aQuiRe CONSTRUCTION ACADEMY

User Guide

Welcome to aQuiRe Construction Academy!

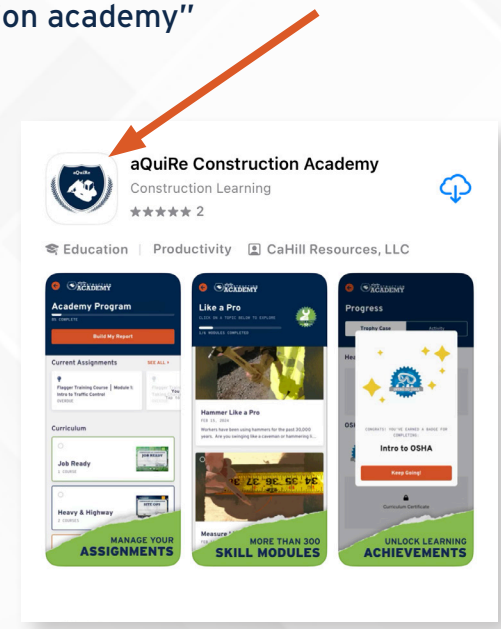
This guide is designed to help you make the most of aQuiRe Construction Academy's features. Whether you're a first-time user or simply looking to dive deeper into what the Academy can do, this guide provides instructions, tips, and troubleshooting advice to maximize your learning experience.

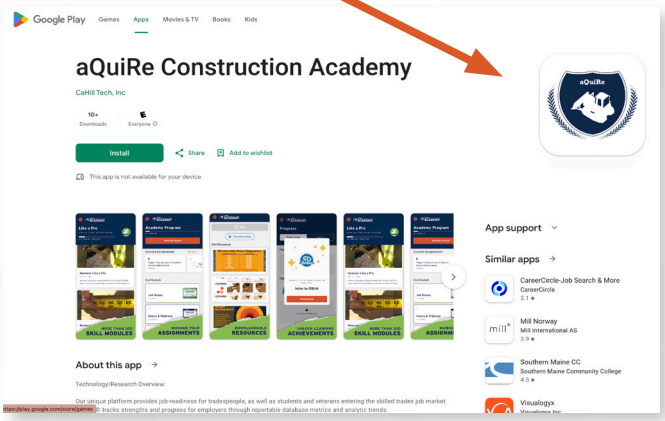
With aQuiRe Construction Academy, explore heavy civil construction machinery, safety, site operations, and job-ready skills, all with an intuitive and user-friendly interface.

Getting Started

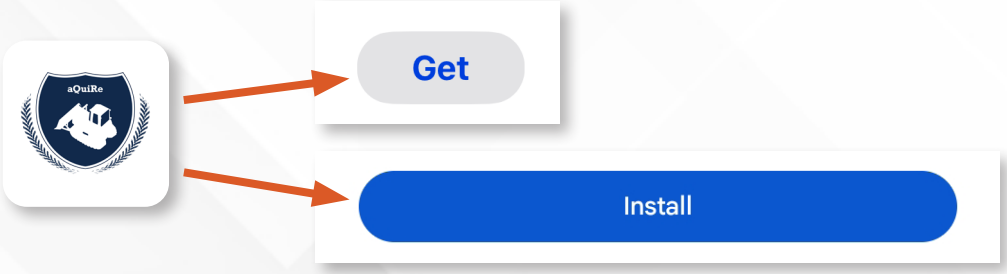
Downloading aQuiRe Construction Academy

To find the app, go to the App Store (Apple) *or* the Google Play Store (Android) and search "aQuiRe construction academy"





