

WE BUILD NTARIO

ONTARIO GENERAL CONTRACTORS ASSOCIATION



A How-to Guide for Users



How-to Guide

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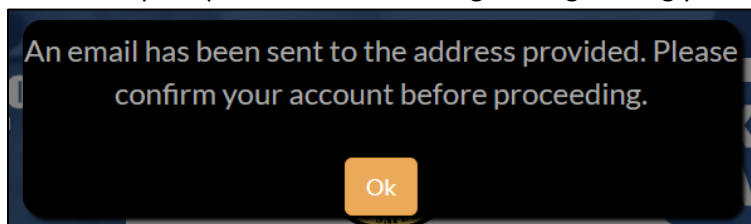
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Registering in SkillsPass

1. Access the OGCA landing page at <https://myskillspass.com/client/msp/ogca/> or your Employer specific landing page, if provided by your employer.
2. Select the “Register” tab.
3. Fill out the following registration form.

- **Current Employer** – This will link your account to your employer’s network, allowing them to see your training records. There is also a field to add in an additional employer you would like to share your training records with

4. When you have filled out all required fields on the registration form, select “Register.”
5. You will be prompted with the following message asking you to check your email for an email confirmation link.





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- Once your email account is confirmed you can close the pop up above. You will be automatically navigated to the log in page where you can enter your email and password.

OGCA Approved logo and SKILLS PASS logo are displayed at the top of the page.

Below the logos are two tabs: **Login** and **Register**.

The **Login** tab is active, showing a form with the following fields:

- Email ***: johndoe@email.com
- Password ***: [Masked]
- [Forgot your password?](#)

A green **Login** button is located below the password field.

Accessing the Safety Pass program

- After logging into SkillPass, you will be presented with two options:
 - My Programs** – This is where your active Safety Pass program will be listed.
 - My Certificates** – This is where your completed training certificate will be located.

SKILLS PASS logo is in the top left corner.

HELP ▾ and JOHN DOE ▾ are in the top right corner.

All Your Credentials – On One Card. SHOW MORE ▾

My Programs My Certificates

My Programs

SafetyPass

Next Up: Introduction to OGCA Safety Orientation

START NOW

ONLINE 14 learning activities in program.
Summary: Safety Construction Orientation Training - THE SAFETY PASS orientation program is an [Read More](#)



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2. Under the “My Programs” tab, select “Start Now” on the Safety Pass program.

Read More'."/>

SafetyPass

Next Up: Introduction to OGCA Safety Orientation

START NOW

ONLINE

14 learning activities in program.
Summary: Safety Construction Orientation Training - THE SAFETY PASS orientation program is an [Read More](#)

3. You will automatically be directed to the SkillsPass program in another browser tab or window. You will see the 14 learning modules that make up the Safety Pass program listed. To launch the first learning activity, select “Launch.”

SKILLS PASS

English John ?

MY PROGRAMS Find more ▶

SafetyPass

View All My Programs ▶

SafetyPass

Summary: Safety Construction Orientation Training - THE SAFETY PASS orientation program is an interactive, online-training course composed of 13 modules, each focused on a different fundamental aspect of worksite safety. THE SAFETY PASS is convenient, easy-to-use, easy-to-understand, and is interactive... [More](#)

Learning

Learning Activities 14

Introduction to OGCA Safety Orientation

ONLINE

Launch

Workplace Law

Workplace Law - This module focuses on vital health and safety legislation designed to protect the health and safety of Ontario workers. The important legal and ethical responsibilities of workers and employers are explained. Participants are also introduced to incident... [More](#)

ONLINE

Launch

The Safety Pass program is a “locked-step” program, meaning you must complete one learning activity to unlock the next module in the program. This is signified by the lock icon next to the launch buttons.



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4. Your learning modules will open up in a new window. **Pop up blockers will stop the course window from opening, so please ensure these are disabled when accessing the program.**



5. When a learning module is completed, you will see a green checkmark along with a percentage/grade listed next to the completed modules. The next module in the program will be unlocked and you will see the **“Launch”** option available.

SKILLS PASS

English John ?

