

Program Goal

Underground Academy recognizes the key elements of employee development for organizational success by utilizing internal resources and external solutions to implement and track training. Our goal is to provide all Undergrounders with the tools, knowledge, and skills to consistently perform their jobs safely and efficiently, and to be accountable for following best practices and standard procedures.

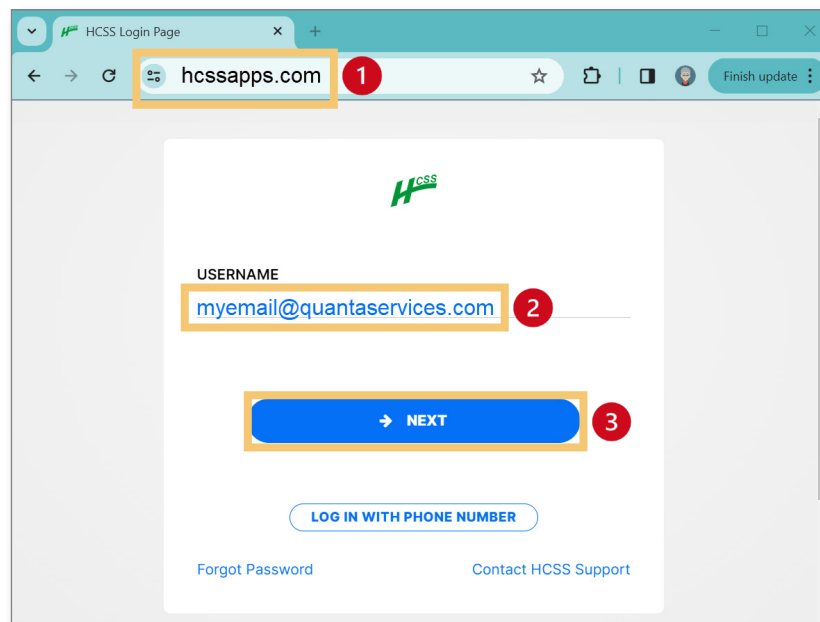
This Underground Academy program includes the Academy LMS (Learning Management System), an online platform for managing, delivering, assessing, and tracking training. The LMS is used to:

- Host online learning
- Assign training to learners
- Track and report training progress and completions

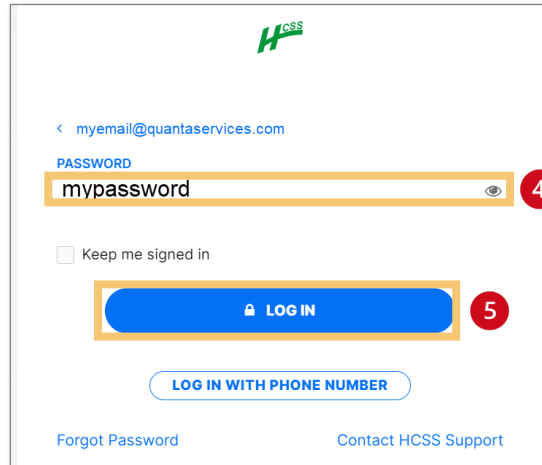
Protocol

Follow these steps to access the Underground Academy LMS:

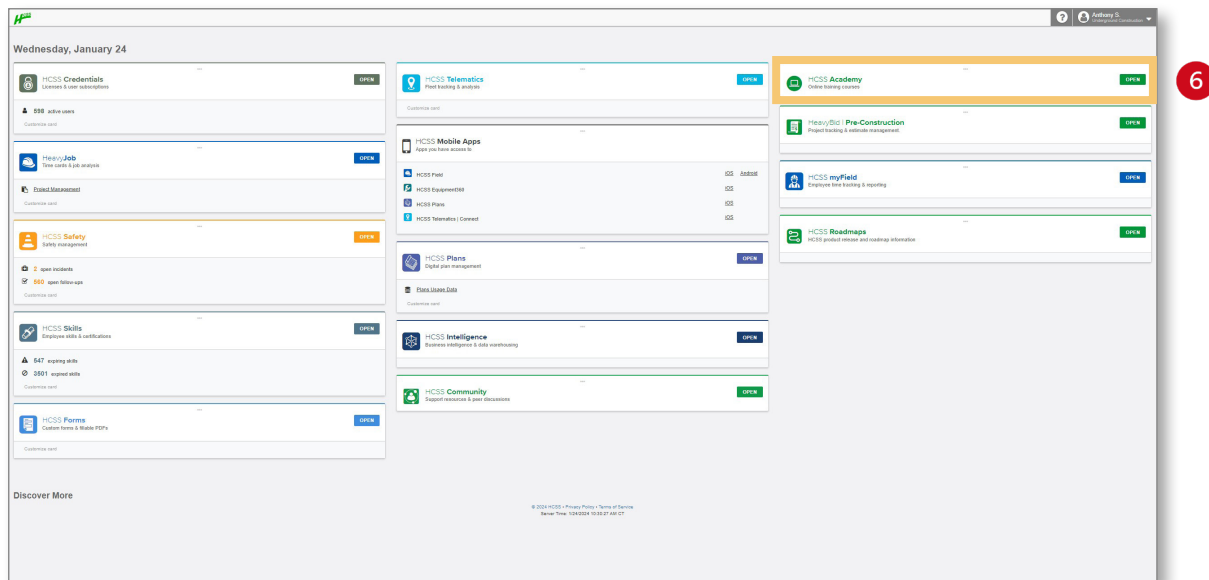
1. If you have an HCSS account, open a web browser and go to **hcssapps.com**.
2. Enter your Quanta Services email address in the **Username** field. (Do not use your UCCo email address.)
3. Select the **NEXT** button.



