



Register and Unregister for a Class



- This Job Aid provides “How To” instructions on how to
 - Add a course to your Courses in Progress
 - Register for an Instructor Led Class or a Virtual Class
 - Cancel your registration for an Instructor Led Class or a Virtual Class
 - Register for a different date/time for an Instructor Led Class or a Virtual Class
 - Sync your course calendar to your company or personal calendar
- You must have a Contractor Learning Account created to be able to register for a class. If you have not created an account, please see the Job Aid “Create Contractor Learning Account and Login”



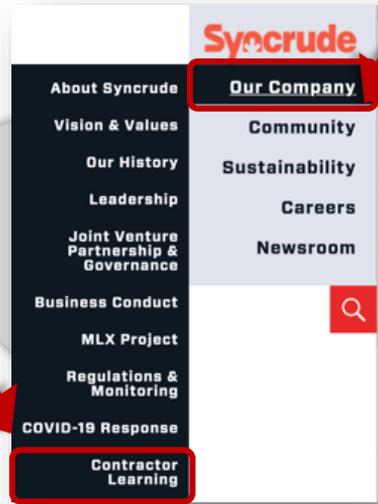
Login into the Contractor Learning Academy

1

Go to www.syncrude.ca

Hover your mouse over **Our Company**

Select **Contractor Learning**



2

Click on the Red **Login** button



Home - Our Company - Contractor Learning

CONTRACTOR LEARNING

Syncrude has created a new online learning platform for contractors. This Contractor Learning Academy is used to register for classroom or virtual classes and to complete any self-study training requirements as part of contract work on Syncrude sites.

The Learning Academy contains training specific to working on Syncrude site to ensure that contractors and Syncrude employees all work safely together.

Contractor companies are responsible to ensure their workers arrive at site with all other safety and training qualifications that are not site-specific.

To access the Contractor Learning Academy, contractors will need to create an account with an email and password. It can be accessed from a computer or mobile device i.e., iPhone or Android phone.

RESOURCES FOR THE CONTRACTOR LEARNING EXTERNAL ACADEMY

- First Time Registering for Contractor Learning
- How to Download the Contractor Learning Mobile App
- How to Register for a Course
- How to Complete a Self-study Course
- Introduction to the Contractor Learning Academy
- Frequently Asked Questions

LOGIN



3 Click Login

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First Name

Last Name

Email

Password

Password must be at least 8 characters, maximum 64 characters, and contain at least 1 uppercase and 1 lowercase letter, 1 numeric or email should be part of the password and it can't contain more than 3 special characters.

Select your Country

I'm not a robot

Sign Up Now

[or login if you already have an account](#)

4 Click on External Members

UKG

Please log in

Company Access Code

CONTINUE

[External Members](#)

5 Enter your Email Address

Enter your Contractor Learning Password

Click Login

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Please log in

jackcontractor7@gmail.com

Login

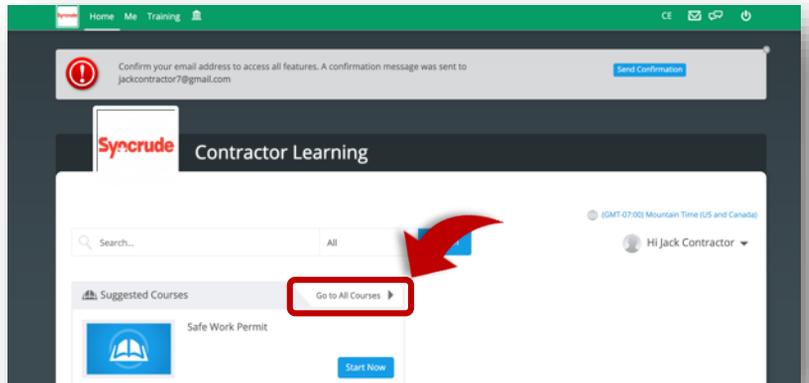
[forgot your password?](#)

Don't know your User Name?
Contact your System Administrator for help.

