

Setting Up Access Using the Petrinex Self-Registration Process

Step One: Click on the link "Training Modules Login", which will bring you to the Online Training Login page.

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Welcome - Please Log In	
Already a Nexaber?	Hat a Member Yet?
Login Name	If you do not have a login name and patoword, please incruter.
Password	Hemitiens have access to special leatures
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	 Manage your subscriptions and social twiteoix.
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Step Two: Click on the "Register Now" button, which will open a self-registration form for you to complete.

Required Information includes:

- First name:
- Last name:
- Login name:
- Password: Passwords must be minimum of 4 characters (no spaces) and you will be required to set up security questions
- Confirm Password:
- Phone:
- Extension: (if necessary)
- Email:
 - Primary Organization:
 - Current choices include:
 - Industry (access for Industry users)
 - CAPPA (access for CAPPA Students)
 - Ministry (access for Government employees)
 - COLC Training (access for COLC Training)
 - Note: for the COLC training access, you <u>do not</u> have to create a new profile if you already have one, instructions to enroll for these courses are available on your profile under "Learn".
- BA Code: Primary Organizations Ministry and CAPPA enter N/A
 - Company: Primary Organizations Ministry and CAPPA select 0-NA
 - If Primary Organization is Industry or COLC Training and your company name is not included in the list, please type Company Not Listed and contact us to have your company name added.
- Ministry: If Primary Organization is Ministry, select appropriate group from the dropdown list
 If Primary Organization is Industry, CAPPA or COLO Training, calent N/A
- If Primary Organization is Industry, CAPPA or COLC Training, select N/A
 CAPPA Certification Level: Select appropriate CAPPA level you are enrolled in
- If Primary Organization is Industry, Ministry or COLC Training, select N/A
- County: Default is Canada

Click Register. You now have access to the Petrinex Online Training System.

Note: There are instructions on your appropriate landing page when you access your profile that outlines the steps for enrolling in the appropriate training you require

Note: If you have any problems or issues with the self-registration form or enrolling in your training click on the **Contact Us** button at the bottom of the page and someone will contact you to assist you.