

### Health & Safety Orientation Online – Detailed Instructions

**You will have access to this course for a limited period, normally about 5 days. If you need more time, please contact Health & Safety to arrange for an extension or an alternate training date.**

The course length is approximately 80-100 minutes depending on the course type (general, teaching or custodial). If necessary, you can leave the course at any time and return later. When you return, the course will resume at the point that you left.

The course runs best on a PC with a Firefox browser (not on iPads or other mobile devices). You can find a free download of Firefox at <https://www.mozilla.org>. Click on *Download Now* button then click on *Firefox Installer.exe* file at the bottom left of your screen (you can skip the requests to enter your email address).

1. Open your Firefox browser and go to the following URL: **[moodle.openschool.bc.ca/login/index.php](https://moodle.openschool.bc.ca/login/index.php)**
2. Login using the following:
  - **Username:** Your Username is your name formatted as first initial followed by last name (all lowercase with no spaces, hyphens or apostrophes) followed by '63'.  
Example: John Smith-O'Brien = **jsmithobrien63**
  - **Password: changeme**  
*You will be automatically prompted on first login to change your password.*

The Health & Safety Orientation course has four learning modules followed by a Pause and Reflect quiz for each module. A passing score of 80% or higher is required on each quiz before you can proceed to the next learning module. You can repeat any Pause & Reflect quiz.

#### Troubleshooting Tips

If you cannot get the course to run, you can try: updating the Flash plugin installed on your web browser, disabling your browser's pop-up blocker, adjusting screen resolution to 1024x768.

If you are having problems proceeding to the next module, at any point you can simply press your browser back button to return to the Main Page where you can click the link to start the next module.

If a screen freezes, try clicking on the refresh button of your web browser then click the resume button for the learning module.

**Please return your Certificate of Completion as soon as possible  
Scan/email to [healthandsafety@saanichschools.ca](mailto:healthandsafety@saanichschools.ca) or fax to 250-652-7372**

If you experience problems or have any questions,  
please contact Human Resource/Health & Safety Staff at  
250-652-7327 or 250-652-7300