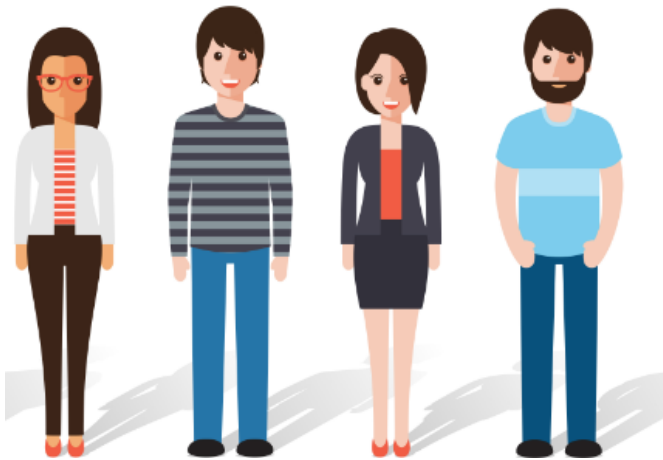




KWANTLEN POLYTECHNIC UNIVERSITY

# WHMIS and Fire Extinguisher Training Login Guide: <https://ohstraining.kpu.ca>



## Before you Log In:

Before you log in for your course, please review the following computer system requirements:

- A KPU email address
- PC, Apple, tablet computer or mobile device
- A Hi-speed internet connection
- Any modern web browser:



- Google Chrome, Microsoft Edge Chromium, Mozilla Firefox, Safari, Brave, etc. Please ensure you are using the latest version of your browser.
- Audio recommended but not required

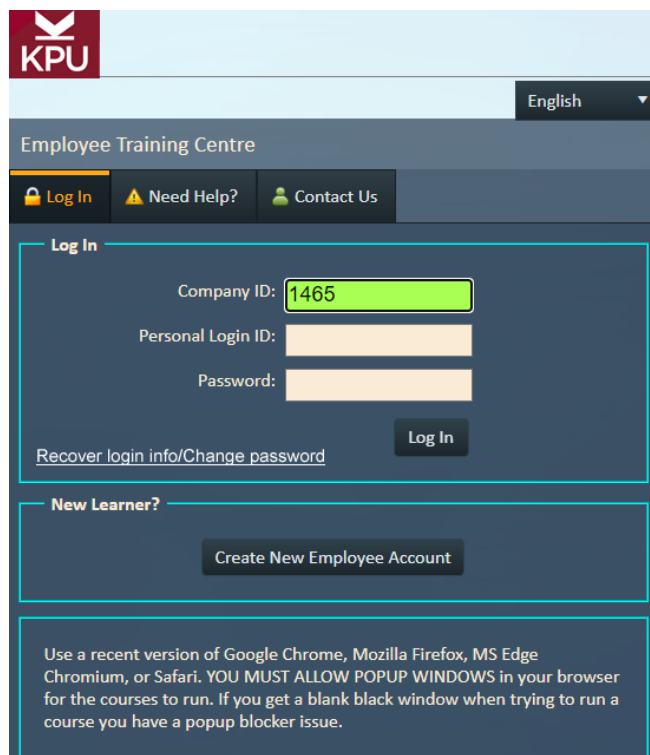
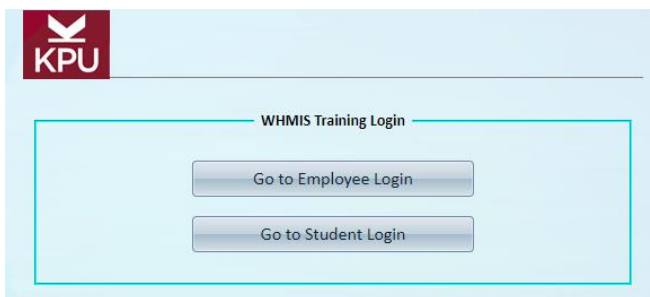
## Accessing your course:

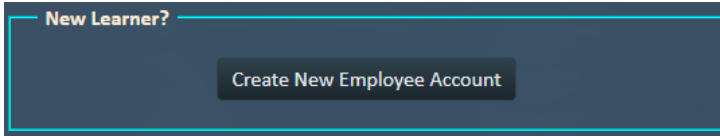
[CTRL+Click here to go to the KPU Login page](#) that was emailed to you, or type in the URL <https://ohstraining.kpu.ca> to your browser. Click the correct button for 'Employee Login' or 'Student Login'. A login screen will appear. Are you a returning student or a new student?

## Returning students/employees:

Enter your LoginID and Password on the top panel on the form then click 'Log in'. If you don't remember your login or password, use the 'Recover login info' button (this requires that you have a unique email address already in the system).

Note that your password is case sensitive! Type (or paste) your loginID and password exactly as they are in your login email if you have received one.



