

How to Sign Into BCLC Learning



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

First Name

Last Name

Retailer Number

Next

By clicking Next you acknowledge you have read and agree to the Terms of Use which includes the Privacy Notice

[Terms of Use](#) [Help](#)

Enter your **First Name and Last Name** exactly as it was given to BCLC (fields are not case sensitive).

- If your first or last name is two words, it is okay to include the space; i.e. Keri Anne = Keri Anne
- If your name includes a hyphen, include the hyphen with no spaces; i.e. Anne-Marie = Anne-Marie

Enter the **4-digit lottery retailer number** used to sign on to the lottery terminal.

Click **Next** to continue. *By clicking 'Next' you acknowledge you have read and agree to the Terms of Use which includes the Privacy Notice relating to your personal information.*

Step 2 – Complete Your Registration

BCLC Lottery Retailer Training and Certification Registration

Step 2 - Complete Your Registration

Middle Initial

No Middle Initial:

Gender Male Female

Date of Birth Month Day Year

Email

Next

Enter your middle initial. If you have more than one middle name, use the first initial of the first middle name.

- If you do not have a middle name, check the box for 'No Middle Initial'.

Select gender.

Select your date of birth.

Fill in your email address. This must be an address you have access to, as you may receive email notifications.

Click **Next** to continue.

How to Sign Into BCLC Learning



Step 3 – Sign In

BCLC Lottery Retailer Training and Certification Registration

Step 3 – Sign In

Congratulations you have successfully registered.

User ID: R9876

Temporary Password: Bclc1234\$

Your unique **User ID** and a **Temporary Password** is displayed on the screen. These details will be emailed to you, but you may wish to make note of them.

Use the above information to sign into BCLC Learning and get certified!

Please ensure that you do not include any blank spaces when copying and pasting the above-noted credentials.

Your User ID and password are case-sensitive.

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

Sign In

*Your sign in details will also be emailed to you for your records.

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. R9876, capital R, no spaces) and **Temporary Password** onto the next page.

- Passwords are case sensitive, so be sure to use **capital letter 'B'** and **small case 'clc'**

- If copying and pasting your '**User ID**' or '**Password**', be sure NOT to include any blank spaces in front or after your '**User ID**' or '**Password**'.

bclc
playing it right

SuccessFactors Learning

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.

(please bookmark site **before** logging in)

Please note the supported browsers for desktop computers are Microsoft Internet Explorer 11 (IE 9 & 10 not supported), Microsoft Edge, Mozilla Firefox, Apple Safari 6, 7, 8 and Google Chrome.

For BCLC Staff needing technical assistance using this site, please log a ticket in ServiceNow. Other users, email learnersupport@bclc.com for technical assistance.

Welcome! Please Sign In

User ID:

Password:

Sign In

[Forgot Password?](#) [Forgot ID?](#)

Remember: Passwords are case sensitive so be sure to use **capital letter 'B'** and **small case 'clc'** when inputting **Bclc1234\$**

How to Sign Into BCLC Learning



Step 4 – Change Your Password and Create A Security Question

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

Change Password
User Password has expired or needs to be changed. Please Change User Password.
* = Required Fields

The User's password has to be compliant with the following rules:

- 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:

Once you have changed your temporary password, **Bclc1234\$** cannot be used again to sign in. Remember: use your new password the next time you log in. *You can no longer be able to use Bclc1234\$ to sign in.*

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.

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

* Security Question:

* Security Answer:

* Re-Enter Security 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 Assignments

▼ DUE ANYTIME

lotto! REQUIRED

BCLC Lotto! Certification

CONTINUE COURSE >

TIP: to ensure that your certification completion is captured successfully, **finish the course in one go.**

How to Sign Into BCLC Learning



BCLC Lotto! Certification
COURSE BCLC_LCE_XD
Revision: Jul/31/2014 10:52 AM Pacific Standard Time

***IMPORTANT NOTE:** The following screen will show and the course may take a few seconds to load. Depending on your browser set-up, you may need to change your Internet Settings to allow pop-ups for *.bclc.plateau.com. Once pop-ups have been allowed, click 'Launch Again' to start the course again.

Do not close, refresh, or navigate from this page while you are working with online content. Some content may rely on this window to save your progress.

If content does not launch, **PLEASE ALLOW POPUPS FROM THIS SITE** (<https://bclc.plateau.com>).

Please note the supported browsers for desktop computers are Microsoft Internet Explorer 11 (IE 9 & 10 not supported), Microsoft Edge, Mozilla Firefox, Apple Safari 6, 7, 8 and Google Chrome.

When you have completed the content, you can relaunch the content or use the menus or the links below to navigate elsewhere.

Launch Again

Learning Home | Completed Work

Step 6 – Complete the Course

BCLC Lotto! Certification

EXIT

Welcome to BCLC Lotto! Certification.

[Click the next button to advance]

lotto!

bclc

< PREV NEXT >

Click 'NEXT' in the course player to proceed through the slides.

BCLC Lotto! Certification

EXIT

When you have completed the course, click the red 'EXIT' button on the **top right** to close the course so that your certification completion is recorded correctly.