

SIGNING OFF ON WORK RULES AND POLICIES IN ATLANTIC TRAINING

Go to www.AtlanticTraining.com/login

Login ID – your employee ID

Password – Safety2024

(unless otherwise changed by the employee)



Once logged in, make sure to click on the “MY COURSES” selection at the top of the screen. You may already be automatically brought to that page. It will look like this:

My Courses

Viewing 1 to 25 of 29 total. Show:
1 2 >

SEARCH

LAST COMPLETION STATUS

LAST SUCCESS STATUS

COURSE TYPE

COURSE

STARTS

ENDS

Name	Course Type	Language	Enrolled	Ends	Overall Results	Latest Status	Last Activity
2025 April Tool Box - Distracted Driving	Custom Course		Apr 1, 2025 1:00:00 AM	Dec 27, 2025 12:59:59 AM		n/a	
2025 August Tool Box Talk - Seat Belts	Custom Course		Aug 4, 2025 1:00:00 AM	Dec 28, 2025 12:59:59 AM		n/a	
2025 December Tool Box Talk - 3 Points of Contact	Custom Course		Dec 3, 2025 1:00:00 AM	Jan 1, 2026 12:59:59 AM		n/a	
2025 February Tool Box Talk - Winter Weather	Custom Course		Feb 1, 2025 1:00:00 AM	Dec 26, 2025 12:59:59 AM		n/a	
2025 January Tool Box Talk - Backing	Custom Course		Jan 3, 2025 1:00:00 AM	Dec 28, 2025 12:59:59 AM		n/a	
2025 July Tool Box Talk - Lifting	Custom Course		Sep 1, 2024 1:00:00 AM	Dec 25, 2025 12:59:59 AM		n/a	
2025 March Tool Box Talk - Slips, Trips, & Falls	Custom Course		Mar 3, 2025 1:00:00 AM	Dec 27, 2025 12:59:59 AM		n/a	
2025 November Tool Box Talk - Pre Trip	Custom Course		Nov 3, 2025 1:00:00 AM	Dec 31, 2025 12:59:59 AM		n/a	
2025 October Tool Box Talk - Hearing Conservation	Custom Course		Oct 1, 2025 1:00:00 AM	Dec 31, 2025 12:59:59 AM		n/a	
2025 September Tool Box Talk - Insect Bites & Stings	Custom Course		Sep 8, 2025 1:00:00 AM	Dec 30, 2025 12:59:59 AM		n/a	
2025 DPW Standard Work Rules	Custom Course		Jan 1, 2026 1:00:00 AM			Not opened	
Active Shooter: In The Workplace Interactive Online Training	Interactive Training	English , Spanish	Aug 13, 2025 1:00:00 AM	Jan 1, 2026 12:59:59 AM		Not opened	

Make sure to look for any courses you're enrolled in that have "Work Rules" or "Policy" in the title.

You can utilize the Search function on the left-hand side of the screen – under the "Course" section, you can type in either the words "work rules" or "policy" and the courses with the Work Rules and Policies assigned to you will show up.

The screenshot shows a search interface with several filter sections on the left and a search dropdown menu on the right. The filter sections are:

- SEARCH**: An empty search input field.
- LAST COMPLETION STATUS**: A dropdown menu.
- LAST SUCCESS STATUS**: A dropdown menu.
- COURSE TYPE**: A dropdown menu.
- COURSE**: A dropdown menu containing the text "work rules".

The search dropdown menu on the right lists the following items:


- 2025 April Tool B
- 2025 August To
- 2025 December Tool B
- 2025 February Tool
- 2025 January T
- 2025 July To
- 2025 March Tool Bo
- 2025 November

Below the search dropdown menu, a list of search results is displayed:

- 2026 DPW Standard **Work Rules**; [2026 **Work Rules**]
- DPW Commercial Driver's License Policy - 2026; [2026 **Work Rules**]
- DPW CTE/CTO Policy - 2026; [2026 **Work Rules**]
- DPW Drug and Alcohol Testing Policy - 2026; [2026 **Work Rules**]
- DPW Field Safety Attachment A - 2026; [2026 **Work Rules**]
- DPW Field Safety Policy - 2026; [2026 **Work Rules**]
- DPW Fleet Vehicle Use Manual - 2026; [2026 **Work Rules**]
- DPW Safety Shoe and Boot Policy - 2026; [2026 **Work Rules**]
- DPW Sanitation **Work Rules** - 2026; [2026 **Work Rules**]

At the bottom of the search interface, there are two buttons: "RESET FILTER" and "FILTER".

