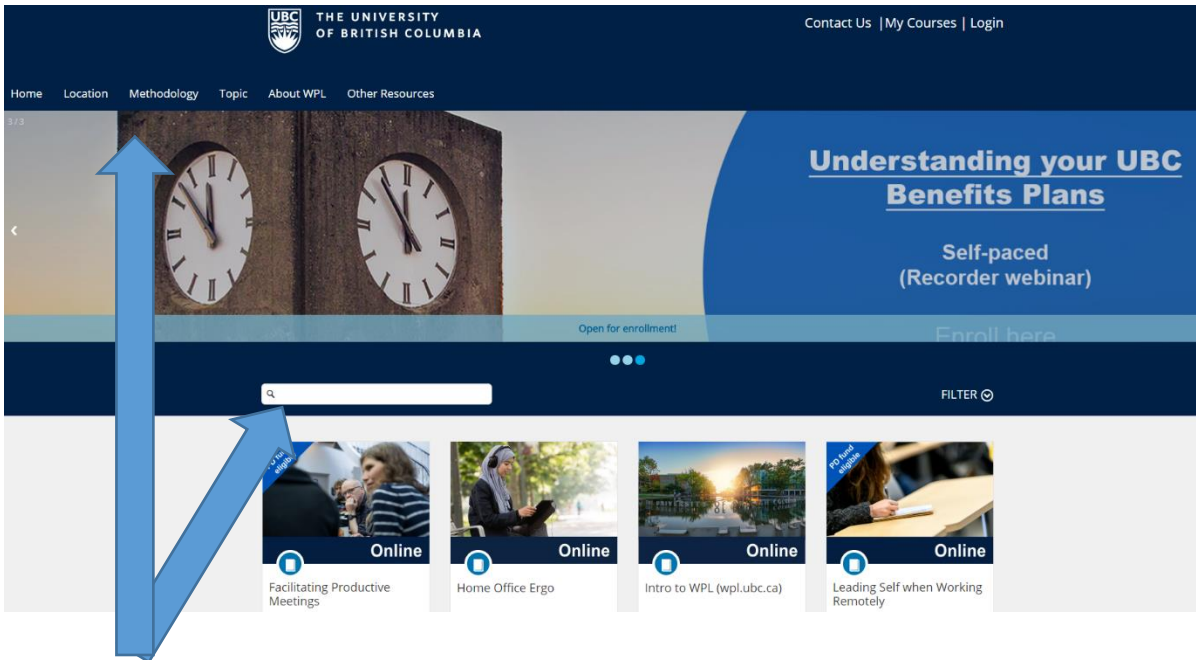


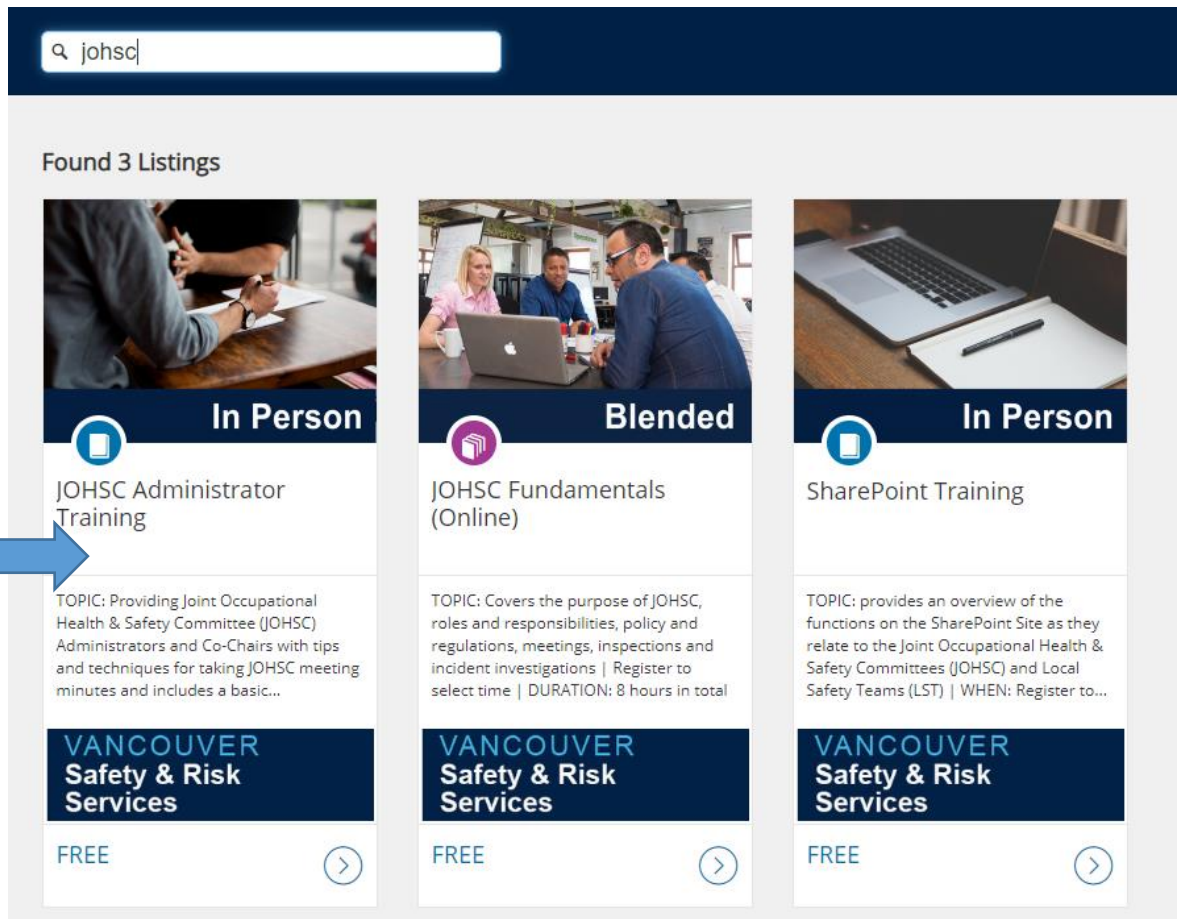
Visit www.wpl.ubc.ca and you will see the screen below



