

Help Procedure: How to Complete the EH&S Induction for Contractors Training

Step 1: Access the Training

- Log in to the platform using your credentials.
- Navigate to the **EH&S Induction for Contractors** course.

Step 2: Start the Training

- Once inside the course, click the **Start Course** button to begin.
- Follow the instructions on each screen to move through the content. To revisit previous lessons, use the side menu.

Step 3: Media Interactive Activities

- Ensure you watch any included videos all the way through to progress to the next part of the course.
- Some sections contain interactive activities, such as quizzes, drag-and-drop exercises, and activities where you will need to click on certain content to progress. Make sure to complete all interactive components before moving on to the next section.

Step 4: Completing the Quiz

- At the end of the course, you will need to pass a quiz to complete the training.
- The quiz consists of 10 questions, and you must score at least 80% to successfully finish the course.
- If you don't pass on the first try, you can retake the quiz.

Step 5: Finishing the Course

- Complete the entire course and pass the quiz to mark the course as complete.
- You will receive a confirmation message or a certificate, depending on your setup.