

SKILLEDTRADES<sup>BC</sup>

**SKILLEDTRACESBC  
PORTAL SIGN UP**

# Contents

- Introduction ..... 2
- Key Features ..... 2
- Who Can Access the SkilledTradesBC Portal ..... 2
  - SkilledTradesBC Portal Invitation Link ..... 3
  - Personal Information ..... 5
- Accessing My Profile ..... 7
- Account Registration Link – Error Message ..... 7
  - The invitation link is not redeemed ..... 7
  - The invitation link has expired ..... 8
- Passwords ..... 9
  - Change Password ..... 9
- Forgot Password ..... 11

## Introduction

The SkilledTradesBC portal is easily accessible from any computer or mobile device, allowing users to access information and manage activities regarding their apprenticeship and sponsorship anywhere anytime.

## Key Features

- Maintain personal information
- Submit forms
- View status
- Receive updates from the SkilledTradesBC
- Submit and manage requests
- Provide feedback

## Who Can Access the SkilledTradesBC Portal

1. SkilledTradesBC portal can be accessed by existing users who have an active registration with the SkilledTradesBC.
2. New users seeking to register with the SkilledTradesBC can also sign up for the SkilledTradesBC portal.

In this guide, we will provide detailed steps that an existing SkilledTradesBC user can follow to sign-up for the SkilledTradesBC portal account.

The existing registered apprentices and sponsors will receive an invitation link directing them to sign-up for the SkilledTradesBC portal via the email they used to register with the SkilledTradesBC.

Upon signing up for the SkilledTradesBC portal, users can access the portal on subsequent visits by clicking on the below link:

<https://portal.skilledtradesbc.ca>

The SkilledTradesBC portal is compatible with all browsers. It can be accessed at home or on the go on the mobile devices.

## SkilledTradesBC Portal Invitation Link

The existing registered SkilledTradesBC users will receive an invitation link directing them to sign-up for the SkilledTradesBC portal.

Click on the invitation link.

SkilledTradesBC Portal Invitation CRM:0361001 Inbox x

**SkilledTradesBC NO REPLY** <Portal-noreply-dev@skilledtradesbc.ca>  
to me

3:27AM (0 minutes ago) ☆ ↶ ⋮

Hello,

You have been invited to SkilledTradesBC portal. To activate your account, please click the link below

<https://portal-dev.skilledtradesbc.ca/register/?returnurl=%2f&invitation=423a3841-8eb1-4557-a052-deb0be42095b>

If you are actively registered with SkilledTradesBC as an apprentice in a trade program, then you are now able to:

- View your technical training and exam results as soon as they are available
- Check your work-based training hours
- Review and print your current transcript
- Update your contact information

**I'm an apprentice, what next?**  
Ask your employer for their Sponsor ID number and register your apprenticeship online using SkilledTradesBC Portal.

**I'm a sponsor, what next?**  
If you are a Sponsor or a sponsor representative, you can now view your apprentice's records, report hours, register individuals into apprenticeship programs etc. using SkilledTradesBC Portal. If you would like to be a sponsor representative, you can ask your organization primary contact to add you on the authorized staff list.

Kind regards,  
SkilledTradesBC Customer Service

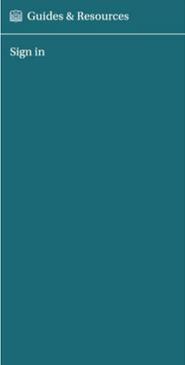
Questions?

Visit our web site [www.skilledtradesbc.ca](http://www.skilledtradesbc.ca)  
Send us an email [customerservice@skilledtradesbc.ca](mailto:customerservice@skilledtradesbc.ca)

Users will be directed to the SkilledTradesBC portal account activation page.

A unique invitation code is generated.

Click Register.

**SIGN UP WITH AN INVITATION CODE**

\* Invitation code

REGISTER

**Need Help?**

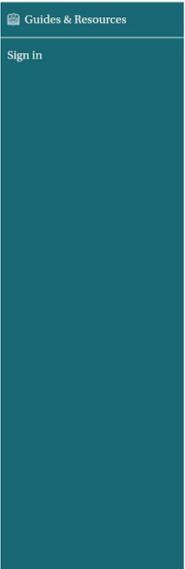
If you are having trouble logging in, there may be an issue with your account. [Get help](#)

On the account activation page, users will be prompted to set up a password.

