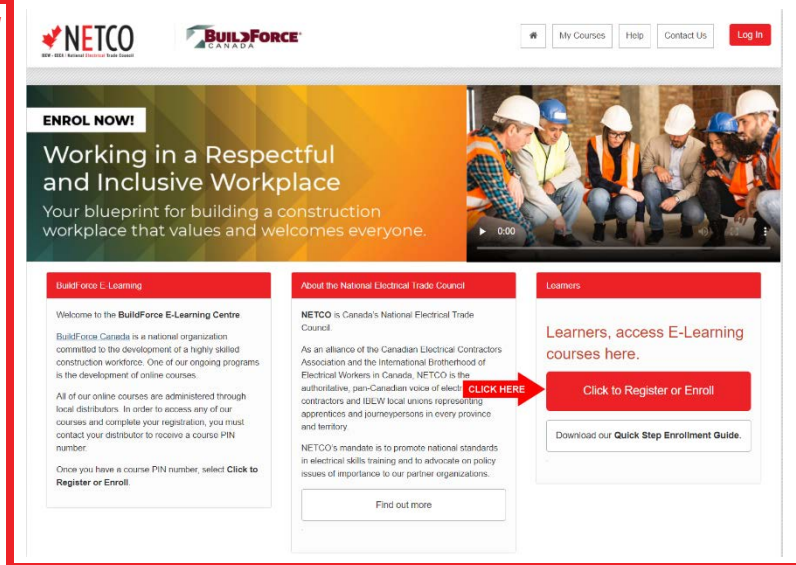


## Description:

The instructions below show the steps to follow to register in the **Working in a Respectful and Inclusive Workplace** course once you have obtained a course PIN.

### Step 1: Click to Register or Enroll

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

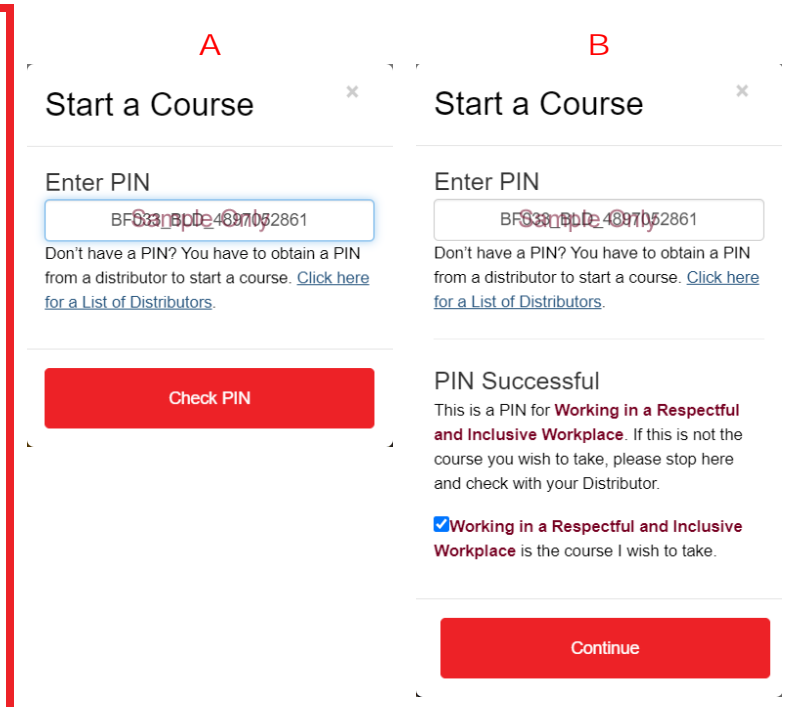


### Step 2: Enter and Verify PIN

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: Register

When the Registration page appears, do the following:

- A. Enter First Name, Last Name, E-Mail and Password.
- B. Click **I'm not a robot** and select the requested Captcha images.
- C. Click **>Continue** when you have completed the registration form.

