

## Log In

Log into your training portal using the **Login URL** or through the login link included in the Account Activation Email you received.

### LOGIN URL

Click [here](#) to log in or copy and paste this URL into your web browser: [www.onlinelocal.ca](http://www.onlinelocal.ca)

### ACCOUNT ACTIVATION EMAIL

Hi Avery,

An account has been created for you. To activate your account, choose **one** of the two options below. Then follow the instructions provided.

**Option A:** Use your Activation Code.

1. Go to [www.onlinelocal.ca](http://www.onlinelocal.ca).
2. Click Enter Code.
3. Enter your Activation Code and click Submit.  
Activation Code: **XXXXXXXXXX**
4. Follow the steps to activate your account.

**Option B:** Use a Direct Link

Click [here](#) to activate your account.

**Important:** The system will provide you with your username, and you will create your own password during this account activation process.

This activation code will no longer be valid after you have activated your account using Option A or Option B. After your account is activated, use your username (or email) and password to log in to your account.

If you have any questions, contact our Support team by emailing [help@bistrainer.com](mailto:help@bistrainer.com) or call us at 1-866-416-1660. We're here to help!

Click **Enter Code** to enter in your activation code.

## Your Portal

Check out FAQ videos and contact your Support team.

Read instructions about each webpage.

Title	Pass Mark	Type	Estimated Time	Added	Print Materials
Aerial and Scissor Lift Safety	80%	Online	20 Mins	01/04/2020	<a href="#">Start</a>
Aerial Platform - Boom & Scissor	80%	Online	1.75 hrs	01/04/2020	<a href="#">Start</a>
Scissor Lifts - General Industry	80%	Online	30 Mins	01/04/2020	<a href="#">Start</a>

View and update your account information.

View available classroom courses.

## Home Tab

**Minimum passing mark for online courses.**

**Filter your list for online courses and forms.**

**Request Online Training Courses**

**Start online courses**

**Repeat a course to get a passing grade.**

**Resume in-progress courses.**

**View course materials**

**Email your course certificates and completed forms to specified recipients.**

**View your course certificates.**

Title	Pass Mark	Type	Estimated Time	Added	Print Materials
Fall Protection (Alberta)	70%	Online	3 hrs	20/12/2021	[Download] [Start]
Fatigue Management for Supervisors and Drivers	80%	Online	2 hrs	20/12/2021	[Download] [Repeat]
Transportation of Dangerous Goods (TDG)	80%	Online	3.50 hrs	20/12/2021	[Download] [Start]
WHMIS 2015 Certification Training	80%	Online	60 Mins	11/01/2022	[Download] [Start]

Title	Segment	Type	Started	Resume
Infection Prevention and Control (IPAC): Basic Aw...	1/1	Online	09/11/2021	[Resume]
System How to Guide (Client Admin Tutorial)	3/48	Online	28/09/2021	[Resume]

Title	Type	Status	Started	Completed	Expiry	Mark	Certificate
Personal Information Protection Act (PIPA) of Alberta	Online	Complete	21/09/2021	21/09/2021	21/09/2022	80%	[Certificate]
Phishing Awareness	Online	Complete	02/11/2021	02/11/2021	-	90%	[Certificate]