



Company Name:	Gear Energy
Course Name:	HSE Orientation
Course Code:	GEAR-HSEO
Number of Course Credits:	1000

PLEASE READ THE ENTIRE DOCUMENT BEFORE CONTINUING TO THE COURSE WEBSITE

For anyone that wants to sign up for HSE Orientation that doesn't already have an account, they can follow the instructions below:

NEW ACCOUNT REGISTRATION

1. Here is the link to our course:

<https://courses.h2safety.ca>

Note: If this document opens in your browser (ie: Edge, Chrome, Firefox), Right Click this link and choose open in new tab to go to the website. This will make sure you don't lose these instructions.


(This link is also at the bottom of this document)

2. Click Sign In on the top right-hand corner of the screen.



***You cannot use your H2Command Centre credentials to access the H2Safety LMS system.**

3. Click Register Here

 SIGN IN ✘

Username

Password (case-sensitive):

SIGN IN

Login not working? If your company has integrated with H2Safety's LMS using Single Sign On you must use the link provided to you by your organization to sign in. The link will have been e-mailed to you or posted on your company's Intranet or Sharepoint site. If this is not the case and you still cannot login, please contact Iminfo@h2safety.ca for assistance.

[I forgot my password.](#)

To create an account [register here.](#)

4. Complete the form.

- Ensure you enter **Gear Energy** as the company name so that you will show up under **Gear Energy's** reporting.
- Ensure you enter your correct time zone so that the times for any Instructor led Training show up correctly.

COURSE REGISTRATION

To register for HSE Orientation once you are logged in:

1. Click Catalog at the top of the screen.

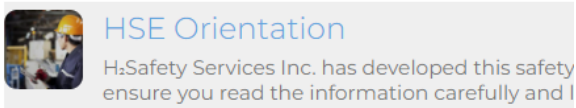


2. Click the Catalog of interest (i.e. Health & Safety Courses)

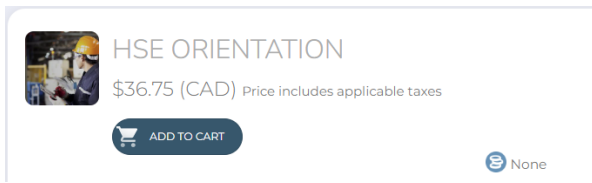


3. Click the course of interest (i.e. HSE Orientation)

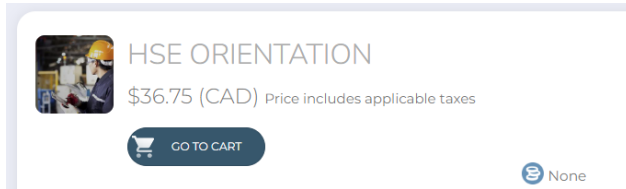
Courses



4. Click to ADD TO CART

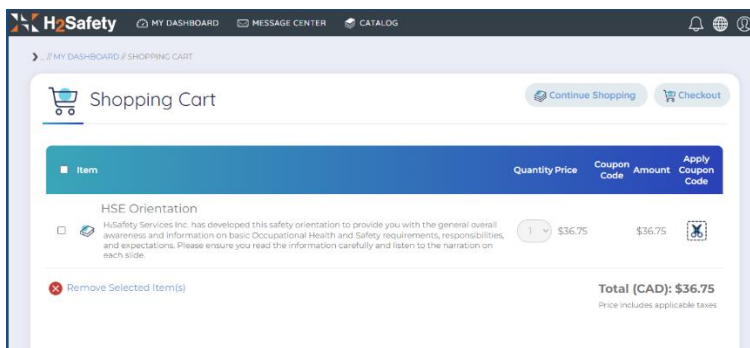


5. Click to GO TO CART

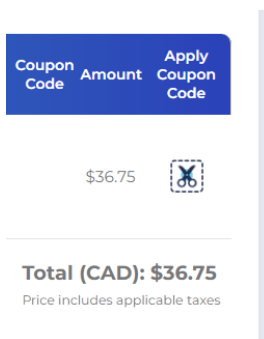


Please ensure that the correct code is being applied to the correct course in your shopping cart.

You may have to scroll down on your screen in order to find the HSE Orientation Online Course in your shopping cart.



6. Click Apply Coupon Code on the far right.



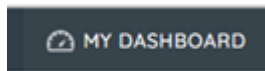
7. Enter the Code: **GEAR-HSEO**

8. And click **Apply Coupon Code**

9. **Click Here** to go to your course



10. If you accidentally hit OK instead of Click Here, you can still access your course by going to My Dashboard at the top of the screen.



Right Click this link and choose open in new tab to go to our Course:

<https://courses.h2safety.ca>

If you have any questions, please reach out to hse@h2safety.ca