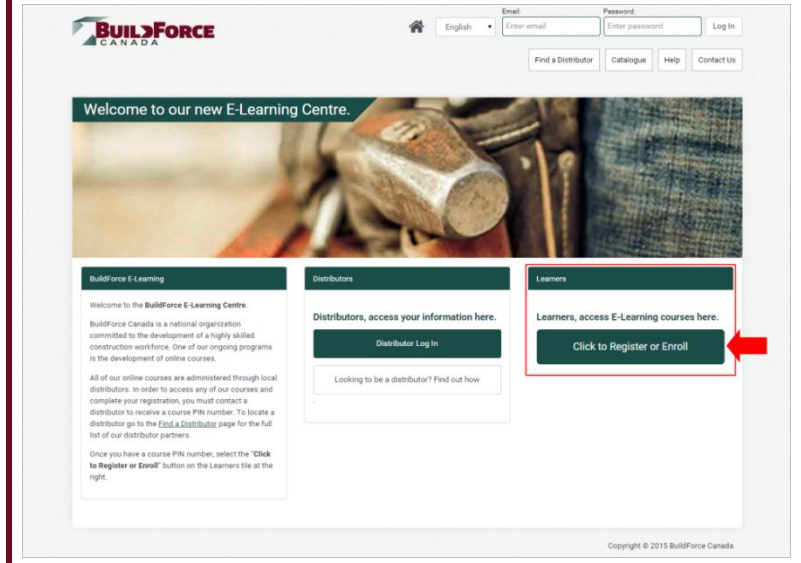


## Step 1: Click to Register or Enroll

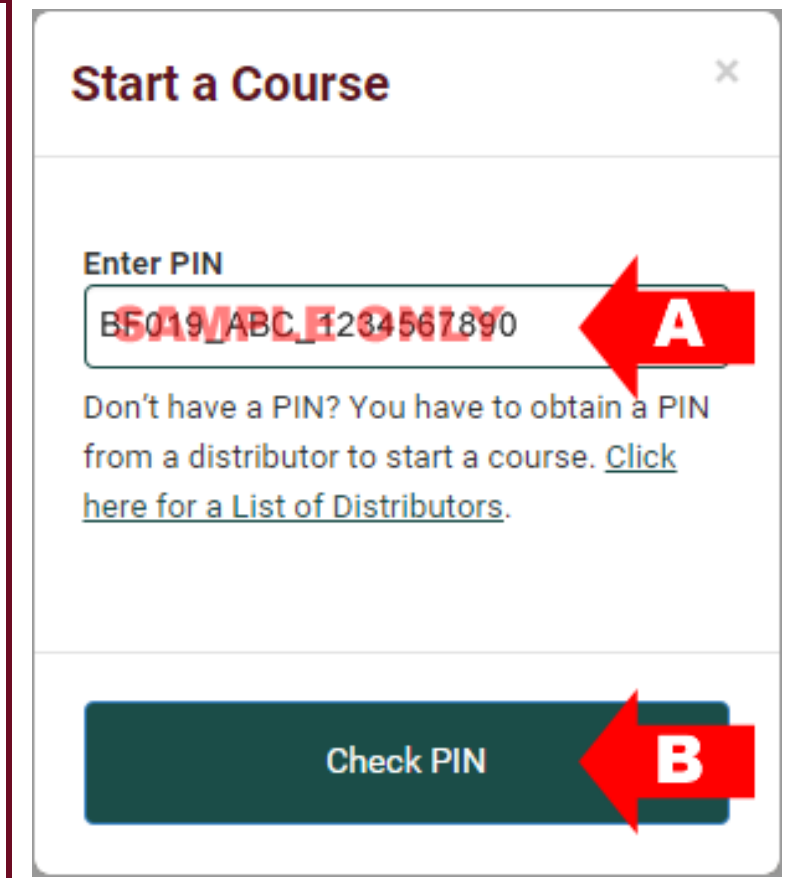
- Go to <http://elearning.buildforce.ca>
- Click >Click to Register or Enroll



## Step 2: Enter PIN

- A. Enter course PIN
- B. Click >Check PIN

**Don't have a PIN?** Click the link provided or select *Find a Distributor* on the main menu. This will take you to a page containing a list of BuildForce E-Learning Distributors in your region.



**Step 3: Confirm Course**

- C. Confirm the course by *checking* the box.
- D. Click **>Continue**

## Start a Course ✕

**Enter PIN**

**SAMPLE ONLY**

BF019\_ABC\_1234567890

Don't have a PIN? You have to obtain a PIN from a distributor to start a course. [Click here for a List of Distributors.](#)

---

**PIN Successful**

This is a PIN for **Pipeline Construction Safety Training**. If this is not the course you wish to take, please stop here and check with your Distributor.