MY PROGRAMS Find more ▶

SafetyPass

View All My Programs ▶

SafetyPass

Summary: Safety Construction Orientation Training - THE SAFETY PASS orientation program is an interactive, online-training course composed of 13 modules, each focused on a different fundamental aspect of worksite safety. THE SAFETY PASS is convenient, easy-to-use, easy-to-understand, and is interactive... [More](#)

Learning

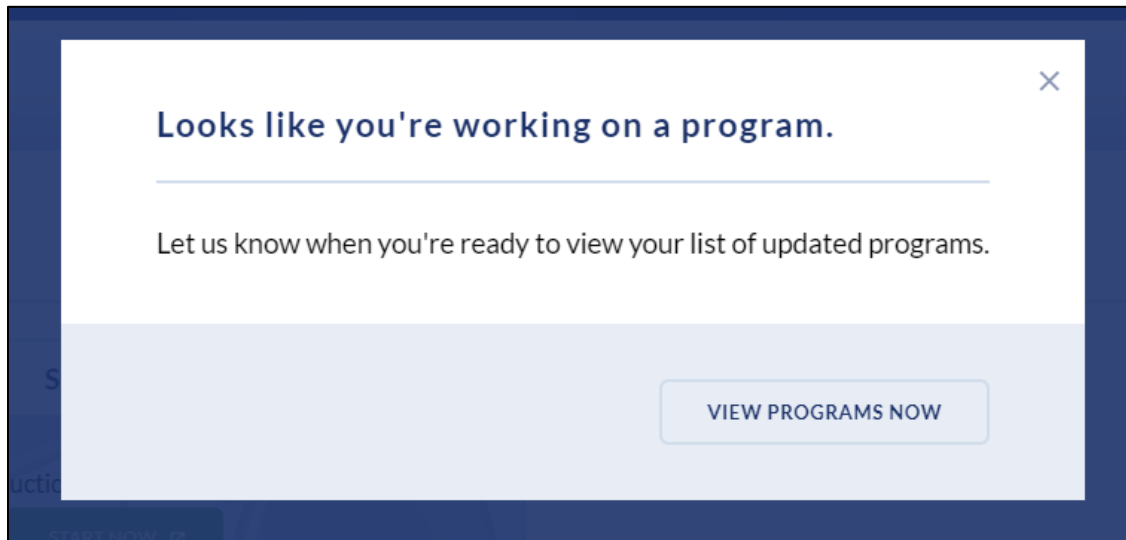
Learning Activities 14

	Introduction to OGCA Safety Orientation	✓ 100%	Review
	ONLINE		Redo
	Workplace Law		Launch
	Workplace Law – This module focuses on vital health and safety legislation designed to protect the health and safety of Ontario workers. The important legal and ethical responsibilities of workers and employers are explained. Participants are also introduced to incident... More		
	ONLINE		