Step 1: Type the course name in the search box or use the categories above to find your course

Step 2: Click on the course of interest

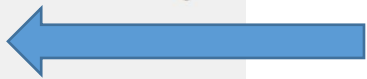
Note: This is just an example, the specific course of interest may not be the JOHSC Administrator Training





JOHSC Administrator Training

ENROLL



Step 3: Click "Enroll" and you will see the screen in Step 4

Note: Clicking "Enroll" only gives you access to view all the available dates and times for this training. You are still not enrolled in any particular session for this course and must proceed with the remaining steps.

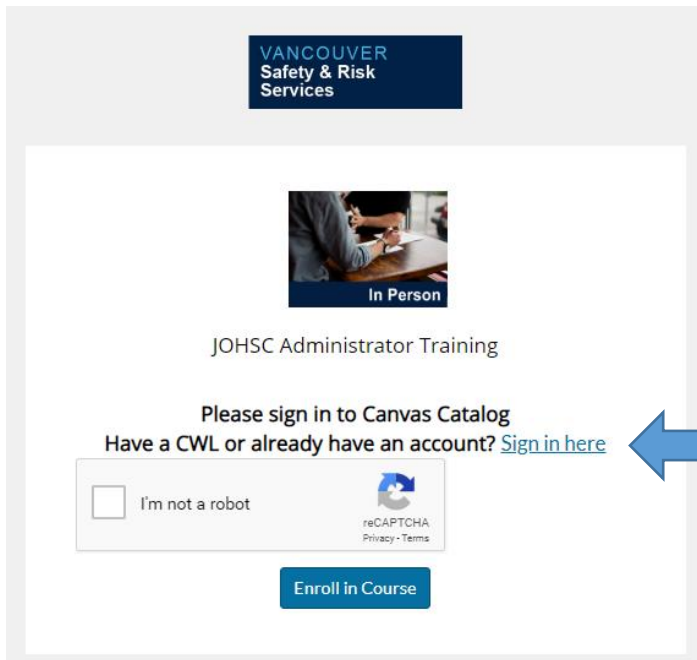


Please note that after you are enrolled in this course, you will need to proceed to the Canvas course content where you can select a time for the training.



COURSE DESCRIPTION:

This course provides Joint Occupational Health & Safety Committee (JOHSC) Administrators and Co-Chairs with tips and techniques for taking JOHSC meeting minutes and includes a basic introduction to CAIRS.



Step 4: Click "Sign-in here" and you will see the screen in Step 5



Login to the University of British Columbia Canvas Catalog



Are you a current UBC student, faculty or staff member?

Login with CWL



Are you not a member of UBC, but have a Canvas account?

