

# SiteReadyBC – SD #39 (Vancouver) Invitation Online Construction Safety Orientation – Portal Navigation Guide



## Guide Purpose

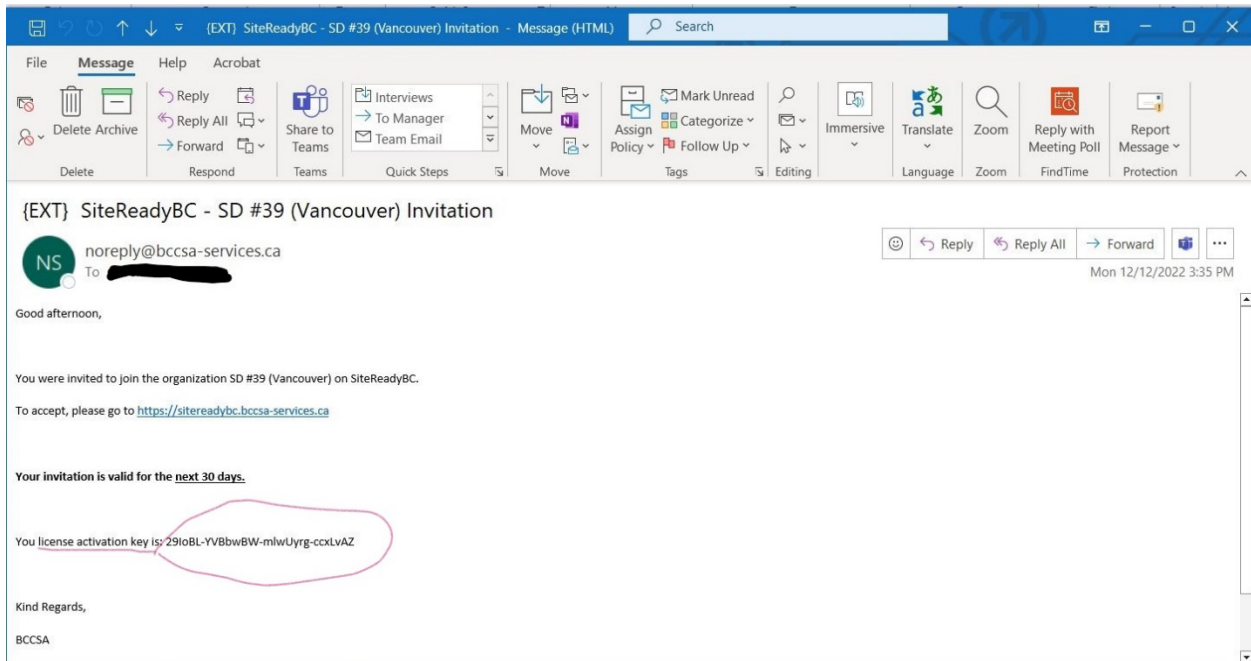
This guide is to help you get started with your BCCSA SiteReady online course. For an overview of the course content, visit [BCCSA's website](#).

## Requirements

To complete the course, access to the internet is needed as the course is online. It is compatible with all web browsers, except for Internet Explorer. For the best user experience, we recommend to use [Google Chrome](#). Please allow pop-ups.

## Step 1 – Email Invitation

You will receive an email invitation with “SiteReadyBC – SD #39 (Vancouver) Invitation” as the subject line. Check your junk/spam folder if the email doesn't appear in your inbox. This email will include the license activation key to activate your account. Simply click on the link provided in the email and accept the invitation.

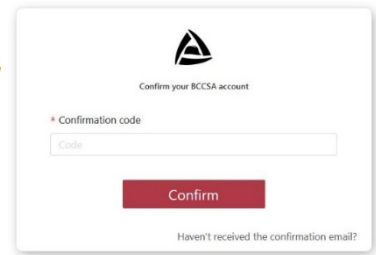
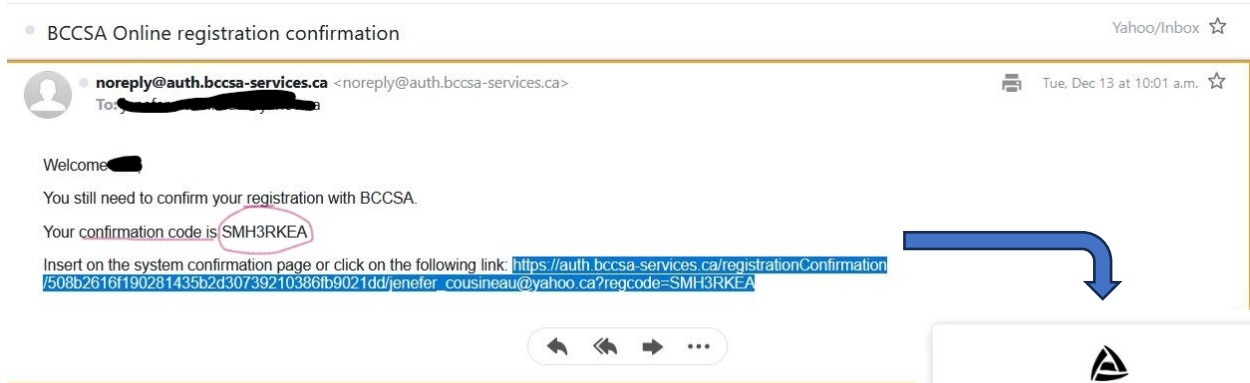


