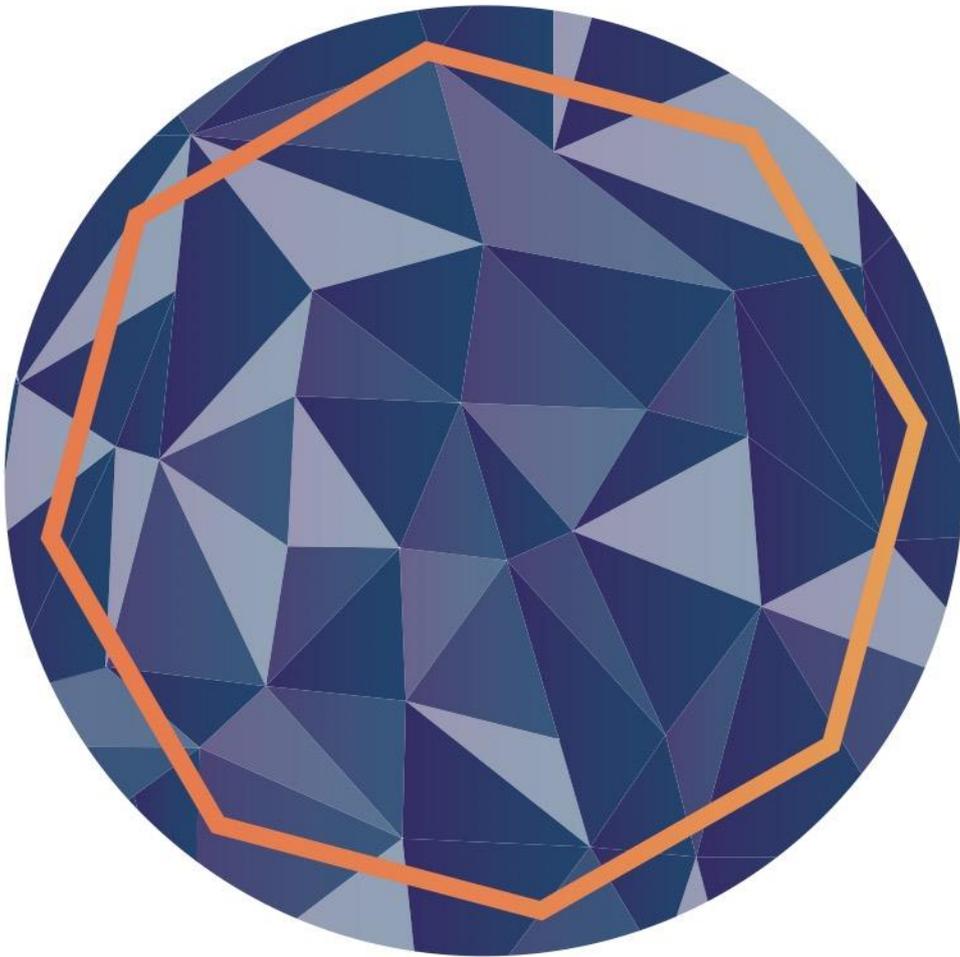


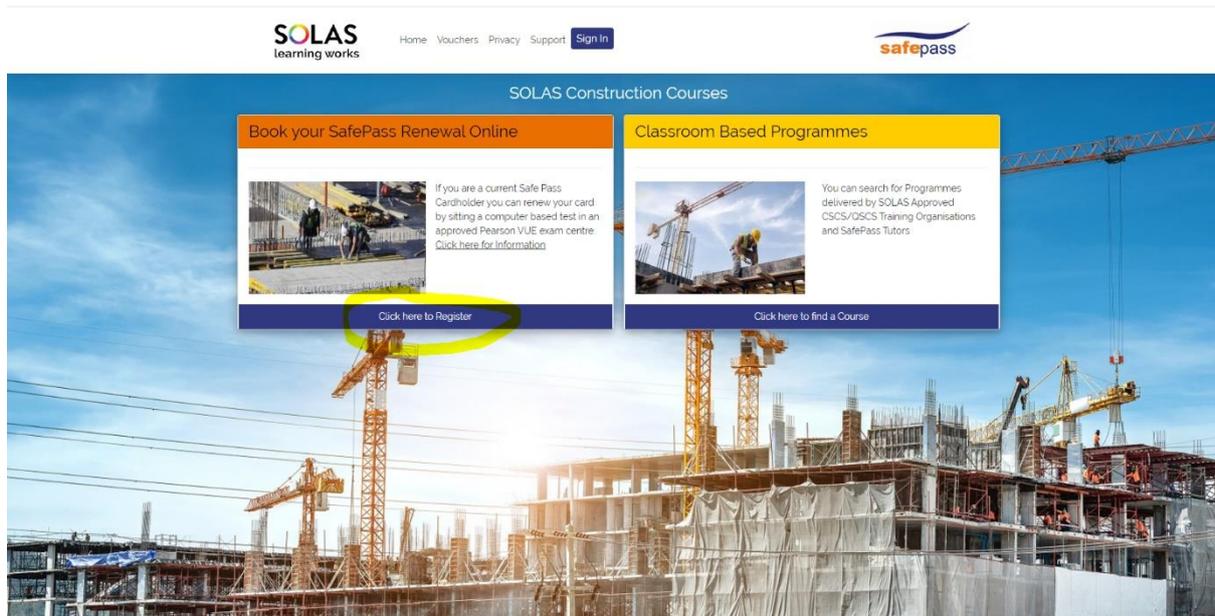
Safe Pass Renewal

**Registering for your online SOLAS
account**

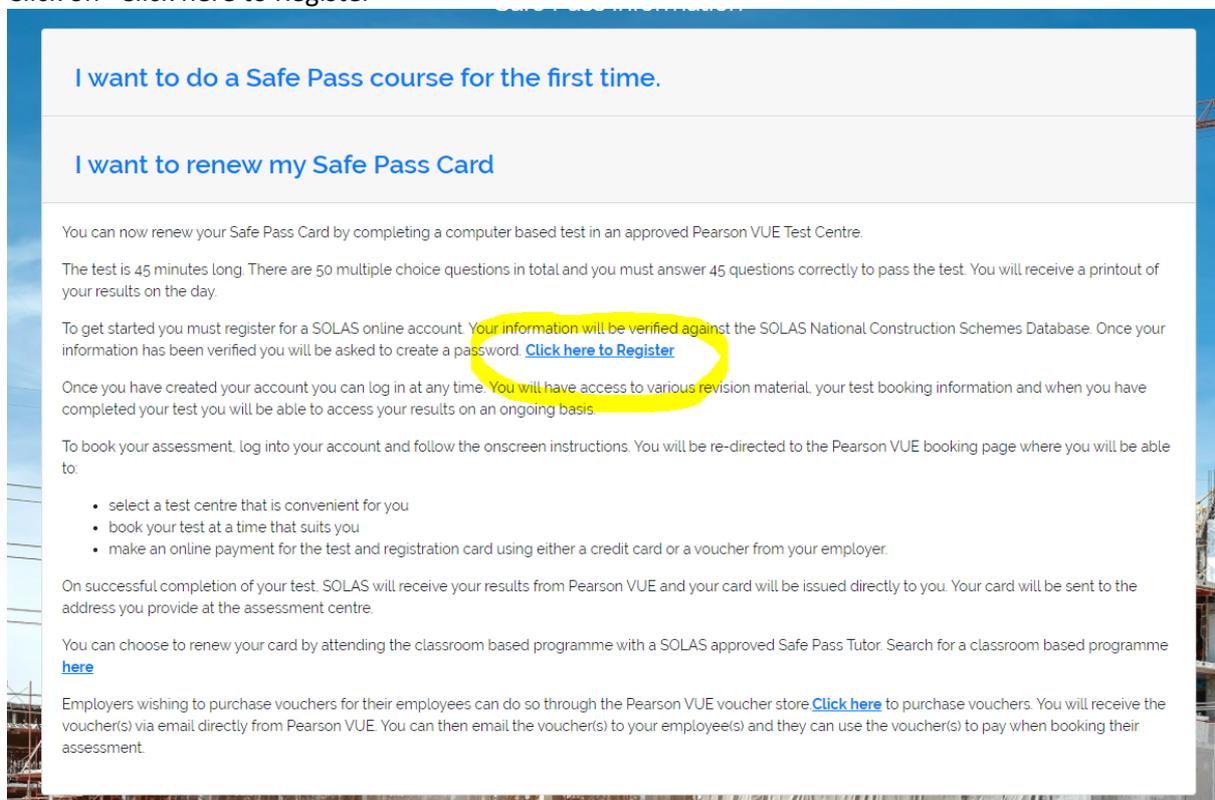


When the system goes live in January 2023, candidates will be able to register by going to www.constructioncourses.ie

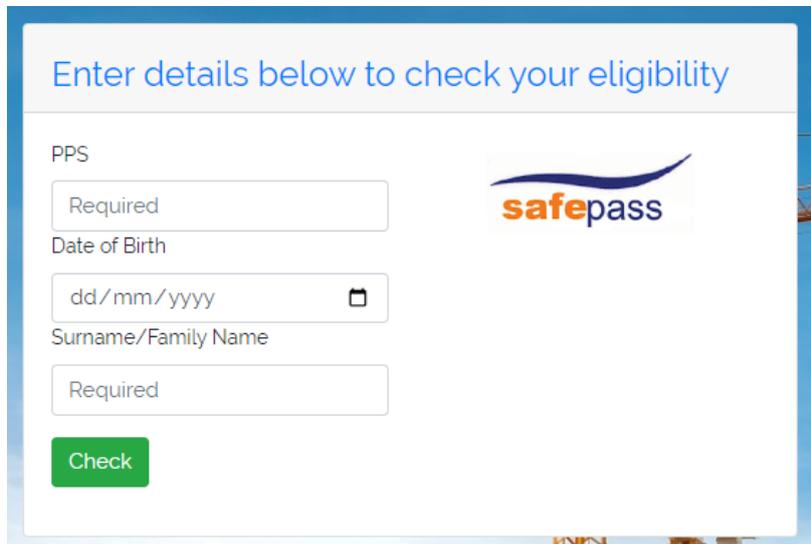
You will see this screen. Click on “Click here to Register”



You will be brought into a page of information about the Safe Pass Renewal Process