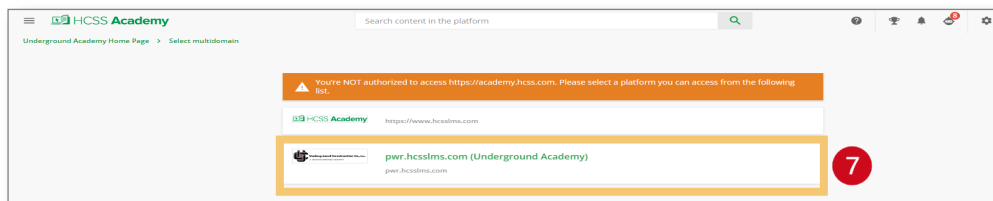
4. Enter your HCSS password.
5. Select the **LOG IN** button to open the HCSS dashboard.



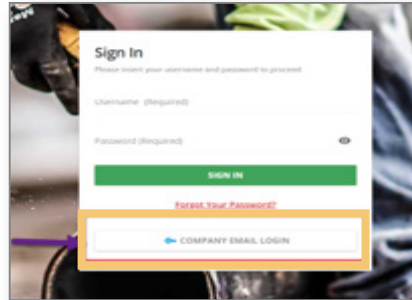
6. Select the HCSS Academy link. This directs you to the Underground Academy LMS.



7. Select the Underground Academy LMS link. (Ignore the warning on the screen.)

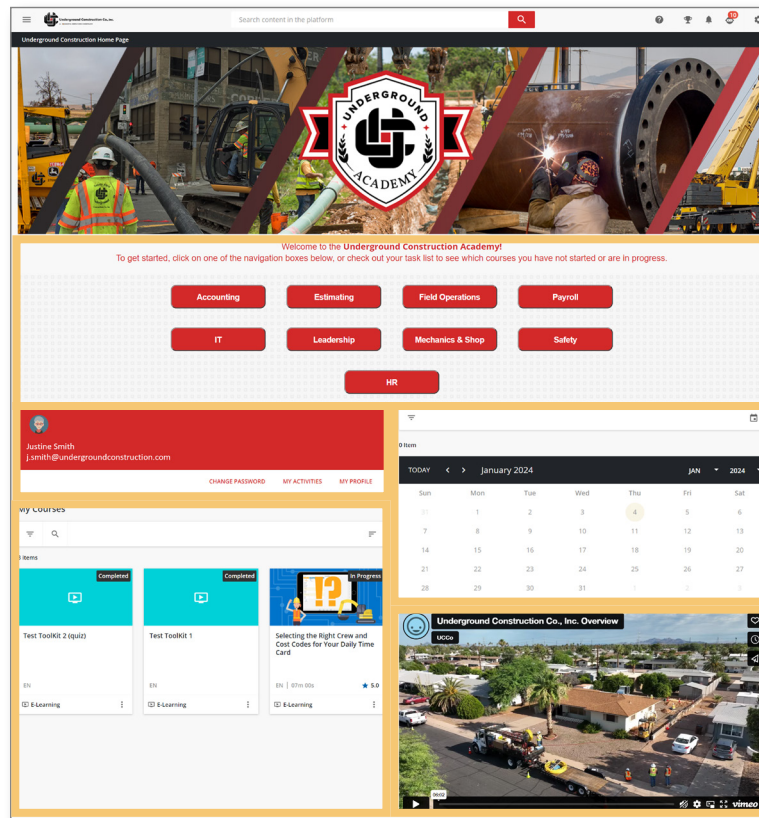


8. You don't need to enter a username or password on the LMS login screen. Instead, just select the **COMPANY EMAIL LOGIN** button.



Your Underground Academy LMS dashboard is customized for you, based on your department and job role. On your dashboard, you can:

- Use the top sections, to enroll in online courses and complete them on demand. This section contains links to all online courses, organized by department.
- Update your LMS profile and password.
- View, filter, sort, and search for courses assigned to you, and see your completion status for each course.
- Use the calendar widget to view and register for upcoming Underground instructor-led classroom training.
- Watch the Underground Construction company overview video.



For questions or additional information, contact academy@undergroundconstruction.com.

About this file:

- File Name: UCCo Quick Reference - Accessing the Underground Academy LMS
- File Location: Sharepoint/UndergroundIntranet/UndergroundAcademy/UndergroundAcademyLMS
- Revision: 2/27/2024