**Office Ergonomics Rollout Email Template**

*You can use this template to communicate to your employees how to sign up for VelocityEHS® Office Ergonomics and complete the training, self-assessment, Action Plan process. Edit the highlighted text to tailor this message to your organization, and update the site URL.*

Dear[Employee],

[Insert introductory text describing why your organization is inviting them to participate in VelocityEHS® Office Ergonomics.]

To begin the Office Ergonomics experience, go to **https://ep.humantech.com/[CHANGE]/enroll** and create a new user account. Please select the location level you identify with most. We recommend using your email address as the user name.

Once signed in, you’ll have access to the **LEARN** segment of Office Ergonomics, which includes the e-learning, designed to help you understand the Four Points of Contact**®**. The training portion should take 25-30 minutes to complete and allows you to dive deeper into optional content along the way.

When the training is complete, use the **Exit** button to close the course (do not close your browser window) and then begin the self-assessment in the **DO** segment of Office Ergonomics. The self-assessment should take less than 10 minutes to complete.

Following the self-assessment, you’ll move seamlessly into the **MANAGE** segment, which is an opportunity to improve your comfort and reduce your concern score by building an Action Plan. After selecting suggested improvements and reviewing your Action Plan, please follow the instructions on the page and submit the Action Plan. [Add any additional instructions here.]

For the best experience, we recommend using the latest version of a major browser, including Google Chrome, Microsoft Edge, Mozilla Firefox, or Apple Safari.

***Note:*** While Internet Explorer (including IE11) may still work as a web browser, it is no longer supported due to security and functionality concerns. Anyone using Internet Explorer will not be able to take advantage of all the benefits offered by VelocityEHS.

If you have questions, contact [add contact name and details].Please complete the e-learning, self-assessment, and Action Plan by [insert date].

Best,

(your name)