Once located, tap "Get" or "Install" to download it to your device

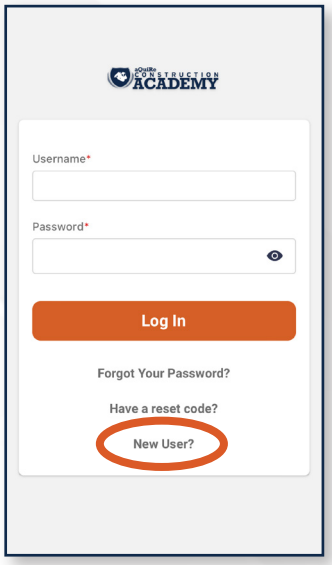


Logging In

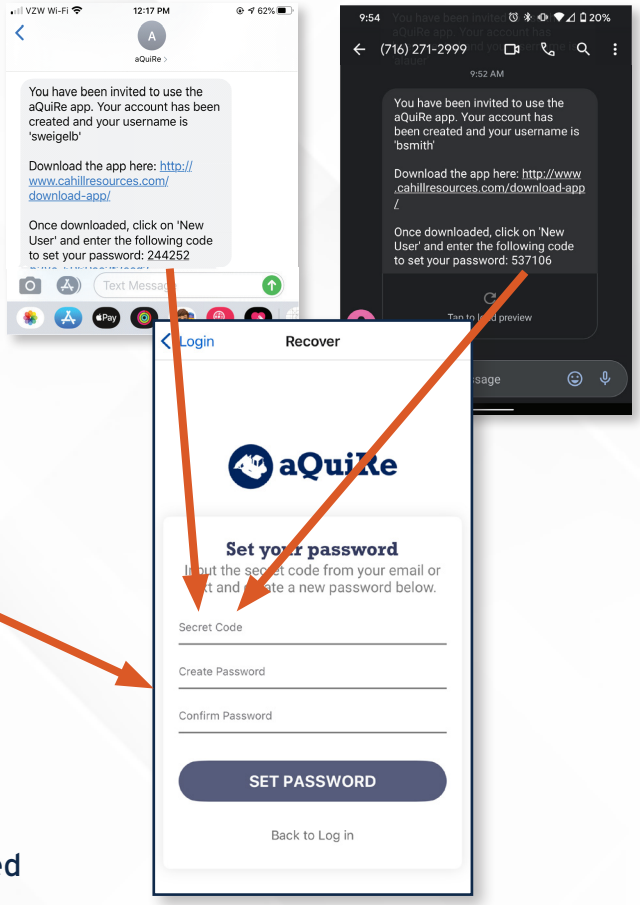
There are two ways to receive the invitation to access the aQuiRe Construction Academy app: text message or email. Depending on message delivery method, follow these step to access your account:

Text message

1 Open the aQuiRe Construction Academy app and select 'New User?'.

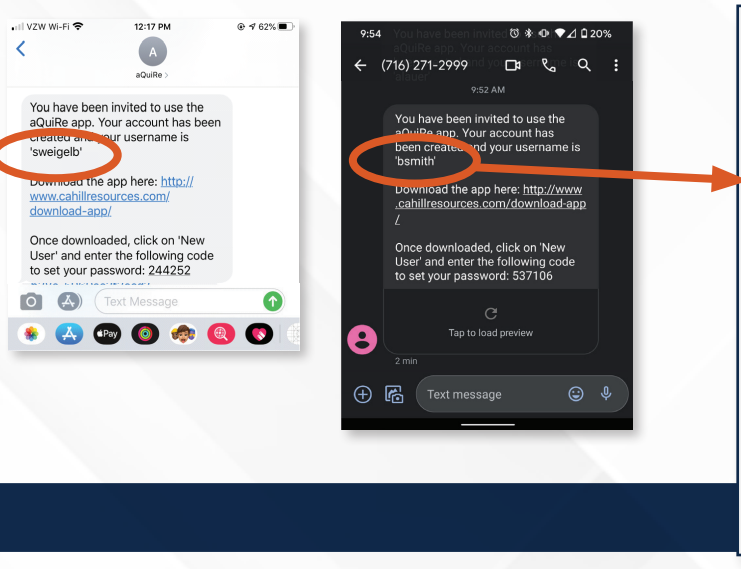


2 Enter the 6-digit Secret Code found in your text message instructions.



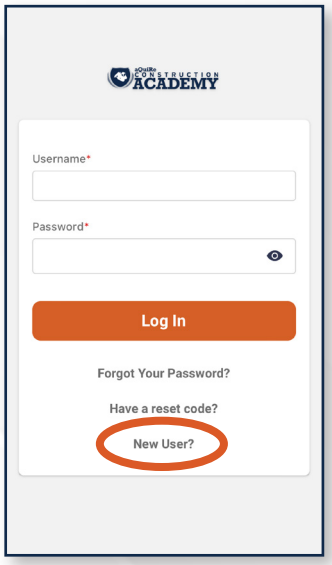
3 Choose your password by typing it into the "Create Password" field, and type it again into the "Confirm Password" field. Tap "Set Password" to save your new password.

4 Find your *username* in the text message you received and enter it in the "Username" field. Enter the password you just created, and tap "Log In".

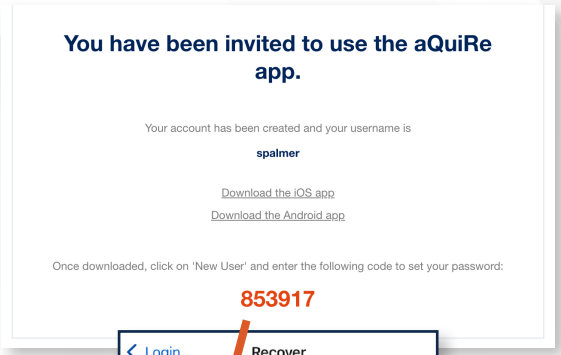


Email

1 Open the aQuiRe Construction Academy app and select 'New User'.



2 Enter the 6-digit Secret Code found in your email instructions.



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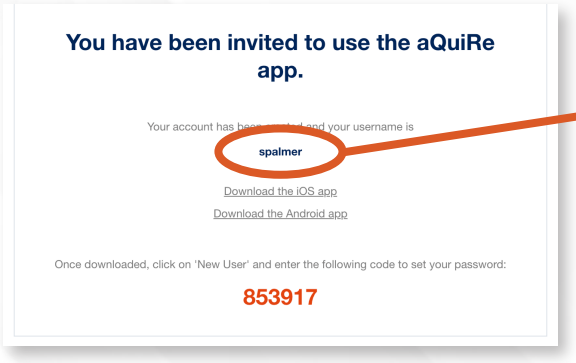
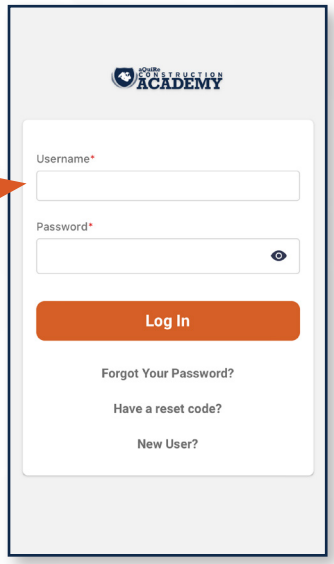


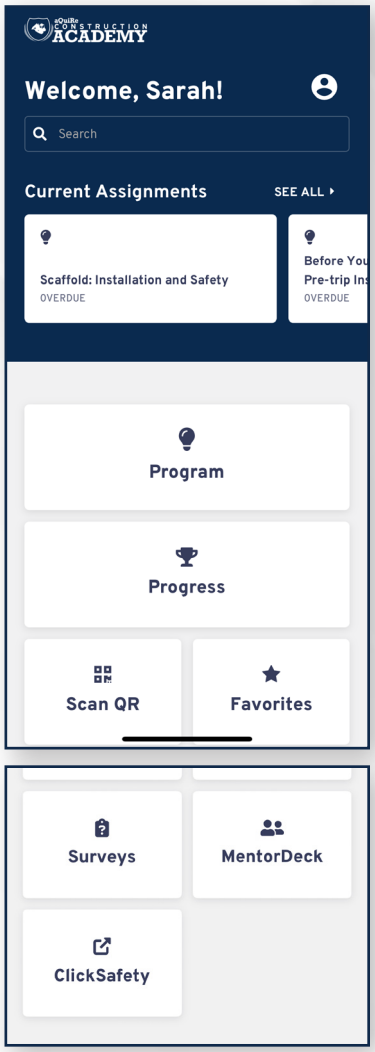


Using aQuiRe Construction Academy

Homescreen

The Homescreen includes:

- Account Details
- Search bar
- Current Assignments
- Program
- Progress
- Scan QR code
- Favorites
- Surveys
- Mentor Deck
- ClickSafety



Account Details

At the top right of your homescreen is an account button where you can find where to 'Log Out' of aQuiRe Construction Academy. If you have an idea or want to send us feedback, you can also via the link at the bottom of the account details page.

Search Bar

The search bar will help you locate any video or survey within the library. Search any keyword to bring up a related video or survey from the library. If a module has not been assigned to you yet, the module will display as locked.

Current Assignments

This section displays your assignments, if you have modules and/or surveys assigned to you. To see a list of all your assignments, tap "SEE ALL".

Program

Program is the Academy's knowledge base. View your progress through your Education Plan curriculum, generate your Resume, find current assignments, and navigate the Academy's library of content, including module videos, resources, and quizzes.

Progress

This is your trophy case. When you complete modules, you earn badges that collect inside this section. Collect all the badges to earn the credential! You'll also find a chronological history of activities you've completed.

Scan QR

The QR code reader will scan physical QR codes from print materials. This feature will only read QR codes generated from aQuiRe Construction Academy and **not** general QR codes you may find in public. This reader allows you to quickly access content or surveys by scanning the QR code associated with a module or survey.

Homescreen (cont'd)

Favorites

The favorites section is where you can find a list of any video, resource, or survey you've favorited. It's a great place to save content for quick access.

Surveys

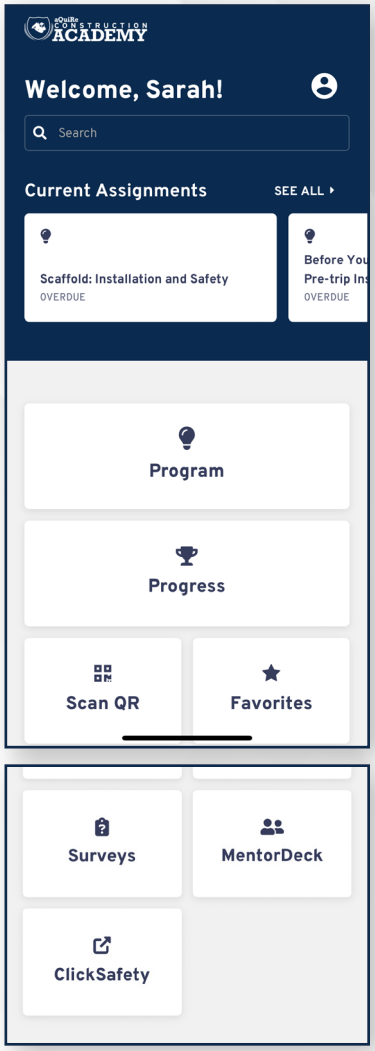
The surveys section is where you'll find surveys that have been assigned to you. These are similar to quizzes but gather information outside of modules.

Mentor Deck

The Mentor Deck section is your connection to industry professionals that will answer any question you have about the construction industry when you book time with them.

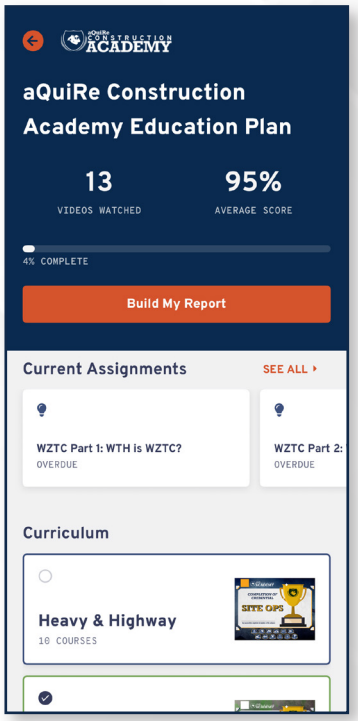
ClickSafety

This button will take you to the external ClickSafety site where you can get your required OSHA 10 card. A separate login is required for access to this service. Contact us at academy@cahillresources.com if you need additional courses listed in the ClickSafety catalog.