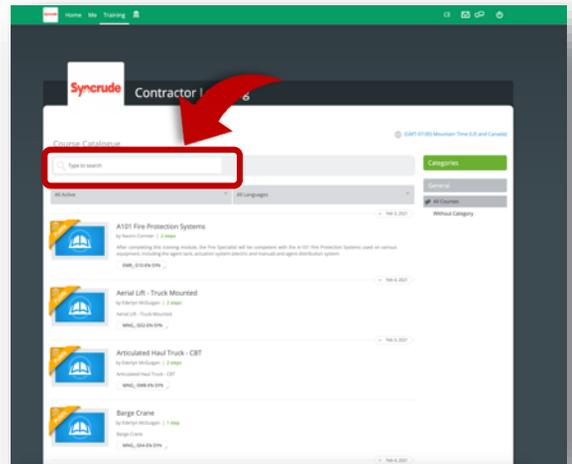


Add a Course to your Training Profile

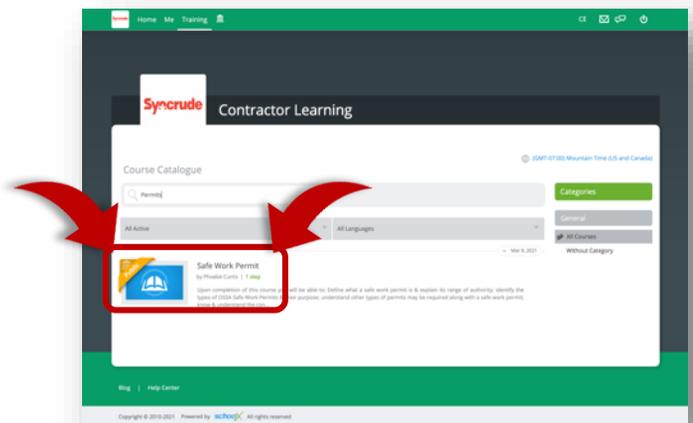
- 1 Click on **Go to All Courses**
OR
Click on **Go to My Courses**
if you have already added the course to your Training Profile



- 2 Click on **Type to Search**
Enter the **Title of the Course** or a **word from the Title**
OR
Scroll to find the course you are searching for
Courses are listed in alphabetical order

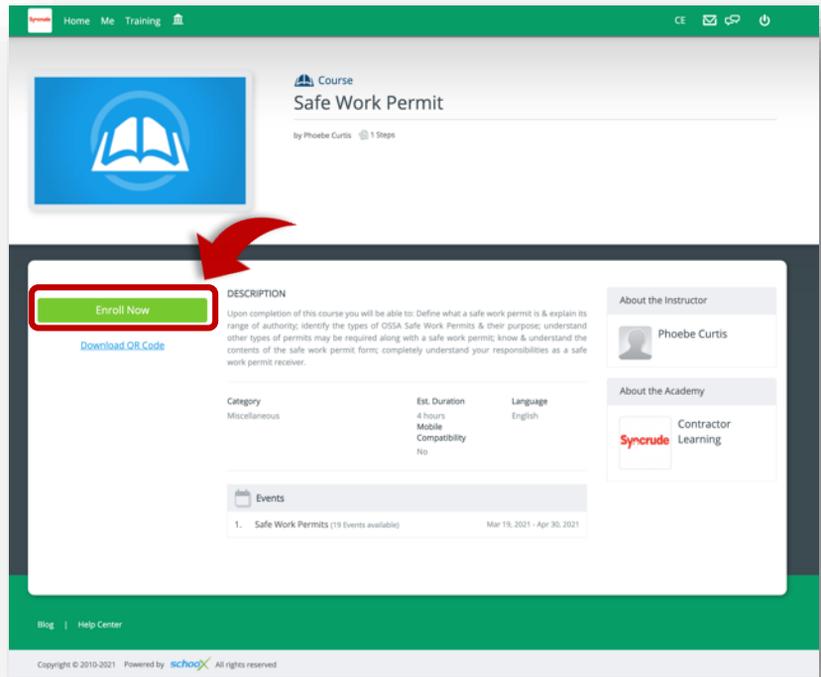


- 3 Click on the **Title of the Course**
OR
or the **Icon** beside the Course Title





4 Click on **Enroll Now**



- Enrolling in a Course adds the course to your **“Courses in Progress”**.
- If the course includes an Instructor Led class, you must register for a class event, see instructions on registering for a class event on the next page.



