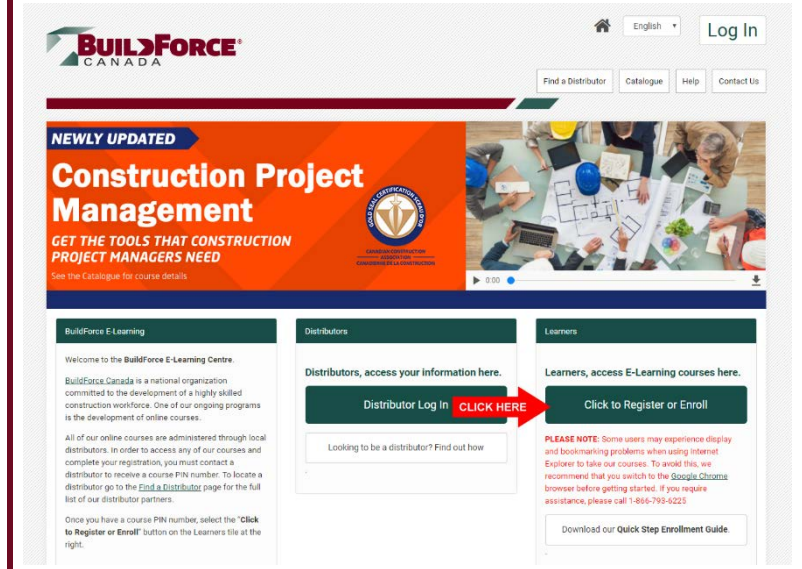


Description:

The instructions below show the steps to follow to register and/or enroll in an e-learning course once you have obtained a course PIN from a [BuildForce Distributor](#).

Step 1: Click to Register or Enroll

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

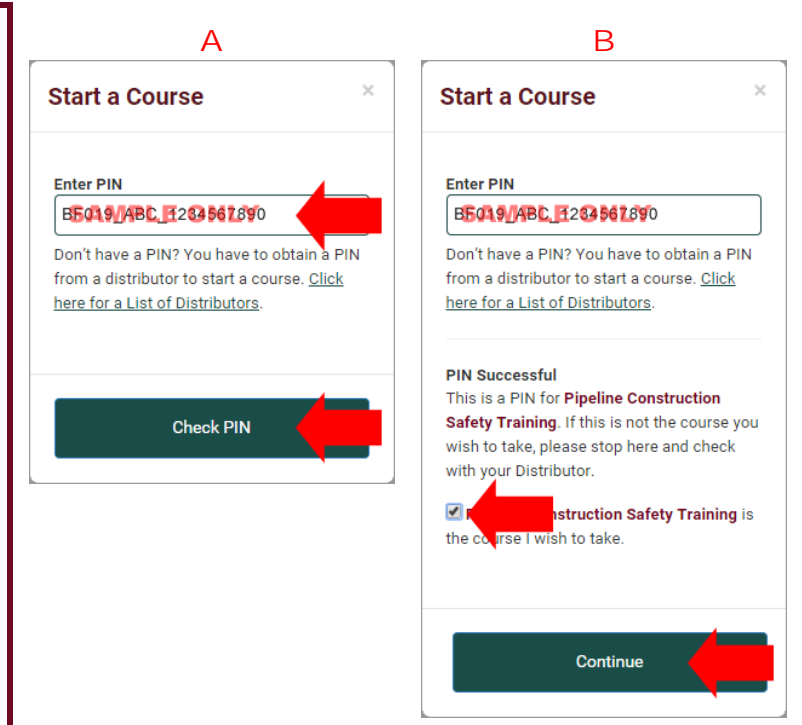


Step 2: Enter and Verify PIN

When the **Start a Course** popup appears, do the following:

- Enter the course PIN you obtained from the distributor and click >**Check PIN**
- Check the box beside the course title and click >**Continue**