Using aQuiRe Construction Academy

Program



The heart of aQuiRe Construction Academy is within Program. This is where you can find the entire training module knowledge base. There are over 250 modules from which to choose, depending on the content of your Education Plan.

Your Education Plan contains Curriculum, where you earn credentials. These credentials are made up of badges that you earn when you watch a group of modules. Each credential is made up of one topic that includes:

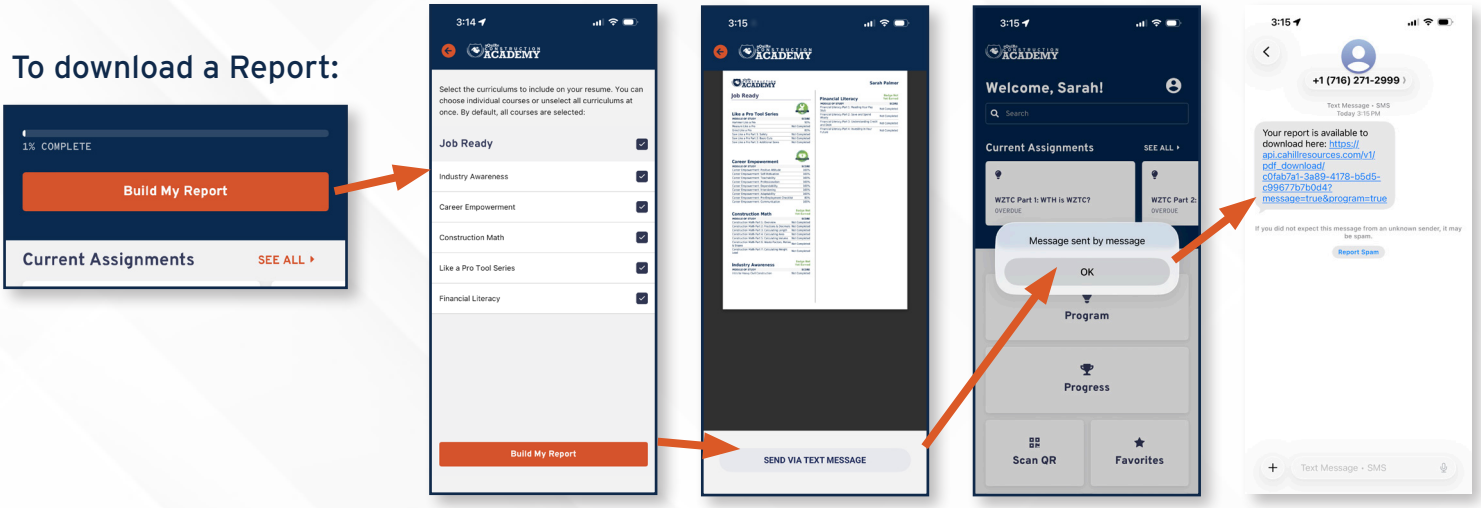
- Site Ops
- Safety
- Iron
- Job Ready
- and others, depending on Education Plan inclusion

You'll notice at the top of the skill center that you can view how many videos you've watched, as well as your average score for all the quizzes you've taken. You can retake any quiz for a chance at a better score to improve your average score, and improve your Resume Report.

Build My Report

This button will allow you to export your progress through your Education Plan. This report will list all of the modules you completed as well as your quiz score, and credential, if completed. Use this report to supplement your personal resume when you apply for union membership or jobs.

