



Bricklayers and Allied Craftworkers **Local Union No. 3** **Mandatory Harassment Prevention Training**

WHO NEEDS TO TAKE HARASSMENT PREVENTION TRAINING?

MANDATORY FOR ALL ACTIVE BAC MEMEBERS

(NOTE IF YOU HAVE ALREADY COMPLETED A HARRASSMENT TRAINING COURSE PROVIDED BY A BAC SIGNATORY CONTRACTOR, WHICH MEETS STATE REQUIRMTNETS, YOU DO NOT NEED TO COMPLETE THIS COURSE)*

HOW CAN I TAKE THE CLASS?

ONLINE! IN A SAFE PLACE! ON YOUR PHONE OR OTHER DEVICE!

- 1. Go to this Website: www.OnlineLogin.ca**
- 2. Click on the **ENTER CODE** field.**
- 3. Enter 222562253 for English and click **SUBMIT**.**
- 4. Enter 222562254 for Spanish and click **SUBMIT**. (EN ESPANOL)**
- 5. Click **CREATE ACCOUNT**.**
- 6. Enter your First Name and Last Name then name select your country/state from the dropdown menu.**
- 7. Use the calendar icon to enter your Birthdate.**
- 8. If you need your course in Spanish, change the Language to Espanol.**
- 9. Choose your Password and confirm it.**
- 10. Enter the last 4 digits of your social security number.**
- 11. Click **ACCEPT**.**
- 12. Make a note of the Username the system gives you then click **OK**. If you log out and need to log back in, you will need your Username and Password.**
- 13. Click the green **START** button to begin your course.**
- 14. After you finish the course, PRINT OUT YOUR CERTIFICATE. YOU MAY BE ASKED BY YOUR EMPLOYER TO PROVIDE PROOF OF COMPLETION. KEEP A COPY FOR YOUR RECORDS.**

The course is one hour in length. Please note that there are Question and Answer portions of this course so you will need to pay attention to the videos and slides. Also, not all responses may appear on the screen on smaller devices so you may need to scroll down on the list of answers to see all available answer options.