

Organization Manager Instructions

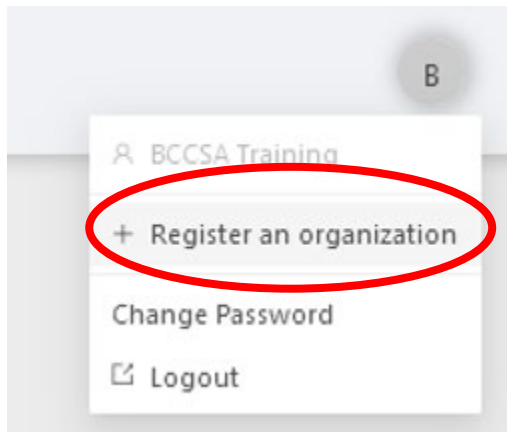
An Organization Manager is a person who can oversee the status of a group of students/employees who are members of the organization. Organization managers can invite and remove students from an organization and will be able to order and manage course licenses. They can also directly enroll students within their organization. It is possible to have multiple organization managers.

Please note that a manager account is separate from a student account. BCCSA suggests that companies use a certain email address for a manager account and separate accounts for students. Even if the manager themselves wishes to take a course as a student, they should use a separate account email.

Creating a Manager Account

These are instructions for how to create a manager account. If you do not already have an existing BCCSA portal account, you will first need to create one. Please click [here](#) to create your account.

If you already have a BCCSA account, log into your [ACT portal](#) to register as an organization manager. Next, in the top right corner, click on your account icon and then select 'Register an organization'.



You will then be prompted to enter your company's information. You can search for your company with either the company's name or WorkSafe ID number.

← Register an Organization

Attention, this operation will only be allowed if your organization is already added into our database but is not registered within this program yet! By doing so you confirm you are responsible for the organization and will become its owner. This operation is completed.

* Organization (x) Please, selected an organization (4)

Register

Then click 'select' once you find your company in the list.

Company selection

Name

ABC Company

Select

Once you find your company, you will need to enter your company's WorkSafe ID number to confirm it.

Company confirmation

Company Name

ABC Company

Company City

N/A

Please, confirm the company "ABC Company" WorksafeBC ID number in order to confirm you relation with it.

WorksafeBC ID #*

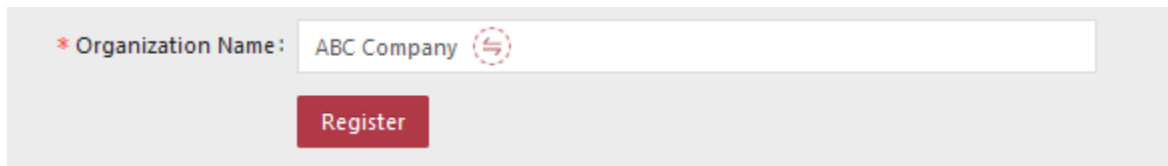
If you don't know this number, please, contact your employer!

Cancel Confirm

Then, click 'confirm'.

This process may take a few seconds to a minute or so. A message will also appear at the top of your screen indicating this was completed successfully.

Once this is confirmed, your company will appear:

A screenshot of a registration form. It features a label '* Organization Name:' followed by a text input field containing 'ABC Company' and a small circular icon with a red 'S'. Below the input field is a red button with the text 'Register' in white.

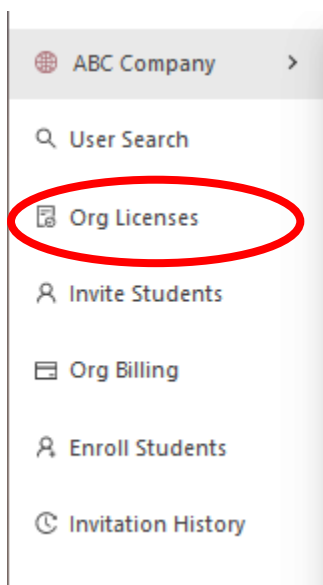
Finally, click register to complete the process.