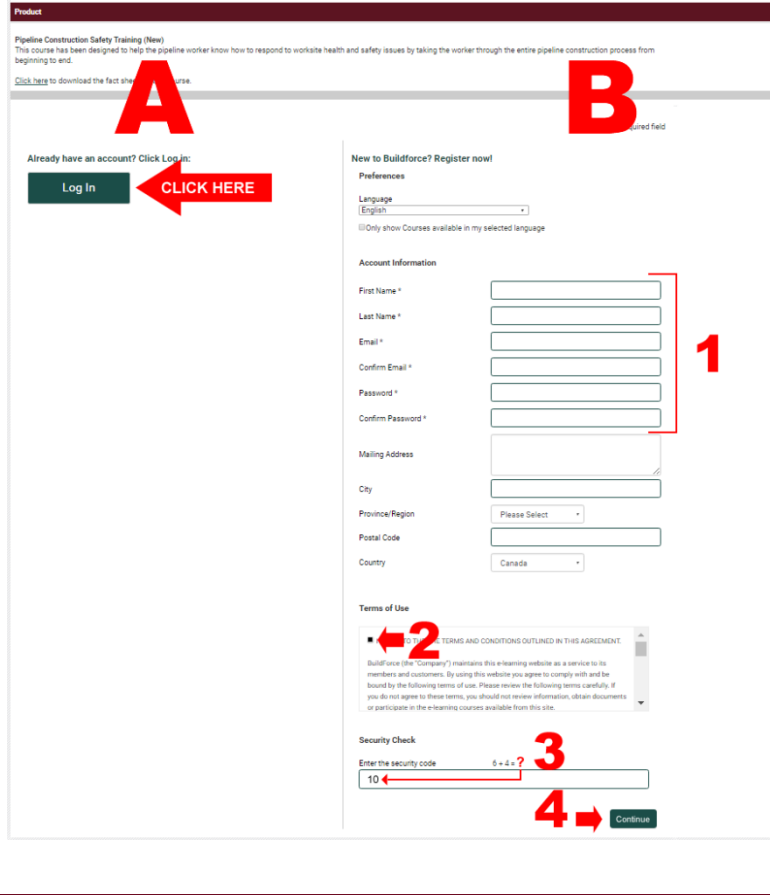
Proceed to next step



Step 3: Login or Register

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

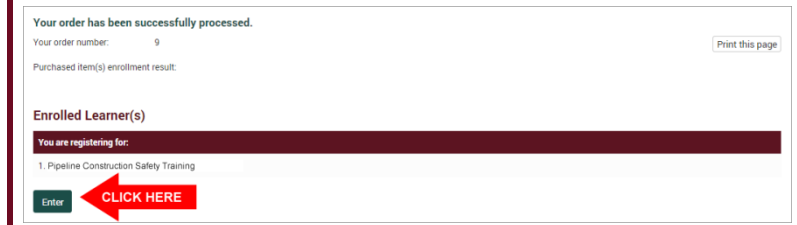
- A. Log In** - Click **>Log In** if you have previously enrolled in a course on the BuildForce E-Learning site. (Forgot your e-mail and/or password? Call **1-866-793-6225** for help.)
- B. Register** - Choose this option if you have not previously taken a course on our E-Learning Centre (previous site included). When completing the registration form make sure you do the following:
 1. Enter information in all required fields (identified with an asterisk *)
 2. Check the box in the Terms of Use section of the registration form.
 3. Click **>I'm not a Robot** and, if the captcha appears, answer it.
 4. Click **>Continue** when you have completed the registration form.



The screenshot shows the registration page for 'Pipeline Construction Safety Training (New)'. It features two main sections: 'Already have an account? Click Log In:' with a 'Log In' button (annotated with a red arrow and 'CLICK HERE'), and 'New to Buildforce? Register now!'. The registration form includes fields for 'First Name *', 'Last Name *', 'Email *', 'Confirm Email *', 'Password *', 'Confirm Password *', 'Mailing Address', 'City', 'Province/Region' (a dropdown menu), 'Postal Code', and 'Country' (set to 'Canada'). A 'Terms of Use' section has a checkbox (annotated with a red arrow and '2') and a 'Security Check' section with a captcha '0 + 4 = ?' (annotated with a red arrow and '3') and a 'Continue' button (annotated with a red arrow and '4'). A red bracket labeled '1' encompasses the account information fields. A red arrow labeled 'A' points to the 'Log In' button, and a red arrow labeled 'B' points to the 'Register now!' section.

Step 4: Confirm Enrollment

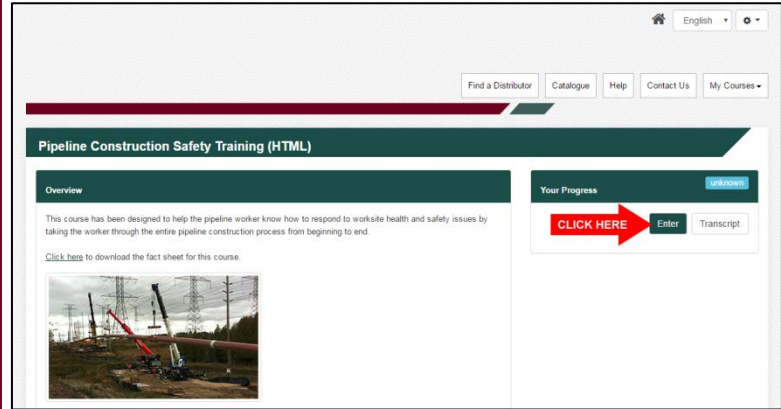
When the enrollment confirmation appears, *click >Enter* to proceed to the Course Details page.



The screenshot shows a confirmation page with the message 'Your order has been successfully processed.' It displays 'Your order number: 9' and 'Purchased item(s) enrollment result:'. Under the heading 'Enrolled Learner(s)', it states 'You are registering for:' followed by a list item '1. Pipeline Construction Safety Training'. At the bottom left, there is an 'Enter' button (annotated with a red arrow and 'CLICK HERE') and a 'Print this page' link at the top right.

Step 5: Start Course

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



Step 6: Log Out

Click the Gear Widget at the top-right of the page and *select >Log Out* on the menu below.



NEED HELP?

Click the [Help](#) menu at the top of the page or contact technical support at **1-866-793-6225** (click the [Contact Us](#) menu for details).