



## Passport To Safety ON-LINE TEST

1. Get a PIN # and password from your co-op teacher
2. Go to <http://www.passporttosafety.com/>
3. Click the "TAKE THE TEST!" button
4. Enter your PIN and password in the boxes and click the GO button
5. It will ask you to enter a new password. Pick one you won't forget!
6. Answer the 4 questions in the short survey at the bottom of the page
7. Click the SAVE button
8. Enter **all** the personal information shown on the "My Profile" page that comes next
  - You can leave EmployeeID blank but fill in all other fields
9. Click the "Update My Profile" button
10. Click the "English: Passport to Safety Challenge for Teens" link
11. Click the blue arrow in the bottom right corner to proceed
12. READ all of the instructions carefully and when you're ready click the arrow to proceed
13. Click the TEST button to start the test
14. Make your way through each section of the test (you can't move on until you successfully complete a section)
15. Be sure to print out the certificate page that is shown once you successfully complete the test and hand it in to your co-op teacher

★ *If you can't finish the test all at one time, don't worry you can login in the future and pick up where you left off – just be sure to remember (WRITE DOWN) your PIN# and password*



## WHMIS ON-LINE TEST

1. Go to <http://stafftraining.dsbns.org/login.aspx>
2. click Student and then use the same username and login you use with school computers
3. Under My Courses click WHMIS Training
4. Read through each of the slides carefully as the information will be needed to do well on the quiz
5. Take the QUIZ at the end
  - Be aware of the % of correct answers you need for a pass (it is much more than 50%)
6. Be sure to print out the page at the very end that says you successfully completed the QUIZ and hand it in to your co-op teacher. You may not be able to print the certificate screen and in that case press the Print Screen button on your keyboard and copy and paste the screen shot into Microsoft Word and print from there.

NOTE: If you have successfully completed WHMIS training in the past year through a part time job or another course and you can provide proof of this you can be exempt from doing this again for this semester.