

THIS DOCUMENT EXPLAINS HOW TO SIGN INTO THE LOTTO! CERTIFICATION COURSE.

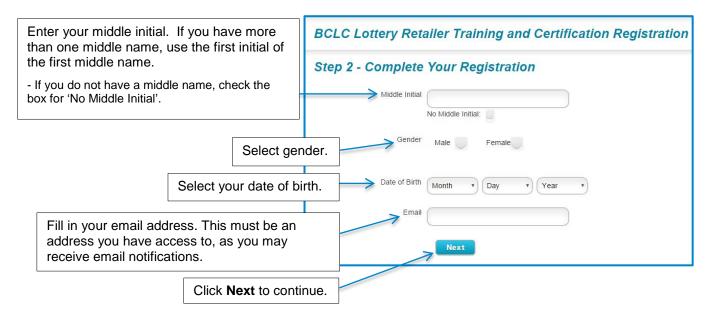
Go to BCLC Retailer Hub (www.BCLCRetailerHub.com)

- > Click Get Lotto! Certified
- > Click Start Lotto! Certification

Step 1 – Register

BCLC Lottery Retailer Training and Certification Registration					
Step 1 - Register	-	r First Name and Last Name exactly as it was BCLC (fields are not case sensitive).			
First Name		 If your first or last name is two words, it is okay to include the space; i.e. Keri Anne = Keri Anne 			
Last Name		ame includes a hyphen, include the hyphen with no e. Anne-Marie = Anne-Marie			
Retailer Number					
Enter the 4-digit lottery retailer number used to sign on to the lottery terminal.					
By clicking Next you acknowledge you have read and agree to the Terms of Line which includes the Drivery Metics of					
Click Next to continue. By clicking 'Next' you acknowledge you have read a agree to the Terms of Use which includes the Privacy Notice relating to your personal information.					
	Terms of Use Help				

Step 2 – Complete Your Registration







CLC Lottery Retailer Training and Certification Registration	
ep 3 – Sign In	
ngratulations you have succesfully registered.	
	ary Password is displayed on the screen. but you may wish to make note of them.
the above information to sign into BCLC Learning and get certified! se ensure that you do not include any blank spaces when copying and pasting the above-noted credential User ID and password are case-sensitive. will be prompted to change your temporary password upon initial sign in.	 Click Sign In. You will be taken to the course 'BCLC Learning Sign In' page below (new window will open). Copy and paste your User ID (ex. R987 capital R, no spaces) and Temporary Password onto the next page. Passwords are case sensitive, so be sure to
r sign in details will also be emailed to you for your records.	use capital letter 'B' and small case 'clc'
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clc	use capital letter 'B' and small case 'clc' - If copying and pasting your 'User ID' or 'Password', be sure NOT to include any blan spaces in front or after your 'User ID' or 'Password'. SuccessFactors Let Welcome! Please Sign In
Welcome To sign in, enter your user ID and password in the space provided to the right and click the Sign In button. If you have forgotten your user ID or password, links below the sign	use capital letter 'B' and small case 'clc' - If copying and pasting your 'User ID' or 'Password', be sure NOT to include any blan spaces in front or after your 'User ID' or 'Password'. SuccessFactors Let Welcome! Please Sign In User ID:
Welcome To sign in, enter your user ID and password in the space provided to the right and click the Sign In button. If you have forgotten your user ID or password, links below the sign in box will assist you in recovering your credentials. Make sure to set browser security and pop-up blockers to "Trusted" or "allow" for	use capital letter 'B' and small case 'clc' - If copying and pasting your 'User ID' or 'Password', be sure NOT to include any blar spaces in front or after your 'User ID' or 'Password'. SuccessFactors Let Welcome! Please Sign In User ID: Password:
Welcome To sign in, enter your user ID and password in the space provided to the right and click the Sign in button. If you have forgotten your user ID or password, links below the sign in box will assist you in recovering your credentials. Make sure to set browser security and pop-up blockers to "Trusted" or "allow" for this site.	use capital letter 'B' and small case 'clc' - If copying and pasting your 'User ID' or 'Password', be sure NOT to include any blan spaces in front or after your 'User ID' or 'Password'. SuccessFactors Let Welcome! Please Sign In User ID:

'clc' when inputting Bclc1234\$





Step 4 – Change Your Password and Create A Security Question

You will be required to change your temporary password upon sign in.

Once you have changed your temporary password, Change Password Bclc1234\$ cannot be used again to sign in. User Password has expired or needs to be changed. Please Change User Password. Remember: use your new password the next time * = Required Fields you log in. You can no longer be able to use The User's password has to be compliant with the following rules: Bclc1234\$ to sign in. The length of the password must be between 8 and 40 characters. The new password cannot be same as any of the previous 1 passwords. Password cannot be same as the E-Signature PIN. * Old Password: * New Password: * Verify Password: Create a 'Security Question' and 'Security Answer' to proceed.

If you log in at a later time and forget your password, use the '**Forgot Password**?' link on the '**BCLC Learning Sign In**' screen.

If you have forgotten your User ID and BCLC has an up to date email address, you can use the 'Forgot ID?' link on the 'BCLC Learning Sign In' screen.

and answer You should Some exan What is my What is the What is my	Please create a security question and answer that will be used when retrieving your password. A good security question and answer is something that only you will know, and will be hard for someone else to guess the answer. You should avoid questions that contain personal data that is generally available (e.g. SSN, address, etc.). Some examples are: What is my mother's maiden name? What is the name of my first pet? What is my favorite film? * = Required Fields			
* S	curity Question:			
*	ecurity Answer:			
* Re-Enter	ecurity Answer:			
		Submit		

Step 5 – Start the Course

The Learning Home page will appear. Select the course by selecting the course name or by clicking 'START COURSE >' or 'CONTINUE COURSE >'

My Learning	g Assignments	TIP: to ensure that your certification completion is captured successfully, finish the course in one go.
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lotto!	REQUIRED	
tontos	BCLC Lotto! Certification	





