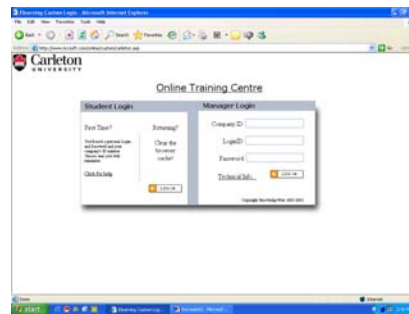


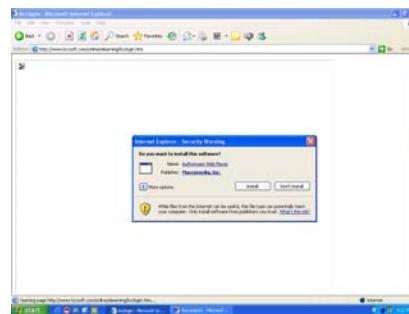
WHMIS Online Training Access Instructions

- STEP 1: Go to the following link on the EHS website:
<http://www.carleton.ca/ehs/ehstraining/trainingwhmis.htm>
- STEP 2: Write down the company password displayed on the page. Note that this password will change often.
- STEP 3: Click on [Orientation to WHMIS – Online Training](#)

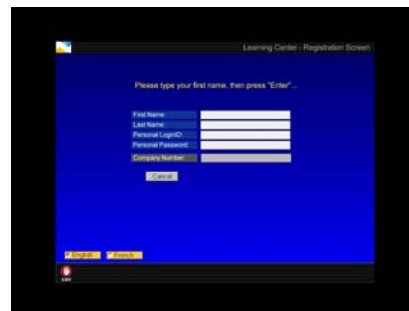
- STEP 4:
Click on LOG-IN under Student Login.



- STEP 5:
You will be asked to install the Authorware Web Player if not already installed on your computer. Follow the on-screen instructions to install.
If you encounter any problems with the installation, contact the CCS Service Desk.



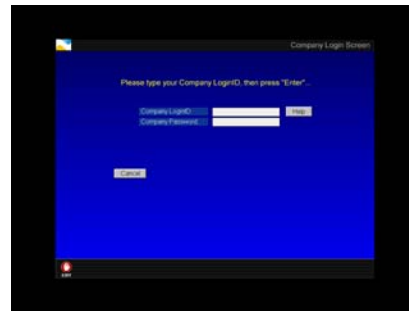
- STEP 6:
Enter your First Name and Last Name.
For your Personal LoginID, enter your employee number or student number.
For your Personal Password, your choice, enter a password you will remember.
For Company Number, enter 1246.
Press Enter.



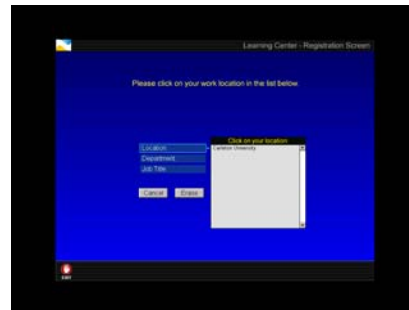
STEP 7:
Click on I am a new student. Register me now.



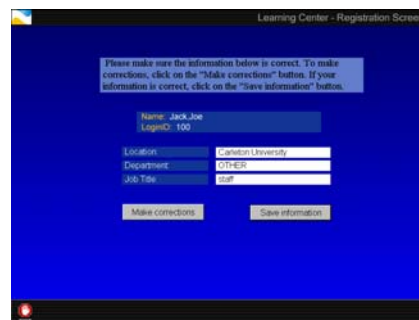
STEP 8:
For Company LoginID, enter ravens.
For Company Password, enter the password you wrote down from the EHS website.
Press Enter.



STEP 9:
Select Carleton University for Location.
Select your Department. If your Department does not appear on the list, select OTHER.
Select the appropriate Job Title from the list.



STEP 10:
Verify your information.
If correct, click on Save information.
If incorrect, click on Make corrections.



STEP 11:
Double click on ORIENTATION TO WHMIS to start the course. The course will take 2 – 3 hours to complete, but does not need to be done all at once. You can LOG-IN as many times as required. Be sure to complete the final quiz.