Click on the Work Rule/Policy you'd like to review to begin the course.

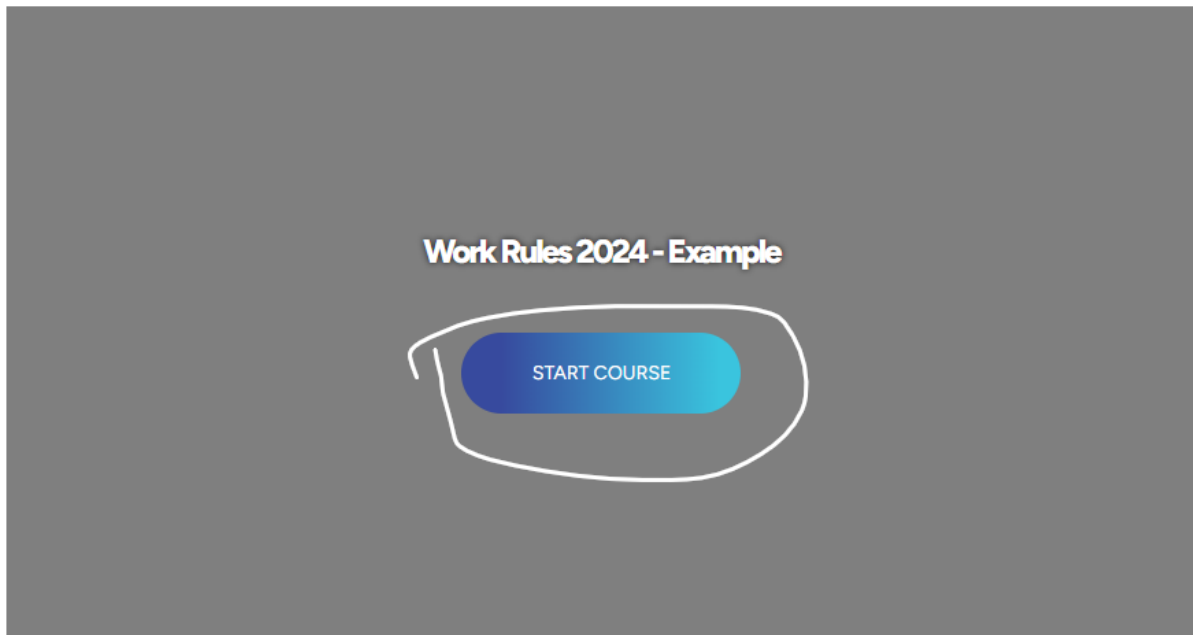
Name	Course Type	Language	Enrolled	Ends	Overall Results	Latest Status	Last Activity	
2026 DPW Standard Work Rules	Custom Course		Jan 1, 2026 1:00:00 AM			Not opened		

Click on START COURSE

Work Rules 2024 - Example

TYPE: Custom Course | SKU: WR 2024 | LAST UPDATED: 2025

You can start your course by simply clicking on the start button below.



You will need to scroll down through the entirety of the document until you get to the end where you will see "NEXT SECTION". Click on that.



There will be an Acknowledgement portion that will need to complete to confirm that you have received the Work Rules/Policy. Select the “Yes” option and then click “END COURSE”

ACKNOWLEDGEMENT

I have received the 2024 DPW Standard Work Rules.

Yes

END COURSE



This is what will appear once you’ve completed the course – you have now signed off on that Work Rule/Policy.

YOUR COURSE RESULTS

 [Print Certificate](#)

Date: Dec 22, 2025 2:24:47 PM
Completion: Completed
Success: Passed
Score: 100%

[COURSE HISTORY](#) ▾

Completion Date	Completion	Success	Score	
Dec 22, 2025 2:24:47 PM	Completed	Passed	100%	

RESTART COURSE

 [Print Certificate](#)

Date: Dec 8, 2025 3:12:59 PM
Completion: Completed
Success: Passed
Score: 100%

[COURSE HISTORY](#) ▶

RESTART COURSE

If you would like to download a copy of the Work Rules/Policy to save to your computer or to be able to print a hard copy, go to:

<https://city.milwaukee.gov/dpw/AdministrativeServices/Work-Rules-and-Policies1>

All of the Work Rules and Policies will be available to view and download at that website.