



Orientation for Online Learners

BCFSC's OnLine Learning Centre is a Learning Management System (LMS) where you can take a variety of our online courses.

If you have enrolled through the BCFSC Office, please follow these instructions. Self-registration instructions will be slightly different.

How to access and begin your online BCFSC training

1. To access the Learning Centre, click this link: <https://learn.bcforestsafe.org/login>
2. **TIP:** Bookmark the login page to your browser as you will likely be returning to the Learning Centre
3. Enter your user name and password, located on your registration confirmation email, or follow the guidelines, here:

User Name: firstname_lastname, all lower case, e.g. janet_smith

Password: Password1!

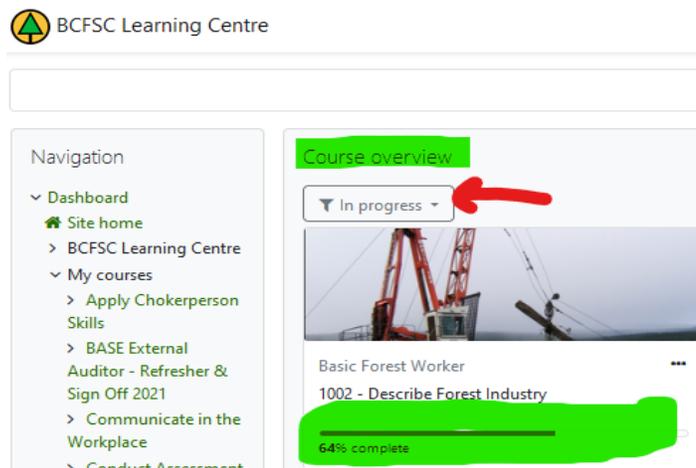
TIP: For your user names: use your full legal names

TIP: For easier access next time, allow the browser to remember your user name and password.

You will be prompted to change your password to one of your choice. The Learning Centre allows you to change your password anytime and will email you if you click on forgot password.

4. Once logged in, you are on your "Dashboard" you will see your Course Overview in the centre, where your current courses will be listed, and a Navigation pane on the left.
5. Above the course box, below "Course overview" there is a drop-down field that allows you to choose what you see ie. Courses "in progress", "past" or "future". It is recommended you use "in progress".

- You also see the course name and a progress bar showing how far along in the course you are.
- Click on the Course Name to open the course.



6. Work through and complete each section in a course by clicking the blue links and following the prompts to the end of the section or lesson. As you finish each section, the system automatically checkmarks it.

 Individual Owner Operator Training Part 1	<input checked="" type="checkbox"/>
 Individual Owner Operator Training Part 2	<input checked="" type="checkbox"/>
 Individual Owner Operator Training Part 3	<input checked="" type="checkbox"/>

Course Completion

Once all sections have a checkmark in the box, your course is complete. The progress bar on your dashboard will now show 100%.

1. Once your course is complete you will receive a certificate of completion via email, this could take a few days. A learning transcript at any time upon request. Viewing the material in the course will not change your completion, you may reference it at any time by clicking on the course name to open the course. If you are enrolled in a bundle of courses you will receive your certificate once all of the required courses have been completed.