To download a Report:



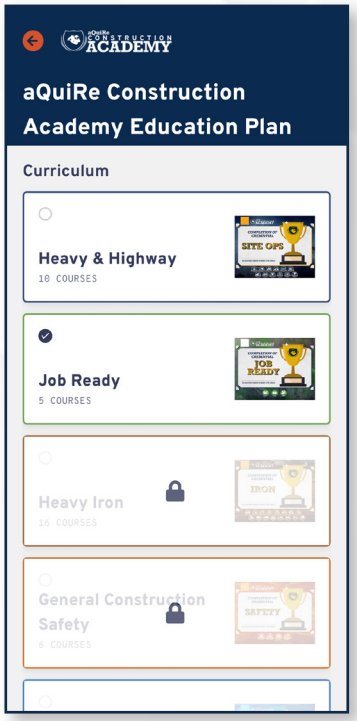
Current Assignments

This section lets you know that you've been assigned modules to watch. Select "SEE ALL" to display all your assignments. Select any module within the list to begin that module.

Program (cont'd)

Curriculum

To learn by topic, select any unlocked credential to explore the modules related to that topic. Each section will tell you the number of modules it contains. Track your progress through each topic using the Course Completed bars at the top of each screen. Note: you can't access a module's quiz until you've watched the associated video.



Progress

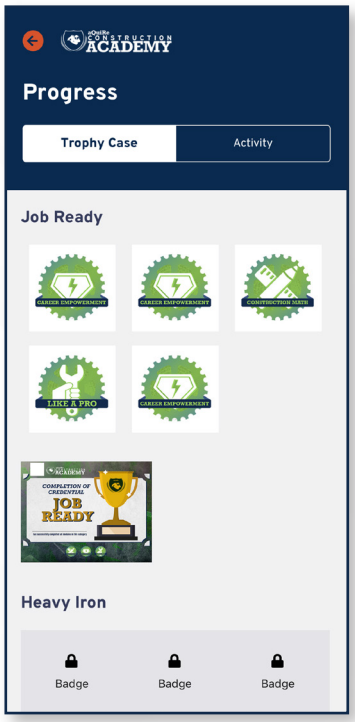
Track your progress through your Education Plan at a glance in this section. You have two options within Progress:

- Trophy Case
- Activity

In your **Trophy Case**, you'll see collections of badges and credentials you've earned by collecting badges for various topics. If you haven't watched all the modules associated with a badge, it will remain locked.

To unlock a badge, watch each module within that badge and earn at least a 70% score on each module quiz. Once you collect all the badges for a credential, that credential will display.

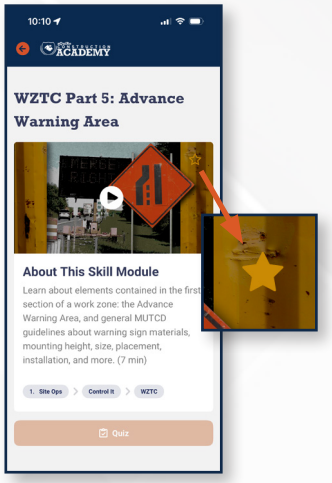
Under **Activity** is a log of the activities you've completed in chronological order. You can see activities like videos watched, passed and failed quizzes, and surveys completed, all with dates and times logged for that activity. No options are clickable in this section.



Favorites

To favorite a video, select the star in the upper right-hand corner of the video thumbnail. To favorite a resource, select the resource and click the Favorite button at the bottom. You can also share any resource in our library. Any item you favorite will be listed in your Favorites. You can tell the difference between a video and a resource by the label in the upper right-hand corner of each item in your list.