## Step 2 – Create an Account

To accept the invitation and active your account, you must enter your personal details. Any field that is not required should be left blank. You don't have an employer yet and you won't have an ITA number.

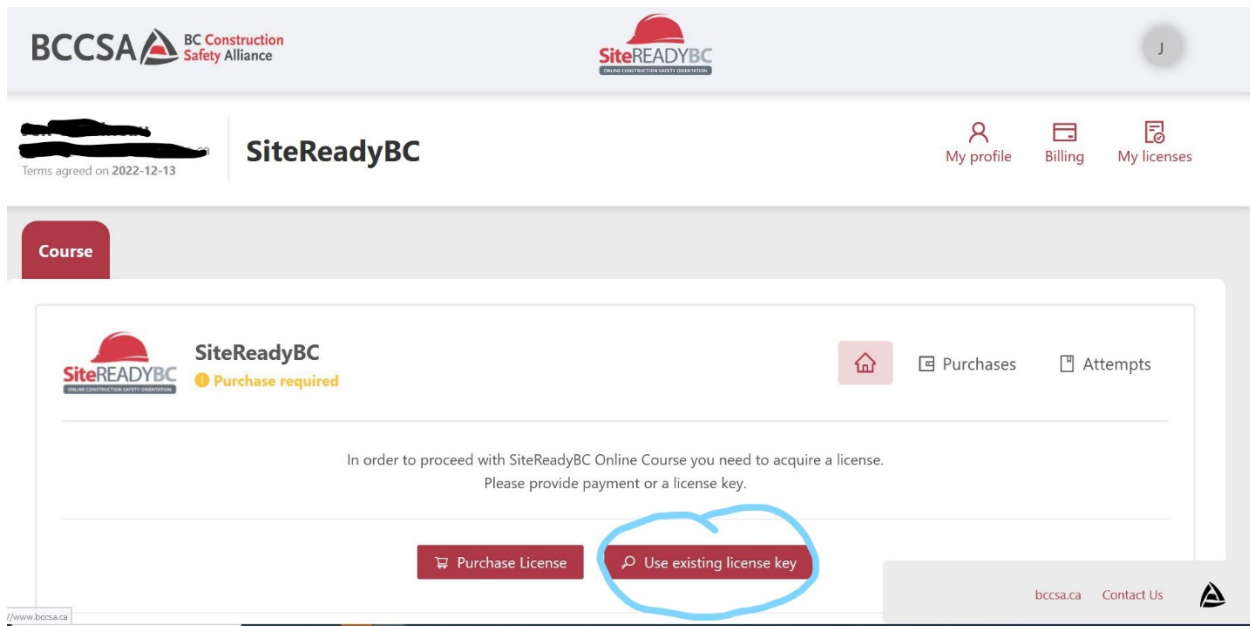
### Step 3 – Confirmation Your Account

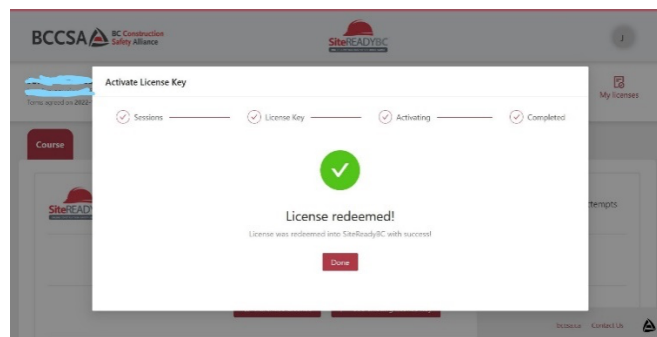
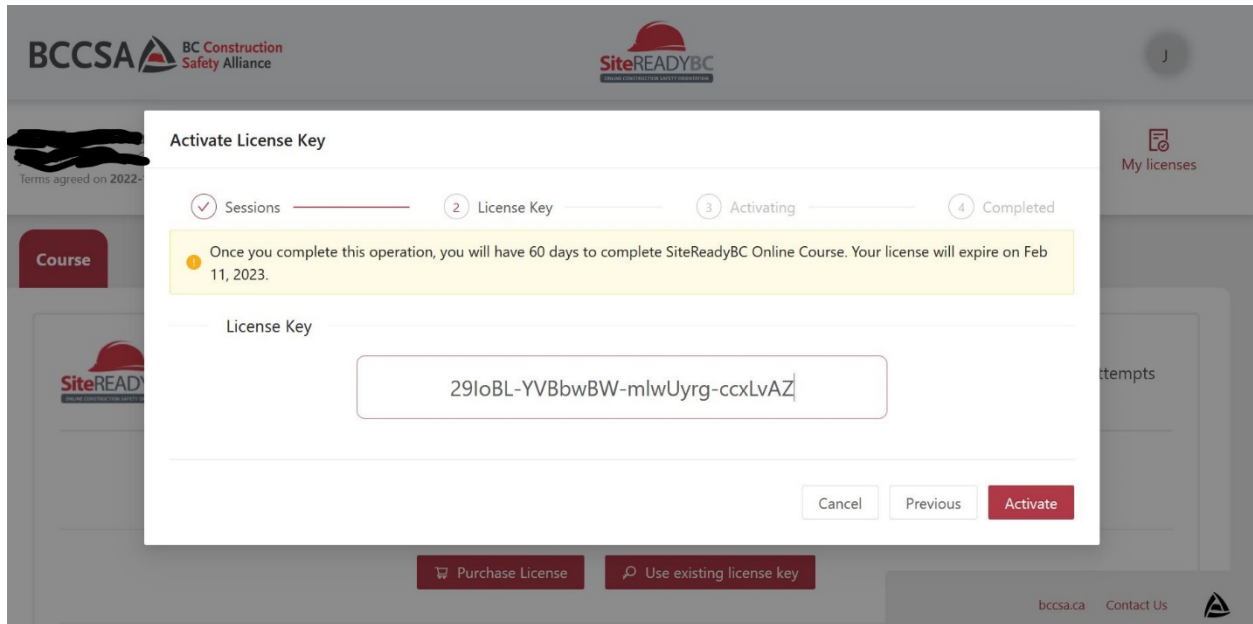
A second email will be sent to you once you create an account. The subject line