

Alternative Safe Pass Renewal Guide

How to Register & Log Into Your SOLAS Account



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Overview

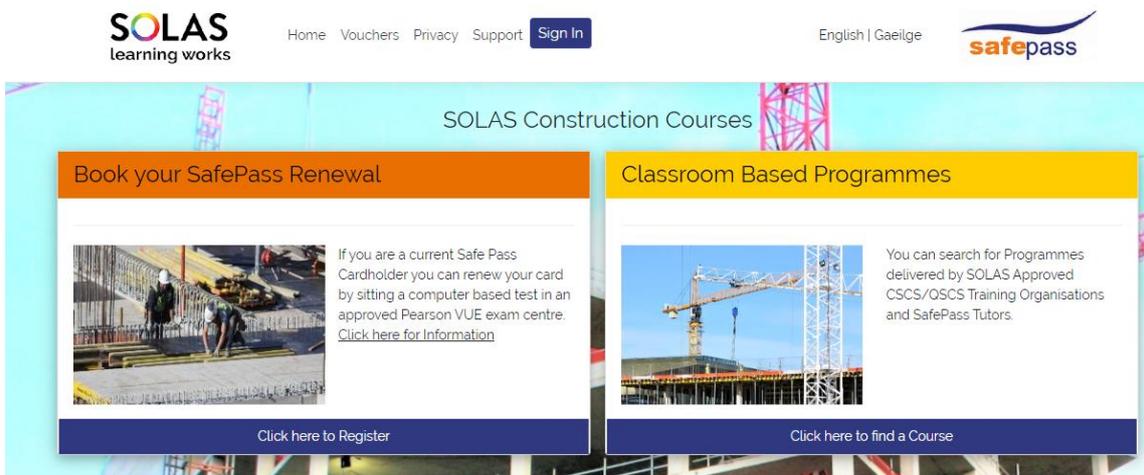
The new Safepass renewal test is designed to allow those who have previously completed the classroom-based programme, to renew their Safepass card by completing a computer-based test in an approved Pearson VUE test centre.

To book the test you must first register for a SOLAS Online Account.

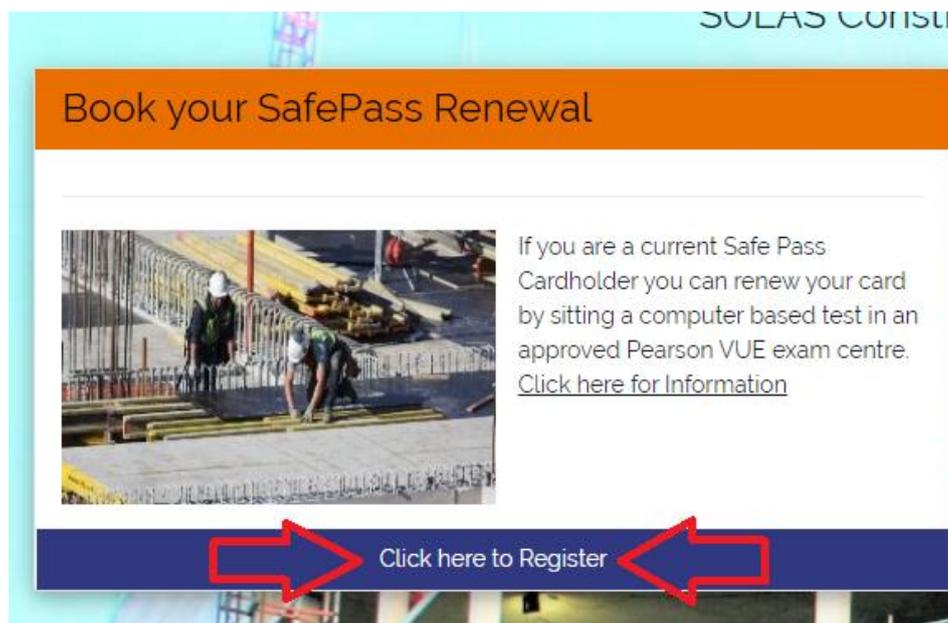
How to Register for your SOLAS Account

To register for your account please go to www.constructioncourses.ie

You will see the below screen.



In the left-hand box you will see a link “Click here to Register” click this link to proceed to the next step.



Alternative SafePass Renewal

Please read the information provided on this page and then proceed to click the link "Click here to Register" as highlighted below.

[I want to do a Safe Pass course for the first time](#)

[I want to renew my Safe Pass Card](#)

You can now renew your Safe Pass Card by completing a computer based test in an approved Pearson VUE Test Centre.