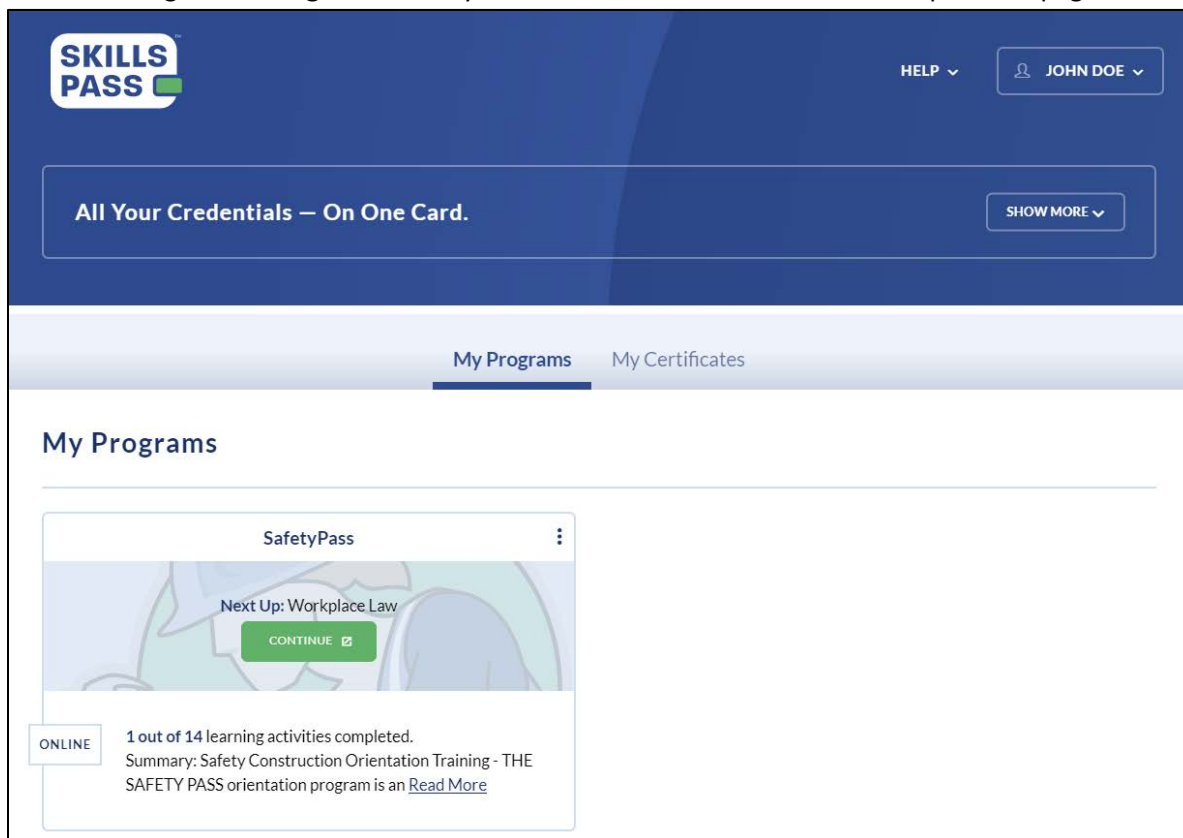


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6. If you close the window containing the Safety Pass program, you will be presented with the following message. Select **“View Programs Now”** to be taken back to the SkillsPass platform and view your programs.



7. After selecting **“View Programs Now”** you will be taken back to the SkillsPass platform page.





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Accessing your training certificates

1. From the SkillsPass platform, select “**My Certificates.**”

The screenshot shows the SkillsPass user interface. At the top left is the SkillsPass logo. To the right are links for 'HELP' and a user profile for 'JOHN DOE'. Below this is a banner that says 'All Your Credentials – On One Card.' with a 'SHOW MORE' button. A navigation bar below the banner has two tabs: 'My Programs' and 'My Certificates', with 'My Certificates' highlighted. The main content area is titled 'My Programs' and features a card for 'SafetyPass'. The card includes a 'Next Up: Workplace Law' section with a 'CONTINUE' button. Below the card, it indicates '1 out of 14 learning activities completed' and provides a summary of the training program with a 'Read More' link.

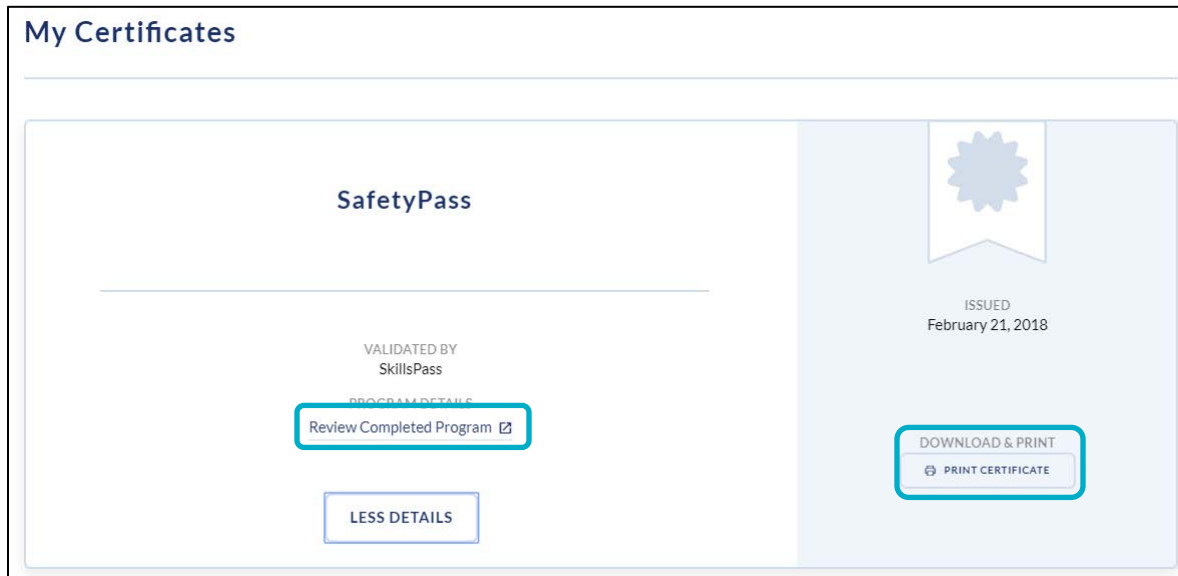
2. This is where you will find your certificates for completed training. Select “**More Details**” for more details on your training certificate.