The following fields are displayed:

- Email Address - auto-populated based on the invitation link
- Password - enter a new password
- Confirm password - confirm the password

Click Register



[Sign in](#) [Register](#)

**Need Help?**

If you are having trouble logging in, there may be an issue with your account. [Get help](#)

Redeeming code: 423a3841-8eb1-4557-a052-deb0be42095b

**REGISTER FOR A NEW LOCAL ACCOUNT**

\* Email

\* Password

Password

\* Confirm password

Confirm password

REGISTER

**Password Rules:**

- Must be at least 8 characters long.

- Must be a combination of upper-case, lower-case letters, digits, special characters (e.g. ! # %...) (At least 3 out of 4 categories).
- Must not contain First and Last name, Email Address and Date of Birth.
- User can refer to the password strength bar to create a strong password.
- Password should not contain DA ID (if applicable) or organization ID (if applicable).
- Cannot set up a password that has been used in the past.

Users will be presented with the Terms and Conditions. Before proceeding to the next page, users must:

- Read the Terms and Conditions
- Check the box to agree with the Terms and Conditions
- Click on I Agree to proceed further

Users cannot proceed to the next page without accepting the terms and conditions.

## Personal Information

The personal information page will be presented.

The following fields are auto-populated and cannot be edited:

- First Name
- Middle Name
- Last Name
- Date of Birth
- Email Address

**PROFILE**

Bob TEST MIDDLE NAME Smith

My Profile

Change password

Please provide some information about yourself.

Your information

First Name *	Middle Name
Bob	TEST MIDDLE NAME
Last Name *	Birth Date
Smith	09/09/1980
Email Address *	Secondary Email Address
<a href="mailto:newportvillage12@gmail.com">newportvillage12@gmail.com</a>	<a href="#">Secondary Email Address</a>
Address Line 1 *	Address Line 2
701 W Georgia St #1500	TEST 4 ADDRESS LINE 2
City *	Province *
Vancouver	BC
Postal Code *	Country *
V7Y 0A1	Canada
Phone Number *	Secondary Phone Number

Users can create a request from the My Requests option in the portal to update the above information if required.

Users are required to enter the following details:

- Address (mandatory)
- Phone Number (mandatory)
- Secondary Phone Number (optional)
- Gender (mandatory)
- Indigenous Status (mandatory)

We recommend that users provide as much information as possible. This would help the SkilledTradesBC's Customer Service Team ensure effective and timely communication regarding important matters.

To submit the form, all the mandatory fields must be completed. Once all the fields are completed, click on.

Update. This information will be stored on the user's profile and users may access it at any time in the portal.

## Accessing My Profile

Personal Information is saved under the My Profile section in the SkilledTradesBC portal.

Click on the My Profile to view the profile summary.

To view/ update the information click on the Edit Profile option on the top right of the screen.

The screenshot shows the SkilledTradesBC portal interface. On the left is a dark teal sidebar with navigation options: My Profile (highlighted in yellow), My Apprenticeship, Notifications, My Activities (with a red '2' badge), My Registration, Guides & Resources, and Sign out. The main content area is white with a 'Home' breadcrumb. A 'PROFILE SUMMARY' section displays user details: Name: Aaron Ajen Prasad, SkilledTradesBC ID: 678697, Date of Birth: 03/16/1988, Phone Number: (500) 555-0001, and Address: 7780 Muirfield Drive, Vancouver, BC V5S2L7, Canada. A red-bordered 'EDIT' button is located in the top right corner. Below this is a 'RELEASE OF INFORMATION(ROI) & CONSENT' section with a form. The form includes a 'Representative' dropdown and six required fields: Representative First Name, Representative Last Name, Email Address, Phone Number, Relationship, and Level of Access. Each field has a blue arrow icon indicating it is required. At the bottom of the form are 'SUBMIT' and 'UPDATE' buttons. A scrollable bar at the very bottom contains the text 'RELEASE OF INFORMATION (ROI) & CONSENT' and a right-pointing arrow.

