



- This Job Aid provides “How To” instructions on how to
 - View a certificate for a course you have completed
 - Download and print the certificate
- Note: you may also present your Wallet Card as proof of verification that you have completed a course
- You must have a Contractor Learning Account created to be able to see your completions. 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





3 Click Login

UKG

First Name

Last Name

Email

Password

Password must be at least 8 characters, maximum 62 characters, and contain at least 1 uppercase and 1 lowercase letter, 1 numeric character or email shouldn't be part of the password and it can't contain more than 3 identical 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

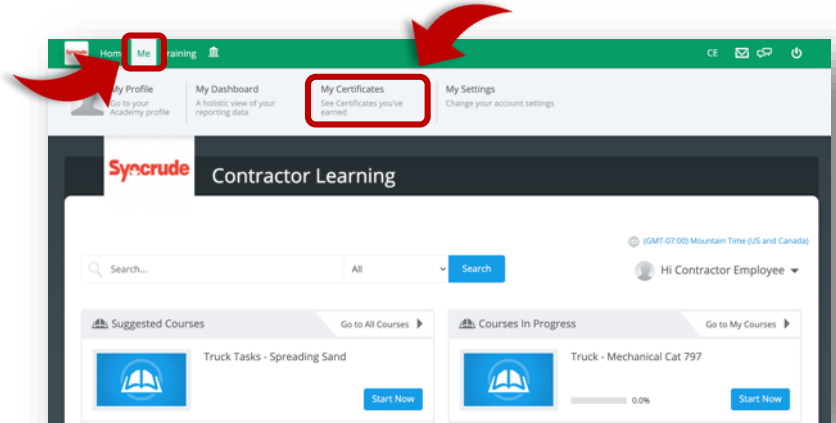
[forgot your password?](#)

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

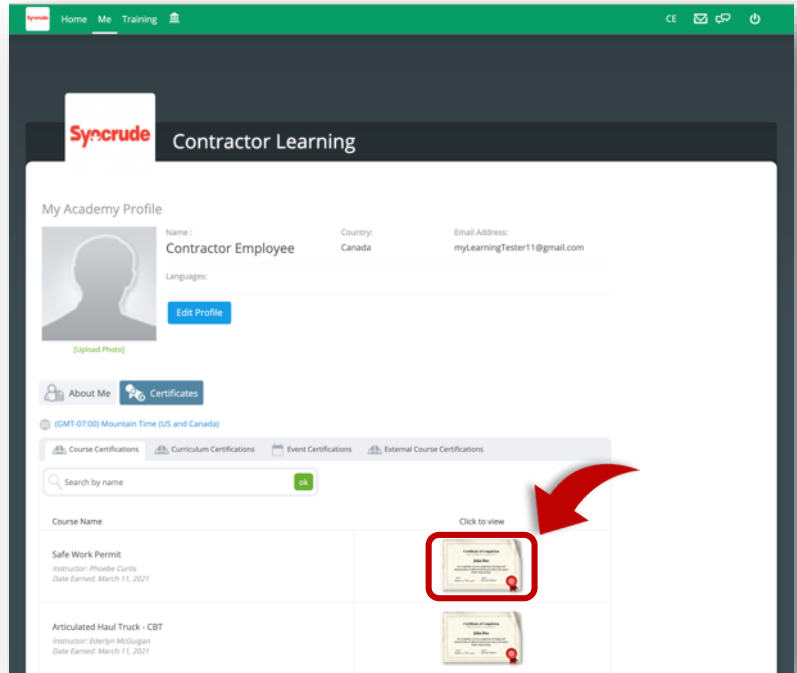


View, Download and Print Course Certificates

- 1 Hover over **Me**
Click on **My Certificates**



- 2 Click on **certificate icon** for the certificate you wish to view



- 3 Click on the **Download Icon**
OR
or the **Printer Icon**