The test is 45 minutes long. There are 50 multiple choice questions in total and you must answer 45 questions correctly to pass the test. You will receive a printout of your results on the day.

To get started you must register for a SOLAS online account. Your information will be verified against the SOLAS National Construction Schemes Database. Once your information has been verified you will be asked to create a password. [Click here to Register](#).

Once you have created your account you can log in at any time. You will have access to various revision material, your test booking information and when you have completed your test you will be able to access your results on an ongoing basis.

As this is self directed learning you are strongly advised to study the revision material before attempting the test. You will also have the full book of 500 questions and answers to study. This material is in the **Revision Material** tab in your SOLAS online account.

To book your assessment, log into your account and follow the onscreen instructions. You will be re-directed to the Pearson VUE booking page where you will be able to:

- select a test centre that is convenient for you
- book your test at a time that suits you
- make an online payment for the test and registration card using either a credit card or a voucher from your employer.

When you arrive at the test centre they will verify your identity and take you through some security procedures. You will need to bring a valid: Passport, Drivers Licence or Public Services Card.

Your photo will be taken at the test centre and this is the photo that will be used on your new Safepass card. You will need to provide your current address and this is where your card will be posted. You will only receive a card if you pass the test. You can re-sit the test at a reduced cost if you do not pass it on your first attempt.

You can choose to renew your card by attending the classroom based programme with a SOLAS approved Safe Pass Tutor. Search for a classroom based programme [here](#).

Employers wishing to purchase vouchers for their employees can do so through the Pearson VUE voucher store. [Click here](#) to purchase vouchers. You will receive the voucher(s) via email directly from Pearson VUE. You can then email the voucher(s) to your employee(s) and they can use the voucher(s) to pay when booking their assessment.

Enter your details as requested, this will check the National Construction Schemes Database to make sure you are eligible. **(You must have completed a minimum of one Safe Pass Tutor Led Programme to be eligible)**. Make sure to tick the "I'm not a robot" box and then click "check".

The image shows a screenshot of the 'SafePass Renewal' web form. The title is 'SafePass Renewal' and the instruction is 'Enter details below to check your eligibility'. The form includes the following fields: 'PPS' (Required), 'Date of Birth' (format dd/mm/yyyy), and 'Surname/Family Name' (Required). There is a 'Check' button with a red arrow pointing to it from the right. Below the 'Check' button is a checkbox labeled 'I'm not a robot' with a red arrow pointing to it from below. A reCAPTCHA logo is visible to the right of the checkbox. The 'safepass' logo is also present in the top right of the form area.

A "Privacy Notice" pop-up will appear. Please ensure you scroll to the bottom of this notice using the cursor on the side to continue to the next step. When you get to the bottom the "Accept" button will turn green and you can click it.

Privacy Notice

The following are your rights to address any concerns or queries regarding the processing of your Personal Data. You can exercise any of these rights by submitting a request to the Data Protection Officer, SOLAS, Block 1, Castleforbes House, Dublin 1. We will provide you with information on any action taken upon your request in relation to any of these rights without undue delay and at the latest within one month of receiving your request. We may extend this by up to 2 months if necessary, however we will inform you if this arises. You have the right to lodge a complaint with the Data Protection Commission with regards to our processing of your Personal Data.



Please read to the bottom of the Privacy Statement to continue

Accept Go Back

Privacy Notice

CHANGES TO THIS NOTICE

We may amend this Notice from time to time, in whole or part, at our sole discretion. Any changes to this Notice will be posted on the SOLAS website - www.solas.ie If at any time we decide to use your Personal Data in a manner significantly different from that stated in this Notice, or otherwise disclosed to you at the time it was collected, we will notify you and you will have a choice as to whether or not we use your information in the new manner.



Please read to the bottom of the Privacy Statement to continue

Accept Go Back

Alternative SafePass Renewal

If you are eligible, you will be shown a summary of your details.

At this point if you require special accommodations, you can indicate this by ticking the relevant box.

At the bottom enter your email* address and click "Register".

*** This email must be a valid active email account as this will be your username when logging into your SOLAS online account. An email address cannot be used more than once when registering for an account.**

SafePass Renewal

Your SafePass card details have been located

Please complete the details below to setup your account.

Once you have verified the details by e-mail you can login to schedule your renewal test at an approved Pearson VUE exam centre

OR

if you require special accommodations [click here for more information](#)

Date of Birth

01/01/1900

PPS

123456AA

Surname/Family Name

BLOGGS

First Name

JOE

Accommodations 

Tick here if you will require assistance eg. extra time or reader/recorder.