Purchasing Licenses

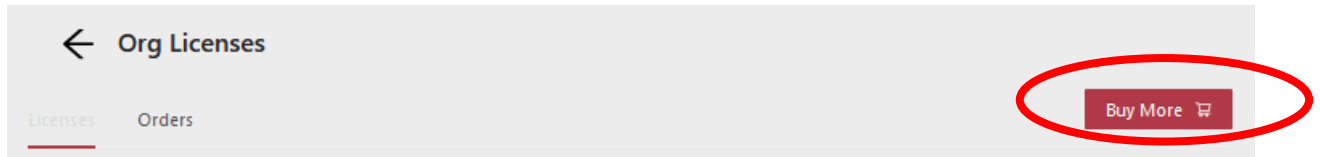
Organization managers can purchase licenses which are redeemable for Asbestos courses and WorkSafeBC exams. This is done so that managers can enroll their employees in course and exams.

Once an individual has been added as a manager to the Organization account within the ACT Registration System, you can log in to the ACT portal: <https://asbestos.bccsa-services.ca/>

Once you have logged in, select 'Org Licenses' from the side menu.



You can purchase licenses, by selecting 'Buy More'.



Next, from the drop-down menu, select the course that you want to purchase licenses for and quantity.

Note: ACT courses for all levels use the 'Asbestos Course' Licenses. Exams use specific exam level license.

Asbestos Course - Course License Order

1 Order Info — 2 Payment Type — 3 Summary — 4 Processing — 5 Confirming — 6 Completed

License Details

Product: Asbestos Course ▼

Product	Price	Quantity	Subtotal
Asbestos Course	\$50.00	1	\$50.00
			Discount \$0.00
			Tax \$2.50
			Total \$52.50

Cancel Next

You will have to add your payment method.

Dust Extraction - Course License Order

✓ Order Info — ✓ Payment Type — 3 Summary — 4 Processing — 5 Confirming — 6 Completed

Payment Selection

* Payment method: Credit Card  and others.



Your payment information will be processed securely.
[Please advance to the next step and have your payment information ready.](#)

Cancel Previous Next

Setup your default payment method 

Cardholder Name

Card Number

Expiration Date (MM/YY) CVV (3 digits)

Cancel Previous

After adding payment information, you can proceed and purchase the licenses.

The Org Licenses menu shows you which licenses have been purchased, and which licenses have been used. This way, you can track how many of your employees have used them, and when you might need more.

Date	Product	License ID	Number of licenses	Activations	Assignments	Reservations	Status	Actions
2026-04-09	Asbestos Course	1775775014759	2	0	0	0	ACTIVE	
2025-04-07	Asbestos Course	1744039687121	10	1	2	0	ACTIVE	
2025-03-04	WorkSafeBC Level 1 Exam	1741116327365	6	0	1	0	ACTIVE	
2024-05-22	WorkSafeBC Level 1 Exam	1716417864469	1	0	1	0	ACTIVE	

There are several pieces of information here:

- **Date:** The date the license was purchased.
- **Product:** The course that the license was purchased for; the title of the course will appear here.
- **Number of licenses:** how many licenses that were purchased and are available.
- **Activations:** How many licenses were used. Populating this column requires that the student launches the course. It is possible for the student to accept the organization invitation but not activate the license. If the organization removes the student from the organization before the student has activated the license by launching the course, the system automatically gives the organization back the license.
- **Assignments:** When an org manager assigned a license to a student for a specific product, which is pending activation (when the user clicks “use existing license key” it will apply this license). This license cannot be used by anyone else unless org manager revokes the license before the user it was assigned to activates it.
- **Reservation:** When an organization sends out an invitation with a license, a reservation flag is generated which tells the system that X license is reserved for the student so that Organization managers do not inadvertently over assign licenses. Once the student accepts the license or the invitation expires, the reservation count should clear.

