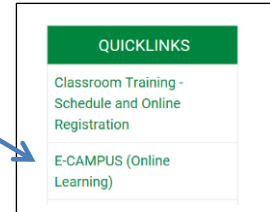


The following information will assist you with accessing the Workplace Hazardous Materials Information System (WHMIS) 2015 Education through SASWH's on-line learning program.

Before you start, you will need to have an email address. Do not attempt to access the course from a tablet or iphone as the course may not function as intended.

Step 1: Visit SASWH's website at www.saswh.ca

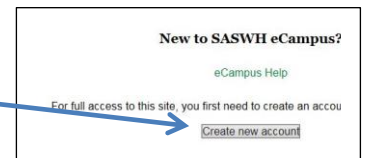
On the right side of SASWH's home page, click on "E-CAMPUS".



Step 2: Create Your Account

You will only need to create your on-line learning account one time - the system will remember you. It is not a financial account.

- Every first time e-learner will need to go to the right hand side where it says **New to SASWH e-campus** and then click "Create new account".
 - The page that opens will need to be completed accurately.
 - Fill in all the required information (red text with asterisk*).
 - **REMEMBER** the username and password that you created. You will need this when returning to the courses offered by SASWH.
 - For your employer, you must select your actual employer from the drop down list so that the system can capture your information for reports sent to your employer.
- When you've filled in all the required information, at the bottom of the page click on "Create my new account".
- An online learning account is then created for you by the system.



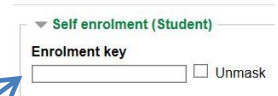
Step 3: Confirmation of Your Account

- After creating your account, you will receive an email that is not spam - it will be sent to the email address you provided when you created your account. Depending on your email system, this confirmation may end up in your "junk" email folder.
- Click on the verification link in that email to activate your account.
- You will then be automatically logged into the eCampus and ready to select WHMIS 2015 under "Available courses".



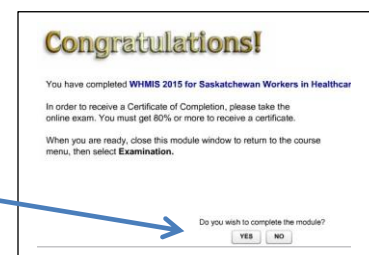
Step 4: Accessing WHMIS 2015 Education - Course and Required Exam

- Click on WHMIS 2015 - you will see a short course overview.
- At the bottom of the page you will see an enrolment area.
- Ensure you use "Self enrolment (Student)" - DO NOT use the Guest access as this will not track your learning.
- **The enrolment key WHMIS2015** - it is case sensitive, so enter it exactly as WHMIS2015.
- You only need to use the enrolment key the first time you access the course.



Step 5 - Completing WHMIS 2015 Education Course - Theory Component (not the exam component)

- Select the link which will take you to the course.
- You have an unlimited number of attempts to complete it; it will be available if you return at a later date to review the content.
- Once you complete the course, follow the instructions that will appear on the screen.
- To exit once you've completed the full theory course, **ensure you click on "Yes" to complete the module**. The exam will only be available to you once you complete this step.



Stopping Part Way Through the Education Course - Theory Component

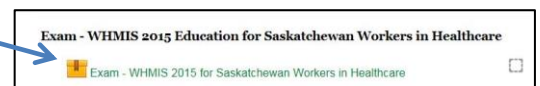
If you need to stop before completing the course (theory component), ensure you click “Exit activity” before closing the program. The next time you access the course (theory component) you will be taken to where you left off. When returning to the program, visit SASWH's website, click on the e-campus area, and since you are already an account holder you just fill out the left side of the screen with your username and password you had created, then click on WHMIS 2015 Education course.

IMPORTANT INFORMATION FOR EXAM!!!

Ensure you have a working printer connected to your computer.

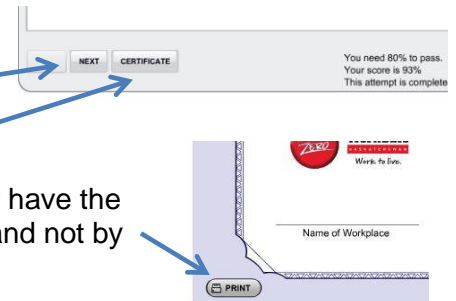
Step 6 - Completing WHMIS 2015 Education Required Exam

- Once you complete the course (theory), the link to the exam will then be active.
- A score of 80% is required in order to receive a certificate.
- You have three (3) attempts to pass the exam.
- Each attempt at the exam will give you a different set of 15 questions.
- Follow the instructions that will appear on the screen.
- DO NOT** stop the exam part way through or that will be considered 1 attempt.



Passing the exam:

- Once you pass the exam, you should be able to review the questions you completed by clicking on “Next”.
- A certificate will be available. Click on the “Certificate” button.
- Your certificate will appear on the screen.
- Click on the “Print” button - depending upon your printer you may have the option to print in color. This is controlled by your printer settings and not by the WHMIS 2015 course.



You will not have permission to re-enter the exam once your attempts are complete. If your certificate fails to print and you've exited the program, you should have a link to your certificate in the same area where you access the theory and exam.



The certificate:

- The certificate requires information for your employer to complete.
- Your employer may retain a copy of your certificate for their records. Your employer will receive a report of all online learners and the date when the exam was passed.
- Retain your certificate in a safe place.

IMPORTANT:

If you do not successfully pass the exam within the 3 attempts provided, contact your manager/supervisor for options for you to complete WHMIS 2015 education.

Questions on Course Content

If you have questions or need assistance as you work through this online program, please complete a help desk ticket accessible through the eCampus support link, or email learning@saswh.ca.

