

Section 1: How to Create Your Canadian Red Cross Account

Important Notices

- You must create a Canadian Red Cross account to access your online course
- You must email admin@lifepreservers.ca once your account has been created and wait for our response before you can access your online course
- If at any point you have an issue with your account, please email us at admin@lifepreservers.ca with a **screenshot** of your issue for next steps
- Please only create your Canadian Red Cross account **ONCE**; if you have an existing account, follow the steps from Section 2

We highly recommend you use a **private browsing/incognito** window for all steps

1. Go to <https://myrc.redcross.ca/en/>
2. In the top right hand corner, press "SIGN IN"



VALIDATE CERTIFICATE | CONTACT US | SHOP **SIGN IN**



3. Select "First Time User SIGN UP NOW"
Do NOT sign in with a social account as this will result in account errors



First-time user, click **Sign up now**

Returning user, sign-in to your account

Returning user, sign-in to your account

Password [Forgot your password?](#)

Password

Sign in

OR

Sign in with your social account



Microsoft



Google



Facebook



LinkedIn

4. Enter your email address as provided to Life Preservers First Aid and click "SEND VERIFICATION CODE"

Email Address

Enter your email address

Send verification code

New Password

New Password

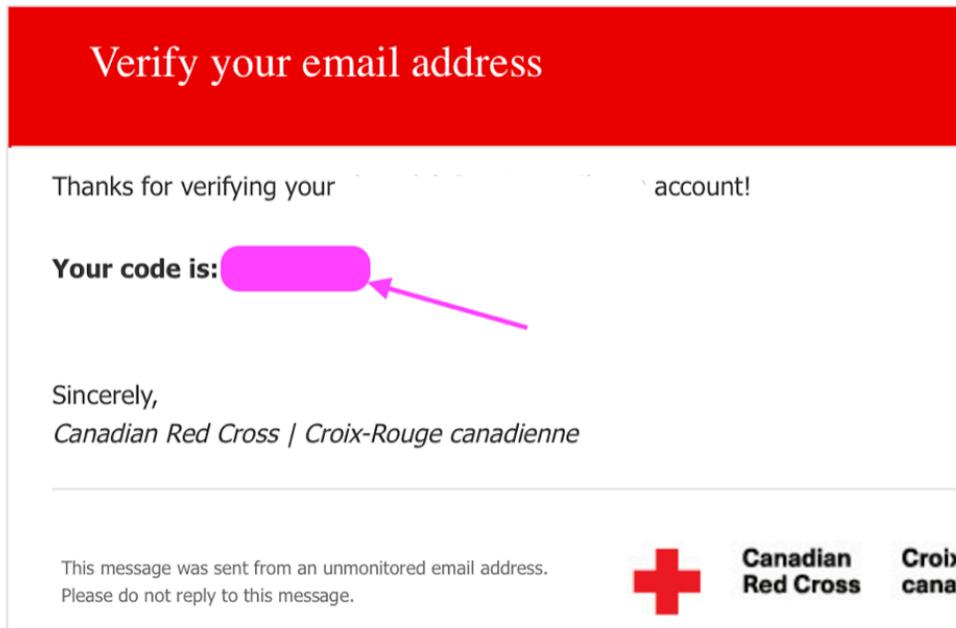
Confirm New Password

Confirm New Password

Create

Cancel

5. Check your email account for an email from Microsoft / Red Cross
Copy the verification code



6. Enter the code into the "Verification Code" field
Click "VERIFY CODE"

The image shows a registration form with several fields. The "Verification code" field is highlighted with a pink box, and a pink arrow points to the "Verify code" button. The form includes fields for "Email Address", "Verification code", "New Password", and "Confirm New Password". There are also "Create" and "Cancel" buttons at the bottom.