When you click on the course, you can see further details, including which specific licenses have been used or not. To do this, click the course/product.

← License information

Details License keys **Used**

License ID: 1744039687121

Export to Excel

Date	License key	Name	Product	Actions
2025-04-07	2vPHFk-deXH7P1-L1yqSBI-I9vncEO	Test Test28	Asbestos Course	

You will then be taken to the details of that, including traction details, the licenses purchased, and which licenses have been used.

Details License keys **Used**

You can also click on 'Assigned Licenses' to see a list of names who've received an assigned license. And where you can also remove the assignment from them if needed.

← Org Licenses

Licenses **Assigned Licenses** Orders Activations [Buy More](#)

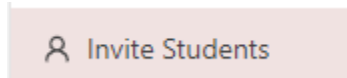
Product: Show activated licenses: ☐ [Filter](#)

[Click to sort ascending](#) [Export to xlsx](#) [Assign Licenses](#)

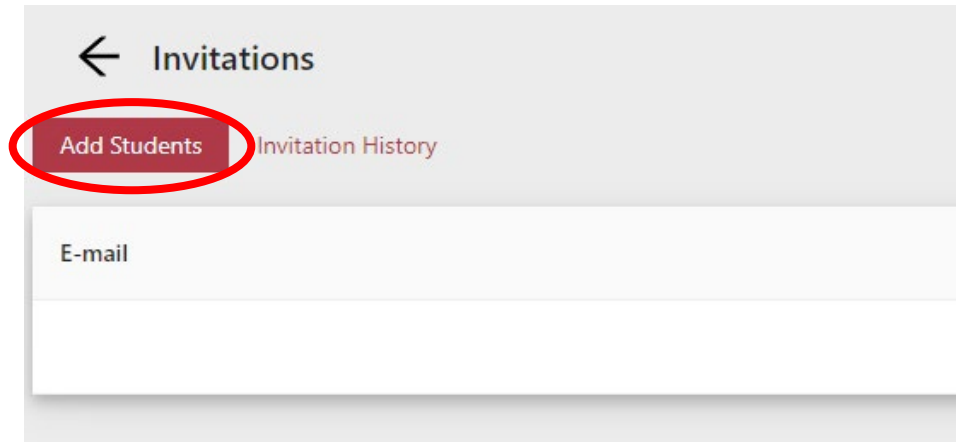
Assigned On	Product	License ID	Student	Consumed On	Actions
2025-10-20	Asbestos Course	1709753268036	Test Test5		Remove
2025-04-07	Asbestos Course	1744039687121	Test Test6		Remove

Inviting Students to your Organization

To invite students, click 'Invite Students' on the left site.



Then click 'Add Students'.



You can then add the email address of those you would like to add.

Keep the 'Assign Licenses to Students' box checked and select which course license (Product) you would like to send from the drop-down menu. Please note that course license(s) must already be purchased before they can be assigned.

E-mails

Separate e-mails by line break, space or comma.

☒ **Assign licenses to students**

* Only products for which you have available licenses are listed below

Product

Select the course you would like to invite your member to by using the product menu. Only courses you have purchased license for will appear in this menu.

Product

Asbestos Course

WorkSafeBC Level 1 Exam

WorksafeBC Level 2 Exam

If you would like to enroll into courses on behalf of your students, please un-check this box. Only keep it checked if you would like your students to enroll themselves, this will assign them a license to do so.

Once you entered the emails, and selected the courses you want to enroll your members in (or not), click submit.

Submit

Distributing Licenses/ Enrolling in courses

Once licenses have been purchased, they can be distributed to your employees. To do this, go to the 'Enroll Students' from the side menu, select the course, and hit 'Next'.