A dark blue rectangular box with a light blue border. At the top left, it says "Training Centre" and "Create Account". Below this are several input fields: "First Name:", "Last Name:", "Login ID:" (with a hint "- Use student/employee number -"), "Password:", "Confirm Password:", "Location:" (a dropdown menu with "- Select Location -"), "Department:" (a dropdown menu with "- Select Department -"), "Job Title:" (a dropdown menu with "- Select Job Title -"), and "Email:". At the bottom right, there is a dark grey button with white text that says "Create Account".

## New students/employees:

If this is your first time, click the 'Create New Employee Account' button (even if you are a student). You must have a valid KPU email address to create a new account, if you don't, stop here and ask your manager.



**IMPORTANT!**

**Please don't 'Create a New Account' more than once!** If you have more than one account your training records will be split and you may not receive credit for training. Use the

password recovery button to recover your old account information or contact techsupport if necessary.

**A new form will open** asking for your personal information. Fill in the requested information fields, choose your correct location, department, and the most appropriate job title, and enter your unique KPU email address.



[Ctrl-Click here](#) or [Shift-Click here](#) to see a movie of this login process

## Once you are logged in:

Once you are logged in you will see the Training Centre window as below with your course(s) listed. Click the 'Launch' button to start a course, or the 'Resume' button to resume it.

Click the 'Launch' button to launch a course, or 'Resume' to resume it.  
Once you've finished a course, click 'MyHistory/Certificates to print your certificate.

	STATUS	DUE	LAUNCH	RESUME	NAME
<input type="checkbox"/>	Not Started	Yes			General Good Workmanship
<input checked="" type="checkbox"/>	Started - Overdue	Yes			Workplace Communications
<input checked="" type="checkbox"/>	Started - Overdue	No			Food Safety 2020 for Food Handlers
<input checked="" type="checkbox"/>	Started - Overdue	Yes			Safety Foundation

### Allow Popup Windows!

**Wait!** The first time you run a course from [ohstraining.kpu.ca](https://ohstraining.kpu.ca) you may get a message in your web browser asking you to 'allow popup' windows. This is normal from any website that opens other windows, and you should say 'yes' or 'allow'.

This message may look different depending on what browser you are using. It may open up a box like the one below, or it may show up as a message on the top or bottom of the browser or just as a small icon with a red 'X'. Choose to allow popups for the [ohstraining.kpu.ca](https://ohstraining.kpu.ca) website and your course will open.



- If you are not sure how to do this in the different browser types, go to [www.youtube.com](https://www.youtube.com) and in the search window type 'allow popup window' for the type of browser you are using.
- Do you have two monitors on your computer? If so, the course may have opened on the other monitor – please check!



## Can't Get Logged In?

### We know how frustrating this is!

Everybody's crazy now about security on the web, so we've made our security more robust.

Your Password is now 'case sensitive' – which means that small letters and capital letters are critical.

The password '**Abacadabra**' is different than '**abacadabra**' and '**ABRACADABRA**'. This is the number one cause of login failures and frustration – please make sure you are using the correct upper and lowercase letters! It's easiest to copy and paste your password in if it's complicated.

## LoginID / Password Recovery

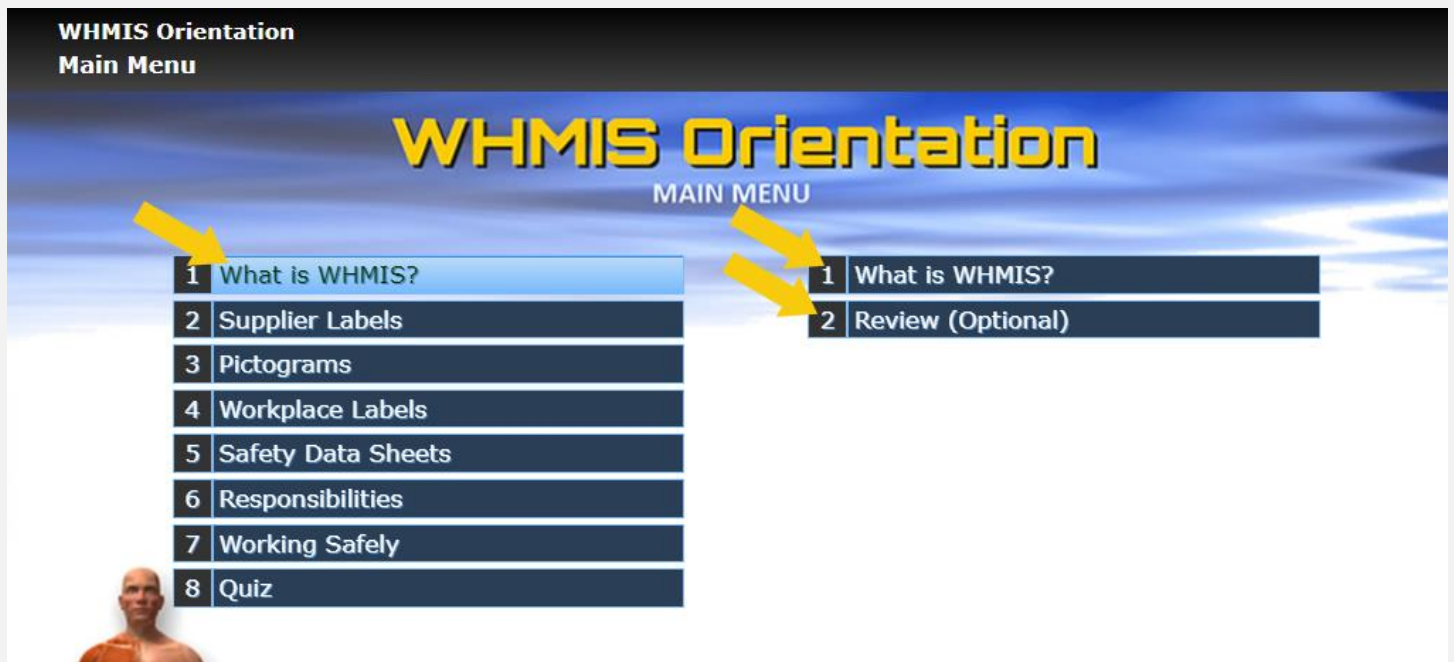
[Recover login info/Change password](#)

