



Protocols for Training Online

1. Participants must be registered into the TMS by Management at their company. **Confirm that their registered e-mail is one they use and check.**
2. Once registered, participants will receive an e-mail to the account that they used when they were set up on the TMS.
3. Participants must respond to the e-mail to confirm their enrolment into the training.
4. A week prior to the training, SASM will send out all manuals and training materials needed for the training, to the e-mail that participants are registered with. **It is critical that all manuals be printed and available for the start of training.**
5. A week prior to the training, SASM will send out the Zoom Meeting invitation to everyone who has been enrolled into the training. On the day of the training, simply click on the link to join.
6. Companies enrolling people must supply them with a copy of the Saskatchewan Employment Act & Occupational Health and Safety Regulations.
7. **All participants must use a computer or electronic device that is equipped with a camera and microphone.** Any device with an internet connection can be used.
8. Once training has been completed, a word version of the exam will be sent out. Participants can fill in their answers, then save it to the desktop, and e-mail back the completed test.
9. Once the training course is finalized, the participants can access their certificates at the SASM website by signing in at <https://www.sasm.ca/>