Login with Canvas account



Step 5: Click "Login with CWL" and automatically land on the screen in Step 6



CWL Authentication

Login to continue to [UBC Canvas CPE](#)

Login Name

Password

Login

Recover your CWL login or Reset your CWL password via Email

If you have a non-UBC email address associated with your CWL account you can either:

- [Recover your CWL Login Name](#)
- [Reset your CWL Password](#)

Protect Your CWL account!

- Watch out for sites or emails that pretend to be legitimate and ask for your CWL login name and password.
- Please report any suspicious requests for your CWL login name and password.
- [Learn more](#) about how to protect your devices.

[Learn about the CWL Terms of Use >](#)

Step 6: Enter your credentials



UBC

Device: Landline (XXX-XXX-7052)

Choose an authentication method

Call Me Call Me

Bypass Code Enter a Bypass Code

Remember me for 7 days

Powered by Duo Security

[What is this? ↗](#)
[Need help?](#)

Step 7: Complete 2 factor authentication and you will see the screen in Step 8



In Person

JOHSC Administrator Training

Please sign in to Canvas Catalog
You are currently signed in as Teela Narsih

[Sign in as another user](#)

[Enroll in Course](#)

Step 8: Click “Enroll in Course” and you will see the screen in Step 9.

Note: After clicking “Enroll in Course” you will receive an email confirmation stating you are enrolled. In reality you are still not registered for a session yet!!

Clicking “Enroll in Course” gives you access to view all the available dates and times for this training. You still need to register yourself for a particular day and time otherwise you have not signed up for the course fully and your name won’t appear on the class list.

Step 9: Click “Go to your Dashboard” and you will see the screen in Step 10



In Person

JOHSC Administrator Training

Congratulations! You have successfully enrolled in JOHSC Administrator Training!

[Go to your Dashboard](#) | [Return to Catalog](#)



In Progress

Completed

Not Completed

[PDF Transcript](#)

Courses



In Person



JOHSC Administrator Training



TOPIC: Providing Joint Occupational Health & Safety Committee (JOHSC) Administrators and Co-Chairs with tips and techniques for taking JOHSC meeting minutes and includes a basic introduction to CAIRS. | WHEN: Register to choose a time | DURATION: 1.5 hours



[Resume Course](#)

Step 10: This is your dashboard. Click “Begin Course” or “Resume Course” if you are returning to complete it

UBC WPL_SRS_JOHSCA > Modules

Home Grades

Export Course Content

View Course Stream

View Course Calendar

To Do

Nothing for now

JOHSC Administrator Training Complete All Items

- Start View
- Sign up for the training View
- Attend in-person training 1 pts | Score at least 1.0

Completion Prerequisites: JOHSC Administrator Training

- Congratulations

A large blue arrow points from the 'Start' button in the course list to the instructional text below.

Step 11: Click “Start” to begin the course

UBC WPL_SRS_JOHSCA > Pages > Start

Home Grades

Start

JOHSC Administrators play an important part in the Joint Occupational Health and Safety Committee (JOHSC). We understand that it can be challenging to take on the role of JOHSC Administrator, so this course is designed to help ease this stress. This course will help you understand the importance of your role, provide you with tips and techniques for proper minute taking, familiarize you with CAIRS and SharePoint, as well as arm you with resources to help make your duties as efficient as possible.

Next >

A large blue arrow points from the 'Next >' button to the instructional text below.

Step 12: Click “next” to view all the available dates and sign up for a session

Sign up for the training

Please sign up for your session below.

1. Select a blue-colored date that you would like to attend the session.
2. Select the available time.
3. Enter personal information (please ensure you have entered the correct email).

After you booked a session, you will receive an email confirmation. **Please keep this email and remember to add it to your calendar**, as you will not be able to retrieve your booking information in this course.

JOHSC Administrator Training (90m)

Select Time

SUN	MON	TUE	WED	THU	FRI	SAT
31 May	1 Jun	2 Jun	3 Jun	4 Jun	5 Today	6 Jun
7 Jun	8 Jun	9 Jun	10 Jun	11 Jun	12 Jun	13 Jun
14 Jun	15 Jun	16 Jun	17 Jun	18 Jun	19 Jun	20 Jun
21 Jun	22 Jun	23 Jun	24 Jun	25 Jun	26 Jun	27 Jun
28 Jun	29 Jun	30 Jun	1 Jul	2 Jul	3 Jul	4 Jul
5 Jul	6 Jul	7 Jul	8 Jul	9 Jul	10 Jul	11 Jul

After Jul 11, 2020 >

◀ Previous

Next ▶

Step 13: Dates that are in blue are available to sign up for. You can see more dates by clicking “After July 11, 2020” or equivalent. Click the date that works for and then you will see the screen in Step 14

Sign up for the training

Please sign up for your session below.

