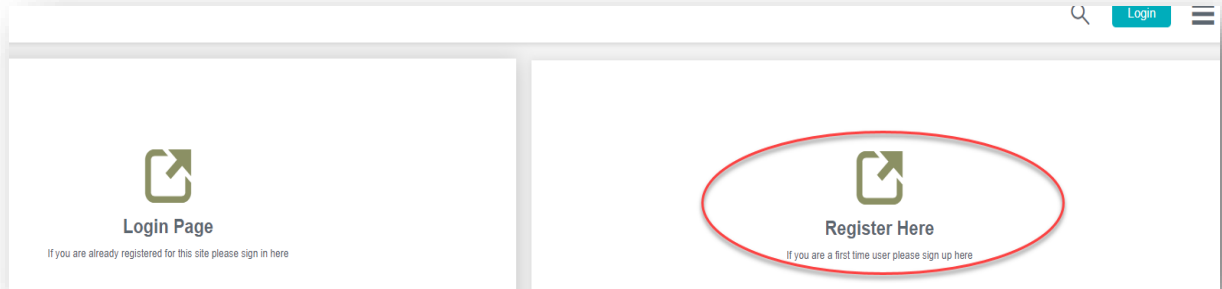
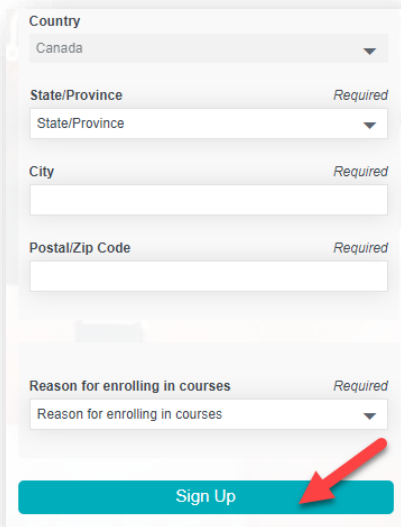


Step #1: Create Your Account

1. Click **Register Here**. This brings up the account sign-up information.

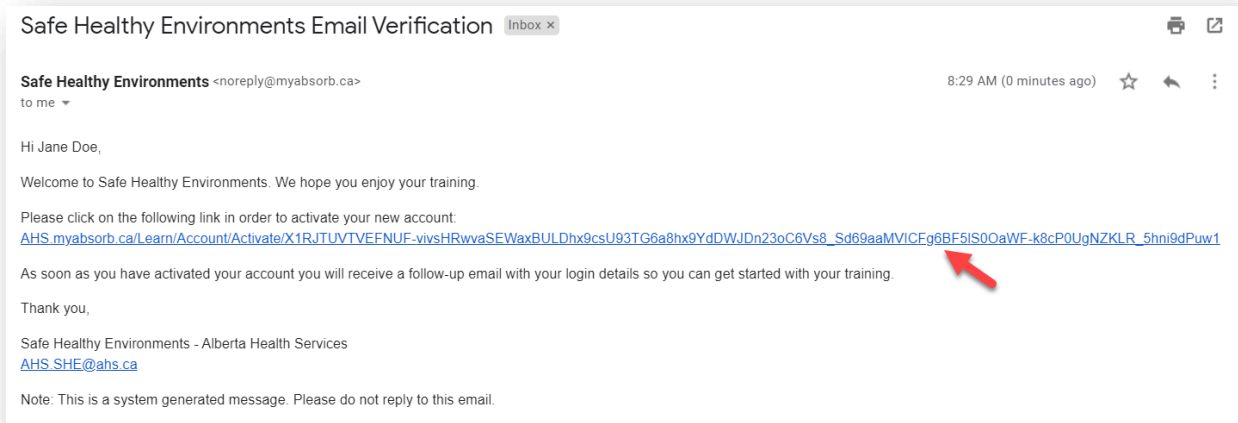


2. Fill out all of the fields and click **Sign Up**.
 - a. Once you click Sign Up you will be sent an email address verification email.