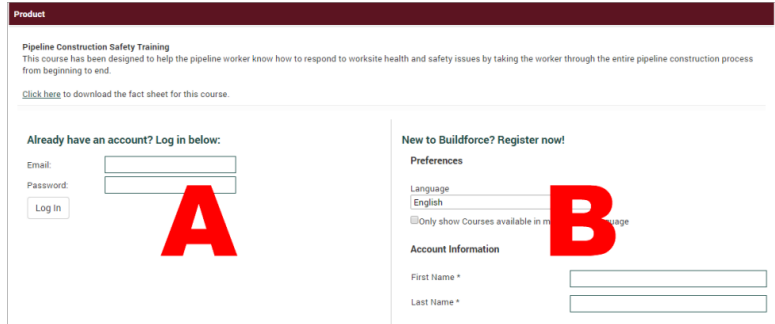
**C** Pipeline Construction Safety Training is the course I wish to take.

**Continue** ← **D**

## Step 4: Register or Log In

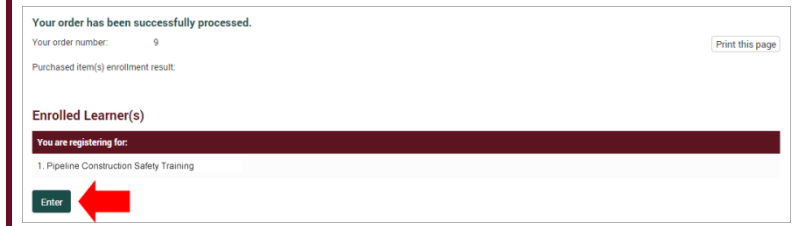
When the Registration page appears, choose one of the following options:

- A. **Existing User Log In** - Choose this option if you have already registered on our E-Learning Centre.
- B. **New User Registration** - Choose this option if you have not previously taken a course on our E-Learning Centre (previous site included). When completing the registration form make sure you do the following:
  - *Enter* information in all required fields (identified with an asterisk \*)
  - *Check* the box in the Terms of Use section of the registration form.
  - *Click >Continue* when you have completed the registration form.



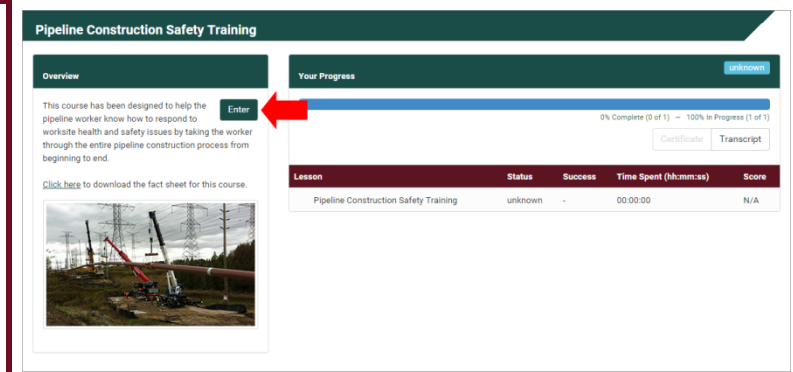
## Step 5: Enrollment Confirmed

When the enrollment confirmation appears, *click >Enter* to proceed to the Course Details page.



## Step 6: Start Course

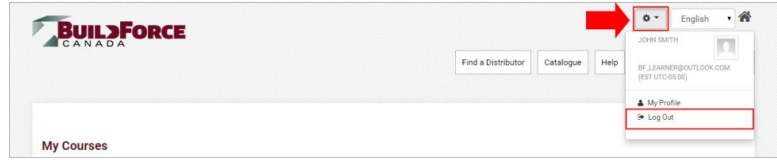
When the Course Details page appears, *click >Enter* to start the course.



Lesson	Status	Success	Time Spent (hh:mm:ss)	Score
Pipeline Construction Safety Training	unknown	-	00:00:00	N/A

### Step 7: Log Out

When you have exited the course and wish to log out of your account, click the Gear Widget at the top-right of the page and *click >Log Out* on the menu below.



### Step 8: Log Back In

When you want to access your account again, use the Log In area at the top-right of the Home Page.



## NEED HELP?

Click the [Help](#) menu at the top of the page or contact technical support (click the [Contact Us](#) menu for details).