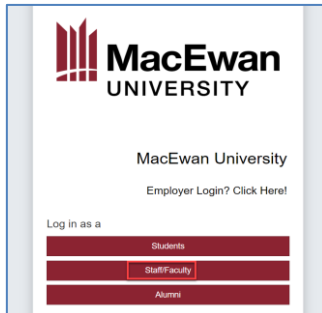


Quick Start Guide: How to register for the Fire Extinguisher Hands-On Session

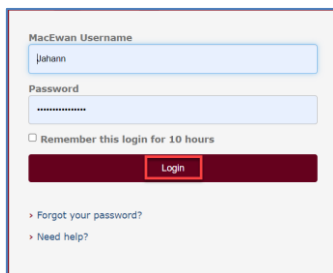
Instructions

1. Go to the [MacEwan Life](#).
2. To Log in, select Staff/Faculty or Student.



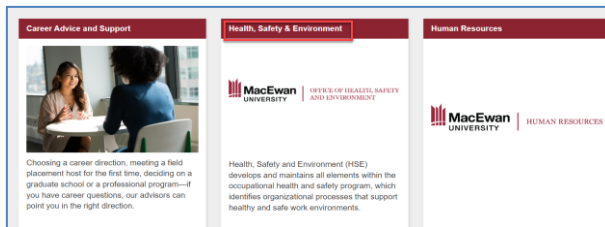
The image shows the MacEwan University login page. At the top is the MacEwan University logo. Below it, the text "MacEwan University" is displayed, followed by a link "Employer Login? Click Here!". Underneath is the prompt "Log in as a" followed by three buttons: "Students", "Staff/Faculty", and "Alumni". The "Staff/Faculty" button is highlighted with a red border.

3. Log in using your MacEwan Username and password.



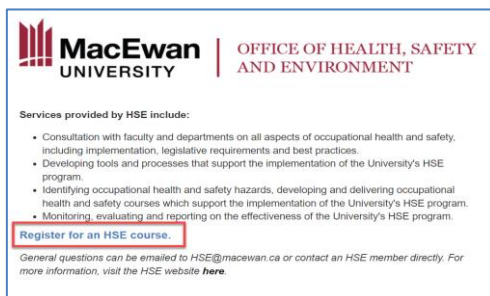
The image shows the MacEwan University login form. It has two input fields: "MacEwan Username" with the text "jahann" and "Password" with masked characters. Below these is a checkbox labeled "Remember this login for 10 hours". A red "Login" button is positioned below the checkbox. At the bottom, there are two links: "> Forgot your password?" and "> Need help?".

4. In the **Home** screen, select **Health, Safety and Environment**.



The image shows the MacEwan University Home screen with three main sections: "Career Advice and Support", "Health, Safety & Environment", and "Human Resources". The "Health, Safety & Environment" section is highlighted with a red border. It contains the MacEwan University logo and the text "OFFICE OF HEALTH, SAFETY AND ENVIRONMENT". Below this, it states "Health, Safety and Environment (HSE) develops and maintains all elements within the occupational health and safety program, which identifies organizational processes that support healthy and safe work environments."

5. Select **Register for an HSE Course**.

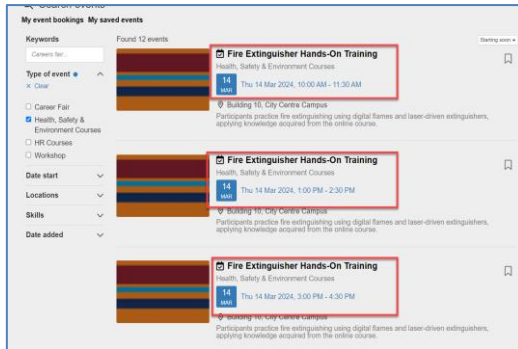


The image shows the MacEwan University page for the Office of Health, Safety and Environment. It features the MacEwan University logo and the text "OFFICE OF HEALTH, SAFETY AND ENVIRONMENT". Below this, it lists "Services provided by HSE include:" followed by four bullet points:

- Consultation with faculty and departments on all aspects of occupational health and safety, including implementation, legislative requirements and best practices.
- Developing tools and processes that support the implementation of the University's HSE program.
- Identifying occupational health and safety hazards, developing and delivering occupational health and safety courses which support the implementation of the University's HSE program.
- Monitoring, evaluating and reporting on the effectiveness of the University's HSE program.

 A red box highlights the link "Register for an HSE course." at the bottom. Below this, it states "General questions can be emailed to HSE@macewan.ca or contact an HSE member directly. For more information, visit the HSE website [here](#)."

- Click on **Fire Extinguisher Hands-on Training** on your desired time and date.



- Select **Book** from the Session tile.



- A booking confirmation email will be sent to your MacEwan email address.



Having issues? Email the Office of Health, Safety and Environment at HSE@MacEwan.ca