Use the '**Recover Login info / Change password**' link on the login page if you must recover your information, or if you desire to change your password.

**Note that you** must have a unique email address in the database for this recovery feature to work. If not, please contact your training manager for this information.



## Main Menu – Parts and Modules:

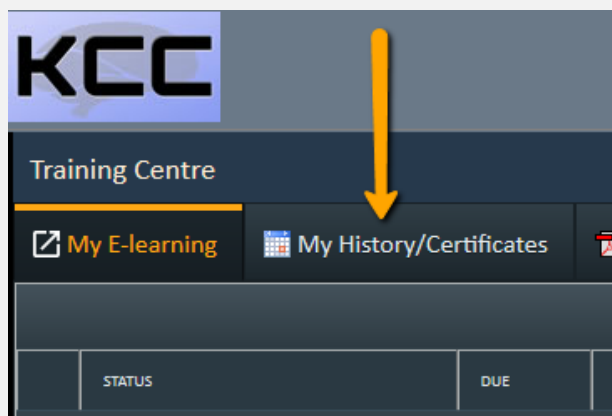


**CLICK THE 'PARTS' ON THE LEFT – THEN THE RELATED 'MODULES' ON THE RIGHT!**

**Many courses** are built with 'Parts' on the left, and related 'Modules' on the right. Click on the 'Part' on the left, then on the 'Module' on the right you want to go to. When you are in a module, just keep clicking on the 'Next Page' button in the lower right – at the end of the module you'll be back at the menu and a checkmark will be turned on. The passmark on WHMIS courses are set at 80%.




Click the 'Next Page' button to proceed through modules.



## Printing Your Certificate



**You can print certificates** for all courses (when you successfully complete the final quiz) from the 'Training Center' where you logged in to do the course. **Click on the** 'Training History / Certificates' tab at the top of the Training Centre, then locate

Certificate	CMID	Name
	304914	Allergy Training

your course in the list and click on the 'Certificates' icon. If it is not visible, it is because you have not passed the course or your manager has turned certificate printing off for this course.



### Need more help?

Please contact your training manager for assistance. This is about all we can put in this document without writing a book!

## Troubleshooting Tips – These are rare but could occur, especially with older browsers:



### Problem: Blank black screen

#### Black Screen Solution:

- Adjust your browser to allow popup windows from the 'https://ohstraining.kpu.ca' website
- Do you have two monitors on your computer? If so, the course may have opened on the other monitor – have you checked?

### Problem - Error Message:

**“WARNING: Scorm Tracking System not initialized. Please re-start this course. If the problem persists, please contact Knowledgeware for assistance.”**

### Is Javascript enabled?

Ensure that your web browser has 'javascript' enabled. This message will occur if the application cannot use javascript to do its job. Javascript is sometimes disabled on corporate networks for security reasons, but this is rare.





If you are still stuck contact the KPU Service Desk at:

**604-599-2116**

[servicedesk@kpu.ca](mailto:servicedesk@kpu.ca)

**Service Desk Hours:**

Mon - Thurs: 7:30 AM to 8:00 PM

Friday: 7:30 AM to 6:00 PM

Saturday: 8:00 AM to 4:00 PM

**On-Site Tech Support Hours**

Monday-Friday 8:00 AM to 4:00 PM