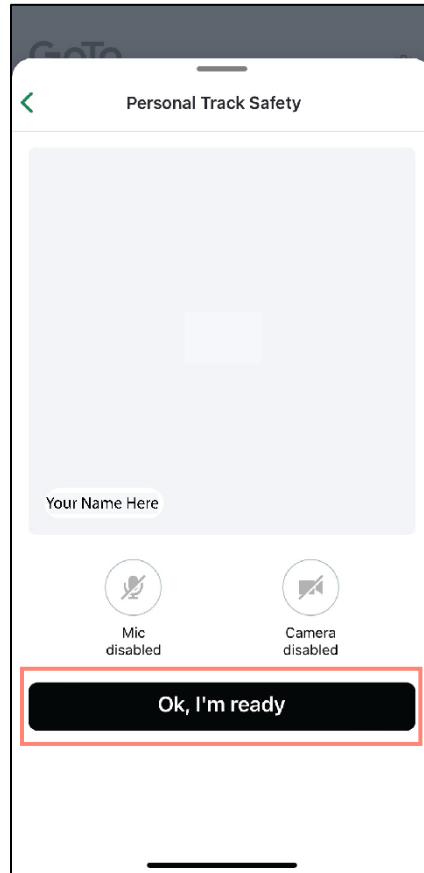


**Step 3:** If redirected to the web browser, select **Join Webinar**. This will automatically redirect to the GoTo app.



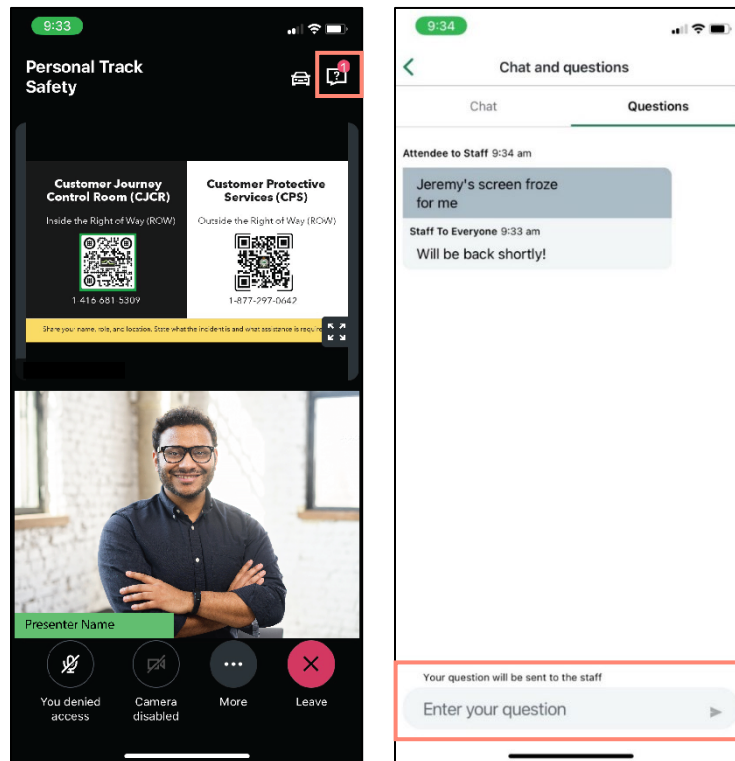
**Step 4:** Tap **Ok, I'm ready**.

**Note:** Individuals are muted during the training.



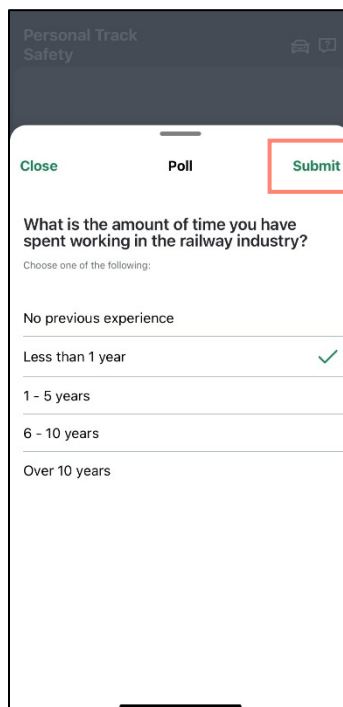
## Asking Questions

Tap the **Questions** icon in the upper right corner. Then type in a question into the **Enter a question** textbox. Messages and replies will be shared by the training team.



