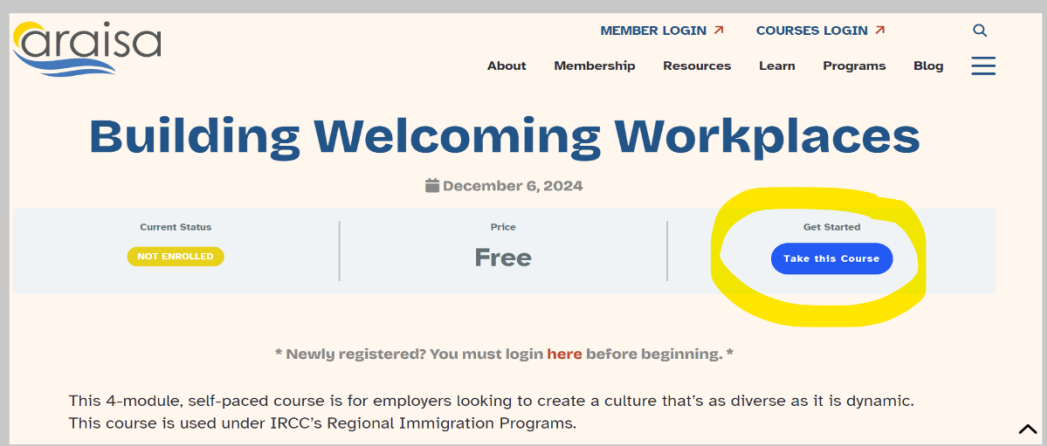
Step by Step Guide: Building Welcoming Workplaces Training

Please be sure to clear your browser's cache to avoid any potential issues

1. **For first time users**, please select "Take this course".



2. You will then be prompted to fill in: your name, email address, and organization name.

3. Once submitted, you will receive an email to activate your account. Please follow the directions in the email. Please check your spam folder if you are not receiving the email for activation or for password setting.

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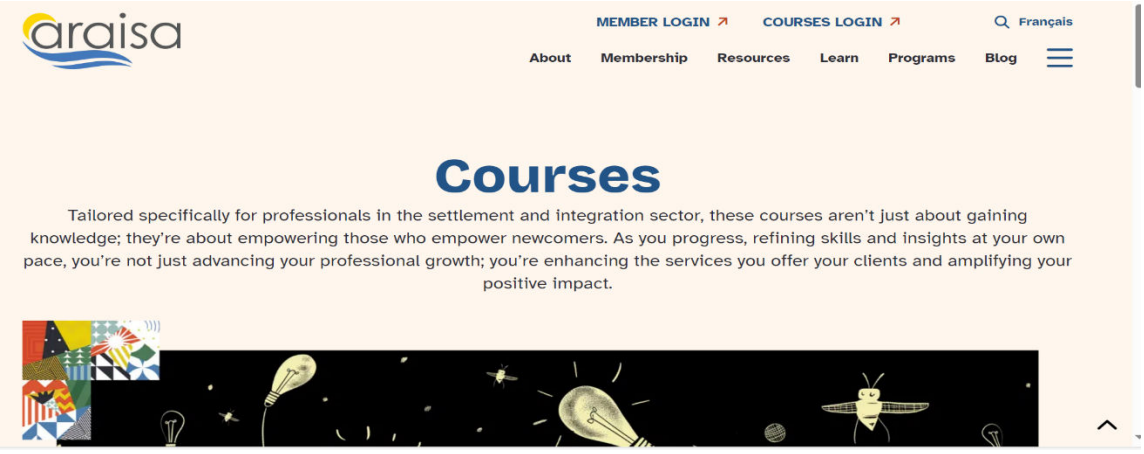
4. Your account should now be active, upon clicking the link in the email. You will then receive a new email to set your password up. Follow the link in the email and set up your new password and select “Save Password”.

5. Your account has now been set up.

6. Please return to the “Building Welcoming Workplaces” homepage linked here and log into your account by selecting “here” on the webpage as shown below.

