

Online Training Instructions

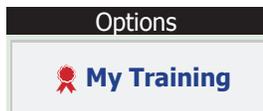
1



Enter your username and password

- Website:
- Click Login
- It is case sensitive
- Be sure to keep your username and password in a safe place for reference

Employee Name:
Username:
Password:



Click on the **My Training** button

- A list of your available online course will be shown

Online Courses	
Course	Result
WHMIS	WHMIS Quiz : --%

Click on the **course name** to begin

- Each course contains all the training material, procedures (if applicable) and a quiz



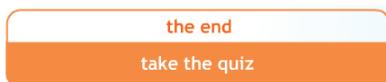
Course Navigation

- To navigate through the course material, you must use the buttons on the bottom of the screen
- To move forward click 'Next'
- Click 'Back' to review a previous slide
- Click 'Pause' to pause a slide at anytime, and 'Continue' to play it
- Click 'Exit' to go back to *My Training*



Click on **Take the Quiz** button

- Following each course material, you will need to take a quiz
- Click the '**Submit all and finish**' button



Use the "Technical Support" button at the bottoms of the site to contact us.