## Account Registration Link – Error Message

An invitation link is sent to the email they registered with directing them to sign-up for the SkilledTradesBC portal.

There are 2 instances where users won't be able to create an account on the SkilledTradesBC portal:

### The invitation link is not redeemed

The user attempts to register directly from the SkilledTradesBC portal website without first redeeming the invitation link.



[Sign in](#) [Register](#)

Need Help?

If you are having trouble logging in, there may be an issue with your account. [Get help](#)

**REGISTER FOR A NEW LOCAL ACCOUNT**

\* Email  
newportvillage12@gmail.com  
This email is already in use. [Click here](#) to have your Portal invitation resent to your email.

\* First Name  
First Name

Middle Name  
Middle Name

\* Last Name  
Last Name

\* Gender  
▼

\* Do you identify as Indigenous  
▼

An error message "This email is already in use. [Click here](#) to have your Portal invitation resent to your email." is displayed.

Users can either sign-up using the invitation link sent to their registered email address or click on Resend Invitation to receive a new invitation link.

The invitation link has expired.

[Home](#)

**SIGN UP WITH AN INVITATION CODE**

\* Invitation code 423a3841-8eb1-4557-a052-deb0be42095b

Portal invitation has expired [Resend invitation?](#)

REGISTER

Need Help?

If you are having trouble logging in, there may be an issue with your account. [Get help](#)

An error message 'Portal invitation link has expired. [Resend Invitation?](#)

### Action

1. Click on Resend Invitation.
2. Users will receive the email invitation link in their email.
3. Once users receive the link – they can follow the steps for portal account registration.

## Passwords

### Change Password

For users who know their password and would like to change it.

Log in to the SkilledTradesBC portal and navigate to My Profile.

SKILLEDTRADESBC

Home

My Profile

My Apprenticeship

Notifications

My Organizations

Work Based Training

My Activities 4

My Registration

Guides & Resources

Sign out

EDIT

### PROFILE SUMMARY

Name: Bob TEST MIDDLE NAME Smith  
Date of Birth: 09/09/1980  
Address: 701 W Georgia St #1500  
Vancouver, BC  
V7Y 0A1  
Canada  
SkilledTradesBC ID:  
Phone Number: (866) 996-9247

### RELEASE OF INFORMATION (ROI) & CONSENT

Representative

\* Representative First Name  
Representative First Name

\* Email Address  
Email Address

\* Relationship  
Select

\* Representative Last Name  
Representative Last Name

\* Phone Number  
Phone Number

\* Level of Access  
Select

SUBMIT UPDATE

RELEASE OF INFORMATION (ROI) & CONSENT

- My Profile
- My Apprenticeship >
- Notifications
- My Activities 2 >
- My Registration
- Guides & Resources
- Sign out

**PROFILE SUMMARY**

Name: Aaron Ajen Prasad  
 SkilledTradesBC ID: 678697

Date of Birth: 03/16/1988  
 Phone Number: (500) 555-0001

Address: 7780 Muirfield Drive  
 Vancouver, BC  
 V5S2L7  
 Canada



**RELEASE OF INFORMATION(ROI) & CONSENT**

Representative

* Representative First Name Representative First Name	* Email Address Email Address	* Relationship Select
* Representative Last Name Representative Last Name	* Phone Number Phone Number	* Level of Access Select

SUBMIT UPDATE

RELEASE OF INFORMATION (ROI) & CONSENT

Click on Change Password.

- My Profile
- My Apprenticeship >
- Notifications >
- My Organizations >
- Work Based Training
- My Activities 4 >
- My Registration
- Guides & Resources
- Sign out

**PROFILE**

Bob TEST MIDDLE NAME Smith

- My Profile
- Change password

Please provide some information about yourself.