for the 2nd email will be, “BCCSA Online registration confirmation” and the email will include a confirmation code. Click on the link provided in this email and enter the confirmation code.



### Step 4 – Activate Using the License Key

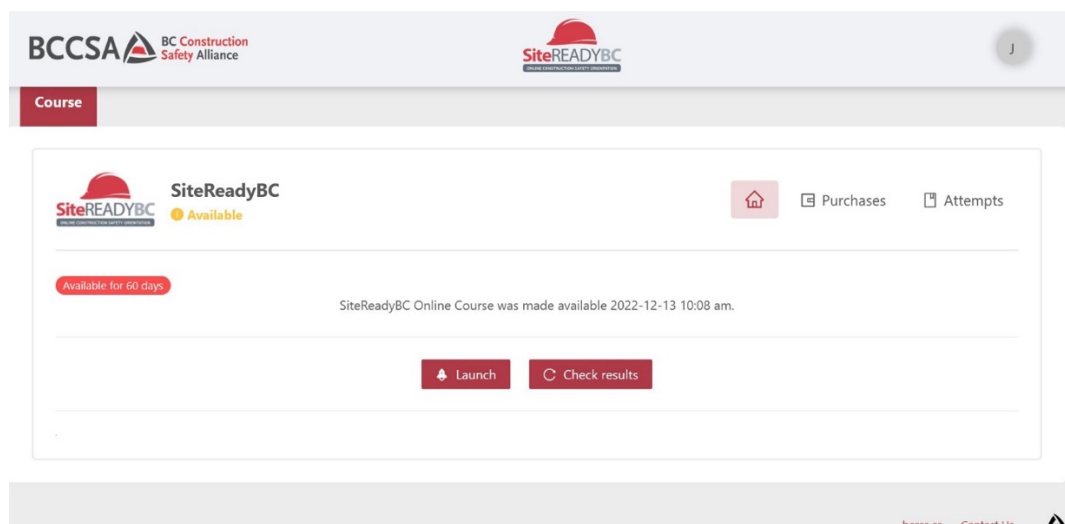
Click on 'Use existing license key' and use the license activation key which can be found in the 1st email you received. Enter the license key and click 'Activate'. Once activated, click done.