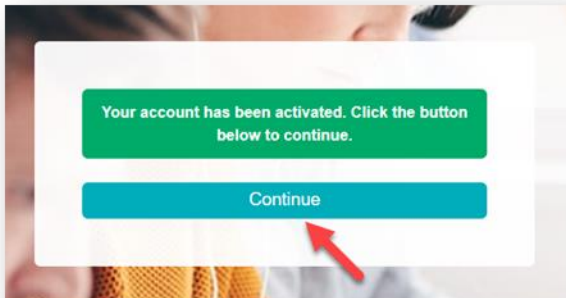
A screenshot of a registration form. It contains several fields: 'Country' (dropdown menu with 'Canada' selected), 'State/Province' (dropdown menu with 'State/Province' selected), 'City' (text input field), 'Postal/Zip Code' (text input field), and 'Reason for enrolling in courses' (dropdown menu with 'Reason for enrolling in courses' selected). Each field has a 'Required' label to its right. At the bottom of the form is a teal 'Sign Up' button. A red arrow points to the 'Sign Up' button.

Step #2: Logging into Your Account

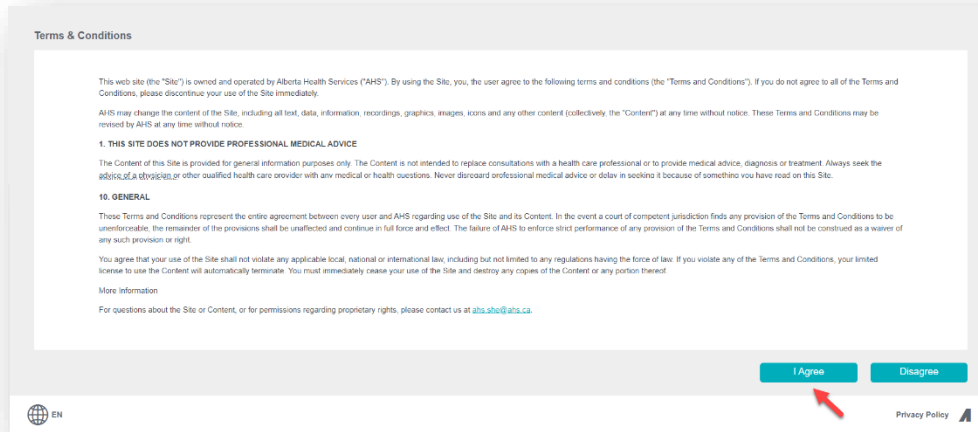
1. Open the verification email.
2. Click on the link in the email to activate your account. A pop-up will appear that your account has been activated.
 - a. *You will also receive a confirmation email that your account has been activated. This email will provide a direct link to access the training.*



3. Click **Continue**.



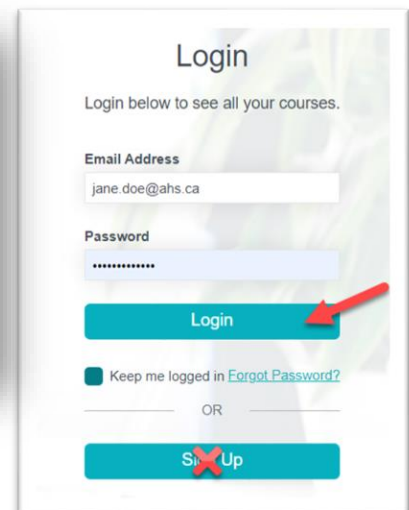
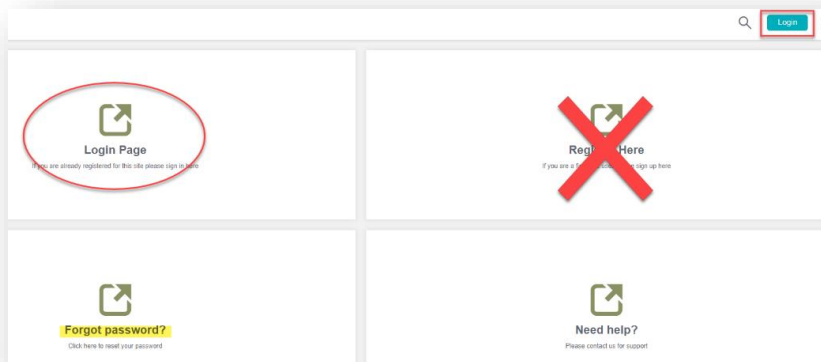
4. Review the Terms & Conditions and then click **I Agree**.