The screenshot shows the SkillsPass user interface with the 'My Certificates' section selected. The navigation bar now highlights 'My Certificates'. The main content area is titled 'My Certificates' and displays a certificate card for 'SafetyPass'. The card shows the text 'ISSUED February 21, 2018' and a 'MORE DETAILS' button, which is highlighted with a red box.



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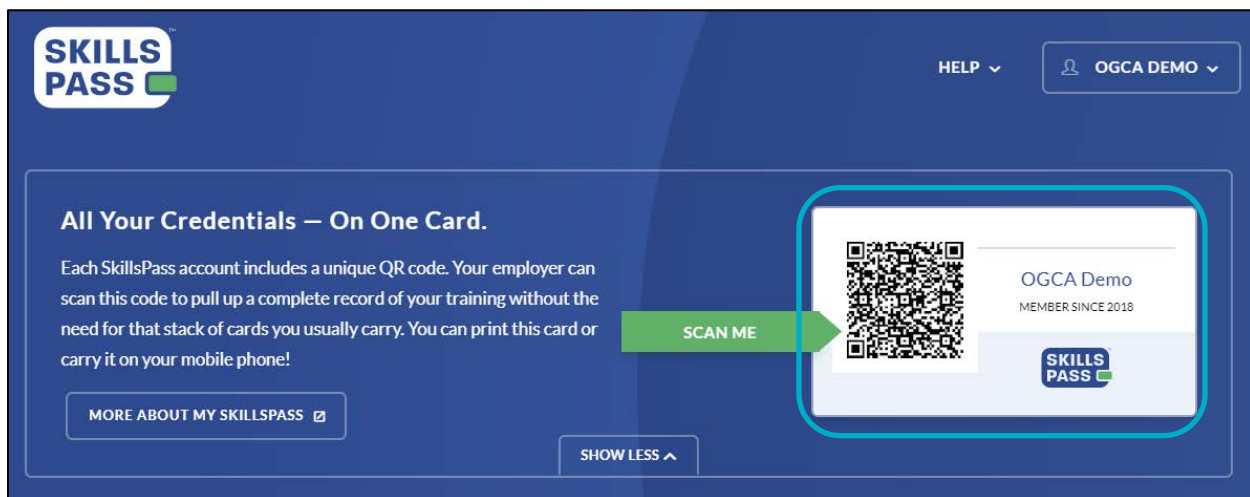
3. You will find more details on your completion certificate. To review the completed program or to-retake the course, select **“Review Completed Program”**. To download a copy of your certificate, select **“Print Certificate”**



4. Selecting **“Print Certificate”** will trigger a download of your certificate in a PDF format. You can use this file to print your certificate, email it, save it for your records, etc.

Accessing/Sharing your QR Code

1. When you log into SkillsPass, you will see your QR code listed at the top of the page in the box listed **“All Your Credentials – On One Card”**