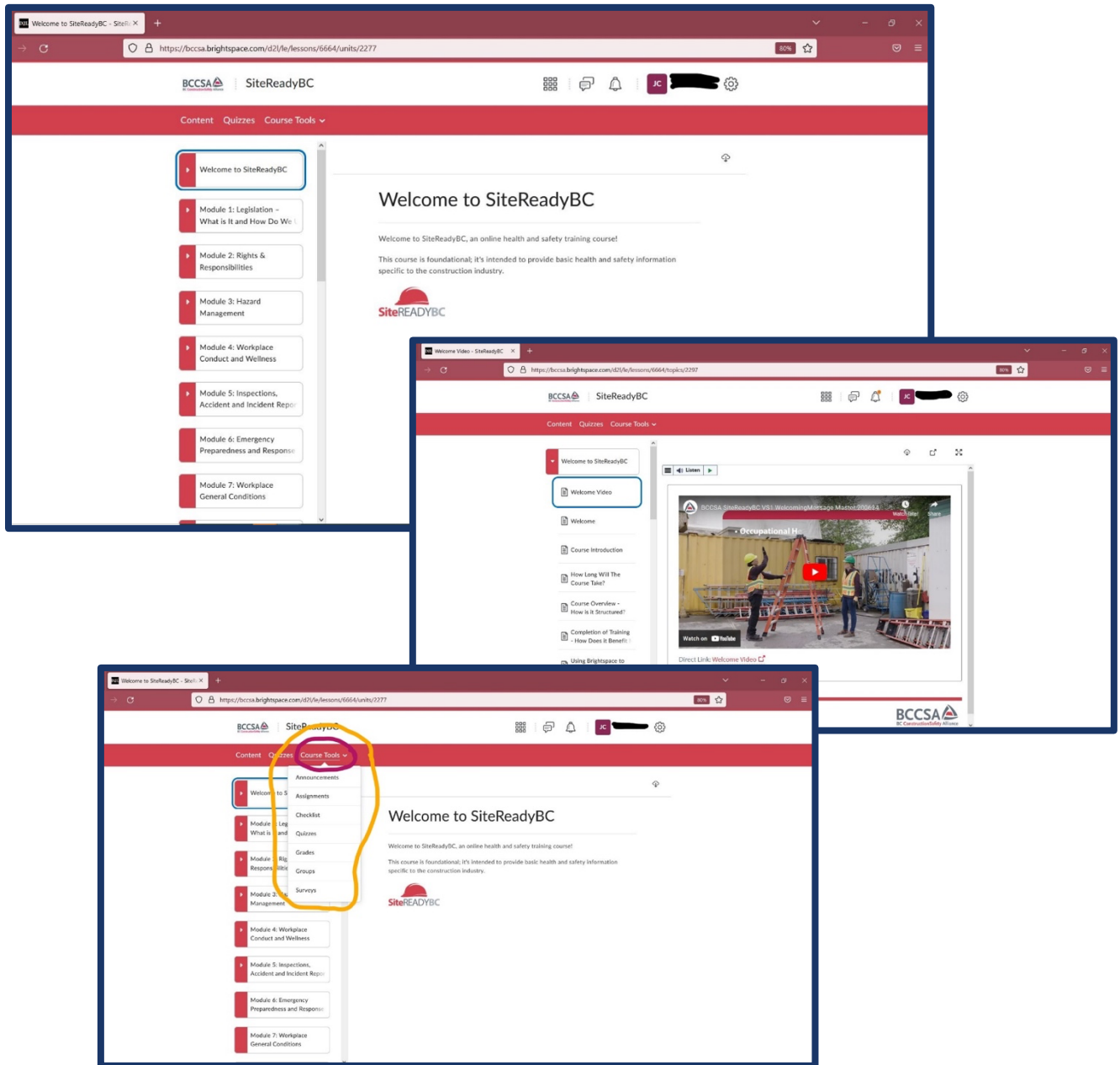
## Step 6 – Launch

Click 'Launch' to start the course. You will have 60 days to complete the online course. Your login will expire if you do not complete the course within this time.



## Step 7 – Welcome to SiteReadyBC

To complete the course, there are 20 modules. Each module will have chapters pertaining to that module. A pull-down menu will appear by clicking on a module. This will provide access to the chapters for that specific module. Click on the top-left tab labeled 'Course Tools'. This is where a variety of useful information can be found: Announcements, Assignments, Checklist, Quizzes, etc.



## Step 8 – Move through the modules to finish the course!

You will receive a certificate once the course is complete with a passing grade on each quiz. Please make sure you save your certificate and share it with your teacher, employer, or Career Programs contact.