

Description:

The instructions below are intended for individuals who have purchased the Pipeline Construction Safety Training (PCST) course from the Alberta Construction Safety Association Student Portal. The following steps demonstrate how to:

1. Locate the PCST course PIN in your account on the [ACSA Student Portal](#).
2. Use this PIN to enroll in the course on the [BuildForce E-Learning Centre](#) website.

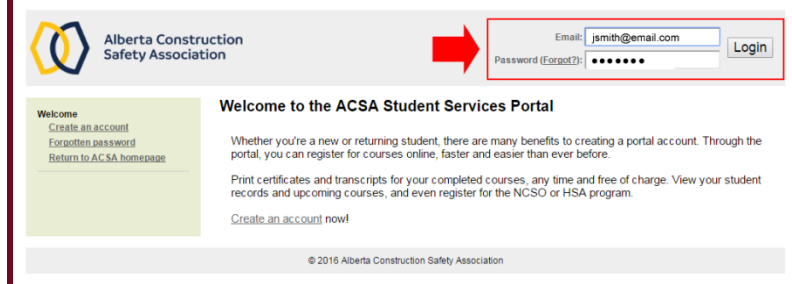
Step 1: Go to the ACSA Website

- Go to <http://www.acsa-safety.org>
- Click >Student Portal



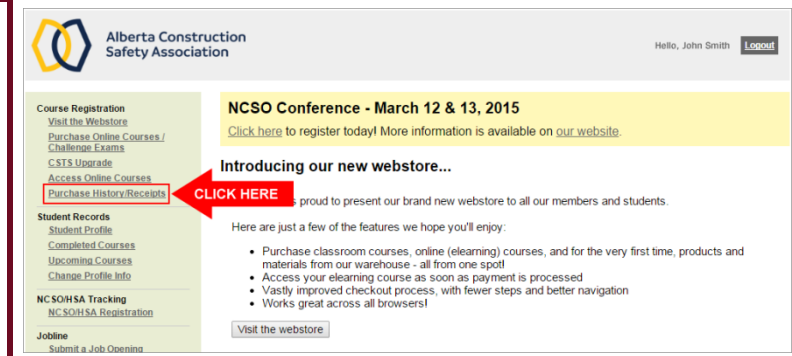
Step 2: Login to your Student Portal Account

- Enter Email and Password
- Click >Click Login



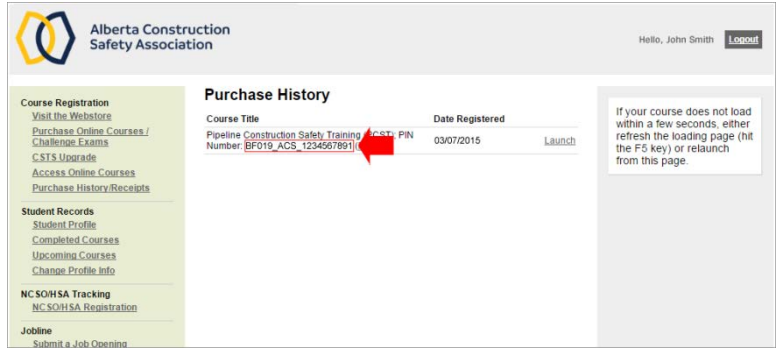
Step 3: Go to Purchase History

- Click >Purchase History/Receipts



Step 4: Obtain PCST PIN

- If your purchase was successful, the Pipeline Construction Safety Training (PCST) course will appear under **Purchase History**.
- The PIN is located below the course title to the right of **Number:** and will appear in one of the following valid formats:
 - a) **BF019_ACS_1234567891** (new format)
 - b) **ACS12345** (old format)
- Copy or write down the PIN number and double-check for accuracy. You will use the PIN in the next steps.



Alberta Construction Safety Association

Hello, John Smith [Logout](#)

