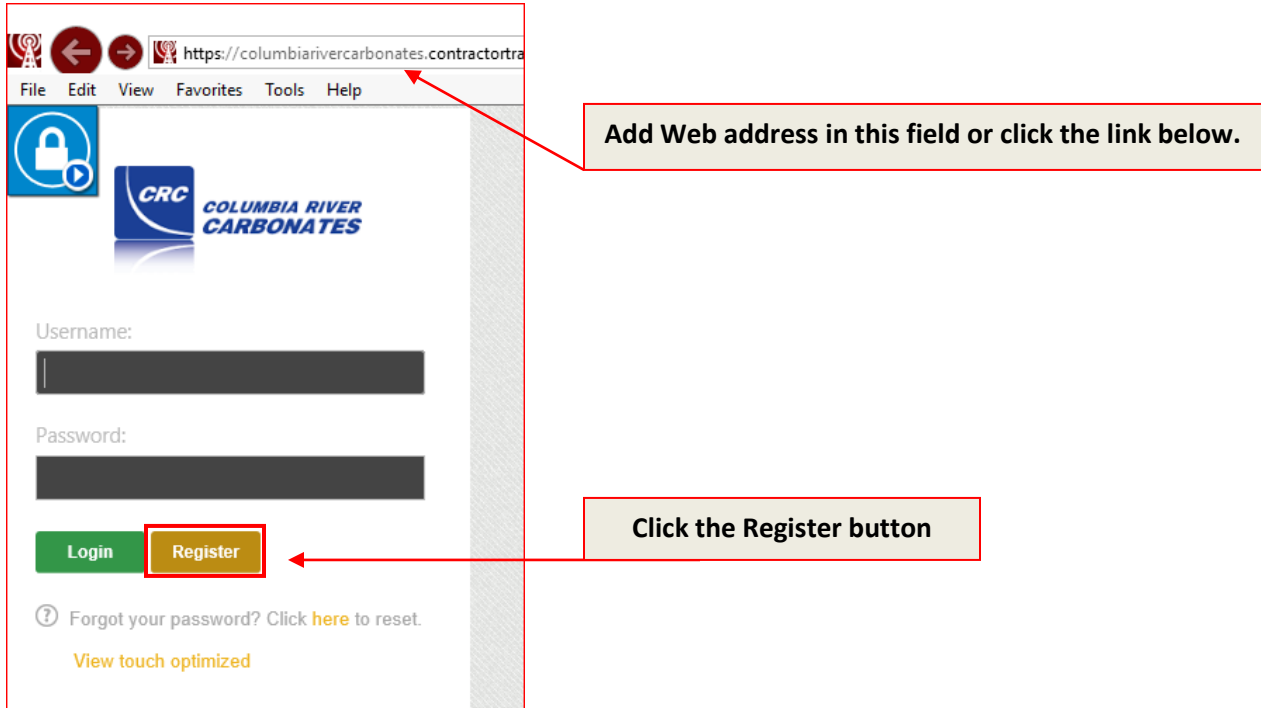


Announcing Our New Convergence Learning Management System Online Contractor Orientation Program

CRC is pleased to announce that we are now using an online program to conduct our site orientation procedures for contractors and sub-contractors.



To complete the training, you will need:

- Access to a **computer** that's connected to the Internet
- Internet Explorer or Google Chrome installed on the computer



https://columbiarivercarbonates.contractortra

File Edit View Favorites Tools Help

Username:

Password:

Forgot your password? Click [here](#) to reset.

[View touch optimized](#)

Add Web address in this field or click the link below.

Click the Register button

Self-Registration

Step 1: Open a Web Browser and Launch the LMS

1. Launch Internet Explorer or Google Chrome
2. Enter this web address in the web address field: or click the link.
<https://columbiarivercarbonates.contractortrainingonline.com/CRC>
3. The Contractor LMS Landing Page will appear as shown above
4. Click the **Register** button

Step 2: Search and Select Your Company

1. Type in all or part of your employer's company name in the search field
2. Click the **Go** button
3. Check the checkbox to the left of your company name
Note: *If your company is not listed, select the checkbox to the left of "Other"*
4. Click the **Next** button at the bottom of the screen

Step 3: Enter Your Information

Note: **Red Fields** = Required Entry Fields - **Black Fields** = Optional Entry Fields

1. Enter your first name
2. Enter your last name
3. Enter a valid email address – **this will become your user name**
Notes: (1) No email? Enter [firstname.lastname@no.email](#). (2) Please make a note of your username (email address). When a non-valid email address is entered, we are unable to send a notification with a link to the Learning Management System that includes your username.
4. Create and confirm your password.
Note: (1) The password must be at least 4 digits and is not case-sensitive. (2) Please make a note of your password for future use.
5. Click the **Next** button

Step 4: Select the facilities you will be working at:

1. Select the **Woodland Facility** from the list of available facilities
2. Click the **Next** button

Step 5: What orientations do you need to take?

1. Select the **Contractor Orientation** from the list of available orientations to start.
2. Click the **Next** button

Step 6: Summary

1. Review the information on the screen and click the **Back** button to make changes
2. Click the **Complete Registration** button to complete the registration process
3. If a valid email address was provided, an email confirmation will be sent with the web address for the Learning Management System and username (email address) you provided.
Note: Store this in a place where you can access it along with making a note of the password you created if you need to login at a future date.

Step 7: Launch Training

1. You are now logged in to the LMS
2. Click the **Launch** button to the left to start Contractor Orientation.
3. When training is completed, the completion status will change to “Complete”
4. You must complete the **Contractor Orientation & Contractor Orientation Quiz** to receive credit.

Your Training is Completed – What next?

Print a Completion Certificate

1. Click the **Printer Icon** that appears on the right side of the screen in the Actions column
2. Bring this certificate with you as proof of completed training and present it to CRC’s Receptionist before you begin work at CRC.

Log Out

1. Click the **Log Out** button in the upper right corner of the screen when training is complete or to stop training.
2. Save the web address to your web browser favorites so you can easily access the LMS when you need to take more training.
3. Make a note of your username and password so that you can log back in the system if you need to complete more training or you need to access the training you have already completed.

More Information

CRC’s online contractor training is valid for one year (365 days) after the date on which it is completed. Before your completed training expires, the system will send an email notifying you that your training will soon expire and you must repeat it again.

Please contact CRC’s Safety Department at 360-225-6505 if you have questions about this new system. We are confident you will enjoy taking your orientation through this online system.