5. You will be directed to the landing page.

Troubleshooting

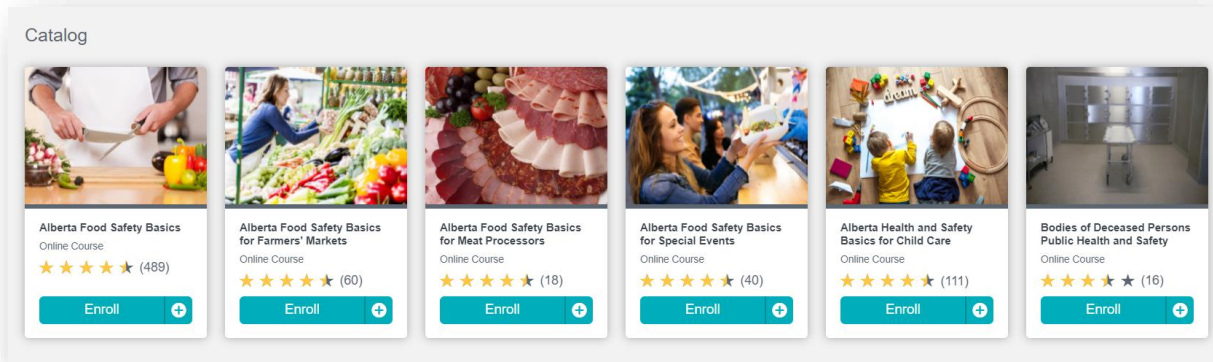
- If you do not receive a confirmation email and have tried to login from the website and it didn't work, you can contact us at ahs.she@ahs.ca.
- Once you have your account, do **not** click on Sign Up when logging in.
- To reset your password, click **Forgot Password?**



Registering For EPH Online Courses

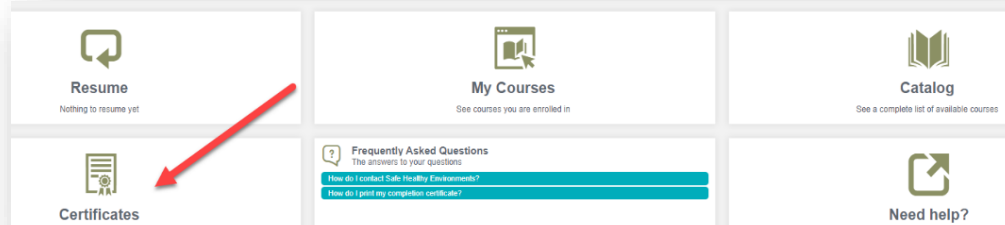
Step #3: Enrolling in a Course

1. From the landing page, Click **Catalog** or scroll down the page to see the catalog.
2. Find the course you would like to take and click **Enroll**.
 - You can always stop and then restart a course. Courses take 1 to 2 hours to complete.

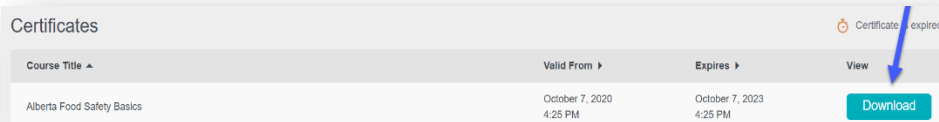


Step #5: View and Print Your Certificate

1. Click **Certificates** on the main page. A list of your certificates will be displayed.



2. Click **Download**.

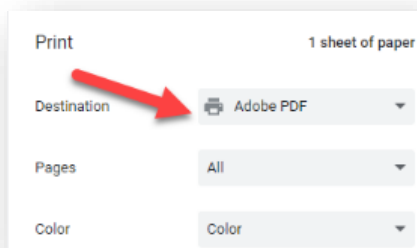


Registering For EPH Online Courses

3. Open the downloaded certificate and then click the printer icon.



4. To save your certificate as a PDF, click the printer icon and choose Adobe PDF.



Contact Us

Feel free to contact us by email and we will be happy to assist you. Please allow up to 3 business days to respond.

➤ **Email:** safehealthyenvironments@ahs.ca

Contact us at 1-833-476-4743 or [submit a request online](#) at ahs.ca/eph.

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