Click on “Click here to Register”

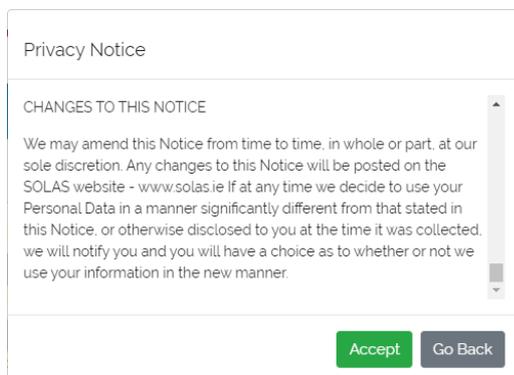


You will see a screen where you need to enter your PPSN, Date of Birth and Surname. This will check the National Construction Schemes Database to make sure you are eligible. **(You must have completed a minimum of one Safe Pass Tutor Led Programme to be eligible)**



The screenshot shows a web form titled "Enter details below to check your eligibility". On the right side of the form is the "safepass" logo. The form contains three input fields: "PPS" with a "Required" placeholder, "Date of Birth" with a "dd/mm/yyyy" placeholder and a calendar icon, and "Surname/Family Name" with a "Required" placeholder. A green "Check" button is located at the bottom left of the form.

Enter your details and click Check. The Privacy Notice will pop up when you click on "Check". You need to scroll down to read the notice. The Accept button will change to green when you reach the bottom of the notice.