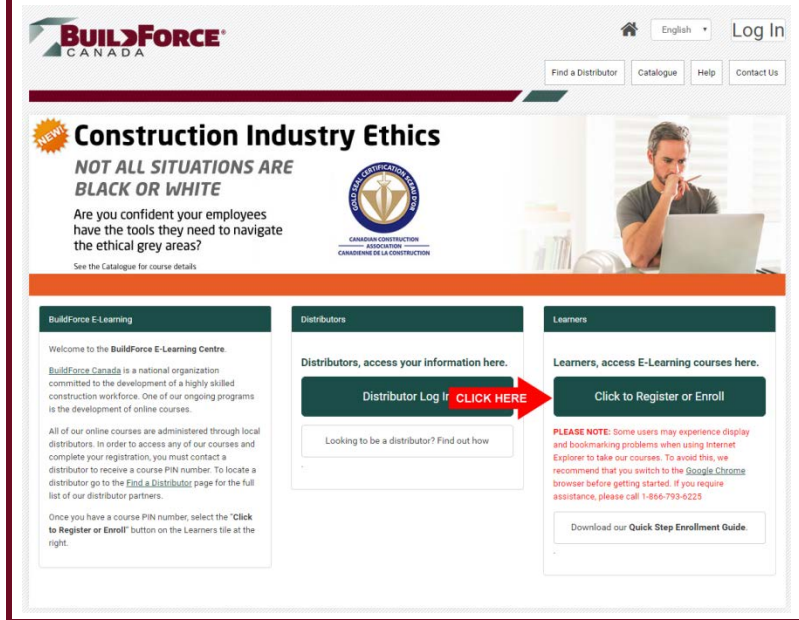
Course Title	Date Registered
Pipeline Construction Safety Training (PCST) PIN Number: BF019_ACS_1234567891	03/07/2015

If your course does not load within a few seconds, either refresh the loading page (hit the F5 key) or relaunch from this page.

Note: Because the E-Learning Centre website is completely separate from the ACSA Student Portal, you will need to set up a new account on this site if you don't currently have one. The remaining steps show you how to do this.

Step 5: Click to Register or Enroll

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



BuildForce CANADA

English Log In

Find a Distributor Catalogue Help Contact Us

Construction Industry Ethics

NOT ALL SITUATIONS ARE BLACK OR WHITE

Are you confident your employees have the tools they need to navigate the ethical grey areas?

See the Catalogue for course details.

BulkForce E-Learning

Welcome to the BulkForce E-Learning Centre.

BulkForce Canada is a national organization committed to the development of a highly skilled construction workforce. One of our ongoing programs is the development of online courses.

All of our online courses are administered through local distributors. In order to access any of our courses and complete your registration, you must contact a distributor to receive a course PIN number. To locate a distributor go to the [Find a Distributor](#) page for the full list of our distributor partners.

Once you have a course PIN number, select the "Click to Register or Enroll" button on the Learners tile at the right.

Distributors

Distributors, access your information here.

Distributor Log In [CLICK HERE](#)

Looking to be a distributor? Find out how

Learners

Learners, access E-Learning courses here.

Click to Register or Enroll

PLEASE NOTE: Some users may experience display and bookmarking problems when using Internet Explorer to take our courses. To avoid this, we recommend that you switch to the Google Chrome browser before getting started. If you require assistance, please call 1-866-793-6225

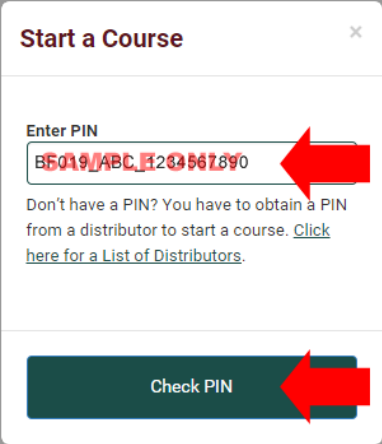
Download our [Quick Step Enrollment Guide](#)

Step 6: Enter and Verify PIN

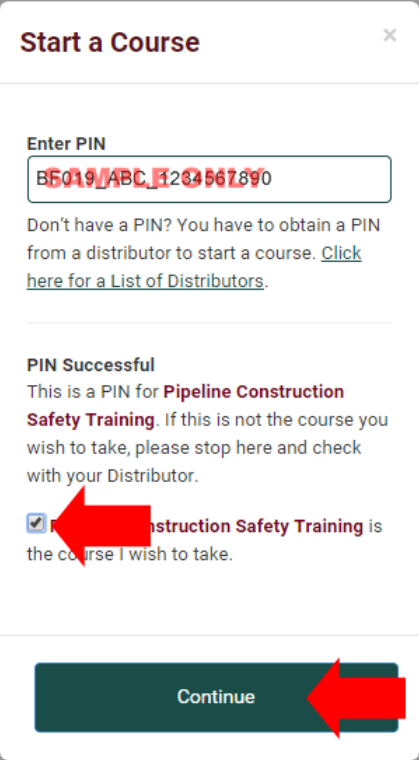
When the **Start a Course** popup appears do the following:

- A. Enter the course PIN you obtained from your ACSA account and click **>Check PIN**.
- B. Check the box beside the course title and click **>Continue**.

