



Student Quick Start Sheet

(for distribution to students)

The following instructions will help you get started on your *Passport to Safety* course!
If you need assistance, please contact your teacher.

Registration and Course Login

1. Mute the sound on your computer.
2. Go to <https://passporttosafety.parachutecanada.org>
3. In the orange Quick Registration block, click '**Click here to register**'.
4. Enter the Quick Register Code provided to you by your teacher (eg. 99001f23)
5. On the next screen, enter your First Name, Last Name and Email. Review to make sure your information is correct then click the orange **REGISTER** button.

Once your account has been created, a 'Thank you for registering!' screen will appear with your new **Username and Password** (these will be the same). These are needed to login to your course so be sure to write them down!

Record your information here:

Username _____ e.g. 13644-F429

Password _____ e.g. 13644-F429

6. To login to your course, click on **COURSE LOGIN** button.
7. Enter your Username and Password. Set your computer to allow pop-ups from 'http://lms.parachutecanada.org'.
8. On the next screen, click '**Launch**' beside the course title. If the course does not launch, check to **MAKE SURE THAT YOUR BROWSER'S POP-UP BLOCKERS ARE TURNED OFF!**

Taking the Test

1. The course is composed of multiple sections with multiple lessons in each section. After you have read/watched/listened to a lesson, click '**Complete**' to return to the main menu.
2. After you have reviewed each lesson, click '**Start Test**' and answer the questions.
3. When you have completed the questions, click '**Mark Assessment**'. If you did not pass the test, you may review the lesson again and re-do the test. Green checkmarks will appear beside each successfully completed lesson.
4. Complete the test for each section of the course.

To Print Your Certificate of Completion

Once you have successfully completed the course, you may print a Certificate of Completion.

1. Click on **My Certificates** in the Navigation column on the left of your screen.
2. Then click on the course title in the 'Completed Certificates' section.
3. Click on **Show Certificate**.
4. Print your certificate.