Register for an Instructor Led (or Virtual) Class Event

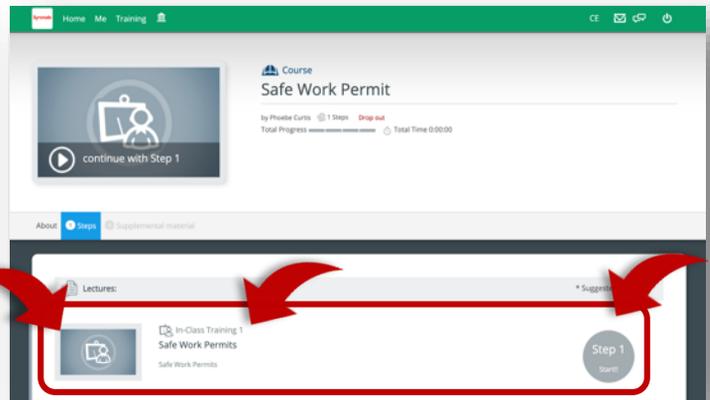
1 Click on the **Course Title**

OR

The **Icon** beside the title

OR

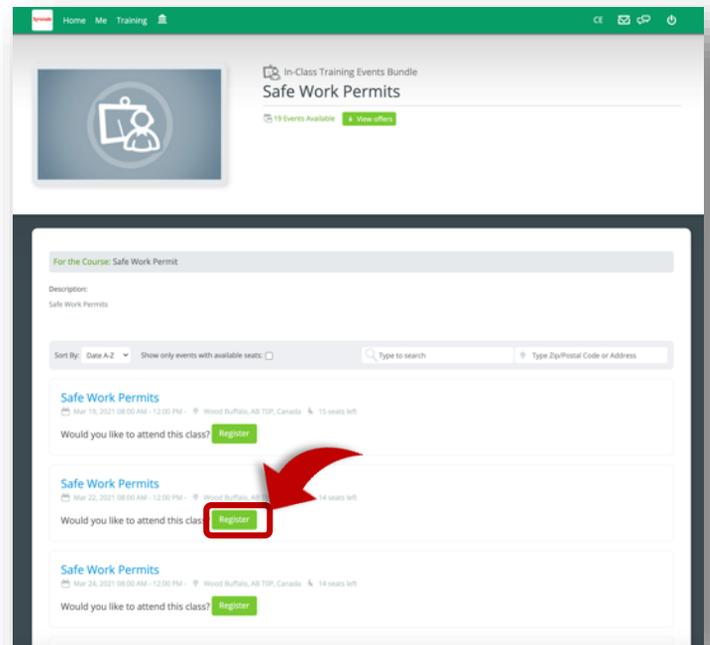
The **Step Number**



- Note: You can register for a class event from **My Courses** or the **Course Calendar** on the Home Page.

2 Click on **Register**

For the date, time and location of class you wish to attend

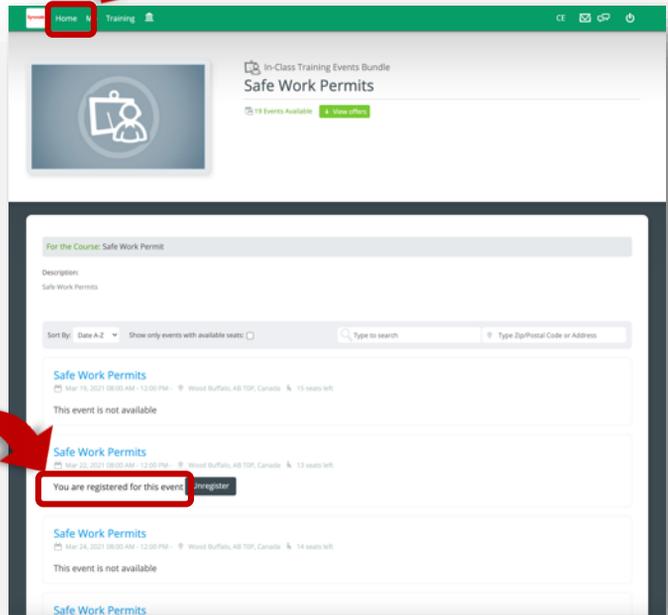


- You will receive an email with your registration information if you confirmed you email address as part of creating your Contractor Learning Account.