A



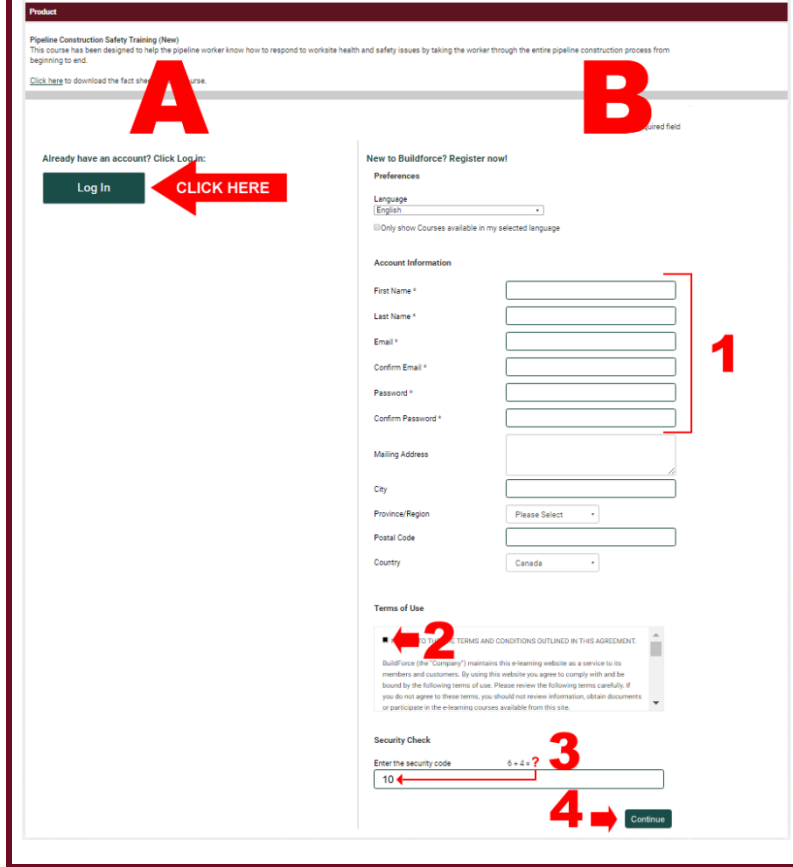
B



Step 7: Login/Register

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

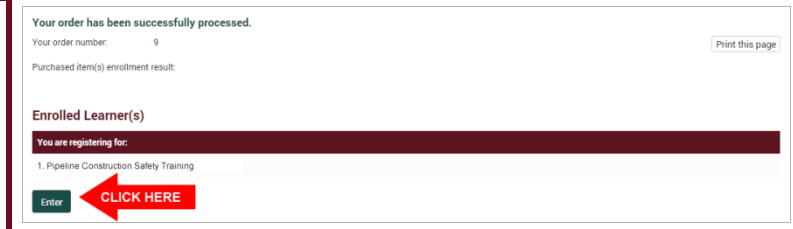
- A. Existing User Log In** - Click **>Log In** if you have already registered on our E-Learning Centre. *Hint: If you have taken the PCST course before, you will very likely have an account on our site.*
- B. New User Registration** - Choose this option if you have not previously taken a course on our E-Learning Centre (previous site included). When completing the registration form make sure you do the following:
 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. It features a 'Log In' button (labeled 'A' and 'CLICK HERE') and a 'New to Buildforce? Register now!' section (labeled 'B'). 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 (labeled '2') has a checkbox. A 'Security Check' section (labeled '3') contains a math problem '0 + 4 = ?' and an input field with the number '10' (labeled '4'). A 'Continue' button is at the bottom right.

Step 8: Enrollment Confirmed

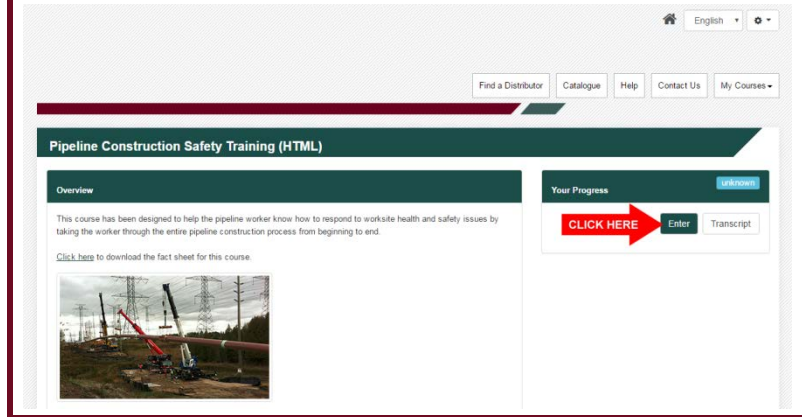
When the enrollment confirmation appears, *click >Enter* to proceed to the Course Details page.