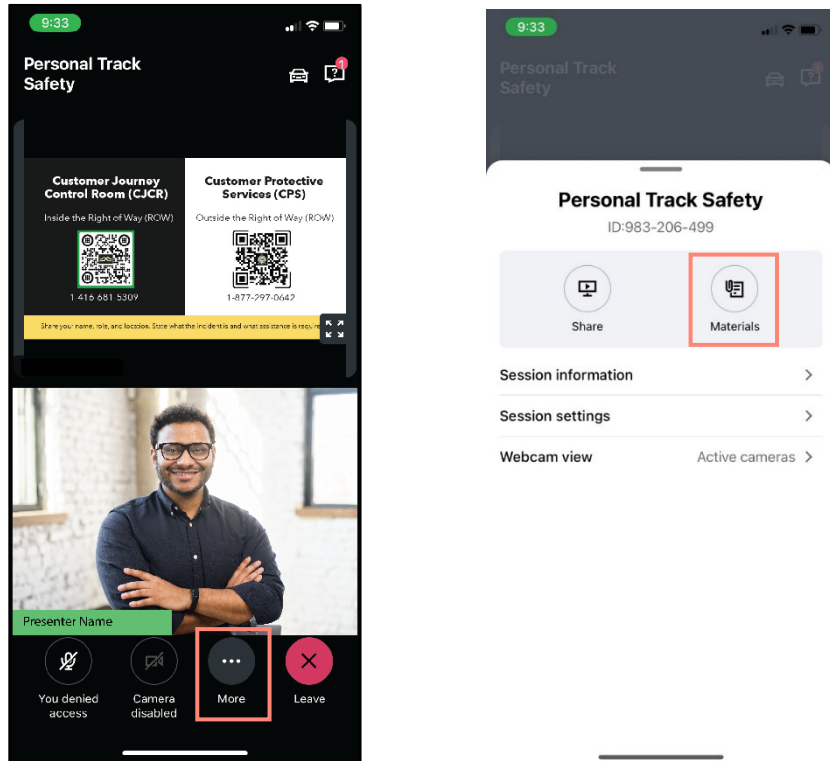
## Participating in Polls

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

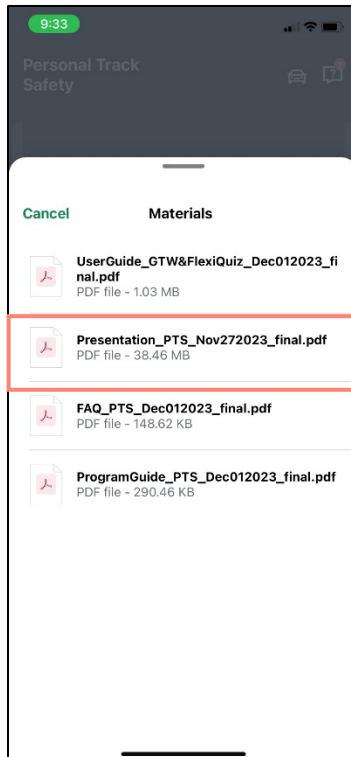


# Downloading Handouts

Step 1: Tap **More**. Then tap **Materials**.



Step 2: Tap on a **file** to open. This will open the file on the web browser of the smartphone.







# 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.

You don't often get email from [admin@flexiquiz.com](mailto:admin@flexiquiz.com). [Learn why this is important](#)

**EXTERNAL SENDER:** Do not click any links or open any attachments unless you trust the sender and know the content is safe.  
**EXPÉDITEUR EXTERNE:** Ne cliquez sur aucun lien et n'ouvrez aucune pièce jointe à moins qu'ils ne proviennent d'un expéditeur fiable, ou que vous ayez l'assurance que le contenu provient d'une source sûre.

Hi,

You have been invited to take an online Personal Track Safety (PTS) exam. To complete the PTS exam, simply click the following URL or copy it to your internet browser.

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

<https://www.flexiquiz.com/SC>

This email was sent on behalf of [mxsafetycompetence@metrolinx.com](mailto:mxsafetycompetence@metrolinx.com).  
If you do not want to receive further emails, please [unsubscribe here](#)



# 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 

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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.

certificate.pdf  
875 KB

You don't often get email from [admin@flexiquiz.com](mailto:admin@flexiquiz.com). [Learn why this is important](#)

**EXTERNAL SENDER:** Do not click any links or open any attachments unless you trust the sender and know the content is safe.  
**EXPÉDITEUR EXTERNE:** Ne cliquez sur aucun lien et n'ouvrez aucune pièce jointe à moins qu'ils ne proviennent d'un expéditeur fiable, ou que vous ayez l'assurance que le contenu provient d'une source sûre.

Hi, James

Well done on passing **Personal Track Safety Exam**. Your certificate is attached.

**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 of Completion

### Personal Track Safety (PTS) Certification

This certificate is presented to:

**Sample Name**  
on November 27<sup>th</sup> 2023  
for successfully completing the  
Metrolinx Personal Track Safety course.

This temporary certificate is valid for 30 days from the above completion date.