#### Account Information

\* First Name

\* Last Name

\* Email

\* Confirm Email

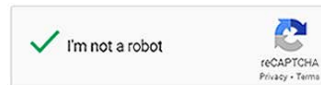
\* Password

\* Confirm Password

**A**

#### Security Check

**B**



**C**

Continue

### Step 4: Confirm Enrollment

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

Your order has been successfully processed.

Your order number: 80906

[Print this page](#)

Purchased item(s) enrollment result:

Enrolled Learner(s)

Product

1 Working in a Respectful and Inclusive Workplace

[Enter](#)

\* indicates required field

## Step 5: Click Enter

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

The screenshot shows the course details page for "Working in a Respectful and Inclusive Workplace". At the top, there are logos for NETCO and BuildForce Canada, along with navigation links for "My Courses", "Help", and "Contact Us". The main heading is "Working in a Respectful and Inclusive Workplace". Below this is an "Overview" section with a red header. It includes an image of construction workers and text describing the course's commitment to building respectful and inclusive workplaces. There are sections for "Credits/Certificates", "Objectives", "Registration/Enrollment", and "Structure and Workload". At the bottom, there is a table with columns for "Type of Course", "Enter Date", "Date Enrolled", and "Estimated Learning Time". Below the table are buttons for "Enter", "Feedback", and "Transcript".

## Step 6: Review Instructions and Launch Course

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

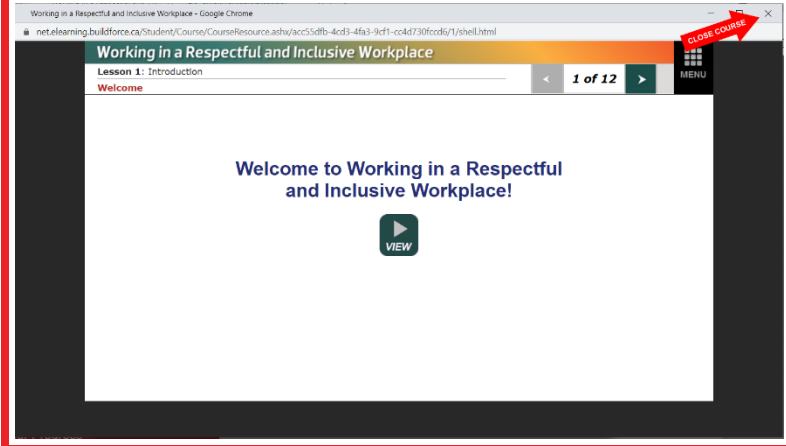
1. Review the instructions displayed on the right-side of the launch page. (*These instructions show the steps required to properly exit the course and save your progress when you are finished working on it*)
2. Click **>Launch** to start the course

The screenshot shows the course launch page for "Working in a Respectful and Inclusive Workplace". It features a video player on the left with a "Please Note" warning about the course's development date and legal requirements. On the right, there is a section titled "Important Instructions" with a video player showing "HOW TO SAVE YOUR WORK". Below the video player is a "Launch" button with a large "2" next to it. At the bottom, there is a text prompt: "Click the Launch button to view the course."

### Step 7: Start Course

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

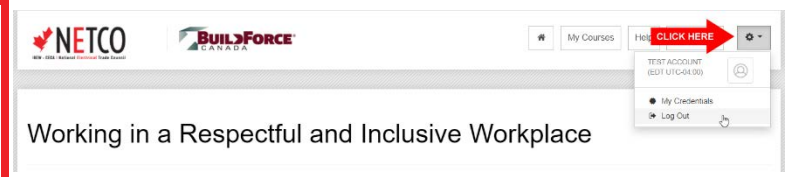
Make sure you close the course when you finish working on it. Click the X at the top-right corner of the course window (If you're using a MAC, close the course tab).



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

### Step 8: Log Out

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



### NEED HELP?

Contact technical support at **1-866-793-6225** (click the **Contact Us** menu for details).