



The ELECTRICAL CONTRACTORS' Association of Ottawa

E-Learning Course Registration

Step 1: Contact the ECA Ottawa office to receive your PIN number

Step 2: Go to the E-Learning portal <https://elearning.buildforce.ca>.

Click the tab – 'Click to Register or Enroll'

Step 3: Enter the PIN and click 'Check Pin'. Verify the course is correct then click 'Continue'

Step 4: Complete the registration form. Confirm 'Terms of Use' and click 'I am not a robot'

Step 5: Complete the verification, click 'Verify' and then 'Continue'

Step 6: Click 'Enter'

Step 7: Under Your Progress on the right, click 'Enter'

Step 8: Watch the short video on 'How to Save your Work'.

Step 9: Click Launch

To Exit:

Step 1: To exit the course click the X in the top right corner.

Step 2: Always remember to logout.

To Log Back In at Any Time

Step 1: Go to the E-Learning portal <https://elearning.buildforce.ca>.

Step 2: Click 'Login' and enter your username and password

Step 3: Click 'Enter'

Step 4: Click 'Launch'

In Partnership With....