The screenshot shows a "Privacy Notice" dialog box. It has a title bar "Privacy Notice" and a scrollable text area. The text area is titled "CHANGES TO THIS NOTICE" and contains the following text: "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." At the bottom of the dialog box are two buttons: a green "Accept" button and a grey "Go Back" button.

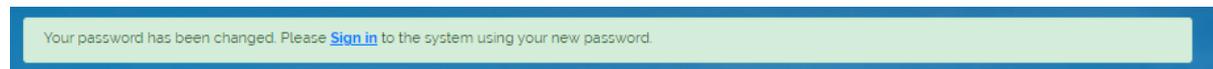
You can continue if you accept the privacy notice.

If you are eligible you will be asked to enter your email address. This email must be a valid active email account as this will become your username when logging into your SOLAS online account in the future.

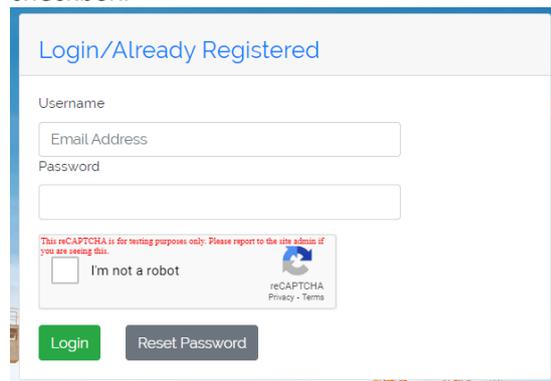
Passwords must be between 8-15 characters, with a minimum of one uppercase, lowercase, number and special character.

When you have created your password click on “Change Password”. This is the password that you will use to log into your SOLAS Online Account.

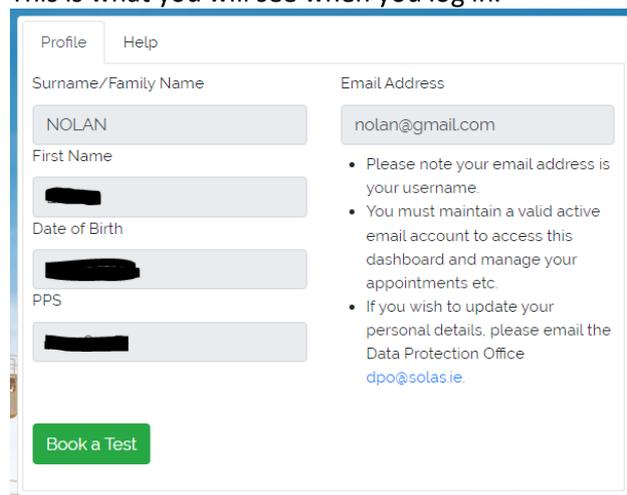
You will get a message asking you to Sign In



To log into your account enter your email address and password and click on the “I’m not a robot” checkbox.

A screenshot of a web form titled "Login/Already Registered". It contains two input fields: "Email Address" and "Password". Below the fields is a reCAPTCHA section with the text "This reCAPTCHA is for testing purposes only. Please report to the site admin if you are seeing this." and a checkbox labeled "I'm not a robot". There are also links for "reCAPTCHA Privacy - Terms". At the bottom are two buttons: "Login" (green) and "Reset Password" (grey).

This is what you will see when you log in.

A screenshot of a user profile page. At the top are tabs for "Profile" and "Help". The profile information is displayed in a table-like format:

Surname/Family Name	NOLAN	Email Address	nolan@gmail.com
First Name	[REDACTED]		
Date of Birth	[REDACTED]		
PPS	[REDACTED]		

To the right of the profile information is a list of instructions:

- Please note your email address is your username.
- You must maintain a valid active email account to access this dashboard and manage your appointments etc.
- If you wish to update your personal details, please email the Data Protection Office dpo@solas.ie.

At the bottom left is a green button labeled "Book a Test".

From here you will be able to book your Safe Pass Renewal Test