3 You are successfully registered for the class event

Click **Home** to return to the Home Page

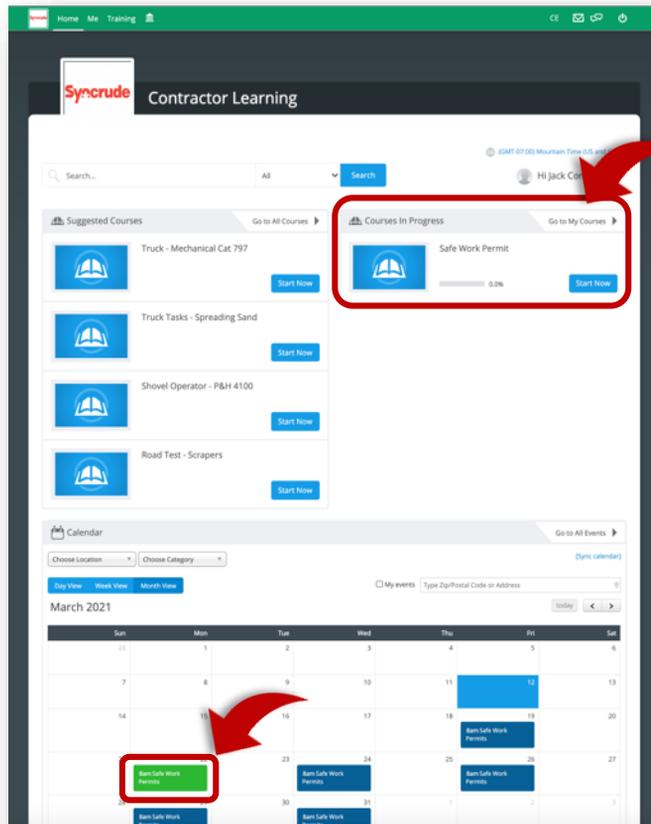


- Note, you can only register in one class event date/time i.e., you can not double book yourself into a course.

4 The course has been added to your **Courses in Progress**.

The class event you are **registered** in is displayed in **green**.

Course dates displayed in **blue** are the days that there are events **available to register in**.





X Unregister for a Class and register for a different date/time

1 Go to the Contractor Learning Home Page

Scroll to the Calendar

Click on the **date (green)** for the class you are registered in

OR

Go to **My Courses**

And search for the Course you are registered in

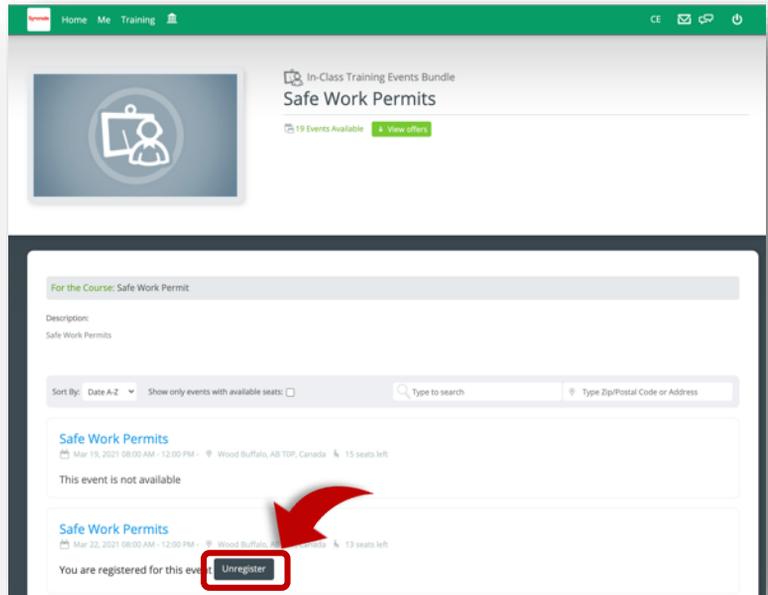
The screenshot shows the Contractor Learning interface. At the top, there are navigation links for Home, Me, and Training. Below this, the 'Contractor Learning' header is visible. The main content area is divided into 'Suggested Courses' and 'Courses In Progress'. The 'Suggested Courses' list includes 'Truck - Mechanical Cat 797', 'Truck Tasks - Spreading Sand', 'Shovel Operator - P&H 4100', and 'Road Test - Scrapers'. The 'Courses In Progress' section shows 'Safe Work Permit' with a 0.0% completion bar. Below these sections is a 'Calendar' for March 2021. The calendar has tabs for 'Day View', 'Week View', and 'Month View'. A red arrow points to a green event on March 22nd labeled 'Sam Safe Work Permits'.

