



BSSonline® Life Safety Training Program

Launch Guide

BSSonline® has been officially launched in your building. To begin using this tool, follow these easy steps:

1. Open your Web browser and go to <http://540westmadison.bssnet.com>
2. Select your Floor from the “FLOOR” drop-down menu
3. Enter the password 1234
4. Click “Log In”
5. Enter your email address or employee ID and “continue” to the registration page
6. Enter your first and last name and confirm your email address, then click “Continue”
7. From this page, the Training Center, you can access the presentation by clicking on the button labeled “540 West Madison Online Safety Presentation”. You can also “Take the Online Quiz” by clicking the second button.

If you need help or have questions, click on the “**BSSonline®** Support/FAQ” link at the bottom of the page. **BSSonline®** support is happy to help you with any questions or problems.