

Creating a BCCSA Asbestos Training Account

Before you start:

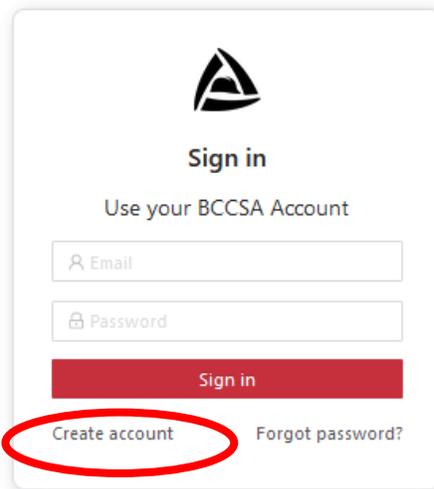
Creating an account to access BCCSA's online training portals, such as the Asbestos Control Training course portal, is quick and easy!

NOTE!

If you have already created an account for another BCCSA program, such as SiteReadyBC, you can go straight to the Asbestos Training Portal and log in using your existing credentials. The first time you log in to any new BCCSA Portal, it will ask you to re-confirm your personal details to ensure your information is up to date: <https://asbestos.bccsa-services.ca/>

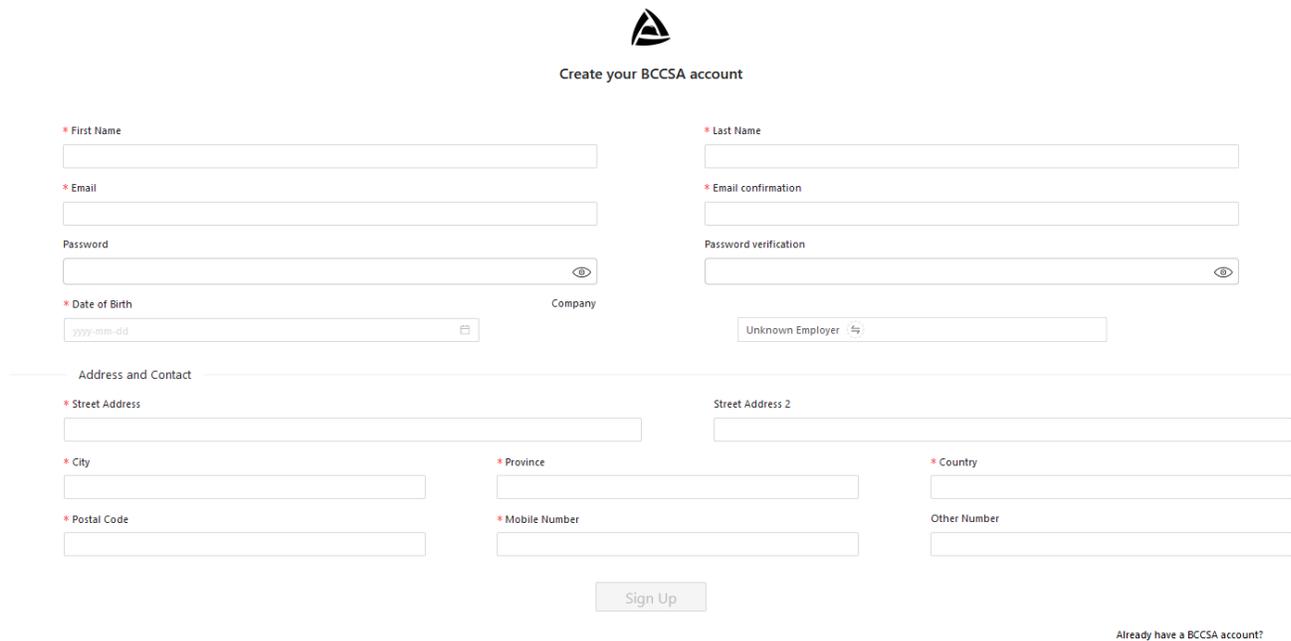
Step 1 – Create Account Page:

Once you are on the Asbestos portal login page at <https://asbestos.bccsa-services.ca/>, click on the link circled below to begin.



Step 2- Creating Your Account:

All required fields are indicated by a red asterisk (*).



The screenshot shows the 'Create your BCCSA account' form. At the top is the BCCSA logo and the title 'Create your BCCSA account'. The form is divided into two columns. The left column contains fields for: * First Name, * Email, Password, * Date of Birth (with a calendar icon), and Address and Contact. The right column contains fields for: * Last Name, * Email confirmation, Password verification, and Company (with a dropdown menu showing 'Unknown Employer'). Below these are fields for: * Street Address, Street Address 2, * City, * Province, * Country, * Postal Code, * Mobile Number, and Other Number. A 'Sign Up' button is centered at the bottom. A link 'Already have a BCCSA account?' is in the bottom right corner. A footer line contains the text: 'I agree that I have read and understand the BCCSA Website Terms of use and Privacy Policy and agree to be bound by both'.

Your Email Address is your login ID. We strongly encourage you to use a personal email address, not your work email, if you are creating a personal account to take BCCSA training courses.

Set your Employer

If you wish, you can set the company you work for as your employer. This will be carried over to all BCCSA training you take in the future and allows you to complete some BCCSA training for free. **This field is not mandatory and can be left as "Unknown Employer"**.

To set an employer, you must enter your employer's WorkSafeBC ID Number as verification. BCCSA cannot provide this information.

Find your employer by searching by the legally registered name of the company.

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



Type your company's name into the search field, and select your employer by pressing 'Select'.

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

Employement company confirmation

Company Name	Company City
<input type="text" value="Test Organization"/>	<input type="text" value="N/A"/>

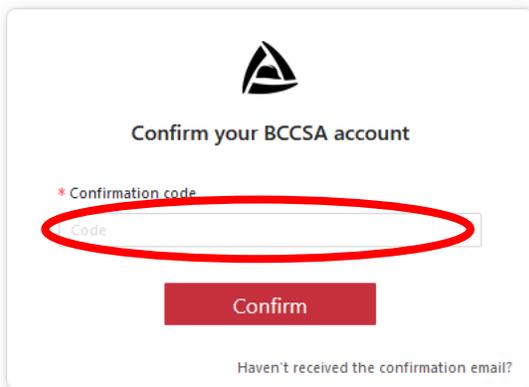
Please, confirm the company "Test Organization" Worksafe ID to confirm your employment with it

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

Finally, click on 'Sign Up' to finish creating your account.

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:



Once this code is entered, you will be logged into the Asbestos Training Course page.

Please see next page for information on how to edit your account once created.

Edit Your Personal Details for an Existing Account

If you need to update your personal details at a later date, click the exclamation mark near your name inside your account.



Next, click 'See More':



Here, you can update your details.

Profile

* First Name	<input type="text" value="BCCSA"/>	* Last Name	<input type="text" value="Training"/>
* Email	<input type="text" value="training@bccsa.ca"/> Confirmed		
BCCSA Training Specific			
Name on Certificate	<input type="text" value="BCCSA Training"/>		
Other			
* Date of Birth	<input type="text" value="2023-07-18"/>	Company	<input type="text" value="Unknown Employer"/>

SUPPORT

For any assistance with the process outlined in this document, questions about the Asbestos Control Training courses, or general information about BCCSA's online training platform, please email onlinetraining@bccsa.ca.