Email Address

abcdefg@gmail.com

Confirm Email Address

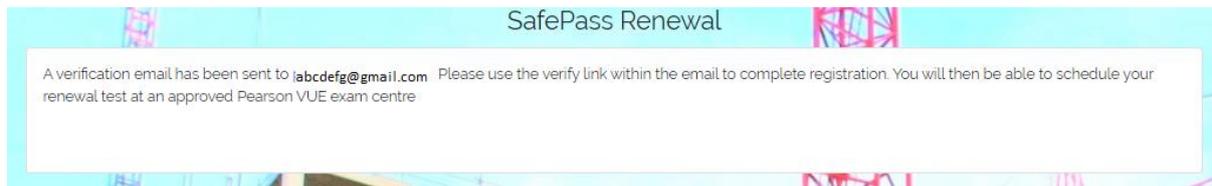
abcdefg@gmail.com

Please note your email address will be your username
You must supply a valid active email account to complete verification

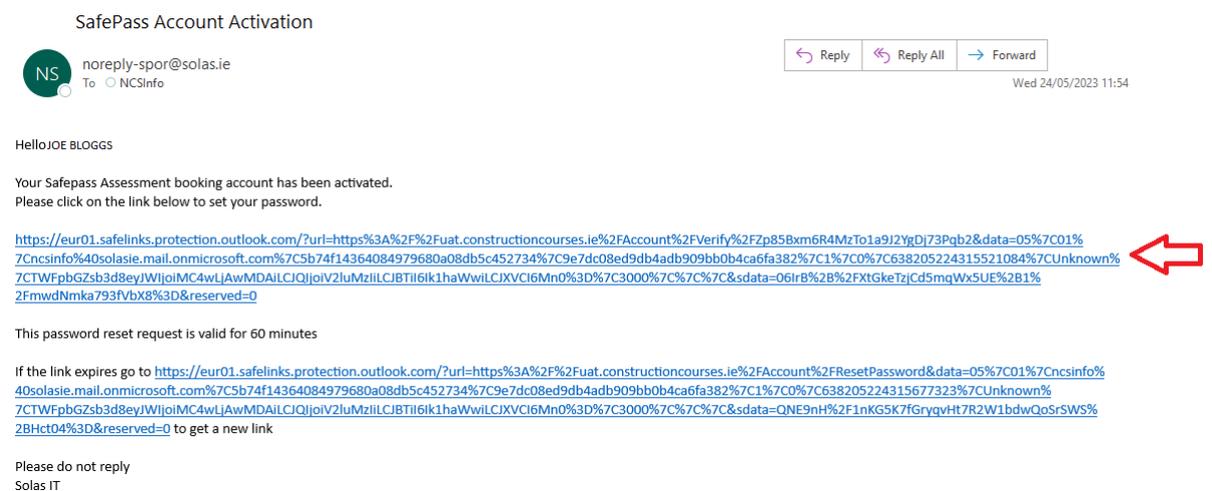
Register 

Alternative SafePass Renewal

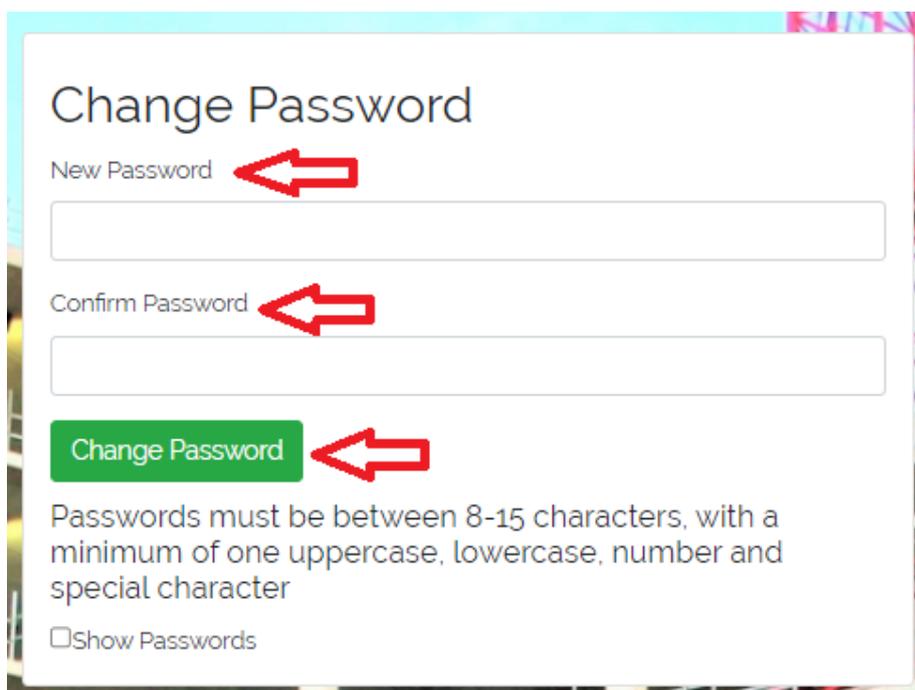
A message will pop up on the screen telling you that a verification email has been sent. ***This email is valid for 60 minutes.***



Open the verification email and click on the first link in this email.