Your information

First Name * Bob	Middle Name TEST MIDDLE NAME
Last Name * Smith	Birth Date 09/09/1980
Email Address * newportvillage12@gmail.com	Secondary Email Address Secondary Email Address
Address Line 1 * 701 W Georgia St #1500	Address Line 2 TEST 4 ADDRESS LINE 2
City * Vancouver	Province * BC
Postal Code * V7Y 0A1	Country * Canada
Phone Number *	Secondary Phone Number

Users will be prompted to enter their existing password, and new password and re-enter the new password.

- My Profile
- My Apprenticeship >
- Notifications >
- My Organizations >
- Work Based Training
- My Activities 4 >
- My Registration
- Guides & Resources
- Sign out

## CHANGE PASSWORD

Bob Smith

- My Profile
- Change password

Email

\* Old password  👁️

\* New password  👁️ Weak

\* Confirm password  👁️

[CHANGE PASSWORD](#)

Click on Change Password.

## Forgot Password

For the users who have forgotten the password and would like to reset it.

Click on the “Forgot Your Password” option on the login page.

- Guides & Resources
- Sign in

[Sign in](#) [Register](#)

### SIGN IN WITH A LOCAL ACCOUNT

\* Email  👁️

\* Password  👁️

Remember me? Forgot your password?

[SIGN IN](#)

Need Help?  
If you are having trouble logging in, there may be an issue with your account. [Get help](#)

Users will be prompted to provide the email address they provided when they registered as an apprentice or sponsor. Enter the email address and click send.

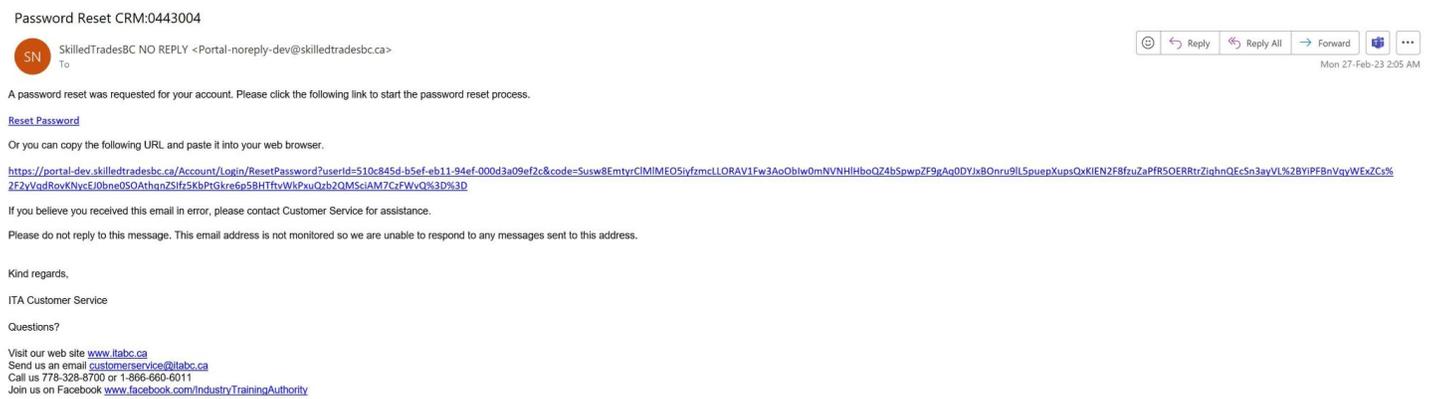


FORGOT YOUR PASSWORD?

\* Email  
Email  
Enter your email address to request a password reset.

SEND

The password reset link is sent to the user's email address.



Users can either click on the link or paste it into the browser to reset the password. They will be prompted to enter a new password and confirm the new password. Click Reset.

A form titled "Reset password" with a red border. It contains three input fields: "New password", "New password", and "Confirm new password", "Confirm new password". Below the fields is a yellow "RESET" button.

Password reset is successful.

**Note** – Password must be changed once a year, a notification will be sent to users when the password is due for a change.

**Note** – If users forget their password, they are allowed 5 attempts. After 5 unsuccessful attempts, the account will be locked out for 60 minutes. After 60 minutes, users can either try to re-enter their password or they can reset their password.