

The guidelines below identify internet, equipment, and software requirements, how to register for a learner account, how access a course, and how to facilitate courses for large groups.

A/V REQUIREMENTS, ACCOUNT REGISTRATION, AND COURSE LOGIN

A/V EQUIPMENT REQUIREMENTS

INTERNET

- High-speed internet connection.
NOTE: You may need to disconnect from your company VPN, virtual desktop, or intranet in order to access and open the course.

EQUIPMENT

- Computer monitor or Smart TV with computer connectivity.
- Household or business computer with Internet connection.
- Internal speakers, external speakers, or headphones.
- Mouse or any other pointing device (e.g. laptop touchpad).

SOFTWARE

- Web browser such as Internet Explorer, **with popups enabled.**

ACCOUNT REGISTRATION AND COURSE LOGIN

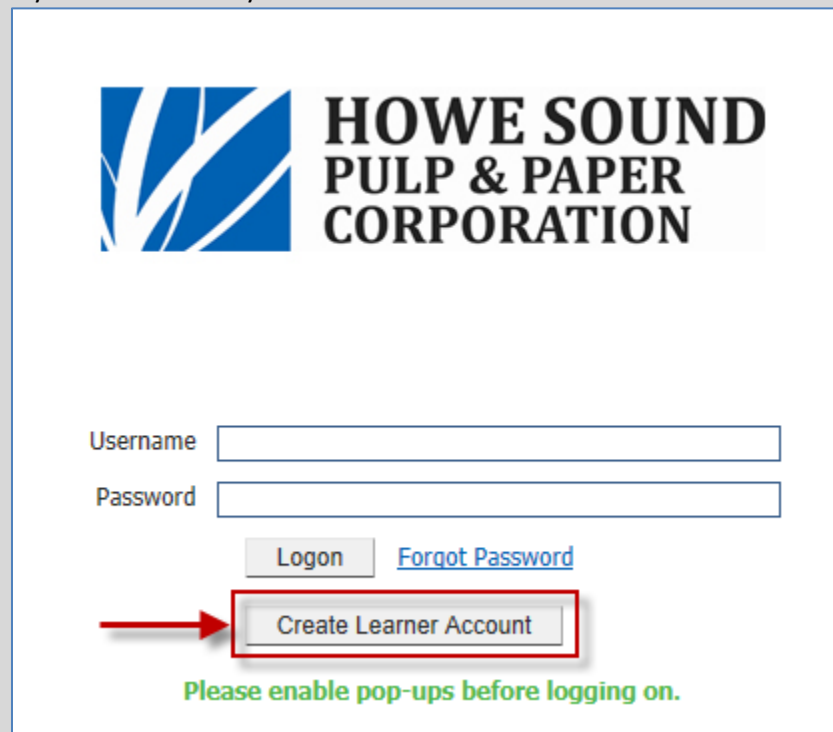
GO TO THE LOGIN SCREEN

- Go to lms.udutu.com (click the blue link).

- If you already have an account, enter the username & password. If you have forgotten the password, click the link to recover it or reset it. **Skip to Step 8**

CREATE A LEARNER ACCOUNT

- If you **do not** already have an account - Click the **Create Learner Account** button:



**HOWE SOUND
PULP & PAPER
CORPORATION**

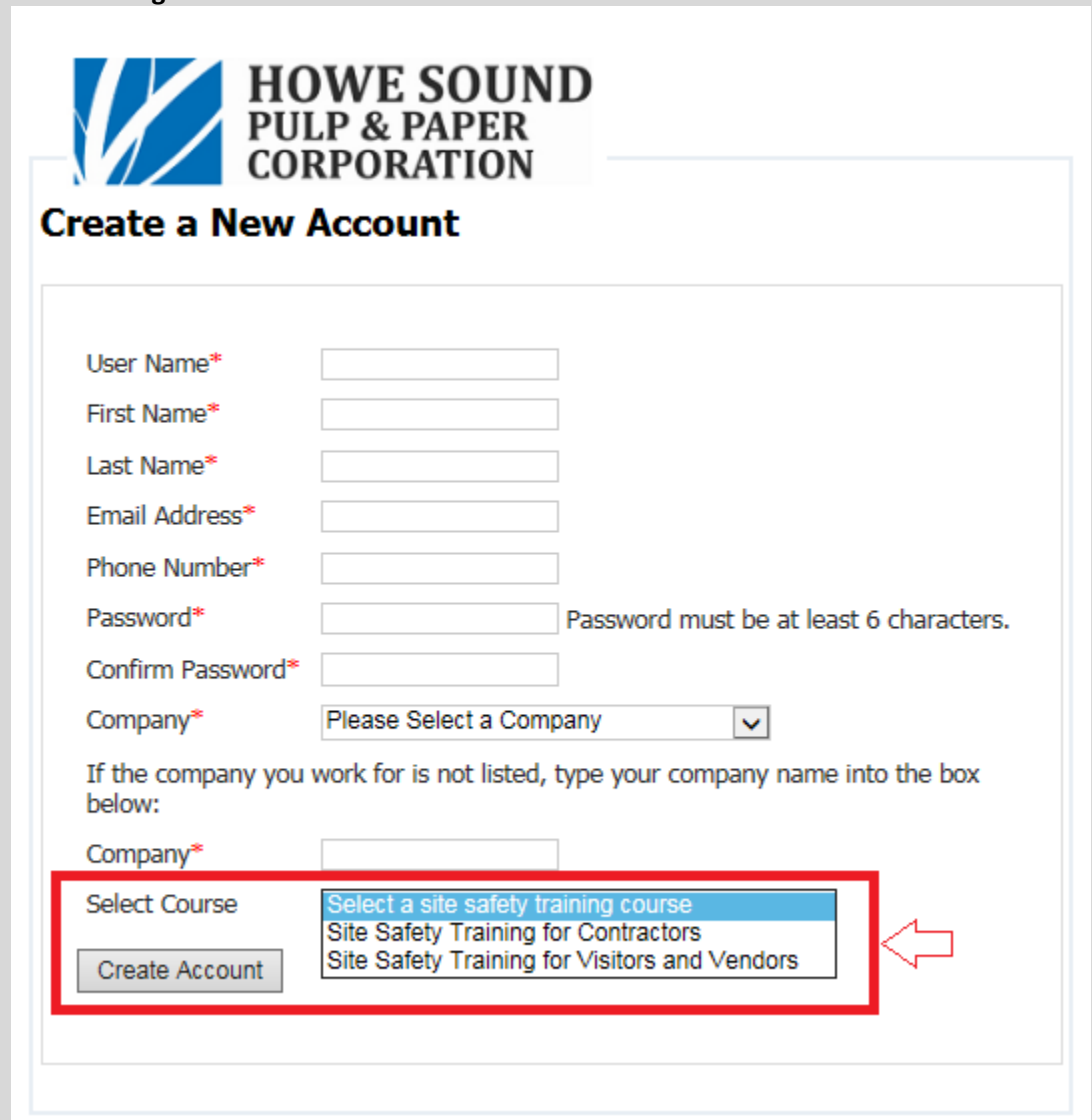
Username


Password

[Forgot Password](#)

Please enable pop-ups before logging on.

4. Enter the required personal information to set up your learner account.
5. Select your **Company** from the list, or type your company name into the **Input Company** field.
6. Select the site safety course that is appropriate for you from the **Required Training** drop-down:
 - Site Safety Training for Contractors
 - Site Safety Training for Visitors and Vendors
7. Click **Register**.



 **HOWE SOUND
PULP & PAPER
CORPORATION**

Create a New Account

User Name*

First Name*


Last Name*

Email Address*

Phone Number*

Password* Password must be at least 6 characters.

Confirm Password*

Company* 

If the company you work for is not listed, type your company name into the box below:

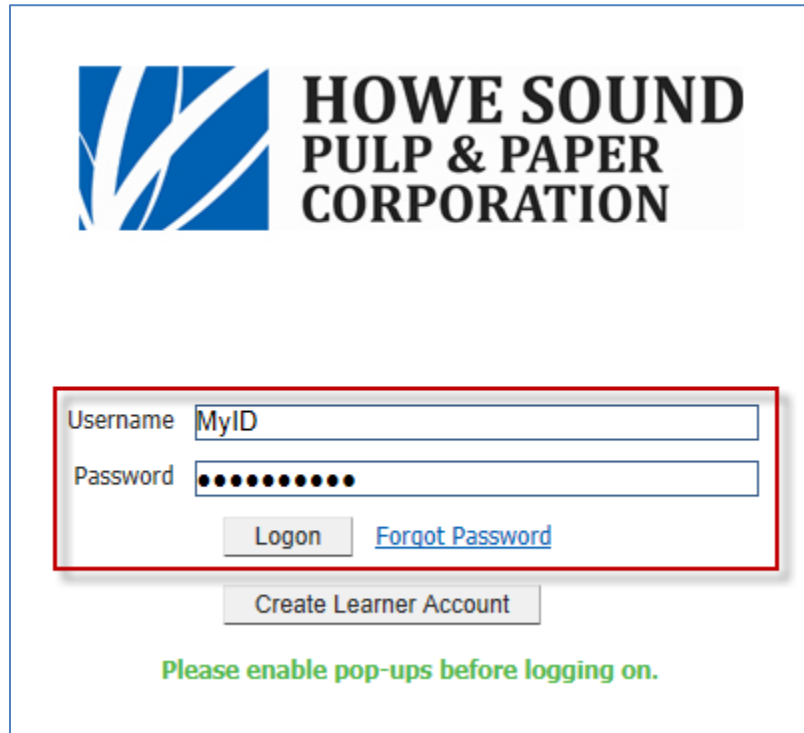
Company*

Select Course
Site Safety Training for Contractors
Site Safety Training for Visitors and Vendors

If you have trouble creating an account or accessing the courses, please contact the training coordinator at HSP at [604-884-2415](tel:604-884-2415) or email training@hspp.ca

LOG IN TO THE COURSE

- When you are prompted to log on, type your user name, password, and the HSPP organization code then click the **Logon** button.



**HOWE SOUND
PULP & PAPER
CORPORATION**

Username

Password

[Forgot Password](#)

Please enable pop-ups before logging on.

- Click **My Training**.



User: HSPP_Test
Job Code: none

Organization: Howe Sound Pulp and Paper Welcome to Howe Sound Pulp and Paper!

Last Accessed 2014-04-17

Home

My Training

My Certificates

Training Record

Request Training

Request Status

My Account

Change Password

Log Off

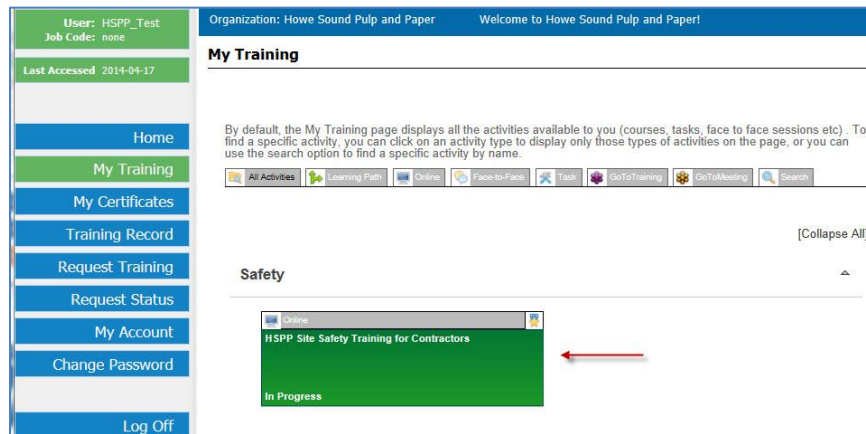
**HOWE SOUND
PULP & PAPER CORPORATION**
A PAPER EXCELLENCE COMPANY

Howe Sound Pulp & Paper
Online Training Centre

To take a course:

- Click **My Training**.
- Select the course that you want to take, e.g. HSPP Site Safety Training, from the course list.
- Click **Launch Activity** to start the course.

10. Click the green or blue box containing the course name.



11. If you have never taken the course before - Click **Launch Activity**.
If you have previously taken the course – Click **Restart Activity**

The course opens in a new popup window (make sure popups are not blocked).

FACILITATING GROUP INDUCTION TRAINING FOR CONTRACTOR PERSONNEL

Some contractors will present this course to groups. Below are the guidelines for honest reporting of course participation and assessment results, and what to bring on site as proof of completion.

HONESTY IN ASSESSMENT AND REPORTING

ASSESSMENT

- To be considered ready to work safety at the mill site, contractors and their personnel must complete and pass a written assessment. HSPP has the following expectations for contractors who are administering this assessment to their personnel:
- The assessment will be distributed at the conclusion of the course, not at the beginning of the course
 - Every person taking the course will complete the assessment on their own, without assistance from others
 - People will not mark and grade their own assessments

REPORTING RESULTS

- Do not change answers or marks to fabricate passing grades for personnel who have not passed the assessment
- Give personnel who have not passed the assessment the opportunity to take the assessment again, either before coming on site or when they arrive on site
- Go through the Contractor Indoctrination Record checklist with personnel, and ensure that all personnel have signed the form

WHAT TO BRING ON SITE

MARKED ASSESSMENTS

- Submit your personnel’s marked and graded assessments to the HSPP Safety Department

**CONTRACTOR
INDOCTRINATION RECORD**

- Submit the Contractor Indoctrination Record to either the HSPP Safety Department, the Gatehouse, or area admins in order to collect site safety hard hat endorsement stickers for your personnel