You will now be brought to a "Change Password" screen. Enter your password twice as indicated and then click "Change Password". Your password has now been created.



Alternative SafePass Renewal

If you do not create your password within the 60 minutes you will need to request a new email with an updated link. To do this click the second link in the initial email that you received.

SafePass Account Activation

 noreply-spor@solas.ie
To:  NCSInfo

Wed 24/05/2023 11:54

← Reply ← Reply All → Forward

Hello JOE BLOGGS

Your Safepass Assessment booking account has been activated.
Please click on the link below to set your password.

<https://eur01.safelinks.protection.outlook.com/?url=https%3A%2Fuat.constructioncourses.ie%2FAccount%2FVerify%2Fz85Bxm6R4MzTo1a9J2YpDi73Pab2&data=05%7C01%7Cncsinfo%40solasie.mail.onmicrosoft.com%7C5b74f14364084979680a08db5c452734%7C9e7dc08ed9db4adb909bb0b4ca6fa382%7C1%7C0%7C638205224315521084%7CUnknown%7CTWFpbGZsb3d8eyJWljiMC4wLjAwMDA1LCJoiV2luMzliLjB1Ii61k1haWwILCjVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=061rB%2B%2FxtGkeTzjCd5mqWx5UE%2B1%2FmwdNmka793fvbX8%3D&reserved=0>

This password reset request is valid for 60 minutes

If the link expires go to <https://eur01.safelinks.protection.outlook.com/?url=https%3A%2Fuat.constructioncourses.ie%2FAccount%2FResetPassword&data=05%7C01%7Cncsinfo%40solasie.mail.onmicrosoft.com%7C5b74f14364084979680a08db5c452734%7C9e7dc08ed9db4adb909bb0b4ca6fa382%7C1%7C0%7C638205224315677323%7CUnknown%7CTWFpbGZsb3d8eyJWljiMC4wLjAwMDA1LCJoiV2luMzliLjB1Ii61k1haWwILCjVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=QNE9nH%2F1nKG5K7fGryqvHt7R2W1bdwQoSrSWS%2BHtt04%3D&reserved=0> to get a new link

Please do not reply
Solas IT



You will now be brought to a “reset password” screen. Enter your email address as requested and a new email with a new link will be sent to you.

Reset Password

Email Address

I'm not a robot


reCAPTCHA
Privacy - Terms

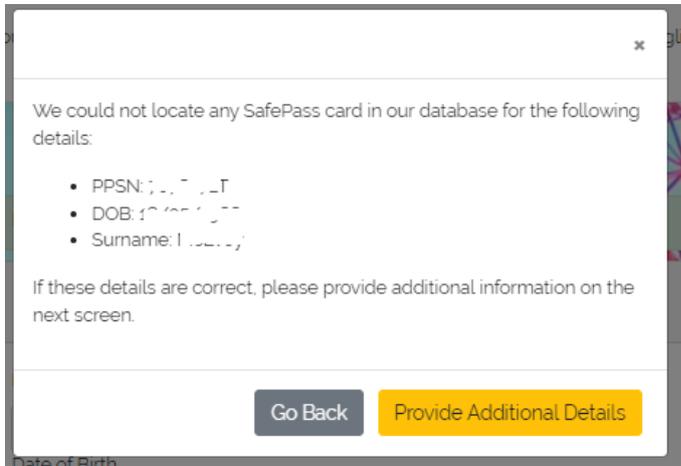
Submit

Once you have created your password you will see a pop-up on the screen confirming your password has been changed. If you wish to log into your account at this point you can do so by clicking on the “sign in” link.

Your password has been changed. Please [Sign in](#) to the system using your new password.

What to do if your Details aren't Located

If when you register, our system cannot locate your previous SafePass Record you will get a pop-up notification with a summary of the details you just entered.



If you realise you have entered your information incorrectly, click the "Go Back" button and re-enter your details.



If the details you entered are correct, click the "Provide Additional Details" button.



Alternative SafePass Renewal

You will now be brought to an additional screen where you will need to provide further details. Any field marked with an * are mandatory (photo and email address). Enter details as required and click "save details" at the bottom.