2 Click on **Details**

This screenshot shows the details for the 'Sam Safe Work Permits' event. The event pop-up displays the following information: Date: Mar 22, 2021 08:00 AM - 12:00 PM; Title: Safe Work Permits; Location: Bldg 344 (MLV) | Wood Buffalo, AB; Conference Room 1040; Duration: 4 hours. A red arrow points to a green 'Details' button within the pop-up. At the bottom of the calendar view, there is a legend: a green dot for 'Registered to In-Class Training' and a blue dot for 'Available In-Class Trainings'.



3 Click on **Unregister**

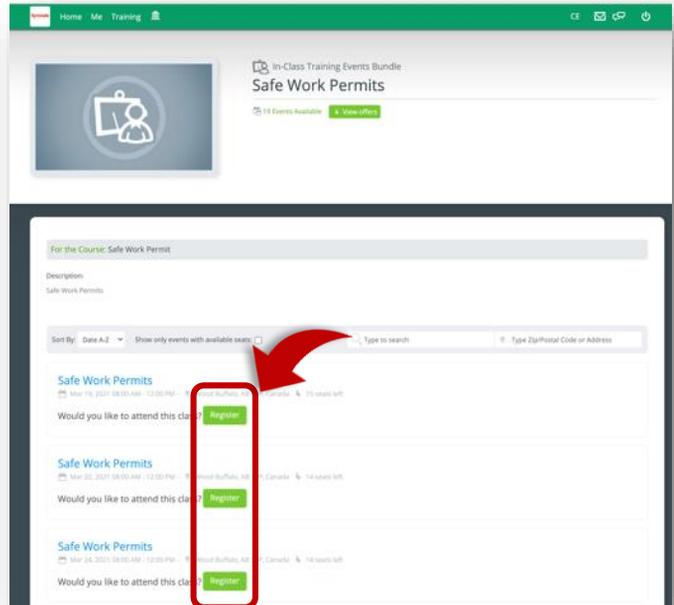


4 After unregistering from a class all class events are available again.

If you want to reschedule to a different date

Scroll to find a new date/time

Click on **Register** for the new date/time



- Don't forget to resync your updated course registration information to your company or personal email. See next page for instructions.
- Note: it is optional to sync your course registrations to a company or personal email for your convenience.

