This Job Aid provides “How To” instructions on how to

- Login into Contractor Learning
- Add a course to your Courses in Progress
- Take a course that has an online self-study

Online Self-Study courses are courses that you can take at your own pace
You must have a Contractor Learning Account created to be able to complete online self-study courses. 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](http://www.syncrude.ca)
   Hover your mouse over Our Company
   Select Contractor Learning

2. Click on the Red Login button
3  Click Login

4  Click on External Members

5  Enter your Email Address
   Enter your Contractor Learning Password
   Click Login
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
Click on **Enroll Now**

- Enrolling in a Course adds the course to your **“Courses in Progress”**.
Complete Online Self-Study

- Courses are made up of steps
- Steps can be online self-study lessons (video, PowerPoint presentation, Word document), Instructor-led classes and exams
- You must complete all steps in a course to finish the course

1. Click on the Step Title
   OR
   The Icon beside the title
   OR
   The Step Number

2. Click on X in the top right corner of your screen to close the video or document
Online Self-Study Course

3. To resume your lesson
   Click on the **Step Title**
   OR
   The **Icon** beside the title
   OR
   The **Step Number**

4. When you have successfully completed the lesson Click the **X** on the top right corner of the screen to close the video/document
Your progress is tracked for each step and the overall completion of each course.

A summary of your Courses in Progress can be viewed on the home page.