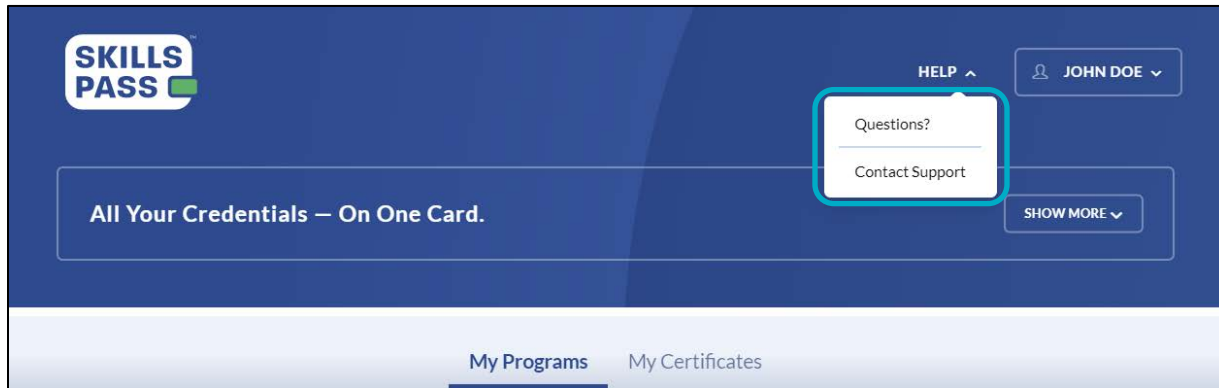
Your employer can scan this code to pull up a complete record of your training. You can print this page, or you can right click on the QR code and save the image to your computer.



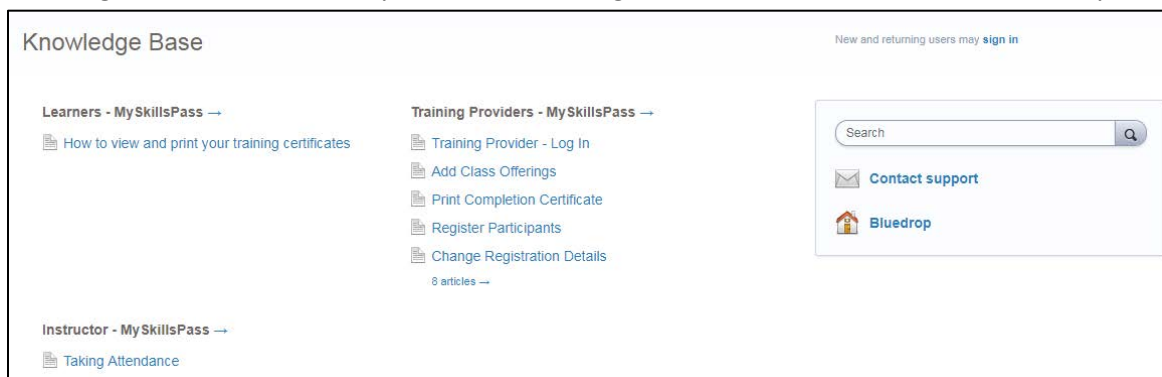
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Need Help? Have a question?

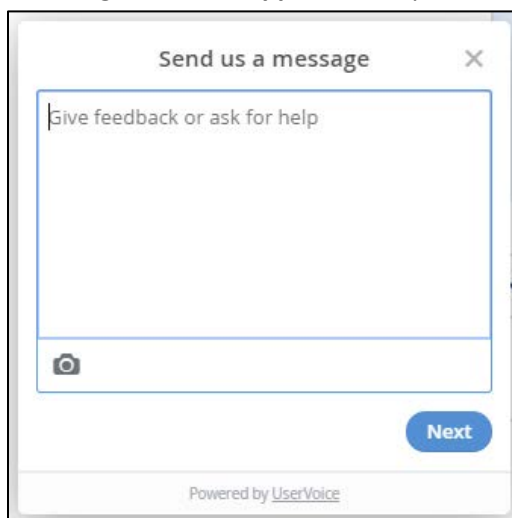
1. Contact us directly via: support@myskillspass.com
2. Selecting the “Help” in SkillsPass



3. Selecting “Questions” will take you to our knowledge base with articles on how to use the system.



4. Selecting “Contact Support” will open a dialog box where you can send a request in to our support team.





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5. The same applies when you are in taking the Safety Pass program. Select the “?” icon to access “**Help**” which takes you to the knowledge base or “**Support**” to open the contact support dialog box seen above.

The screenshot shows the SkillsPass web application interface. At the top left is the SkillsPass logo. In the top right corner, there are navigation elements including a bell icon, a language dropdown set to 'English', a user profile dropdown for 'John', and a question mark icon. A dropdown menu is open from the question mark icon, containing two options: 'Help' (with the subtext 'Read our knowledge base and find answers') and 'Support' (with the subtext 'Give feedback or ask for help'). The main content area is titled 'SafetyPass' and features a summary of the program, a 'Learning' link, and a 'View All My Programs' button in the left sidebar.