



QRC HR Service Centre – For Volunteers, CO-OP or Students Placements (WHMIS, Anaphylaxis, Asbestos, AODA)

Login

Access the HR Service Centre by using the web address:
www.hrservicecentre.ca

Non-HWCDSB Users

Co-op Students, Volunteers, Teacher Placements must click the link indicated below to register.

Username

 Password

For non-HWCDSB staff such as Co-op Students, Volunteers, Student Placements, click [HERE](#) to register
 If this is your first time and don't have a password yet, click [Forgot password?](#)

Fill out the registration form and follow the instructions to create your account.

REGISTRATION FORM

First Name:

Last Name:

Email Address:

Password: 63LSK7HP (autogenerated password)

Board Location: Please Select a Board Location

Job Title: Please Select a Job

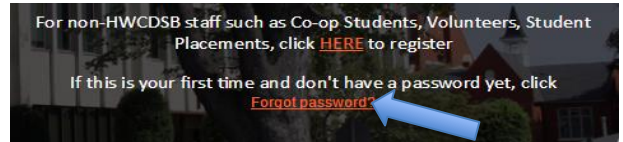
Please choose the Board Location and Job Title that applies to you

Please make a note of the Password that was generated for you. This is the password that you will be using to log in to the system

Password: 63LSK7HP (autogenerated password)

Password Recovery

If you lose or forget this password, there is a password recovery link on the Welcome page



Enter the e-mail you used to register and click the Retrieve Password button

Username or Email Address

Your password will be sent to your email.

Completing Courses

Complete the courses listed by selecting the “Launch” button under “Take Course”. After completing each course, select the “Launch” button under “Take Quiz” column.

Course	Quiz Progress	Completion	Take Course	Take Quiz	Certificate
WHMIS 2015 GHS	100.00%	Oct 14, 2016	<input type="button" value="Launch"/>	<input type="button" value="Launch"/>	View
Anaphylaxis Awareness	100.00%	Oct 14, 2016	<input type="button" value="Launch"/>	<input type="button" value="Launch"/>	View
Asbestos Awareness	100.00%	Oct 14, 2016	<input type="button" value="Launch"/>	<input type="button" value="Launch"/>	View

After completion, you can view each certificate. A print option will be available if you wish to obtain a hardcopy.

AODA Customer Service

AODA Customer Service	100.00%	Sep 22, 2017	<input type="button" value="Launch"/>	<input type="button" value="Launch"/>	View
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When you “Launch” “Take Quiz” for AODA Customer Service, you will be prompted for a course completion code:

hrservicecentre.ca says

Please enter your course completion code:

This code will be provided at the end of the AODA Customer Service Course.