# How to access CCHRC Module 1: Identifying Health Hazards on Construction Sites

Faculty of Occupational Hygiene



### Step 1: Create an account on BOHS Hub website

- 1. Go to www.bohs-hub.org .
- 2. Click on Login in the top right hand corner.
- 3. The Login screen will now open. On the right hand side, you will see a section entitled 'Is this your first time here?' Click on **Create new account** option, located at the bottom of this section.



## **BOHS Courses & Qualifications**

login	Is this your first time here?
Username	You are required to register on the BOHS-Hub website before enrolling on a course.
	Your username should consist of three lowercase letters followed by three numbers e.g. abc123.
Password	Your password should be at least 8 characters in length and contain a mixture of upper and lower case letters, numbers and characters e.g. ABC#1efg.
Remember username	Please read the Data Protection Guarantee at the bottom of this screen. By registering, you agree that BOHS may use and share your personal information for the reasons stated.
Log in Forgotten your username or password?	Create new account
Cookies must be enabled in your	
browser ③	
Some courses may allow guest	
access	
Log in as a guest	

- 4. The New account screen will now appear. Complete the all the fields, and click on Create my new account.
- 5. An email will be sent to the email address that you have provided. You will need to go into this email and follow the instructions, in order to complete the registration for your new account. If you can't see the email in your inbox, please check your Junk mail folder.

#### Step 2: Access online module

- 1. Go to <u>www.bohs-hub.org</u>. Log in to the BOHS Hub website using the username and password you created in Step 1, by clicking on Login in the top right hand corner.
- 2. From the Courses list, select **Controlling Health Risks**, then **Identifying Health Hazards on Construction Sites.**
- 3. You will be asked to enter an enrolment key. If you do not have the enrolment key, please ask your training provider. Click **Enrol me**.
- 4. You will now be on the Contents page for Module 1. Follow the instructions on-screen to begin.

Registration instructions for Module 1: Identifying Health Hazards on Construction Sites v2. 25052017

#### **Other useful information**

#### Navigating a quiz

Quizzes are an important part of this module to help improve and consolidate your learning.

To navigate a quiz:

- 1. Click Attempt quiz now to start the quiz.
- 2. Answer the questions by either selecting an answer (multiple-choice quiz; True or false quiz), selecting an option from the drop-down menu (Match up quiz; Fill in the gaps quiz), or dragging and dropping answers by their definition.
- 3. When you have answered all of the quiz questions, click Finish attempt (bottom right hand corner).
- 4. You will go to a summary page of all of your answers. If you want to change any of your answers, click **Return to attempt** to go back into the quiz. If you're happy with your answers, click **Submit all and finish.**
- 5. A pop-up message will appear. Click Submit all and finish.
- 6. You will go to a feedback page. If you have completed the quiz, instructions will appear to take you to the next section of the course.

If you need to try the quiz again, select the link Attempt the quiz again. Click Re-attempt quiz.

If you have any questions during this process, please contact the Qualifications Team <u>qualifications@bohs.org</u> or 01332 298101