How To Access Course Materials

Training and Courses · https://www.pshsa.ca/help-centre/how-to-access-course-materials/

Overview

This guide explains how to find and download your course materials in the PSHSA Portal.

Before You Begin

- You must have a PSHSA Portal account.
- You must be registered for a course, or have a course assigned to you by your employer.

Video Walkthrough

Watch this short video for a quick walkthrough of the steps.

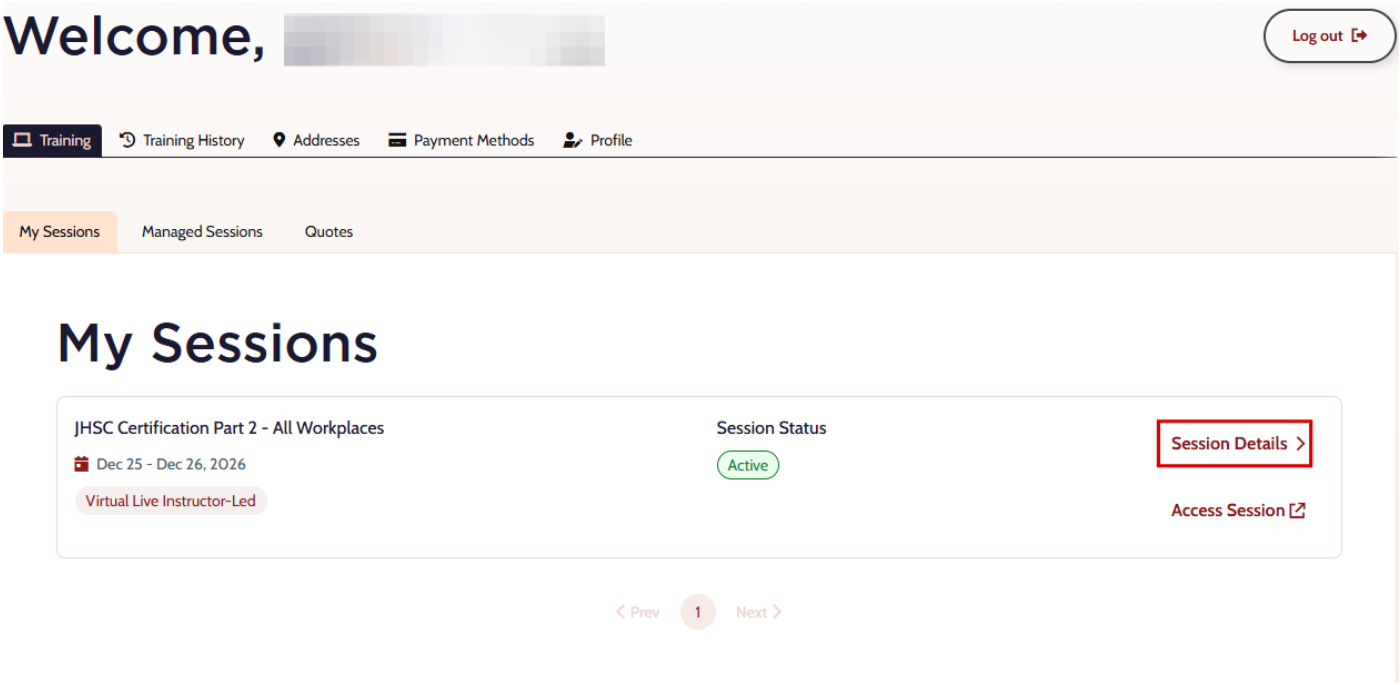
Embedded media: https://www.pshsa.ca/wp-content/uploads/2026/05/How-to-Access-Course-Materials.mp4?_=1

