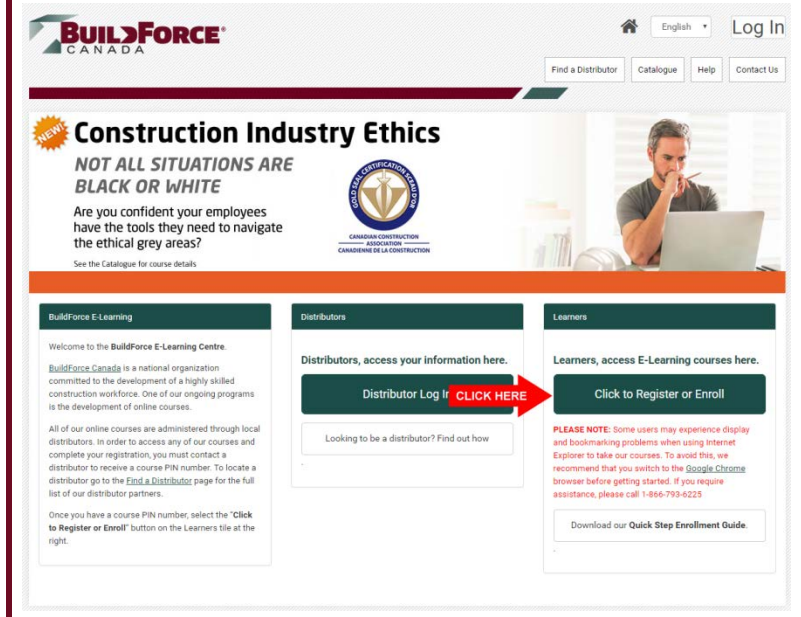


Description:

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

Step 1: Click to Register or Enroll

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

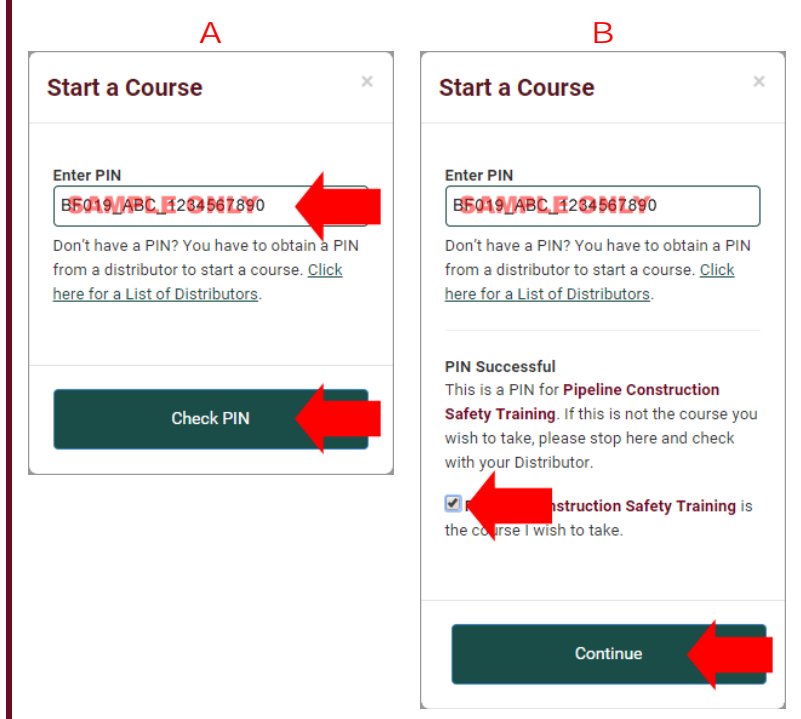


Step 2: Enter and Verify PIN

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**

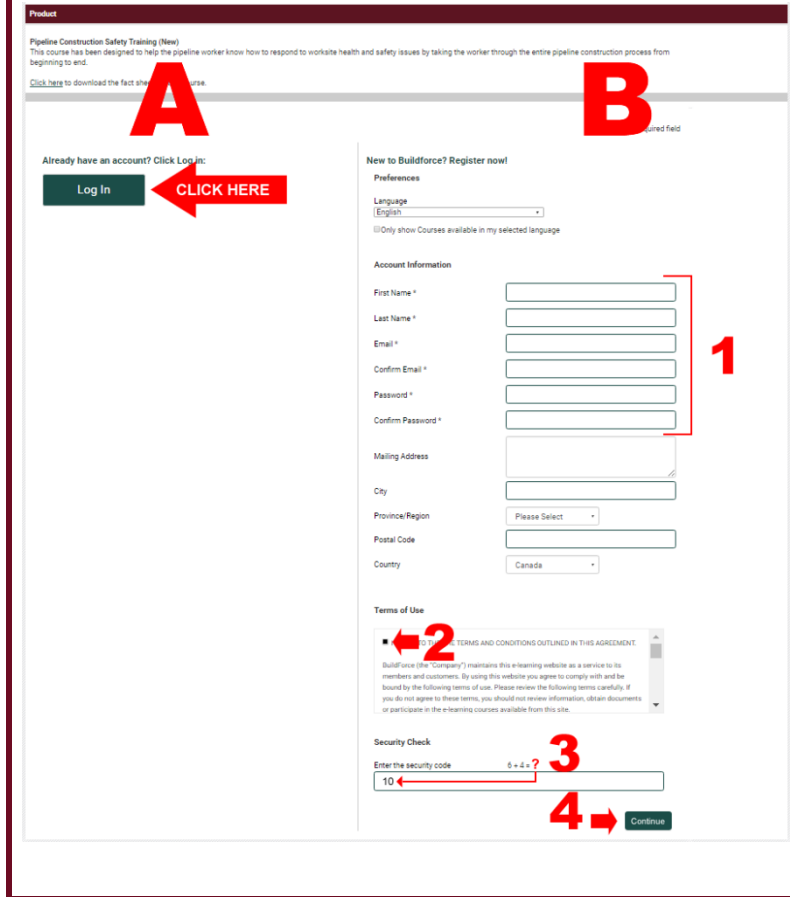
Proceed to next step



Step 3: Login or Register

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

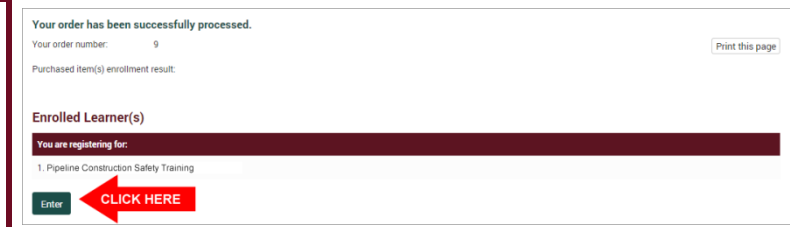
- A. Log In** - Click **>Log In** if you have already have an account on the BuildForce E-Learning Centre.
Hint: If you have already taken a course with us, you will already have an account on our site. (Forgot your e-mail and/or password? Call **1-866-793-6225** for help.)
- B. Register** - Choose this 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. Answer the math question.
 4. *Click* **>Continue** when you have completed the registration form.



The screenshot shows the registration page for 'Pipeline Construction Safety Training (New)'. It features a 'Log In' button (labeled 'A' and 'CLICK HERE') and a 'New to Buildforce? Register now!' section. The registration form includes fields for 'First Name', 'Last Name', 'Email', 'Confirm Email', 'Password', 'Confirm Password', 'Mailing Address', 'City', 'Province/Region', 'Postal Code', and 'Country'. A 'Terms of Use' section has a checkbox (labeled '2') and a 'Security Check' section with a math problem '0 + 4 = ?' (labeled '3') and an input field containing '10' (labeled '4'). A 'Continue' button is at the bottom right.

Step 4: Confirm Enrollment

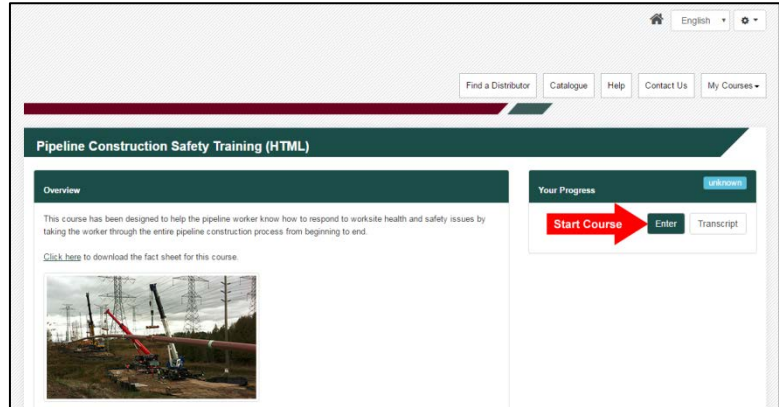
When the enrollment confirmation appears, *click* **>Enter** to proceed to the Course Details page.



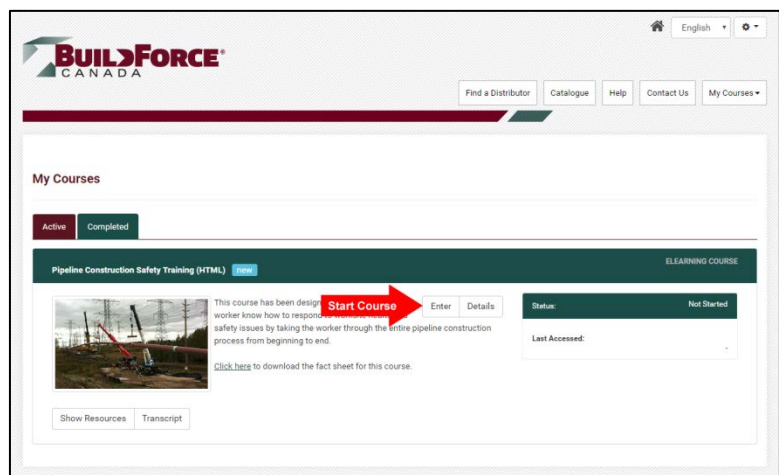
The screenshot shows the enrollment confirmation page with the message 'Your order has been successfully processed.' It displays the order number '9' and the purchased item 'Pipeline Construction Safety Training'. At the bottom, there is an 'Enter' button (labeled 'CLICK HERE') to proceed to the course details.

Step 5: Click Enter

When the *Course Details* or *My Courses* page appears, *click >Enter* to open the course launch page.



Course Details Page (Single-course user)

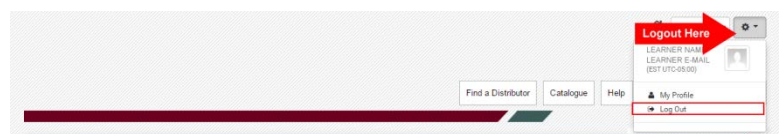


My Courses Page (Multiple-course user)

***** Important: Never leave a course open when you are finished working on it. Doing so will result in progress not being saved.*****

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).