Org Billing

Enroll Students

Invitation History

Settings

Enroll Students

First, select the course

The course you want to enroll students

Level 1 Foundational Awareness

Asbestos 101 – Awareness Training

WorkSafeBC RENEWAL Level 1 Exam

Asbestos 101 – Awareness Training

Asbestos 101 – Responsibilities, PPE & Disposal

WorkSafeBC Level 1 Exam

L1 Renewal Passthrough

Here is where you will select the session (in this case with Asbestos 101 Course being an online course, it's set to 'unlimited'). Click 'Select'.

Enroll Students



Select the session

The session you want to enroll the students

[< Previous](#)

Type	Name	Venue	Available seats	Dates	
Online External	Asbestos 101 Course	-	unlimited	-	Select

< 1 >

Now you will search for the student you would like to enroll or select from the 'Your students' list; these are students who are already a part of your organization.

[Search](#)

Your Students

☐	Name	E-mail
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Selected Students

Name	E-mail
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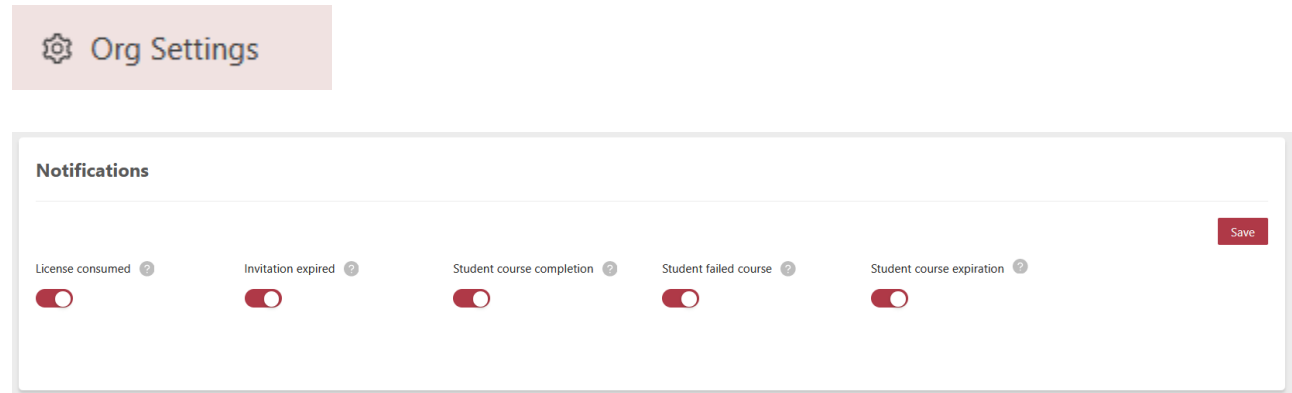
Please note employee(s) must have an existing account and be part of your organization to appear on this list.

Important: If you would like to enroll an employee who does not already have an account in the BCCSA portal, you will first need to invite them to your organization. When you send an invitation email to a person who does not have an account in our system, the link in the invitation email will prompt them to create an account. After that, you will be listed as your employee, and you will be able to select and enroll them.

Notifications

Organization managers can control various settings in their accounts. This includes notifications.

To access notifications, click on 'Org Settings'.



Here are the notifications that can be toggled:

- **License consumed:** When this setting is ON, managers of the organization will receive email notifications when students consume an org assigned licenses.
- **Invitation expired:** When this setting is ON, managers of the organization will receive email notifications when invitations sent to students expire without being accepted.
- **Student course completion:** When this setting is ON, managers of the organization will receive email notifications when students complete a course or certification.
- **Student failed course:** When this setting is ON, managers of the organization will receive email notifications when students fail a course.
- **Student course expiration:** When this setting is ON, managers of the organization will receive email notifications when students fail a course.

Notifications are delivered via email.

Search

If you wish to search for members of your organization, you can use the search function.

Search Users

Search...