The screenshot shows the enrollment confirmation page. It displays 'Your order has been successfully processed.' with order number '9' and a 'Print this page' link. Under 'Enrolled Learner(s)', it lists '1. Pipeline Construction Safety Training'. At the bottom, there is an 'Enter' button (labeled 'CLICK HERE') to proceed to the course details.

Step 9: Click Enter

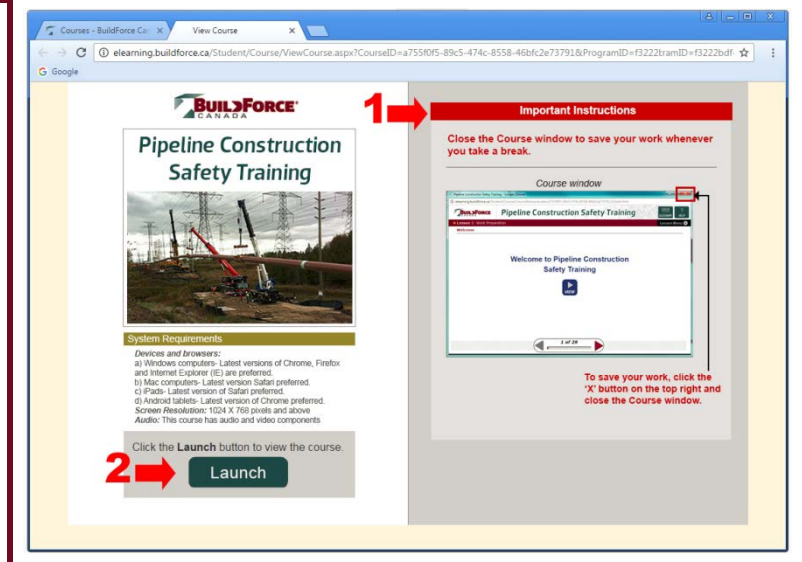
When the Course Details page appears, **click >Enter** to open the course launch page.



Step 10: Review Instructions and Launch Course

When the launch opens in a new browser Tab, do the following:

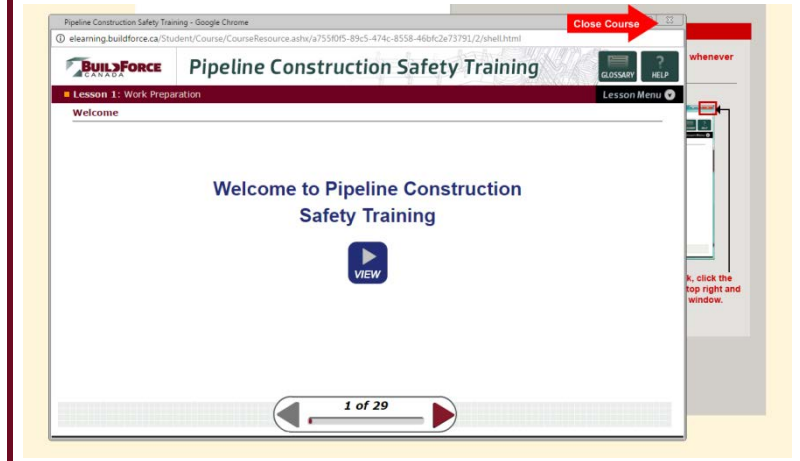
1. Review the instructions displayed on the right-side of the launch page. *These instructions show the steps required to properly exit the course and save your progress when you are finished working on it*
2. Click >Launch to open the course.



Step 11: Begin Course

The course will open in a new window (or Tab if you are using a MAC).

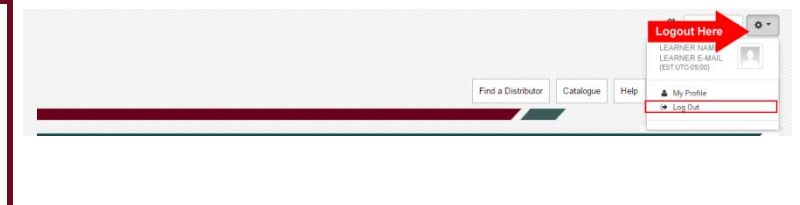
When you want to Exit the course, click the X at the top-right corner of the course window. The course window and the Launch page will close, taking you back to your My Courses page..



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

Step 12: 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.



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).