Video

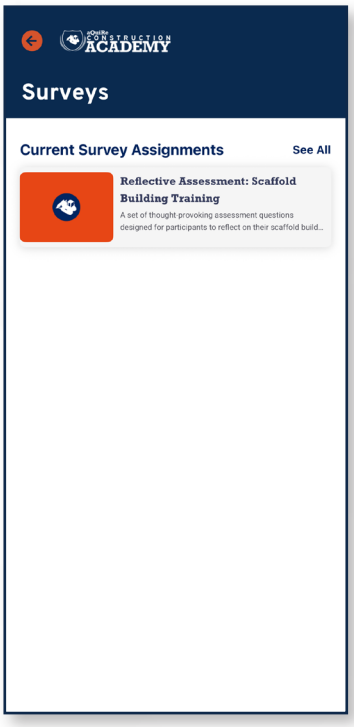


Resource

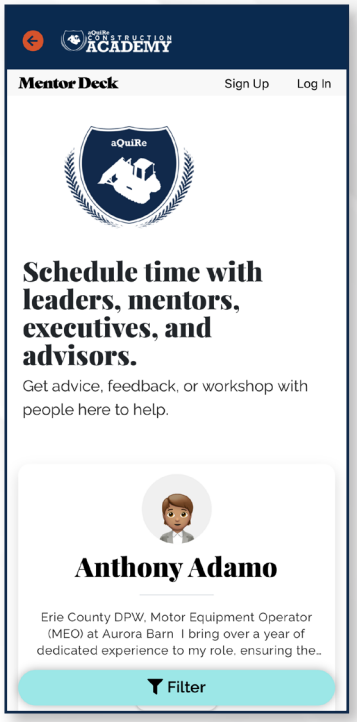
Surveys

Surveys are an important way to gather information, assessments, and opinions. You may or may not have a survey listed in this section; a survey needs to be assigned to you in order to see it here.

If you do have a survey assigned to you, it will display in this section and also in your Current Assignments on the homescreen.



Mentor Deck



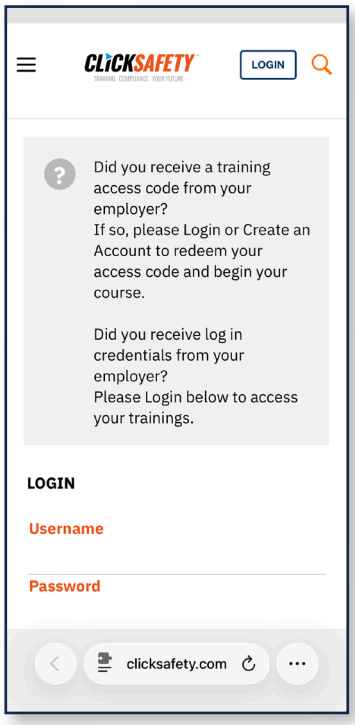
We partner with Mentor Deck to connect all our participants to construction industry professionals. Within Mentor Deck, connect with a mentor that's most relevant to your industry interests and schedule time to get your industry questions answered.

These volunteers dedicate their time to mentoring those who want to get into the construction industry and have questions or need guidance about where to start.

Scheduling through Mentor Deck is a simple process and can be done right from the app. Start by:

- Selecting "Book Now"
- Fill out your full name and email address
- Select a date and time from the calendar
- Add relevant meeting information
- Submit your request

ClickSafety



We partner with ClickSafety to bring you 100% online OSHA classes. This critical training will allow you to get your official OSHA 10 card--required to step foot on all job sites--among other classes that ClickSafety offers.

Clicking on the ClickSafety button will open a separate device browser. You will need separate login credentials to access ClickSafety. These credentials are generally emailed to your email address on file. Be sure to check your SPAM folder if an instructor or course administrator has signed you up for a course. You get 180 days to complete any course assignment.

To receive any physical cards from ClickSafety, we will need a **valid and accurate mailing address** for you. **It is your responsibility to make sure your most up-to-date and correct information is reflected in your ClickSafety account.** This is the address where we will mail your card once it arrives at our office, upon successful completion of a course.

Frequently Asked Questions

What if I forgot my password?

Don't worry! Follow these quick steps to reset it yourself. All you need is your username, which commonly use your first name (or initial) and last name (e.g., *robertsmith (rsmith)* for *Robert Smith*).

