

Students Directions: Passport to Safety

NAME: _____

Passport to Safety PIN #: _____

Passport to Safety password: _____

- 1) Receive a PIN number and temporary password from your teacher.
- 2) Log onto www.passporttosafety.com.
- 3) Click on: **Here to Take the Challenge**
ENTER
- 4) Enter your PIN number and password under:
SIGN-IN to your account, then click on the **arrow**.
- 5) You will be asked to enter a **new password** of your choice. Do so, and record this password so as not to forget it.
- 6) Scroll down the page and answer the 4 questions of the survey by clicking on the answer that applies to you. Then click on **SAVE** at the **bottom right** hand corner.
- 7) You will be asked to complete your profile. Fill in the blanks, and then click on **Update My Profile** at the bottom right corner.
- 8) A new page will come up. Under **My Courses** click on **Passport Test**.

9) Click on **NEXT**, scroll down and read the page, then click on **NEXT**.

10) Click on **Proceed to Section Test** to start the test.

11) Start answering questions by clicking on the correct answer. Once you have completed all the questions, click on **Mark Test**.

- It will then tell you how many questions you answered correctly. If you answered any incorrectly, scroll down the page and read the information provided. The click on **Try Again** at the bottom right corner and keep working through the questions.
- There are 6 sections of questions to complete. If you do not have time to complete the test, follow procedures for logging off (click on **Logout** in left hand side tool bar), then return to the test at the next available time.

When you Finish the Test

- Once you have completed the test, you can print off your certificate and your own personal safety transcript. You can add any past safety training or courses you have taken to your transcript (e.g. CPR, babysitting course, boater safety, First Aid etc.).
- Don't forget to place your transcript and certificate with your resume or portfolio.
- Put your PIN number and password in a safe place, as you are now a lifetime member of Passport to Safety. You can access your transcript to add additional safety training at any time (click on **View Full Transcript** then **Add Transcript Item**).
- Feel free to explore the Passport to Safety web site as there are lots of great links and information.

Congratulations!

You have successfully completed Passport to Safety

along with many other Canadians your age.

**BE PROUD,
WORK HARD,
BUT BE SAFE!**