Creating a BCCSA Training Portal Account

Before you start:

If you have made another account for other BCCSA programs, such as Training, NCSO®/NHSA™, SiteReadyBC, CCPO or TCP, you can just log in; you will not need to make an account.

Your BCCSA portal account applies to all programs offered, so once you log into one program, your portal account is created.

Ensure you have the following information before you create a BCCSA Training account:

1. Your employer's **Company Name**
2. Your employer's **Classification Unit Number (CU Number)**
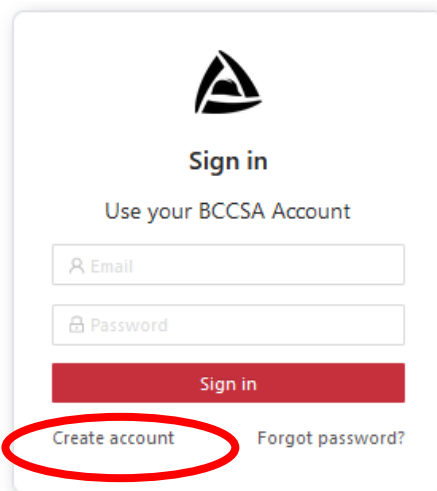3. Your employer's **WorkSafeBC Identification Number**

You will need this information to qualify for BCCSA's no cost training policy. If your employer is registered with WorkSafeBC in the Construction Sector (Classification Unit (CU) 72), or CU 704008, or 712033, you are eligible for no cost (free) on some of BCCSA's courses.

If you do not have this information or it does not apply to you, you can still create a BCCSA Training portal account. For example, if you work outside of the qualifying CU Numbers, or if you work for a company that is not registered in BC, or if you are unemployed.

If you wish to add/update this information after you have created an account, or if you have already created a BCCSA account for NCSO®/NHSA™, SiteReadyBC, CCPO or TCP, you can add this information to your account. Please see these instructions below in the section titled 'Modifying an Existing Account' (skip Step 1) to do this, and then move back to Step 2.

Step 1 – Finding the BCCSA portal:

Once you are on the BCCSA portal site, training.bccsa-services.ca, you need to create an account.

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Step 2- Creating your account:

You must fill out your information into several fields. All required fields are indicated by a red asterisk (*).

Create your BCCSA account

* First Name		* Last Name
* Email		* Email confirmation
Password		Password verification
* Date of Birth	Company	Unknown Employer

Address and Contact

* Street Address	Street Address 2
* City	* Province	* Country
* Postal Code	* Mobile Number	Other Number

Sign Up

Already have a BCCSA account?

I agree that I have read and understand the BCCSA Website Terms of use and Privacy Policy and agree to be bound by both

Company Selection

You can select your company here:

Create your BCCSA account

* First Name		* Last Name
* Email		* Email confirmation
Password		Password verification
* Date of Birth	Company	Unknown Employer

Address and Contact

* Street Address	Street Address 2
* City	* Province	* Country
* Postal Code	* Mobile Number	Other Number

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If your employer is registered with WorkSafeBC in the Construction Sector (Classification Unit (CU) 72), or CU 704008, or 712033, you are eligible for no cost (free) on some of BCCSA's courses.

If you qualify for no cost training, you must select your employer in the company selection list.

If you are not currently employed, or your company is not yet registered with WorkSafeBC, keep 'Unknown Employer' selected (it is selected by default). If this applies to you, click 'Sign Up' and move to step 3.

Qualifying companies will be listed in our company database. Note that if your employer has been created recently (within one month), our database might not be updated. Please contact us if this is the case.

You must have your employer's WorkSafeBC ID Number to link your employer to your BCCSA portal account. If you do not have this number, BCCSA cannot provide it. You need to consult your company.

To find your employer in our database, you must enter the correct legally registered name of the company (acronyms for example will not work). You can also search the data base using your employer's WorkSafeBC ID Number.

Click on the icon next to **Unknown Employer** as shown below:

Type your company's name or WorkSafe ID number into the search bar.

A list of companies will appear. Select your employer by pressing 'Select'.

Once you select your company, you will need to confirm the company's WorkSafeBC Number, as shown below.

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Employeement company confirmation

Company Name	Company City
Test Organization	N/A

Please, confirm the company "Test Organization" Worksafe ID to confirm your employment with it

Worksafe #

If you don't know this number, please, contact your employer!

Cancel   Confirm

You must have your company's WorkSafeBC Number to do this. If you do not have this number, BCCSA cannot provide it. You need to consult your company.

For no cost training eligible courses, a credit card is still required. You will only be charged if your employer's Classification Unit Number (CU) does not qualify, or if you withdraw from the course outside of BCCSA's cancellation policy.

If you already have an account and wish to change your employer, go to the 'Modifying an Existing Account' section of this guide below.

After all your information has been added, click 'Sign Up'.

Sign Up

Step 3- Activate your account:

After you enter your information and submit it, a confirmation code will be sent to your email. Copy this code and paste it into the following field:
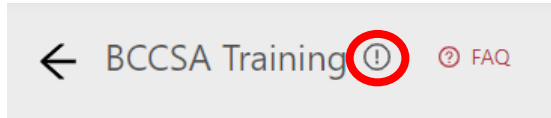
Confirm your BCCSA account

* Confirmation code

Code

Confirm

Haven't received the confirmation email?

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Once this code is entered, you will have to reconfirm your personal information. Upon confirmation, your account will be activated.

Modifying an Existing Account

If you need to add your employer after your account is created, or if you change employers, you can go into your user profile and edit your employer. Click the exclamation mark near your name in your account to do this.

Next, click 'See More'.

Once you click the exclamation mark, locate the company cell.

You can change/modify your employer using the same steps as outlined above.