

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.



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)
 - **CAPP** (access for CAPP Students)
 - **Ministry** (access for Government employees)
 - **COLC Training** (access for COLC Training)
 - Note: for the COLC training access, you do not 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 CAPP enter N/A
- **Company:** Primary Organizations Ministry and CAPP 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, CAPP or COLC Training, select **N/A**
- **CAPP Certification Level:** Select appropriate CAPP 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.