Steps to Reset Your Password:

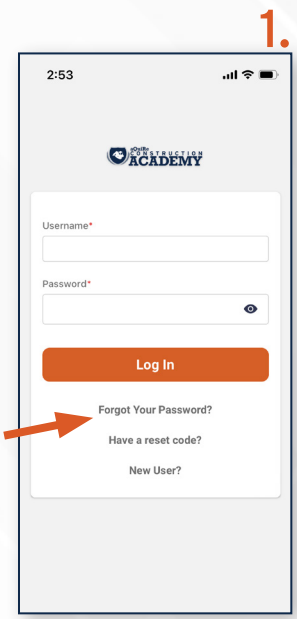
1. Open the aQuiRe app
   - When not logged into the app, you'll see the Log In screen
   - Select "Forgot Your Password?"

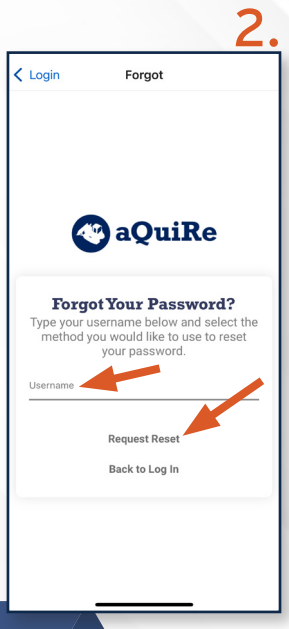
2. "Forgot Your Password?"
   - Type in your username and select "Request Reset"

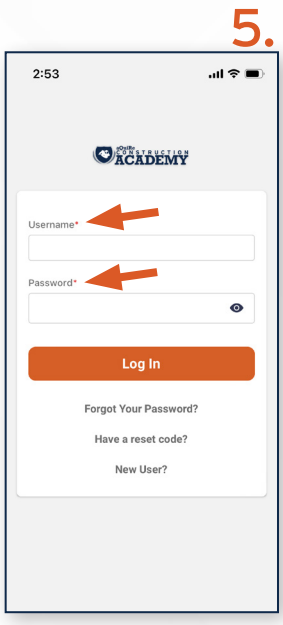
3. Your "Secret Code"
   - The "Password Recovery" page will display
   - The platform will send a 6-digit code via text message and/or email

4. Create your New Password
   - Copy the 6-digit "Secret Code" from the message and paste it into the "Secret Code" field on the "Password Recovery" screen
   - Type your new password into "Create Password" field
   - Re-enter your new password to confirm it is correct
   - Select "Reset Password"

5. Login Using Your New Password
   - Return to the "Employee Login" screen and sign in with your username and new password.







What if I forgot my password? (cont'd)

Additional Information

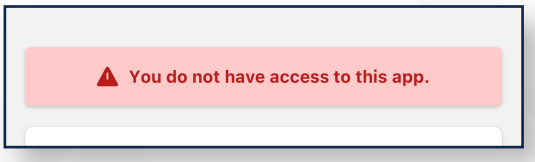
If your primary form of communication is text messaging, you'll receive a text message from ***(716) 271-2999***.

If email is your primary form of communication, you'll receive an email from ***support@cahillresources.com*** (this is a *noreply* email) with the subject "Password Reset Requested."

- The email will include the 6-digit "Secret Code"
- Simply copy the code from the message and paste it into the "Secret Code" field on the Password Recovery screen. Then, complete the password reset process as described above.

And that's it! You're all set to log back into aQuiRe and continue where you left off. If you run into any issues, feel free to reach out to your Company Admin or Client Success Manager for further assistance.

I get an error message when I try to log in.



If you receive this error message when you try to log in, you may be trying to log in to the incorrect app. Be sure you have aQuiRe Construction Academy App downloaded. This will be the app with the white background and navy blue shield logo.

aQuiRe Construction Academy App

If you download the app with a solid navy blue background and white bulldozer logo, you will **not** be able to access aQuiRe Construction Academy via this app.

aQuiRe App

If you still receive an error message, please reach out to **academy@cahillresources.com** and be as detailed as possible with your issue so we can more accurately determine a solution. Including screenshots and device information is always helpful, too. Please allow 48 hours for a response.

Which devices can I use with this platform?

Google Play	App Store	Microsoft Store	Chromebook	Website	Computers
✓	✓	✗	✓	✗	✗