

Online Access Instructions

Safety for Supervisors Education via Online Learning

This document will assist you with accessing SASWH's Safety for Supervisors online learning education.

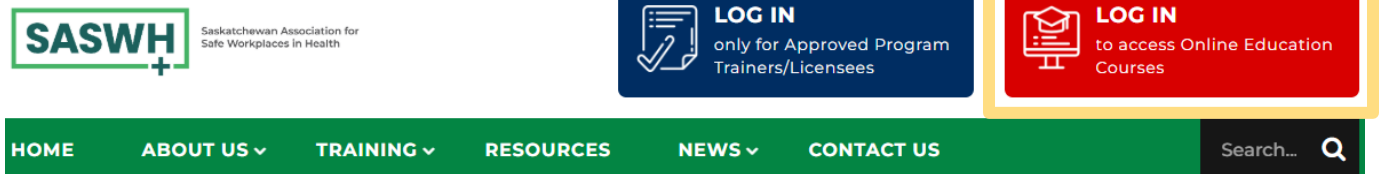
Please note: Online education must be completed within 6 weeks prior to an in-person training session to meet program requirements. The in-person session provides essential hands-on experience not covered in the online learning.

Before you start:

- The online learning is compatible with the following internet browsers:
 - Firefox
 - Google Chrome
 - Microsoft Edge
- Use a computer with reliable internet access. Internet speed/stability may impact the function of the course.
- We recommend that you do not use a mobile device (i.e., tablet, cell phone) as the course may not function as intended on these devices.

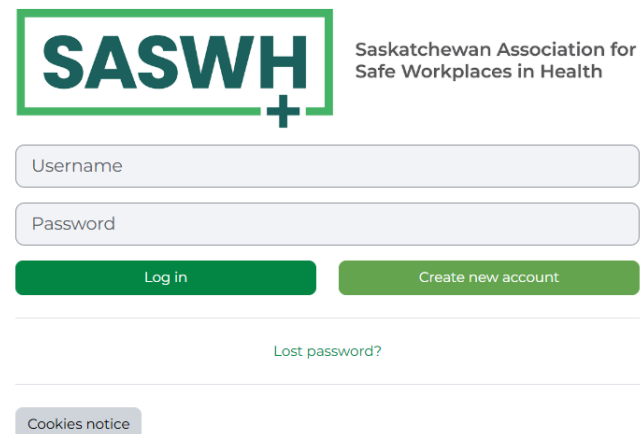
Step 1 – Access the Login Page:

1. Go to SASWH's website (www.saswh.ca)
2. In the top right corner, click on the **red** LOG IN icon.



Step 2 –Log Into E-Campus:

1. If you already have an e-campus account, log-in and proceed to **Step 5**.
2. If you do not have an e-campus account, click the **light green** "Create new account" button and proceed to **Step 3**.

The image shows the login page of the SASWH e-campus. At the top is the SASWH logo. Below it are two input fields: "Username" and "Password". Under the "Password" field are two buttons: "Log in" (green) and "Create new account" (light green). Below these buttons is a link that says "Lost password?". At the bottom of the page is a button that says "Cookies notice".

Step 3 – Create an Account:

1. Fill in all the required fields (indicated by an exclamation point in a red circle: )
 - Be sure to store your username and password in a safe place — you will need them to log in later.
 - Ensure to enter your email address correctly.
2. For the remainder of the “Employer Information”:

Students:

- Under “Title/Position”, enter “Student”.
- Under “Employer” click the drop-down arrow and select the name of your educational institution along with the applicable program and site location.
- If your school is not listed, select “Other” and specify the institution name in the “If other, Please specify” text box

✓ Employer Information

Title/Position 

Student

Employer 

SaskPoly/CCA - Regina

If other, Please specify

Non-SHA Employees:

- Under “Employer” click the drop-down arrow and select the name of your employer.
- If your employer is not listed, select “Other” and specify the employer name in the “If other, please specify” text box.

✓ Employer Information

Title/Position 

Teacher's Aid

Employer 

Regina Public School Division #4

If other, Please specify

Plainsview School

Saskatchewan Health Authority (SHA) Employees:

- Under “Employer” click the drop-down arrow and select “Saskatchewan Health Authority”.
- Under “Geographical Area”, click the drop-down arrow and select the applicable former health region you are employed in.

