

## **Required Reading**

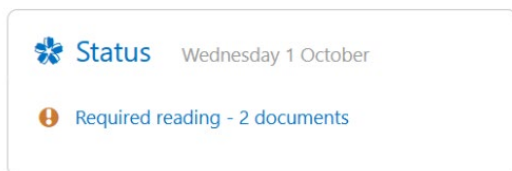
Here's a step-by-step guide on how to view and confirm you have read the Required Reading on Safe HR.

### **Step 1.**

Login to your Safe HR account.

### **Step 2.**

On your dashboard, under the Status section, you should see a Required Reading link.

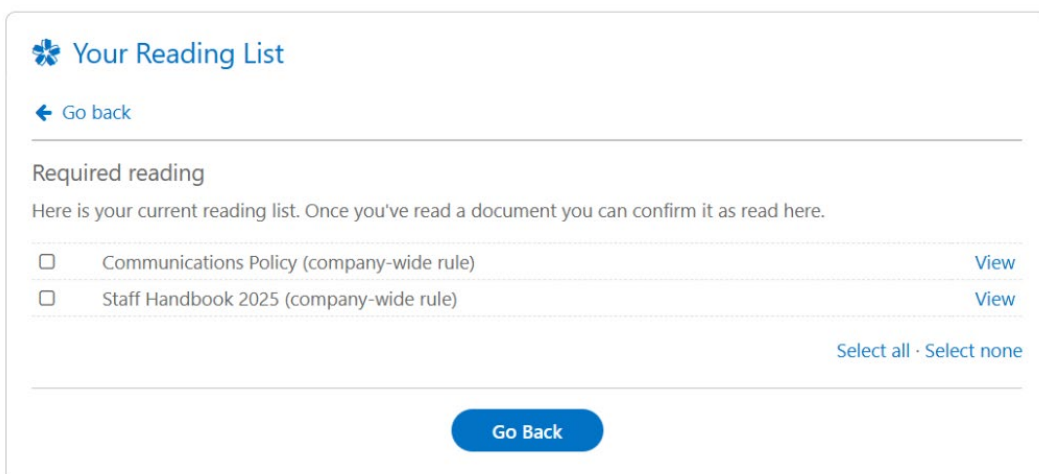


The Status section will be in either of these places:

- To the right hand of the dashboard page if you're using a laptop or desktop pc to view Safe HR,
- Or, under the Team calendar on the home page of the mobile version.

### **Step 3**

Click on the Required reading link in the Status section and it'll take you to the documents you need to read.




### **Step 4**

Click View to open the document and read through it.

## Step 5

Once you've read the document, click back to your Reading List and tick the box to confirm you have read the document, then click confirm.

 **Your Reading List**

[← Go back](#)

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**Required reading**  
Here is your current reading list. Once you've read a document you can confirm it as read here.

<input checked="" type="checkbox"/>	Communications Policy (company-wide rule)	<a href="#">View</a>
<input type="checkbox"/>	Staff Handbook 2025 (company-wide rule)	<a href="#">View</a>

[Select all](#) · [Select none](#)

Click 'Confirm' to confirm that you have read and understood the selected reading list items.

Confirm

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Go Back

That's it, all done.

You'll need to do this with all Required Reading documents