Search

Status: All

Employer: Select an employer

Filter

Certification: All

Export to xlsx

Name	Registered date	State	Actions
Test Test3	2024-03-20		
Test Student	2024-02-29		

2 users found

The list of members will also appear below.

Enrollment Status and Details

To see which courses your members are enrolled into, or which course they have completed, simply search for their profile name and click on the course button on the right hand side. You will see the status of each course.

< Karen-9 Tester					
Certification	Course	Result Date	Status	Grade	
Level S Surveyor Safety	Level S Surveyor Safety	2024-02-01	Passed	10	
Level S Surveyor Safety	WorkSafeBC Level S Exam	2024-02-07	Failed	65	
Level S Surveyor Safety	WorkSafeBC Level S Exam	2024-04-25	Passed	100	

To see which the status of each certification level, simply click on their profile name in the list below the search bar. You will then be taken to their account.

Course cards also display statuses of each course.

- **Not Started** = they have not started or enrolled in the course



- **License Activated** = they are enrolled in the course and used their license



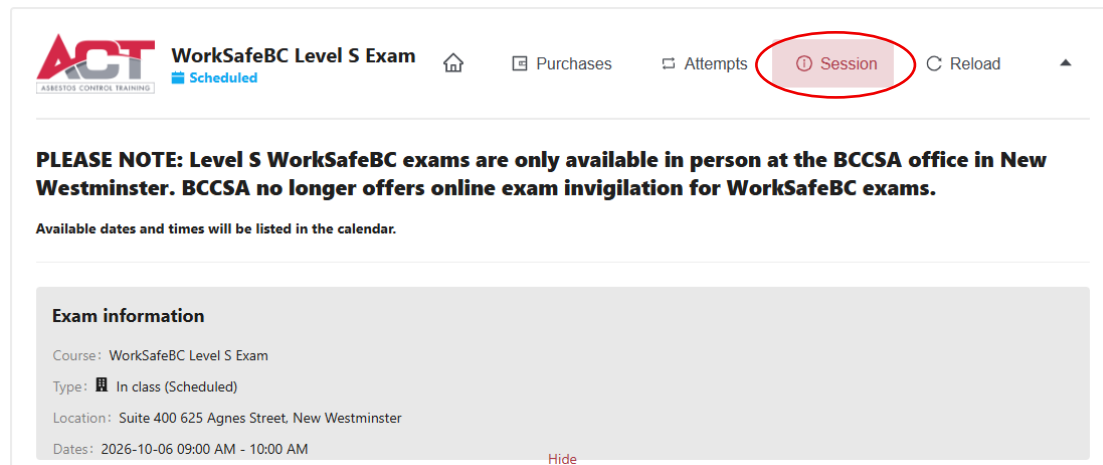
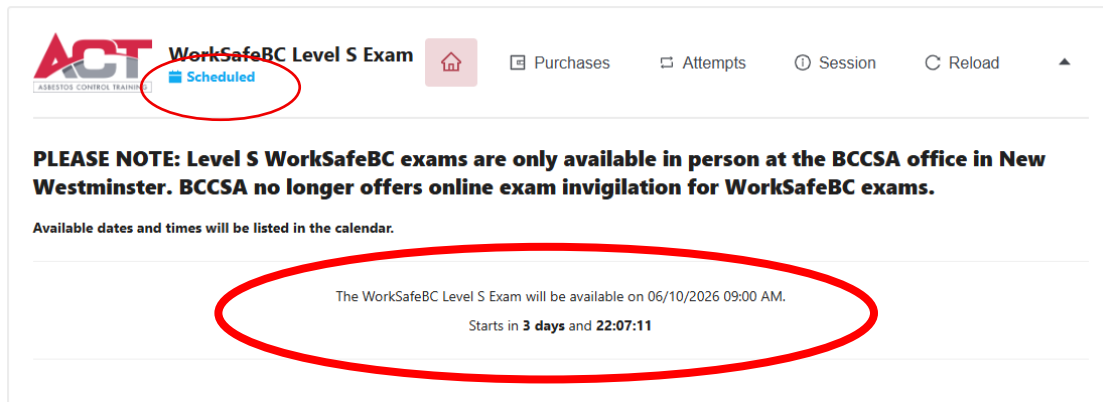
- **Restart Required** = their courses have expired and if needed, need to be re-taken.