✓ Employer Information

Title/Position 

CCA

Employer 

Saskatchewan Health Authority

If other, Please specify

Date of Birth

☐ Enable 14 January 1940 

Employee ID #

0000000

Note

**** Saskatchewan Health Authority employees only **** - Please ensure

Geographic Area

Regina Qu'Appelle

Create my new account

Cancel

 Required

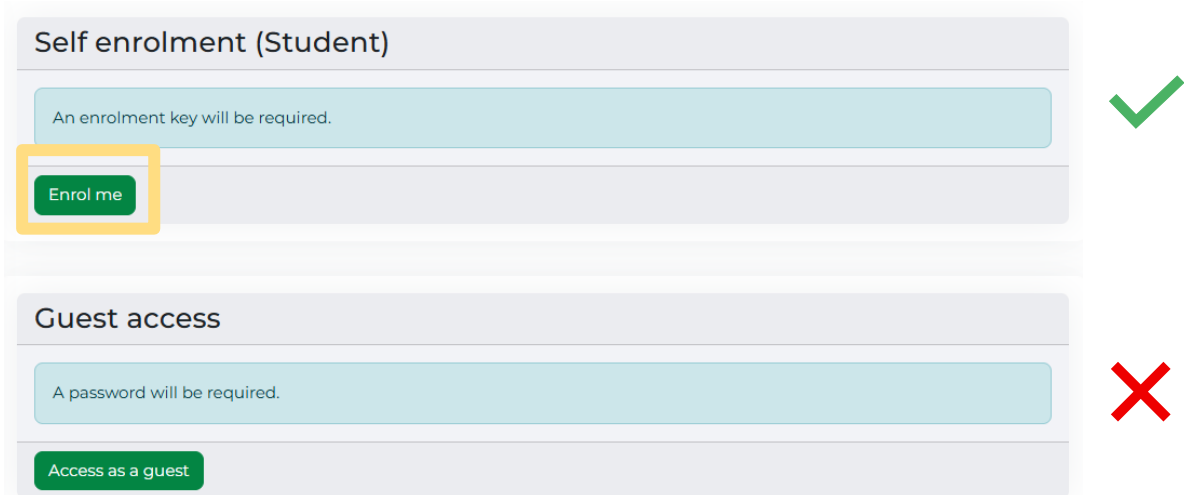
3. Once you have filled in all the required account information, click the **green** “Create my new account” button.

Step 4 – Confirm Your Account:

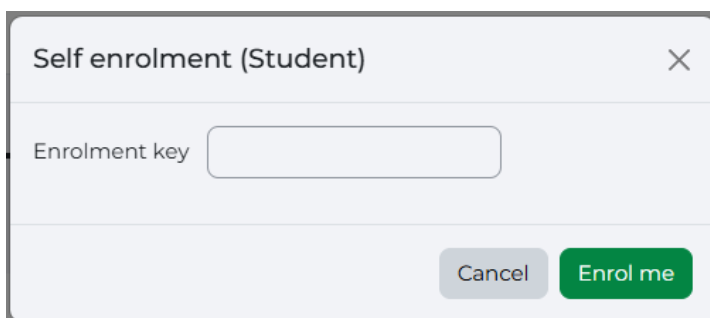
1. After creating your account, you will receive an email to confirm your account. If you do not see it in your inbox, please ensure you check your junk email folder.
2. Click on the verification link in the email to activate your account.
3. Click “Continue” and you will be redirected to log into the SASWH e-learning portal.

Step 5 – Register for Safety for Supervisors

1. Once you have logged in, scroll down on the Home page to find “Available courses”.
2. From the list of courses, click on the link for “Safety for Supervisors” – there will be a short course overview under the course name.
3. Under the “Self Enrolment (Student)” heading, click the **green** “Enrol me” button.



4. Do not use the “Guest access” field to enrol.
5. Enter the enrolment key, then click “Enrol me”.
 - **The enrolment key for the Safety for Supervisors program is:** **Legisl@tive*26**
 - It is case sensitive, so enter it exactly as shown above.



6. You will only be required to enter the enrolment key for initial access to the course.

Please note: each online course has a unique enrolment key.

Completing Safety for Supervisors:

- As you work through the course modules, use the “Next Page” button to advance and the “Submit” button to enter your responses to questions.
- You will need a copy of or access to the following legislation:
 - *Saskatchewan Employment Act (SEA) Part III – Occupational Health and Safety*
 - *The Occupational Health and Safety Regulations, 2020*

*Saskatchewan’s OH&S legislation is available online in PDF format through Publications Saskatchewan (www.publications.gov.sk.ca)

- *Test My Knowledge* questions are offered throughout the course to reinforce your learning.
- If you need to stop part way through the course, you will be prompted to save your progress; this will allow you to return where you left off.

Safety for Supervisors Training Certificate:

- There is no certificate offered in the Safety for Supervisors online education course as an in-person training session must be attended to meet program requirements.
- A proof of online completion document will be available to download to bring to your in-person session.
- An official Safety for Supervisors certificate will be provided to you following successful completion of the in-person training.

Need Help? E-Campus Support is Available to You:

If you have technical difficulty or need assistance as you work through the online program, contact SASWH by email at learning@saswh.ca

Assistance is available during SASWH’s regular business hours: **Monday to Friday, 8:15 AM to 4:30 PM except statutory holidays**. We are also closed Christmas Day to New Year's Day.

Support for the functioning of your computer or software is not available from SASWH.