Email Address
Your email address

Verification code
Enter your verification code

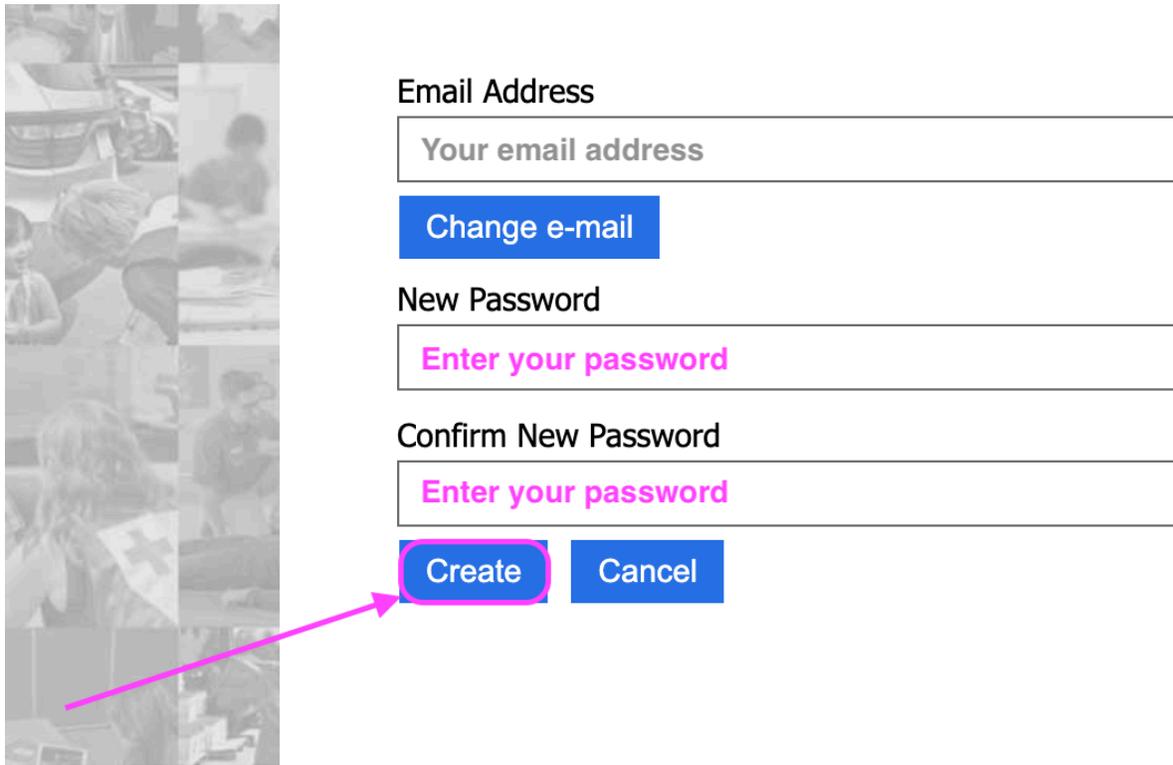
Verify code Send new code

New Password
New Password

Confirm New Password
Confirm New Password

Create Cancel

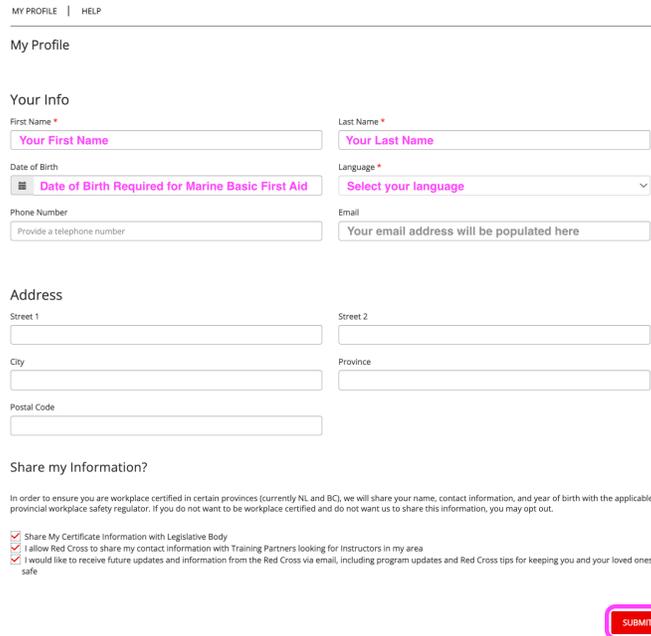
7. Enter your password in the “New Password” field
Re-enter your password in the “Confirm New Password” field
Click on the “CREATE” button



The screenshot shows a registration form with the following fields and buttons:

- Email Address:** A text input field containing the placeholder text "Your email address".
- Change e-mail:** A blue button.
- New Password:** A text input field containing the placeholder text "Enter your password".
- Confirm New Password:** A text input field containing the placeholder text "Enter your password".
- Create:** A blue button with a pink border, highlighted by a pink arrow.
- Cancel:** A blue button.

8. Enter your details into the profile page, scroll down and press “SUBMIT”



The screenshot shows a "My Profile" page with the following sections and fields:

- MY PROFILE | HELP** (Page header)
- My Profile** (Section title)
- Your Info** (Section title)
 - First Name ***: Text input field with placeholder "Your First Name".
 - Last Name ***: Text input field with placeholder "Your Last Name".
 - Date of Birth**: Date picker with placeholder "Date of Birth Required for Marine Basic First Aid".
 - Language ***: Dropdown menu with placeholder "Select your language".
 - Phone Number**: Text input field with placeholder "Provide a telephone number".
 - Email**: Text input field with placeholder "Your email address will be populated here".
- Address** (Section title)
 - Street 1**: Text input field.
 - Street 2**: Text input field.
 - City**: Text input field.
 - Province**: Text input field.
 - Postal Code**: Text input field.
- Share my Information?** (Section title)
 - In order to ensure you are workplace certified in certain provinces (currently NL and BC), we will share your name, contact information, and year of birth with the applicable provincial workplace safety regulator. If you do not want to be workplace certified and do not want us to share this information, you may opt out.
 - Share My Certificate Information with Legislative Body
 - I allow Red Cross to share my contact information with Training Partners looking for instructors in my area
 - I would like to receive future updates and information from the Red Cross via email, including program updates and Red Cross tips for keeping you and your loved ones safe
- SUBMIT**: A red button with a pink arrow pointing to it.

9. You will receive confirmation of your account creation
Please **sign out** of your account and follow the next steps carefully



**Canadian
Red Cross**

MY PROFILE | HELP

Submission completed successfully.

10. Please email admin@lifepreservers.ca to inform us of your account creation

We will email you back to inform you once your online course is ready
You will **not** be able to access your online course until it has been assigned
Kindly allow up to 3 business hours for us to assign your online course

Once your course has been assigned, please follow the steps from Section 2