1. Select a blue-colored date that you would like to attend the session.
2. Select the available time.
3. Enter personal information (please ensure you have entered the correct email).

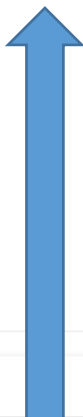
After you booked a session, you will receive an email confirmation. **Please keep this email and remember to add it to your calendar**, as you will not be able to retrieve your booking information in this course.

JOHSC Administrator Training (90m)

SUN	MON	TUE	WED	THU	FRI	SAT
7 Jun	8 Jun	9 Jun	10 Jun	11 Jun	12 Jun	13 Jun

Tue, Jun 9

11:00 AM



◀ Previous

Next ▶

Step 14: Click on an available time that the training is offered (There may be only one time the training is offered or multiple times a day) and you will see the screen on Step 15

Sign up for the training

Please sign up for your session below.

1. Select a blue-colored date that you would like to attend the session.
2. Select the available time.
3. Enter personal information (please ensure you have entered the correct email).

After you booked a session, you will receive an email confirmation. **Please keep this email and remember to add it to your calendar**, as you will not be able to retrieve your booking information in this course.

JOHSC Administrator Training (90m)
on Jun 09 @ 11:00 AM

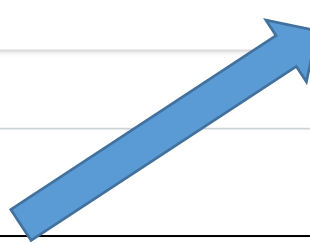
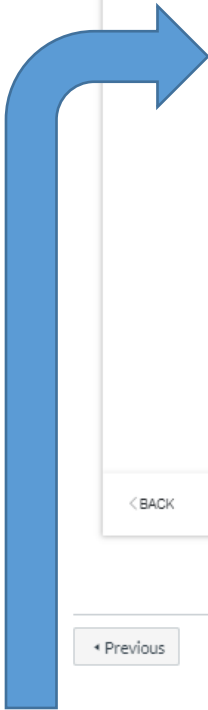
Enter Your Information

Please enter your UBC email address

First Name Last Name

Country
Canada

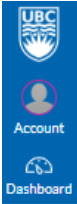
< BACK NEXT >



< Previous

Next >

Step 15: Complete the fields and then click the BLUE "Next" button



Sign up for the training

Please sign up for your session below.

1. Select a blue-colored date that you would like to attend the session.
2. Select the available time.
3. Enter personal information (please ensure you have entered the correct email).

After you booked a session, you will receive an email confirmation. **Please keep this email and remember to add it to your calendar**, as you will not be able to retrieve your booking information in this course.

Your Selection

⚠ This booking is not confirmed yet. To confirm, click on the "Confirm" button.

JO JOHSC Administrator Training (90m)
on Jun 09, 2020 @ 11:00 AM

[EDIT](#) [REMOVE](#)

CONFIRM

◀ Previous

Next ▶

Step 16: Click the BLUE "Confirm" button

Sign up for the training

Please sign up for your session below.

1. Select a blue-colored date that you would like to attend the session.
2. Select the available time.
3. Enter personal information (please ensure you have entered the correct email).

After you booked a session, you will receive an email confirmation. **Please keep this email and remember to add it to your calendar**, as you will not be able to retrieve your booking information in this course.

2020
09
June
11:00 AM

Your appointment is confirmed
The appointment details will be sent to your email

Service:
JHSC Administrator Training
Time:
Tuesday, June 09, 2020 @ 11:00 AM

[Add to Google Calendar](#) [Add to iCal/Outlook Calendar](#)

Next steps:

1. Record your appointment information
2. Save confirmation email with appointment details
3. Add appointment to your calendar

You cannot return to this confirmation page, so please **ensure that you keep a copy of the appointment details**. You may want to copy this text or take screenshot of this page. You will have the option to cancel or reschedule from your confirmation email.

◀ Previous

Next ▶

Step 17: You have now successfully signed up for a JHSC Administrator training session.

Note: You will receive a confirmation email with the day, time and details of your training session along with a calendar invite. Save this email and add this invite to your calendar because you will not be able to login to www.wpl.ubc.ca to find out the day, time and details of your training session.