7. You will then be brought to the overall “Courses” page.



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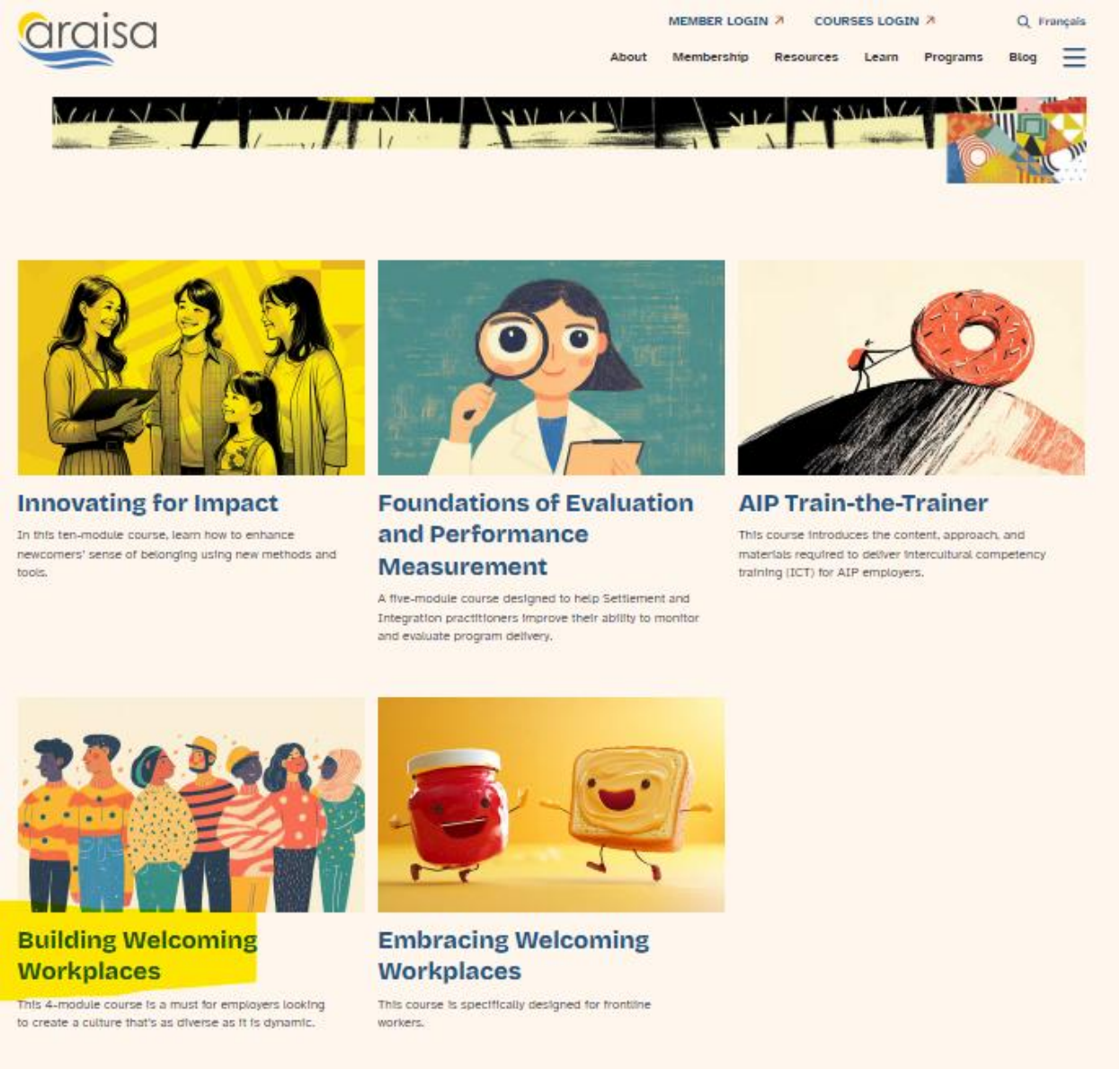
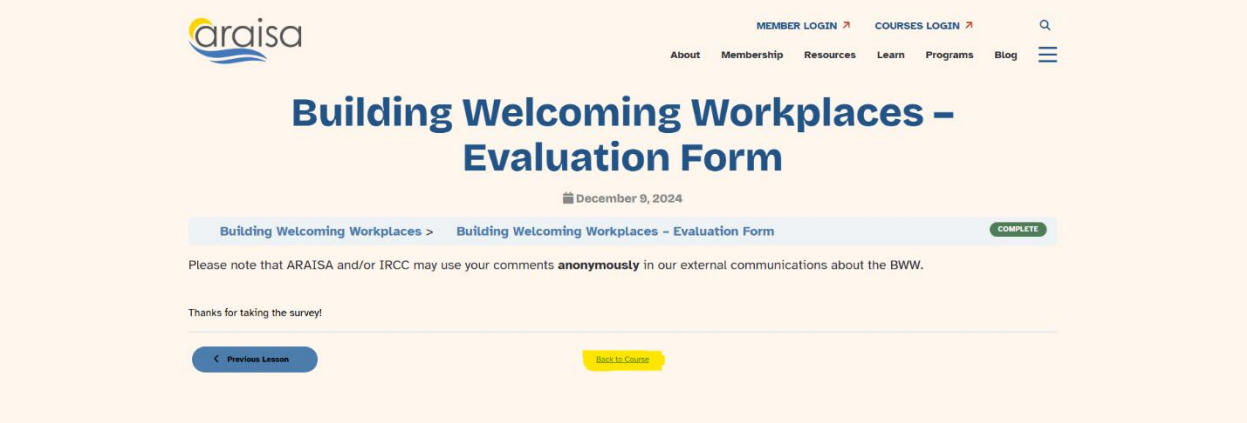
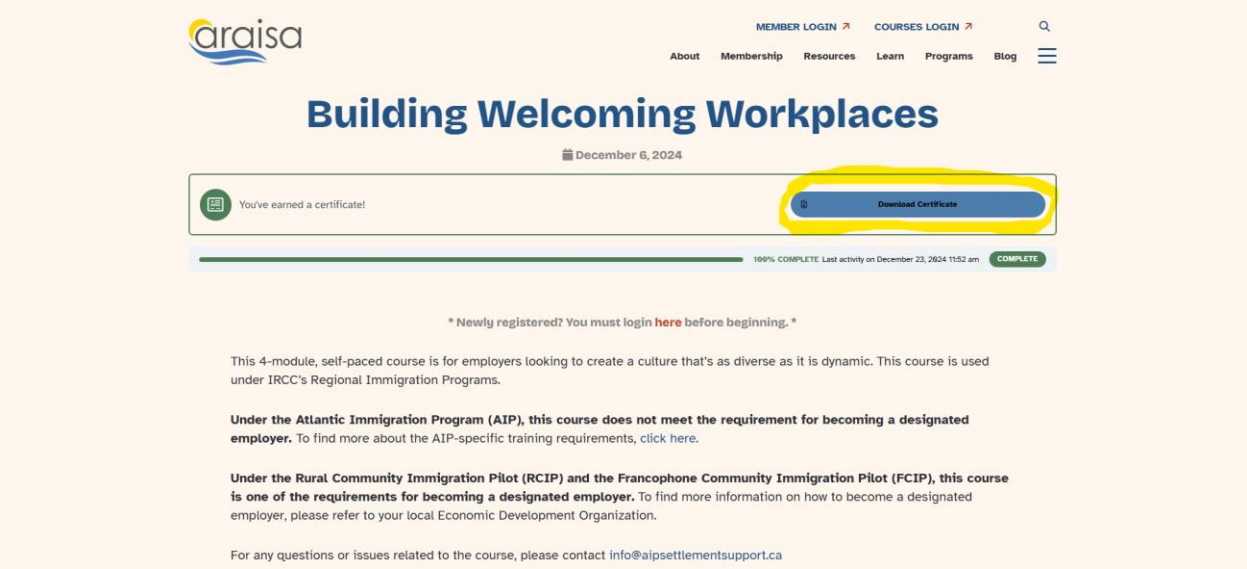
8. Please scroll down to the fourth course titled “Building Welcoming Workplaces” and select on the course and begin your training.



9. Once your training is complete and the evaluation form is submitted, click on “back to course” which will take you back to the main course page where you can click “download certificate





10. For any questions or issues related to the course, please email info@aipsettlementsupport.ca – Please note that our hours of operation are Monday - Friday, 9 am- 5 pm Atlantic Standard Time, kindly allow up to 72 hours for a response.