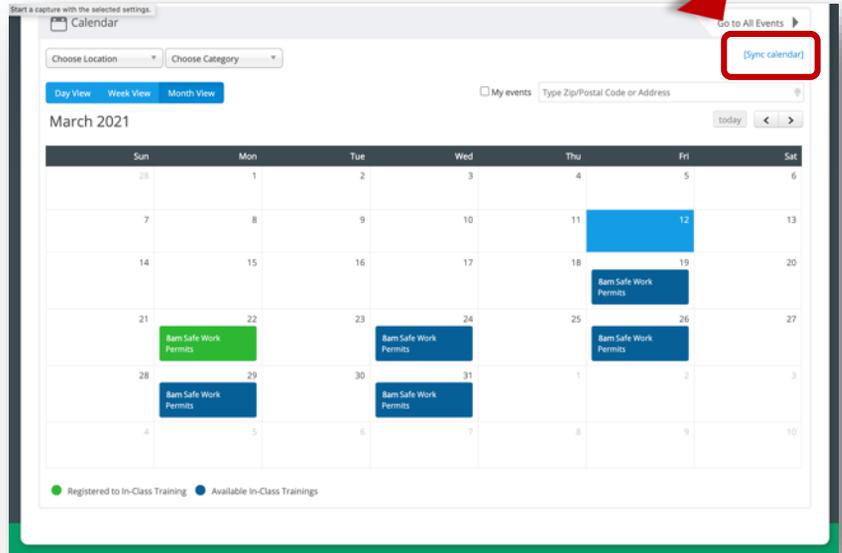


Sync your registered class events to your company or personal calendar (Optional)

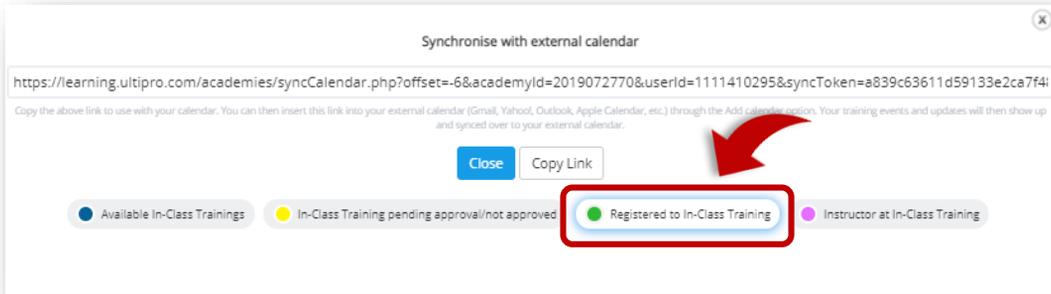


- The Contractor Learning Academy provides you the ability to sync your course registrations to your company or personal calendar. This is an optional feature for your convenience.

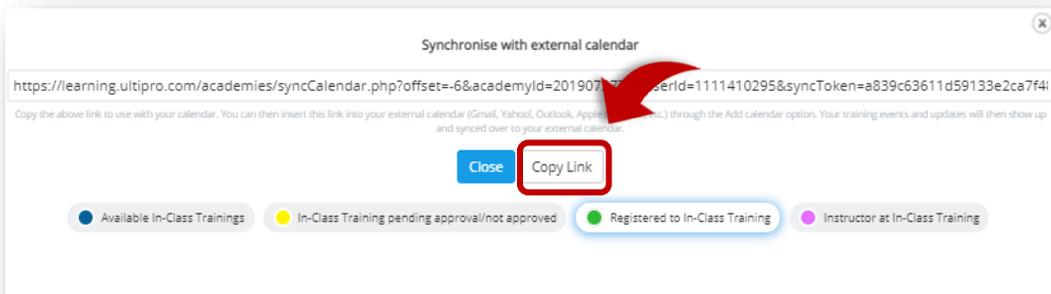
1 Click on **Sync Calendar**



2 Deselect all categories except **Registered to In-Class Training** the deselected items will grey out



3 Click on **Copy Link**





4 You can now copy the link into your calendar including Outlook, iCalendar, Google Calendar etc.

Synchronise with external calendar

<https://learning.ultipro.com/academies/syncCalendar.php?offset=-7&academyId=2019072770&userId=928960311&syncToken=2189001892f1535dcbcabfcacdf>

Copy the above link to use with your calendar. You can then insert this link into your external calendar (Gmail, Yahoo!, Outlook, Apple Calendar, etc.) through the Add calendar option. Your training events and updates will then show up and synced over to your external calendar.

Close Copy Link

The link has been copied to your clipboard

Available In-Class Trainings In-Class Training pending approval/not approved Registered to In-Class Training Instructor at In-Class Training



- Note: if you change your registration date/time for a class event you will need to sync your Calendar again with the updated information.