Steps

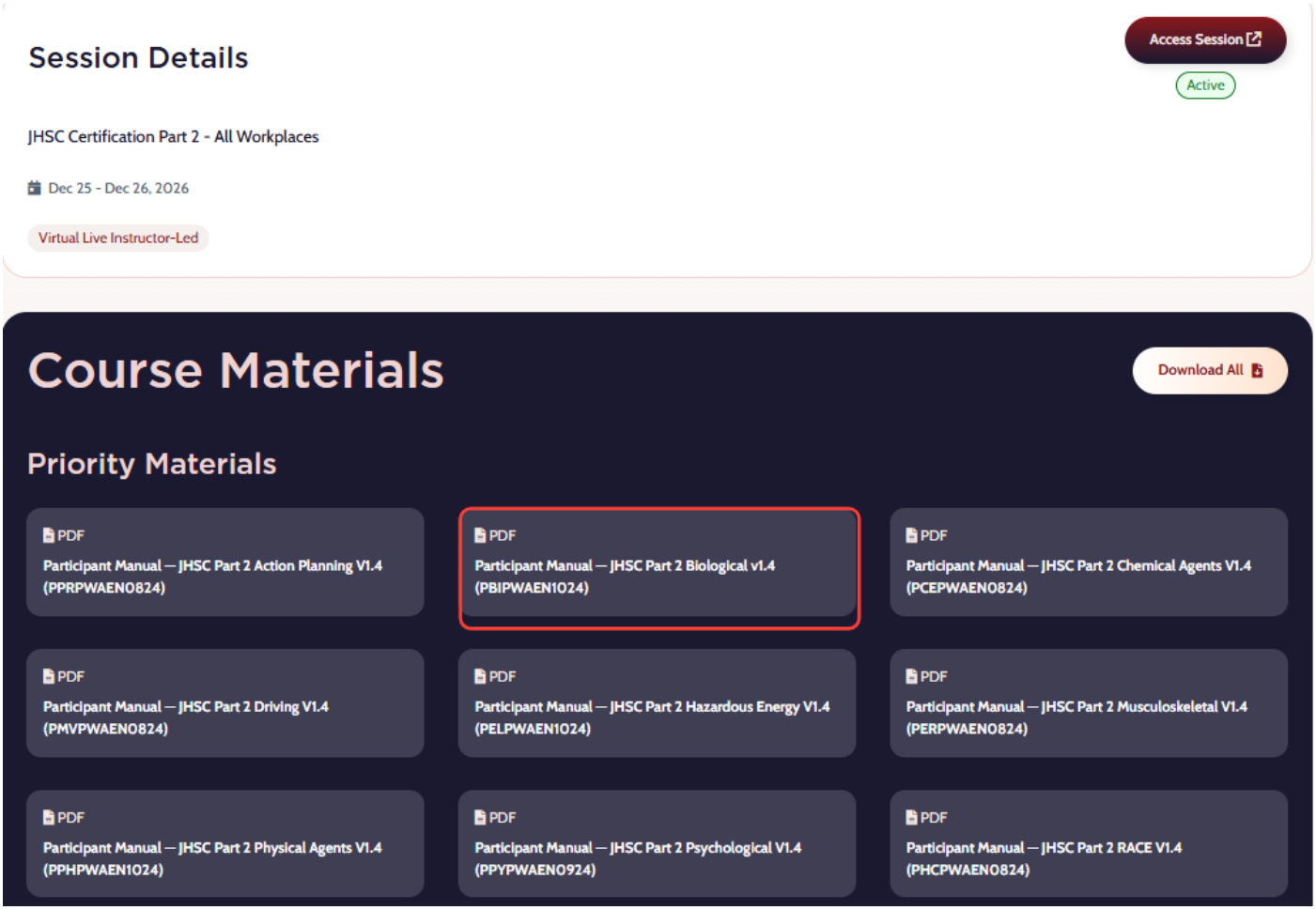
1. Go to pshsa.ca/portal and log in using your email address and password.



2. If this is your first time logging in, complete your profile and onboarding details when prompted.
3. Select the correct tab based on how you are accessing the training:
   - **My Sessions** — if the training is assigned to you or you registered yourself.
   - **Managed Sessions** — if you booked the training or are managing the session on behalf of others.



4. Locate your session and select **Session Details**. If you booked the training or are managing it on behalf of your employees, select **Manage Session** instead.
5. Scroll to the **Course Materials** section and download your files:
    - Select individual files to download only what you need.
    - Select **Download All** to download all files at once.



Need Help?

If you have trouble accessing the portal or downloading your materials, contact the Client Experience Team:

- Email: clientexperience@pshsa.ca
- Select the **Live Chat** button at the bottom right of the page.