SafePass Renewal

Additional Information

Please complete as many of the fields below as possible to help our staff locate your SafePass card record. All fields marked with a * are mandatory and must be completed before the form can be submitted.

Photo ID

An image of your Driver's License, Passport or Public Services Card which clearly shows your PPSN, Name and Photo.

Upload Image: *

Personal Details

First Name Family Name *

Date of Birth * PPS *

SafePass Card Number (Optional)

Email address

You will receive an email to register and schedule an exam once your details have been verified. This process is normally completed within **2 working days**.

Email Address: *

A pop-up will now appear on your screen to notify you that your details have been sent for manual validation.

SOLAS Construction Courses

Your details have been sent for manual validation.
These requests can take up to 5 working days to process depending on volume.
You will receive an email from the team once your request has been processed.

How to Log into your SOLAS Account

To log into your SOLAS online account, click on the below link.

[Home Page - My SafePass \(constructioncourses.ie\)](https://www.constructioncourses.ie)

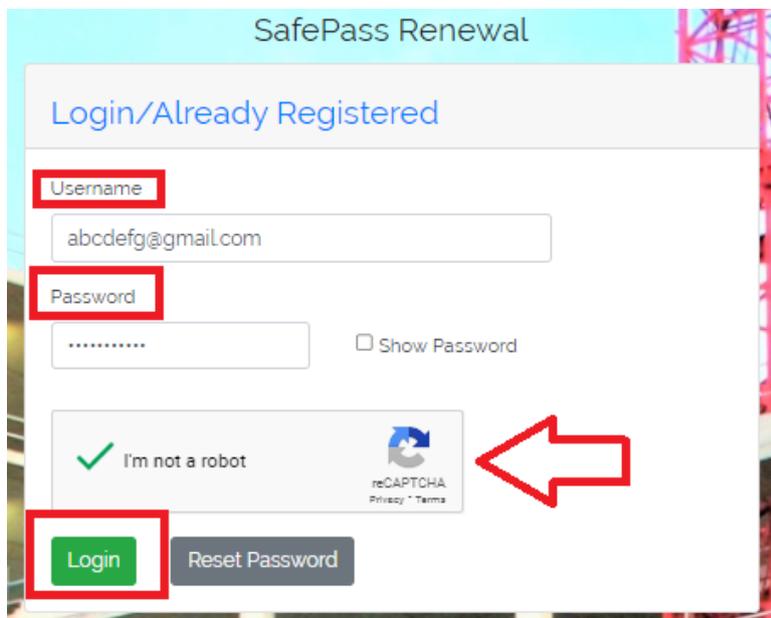
At the top of this page you will see different tabs please click on the "Sign In" tab.



Enter your username* and password** as indicated and tick the "I'm not a robot" box.

***Your username is the email address you registered with when you were creating your account.**

**** Your password is the password you set when prompted by the verification email you received.**

A screenshot of the 'SafePass Renewal' login form. The form is titled 'Login/Already Registered'. It contains a 'Username' field with the email 'abcdefg@gmail.com', a 'Password' field with masked characters and a 'Show Password' checkbox, and a reCAPTCHA 'I'm not a robot' checkbox. The 'Login' button is highlighted with a red box, and the reCAPTCHA checkbox is highlighted with a red arrow pointing to it. A 'Reset Password' button is also visible.

How to Reset your Password

If you have forgotten your password or are having difficulty logging in you can reset your password.

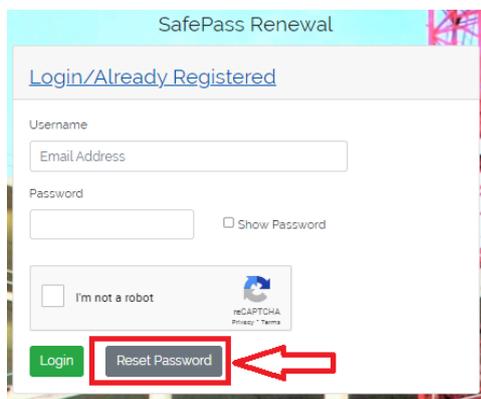
To reset your password, click on the below link.

[Home Page - My SafePass \(constructioncourses.ie\)](https://www.constructioncourses.ie)

At the top of this page, you will see different tabs please click on the "Sign In" tab.



You will see the below screen. Click the "Reset Password" button.



You will now be asked to enter the email address you registered with. Tick the "I'm not a robot" box and click "Submit".

Reset Password



You will now be notified that an email was sent if a matching account was found.