- **Renewal Required** = their certification has or will be expired and they are required to renew their certification to remain certified. Review renewal procedures [here](#).



To see what date they are enrolled into, click 'enter' on the course card. Then, you can see the enrolment details.

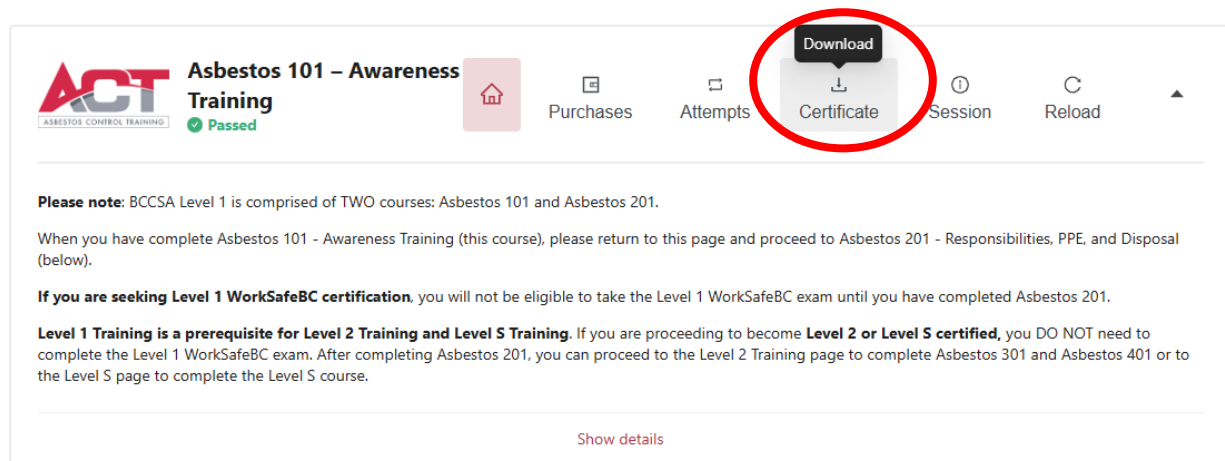


Downloading Training Certificates

To download your member's certificates, locate their account using the user search function. Click on the student's name and enter the level you wish to obtain their training certificate from.



Click on the certificate to download.



Note: As an organization manager, you will receive an email when the employee completes the training course and a copy of the certificate is emailed to you as well as the employee.

Actions

The Actions buttons allow you to see which licenses were given to a particular individual. To check this, click here:

Test Student

2024-02-29



You can also remove members from your organization by clicking the garbage can icon.

Test Student

2024-02-29



Billing

This section is where you will add your company's payment method (credit card).

The screenshot shows the BCCSA (BC Construction Safety Alliance) user interface. The header includes the BCCSA logo and a red hard hat icon. The left sidebar contains a list of navigation options: 'ABC Company', 'User Search', 'Org Licenses', 'Org Settings', 'Invite Students', 'Org Billing' (highlighted with a red circle), 'Enroll Students', and 'Invitation History'. The main content area is titled 'Search Users' and features a search bar with a magnifying glass icon and a 'Search' button. Below the search bar are filters for 'Status' (set to 'All'), 'Employer' (set to 'Select an employer' with a 'Filter' button), and 'Certification' (set to 'All'). At the bottom, there is a table header with columns for 'Name', 'Registered date', and 'State'.

 Setup your default payment method  

Cardholder Name

Card Number

Expiration Date (MM/YY)

CVV (3 digits)