

****MUST USE GOOGLE CHROME****



Instructions: Logging into the Contractor Page for Capital Power

1. Complete "Self-Registration" form by clicking on the link.
 - a. <https://capitalpower.csod.com/selfreg/register.aspx?c=cp>
2. Complete all fields on the form to register for the training at Capital Power.
 - a. For "Location" click on the icon to select your location.

To access training for Capital Power, you will need to use this site. Please remember, once you create an account and try to access the system again, you will log-in as "Already a User". Your "Username" is the email address you used to set-up the account. You will still need to enter your password to access the training.


* Required Field

* First Name:

* Last Name:

* Email Address:

* Division: **Contractors**

Location: 

Phone:

* Passwords must contain both upper and lower case letters
* Passwords must contain alpha and numeric characters
* Passwords cannot have three or more consecutive same characters

3. When the form has been completed the "Welcome Page" will open.



Home My Learning

On Friday, May 18, 2018 from 11:00 PM CST to Saturday, May 19, 2018 at 1:00 AM CST, your portal will be briefly unavailable due to a software update.

Welcome to Capital Power's learning site for contractors. All contractors will be required to complete training related to their applicable sites. To access the training go to "My Learning" and click on "View My Transcript". Please keep your password, as you may be required to access future training.



4. To access the orientations, type in the "Global Search" engine. **To complete the courses, you will have to complete steps 5 to 10.**
 - a. Search for:
 - i. Capital Power Corporate Orientation.
 - ii. Capital Power Operations Orientation.



Home My Learning

On Saturday, May 19, 2018 from 12:00 AM EST to 2:00 AM EST, your portal will be briefly unavailable due to a software update.



5. Click "Return".
6. Click on the title of the course (you will have to repeat this for both orientations).

Capital Power General Operations
Online Class · Capital Power Corporation

Request

7. Click on "Request".
8. Click on "Launch" using the drop-down arrow to start the course.





	Capital Power Operations Orientation Due: 10/18/2018 Status: Registered	Launch ▾
	Capital Power Corporate Orientation Due: 10/18/2018 Status: Registered	Launch ▾

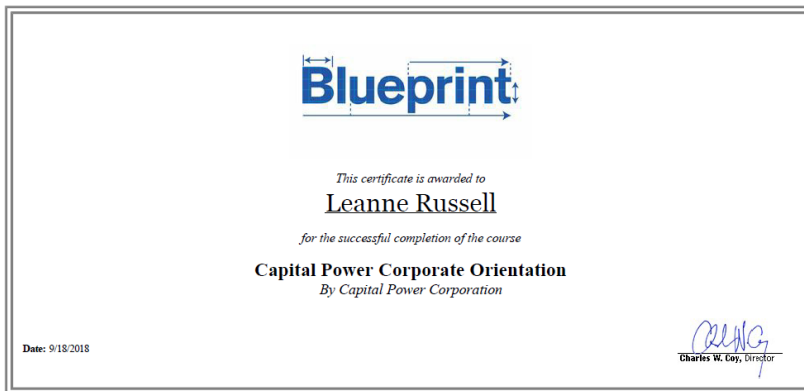
- When the course has been completed, you will be prompted to “View My Certificate”. Click on “View” My Certificate”.

You have completed **Capital Power Corporate Orientation!**

What's next?

 **View My Certificate** 

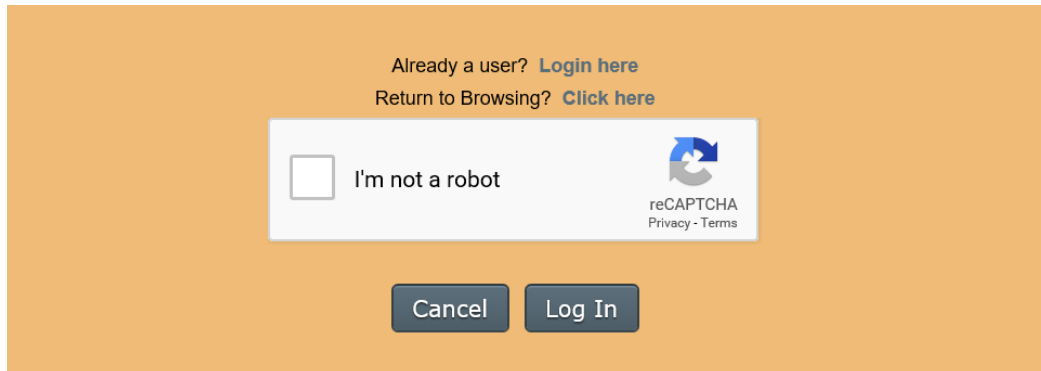
- Printout the completion certificate and bring it with you to the worksite as proof of completion.



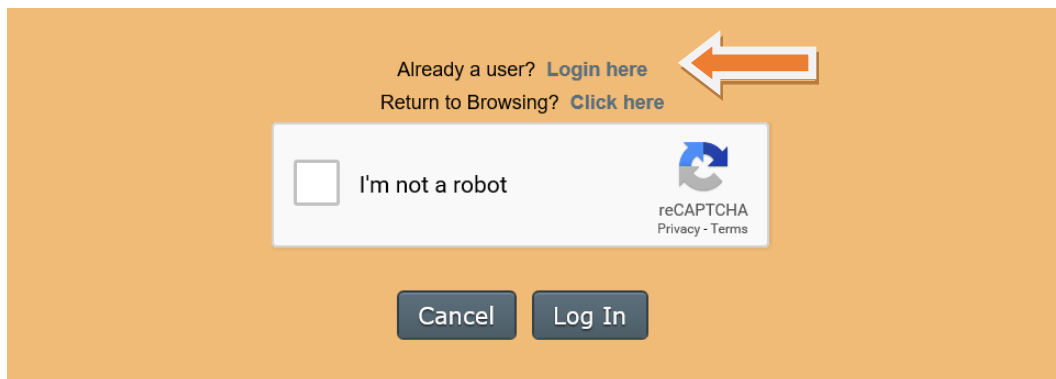
- To access the site again, to complete training. Click on the link.

- <https://capitalpower.csod.com/selfreg/register.aspx?c=cp>

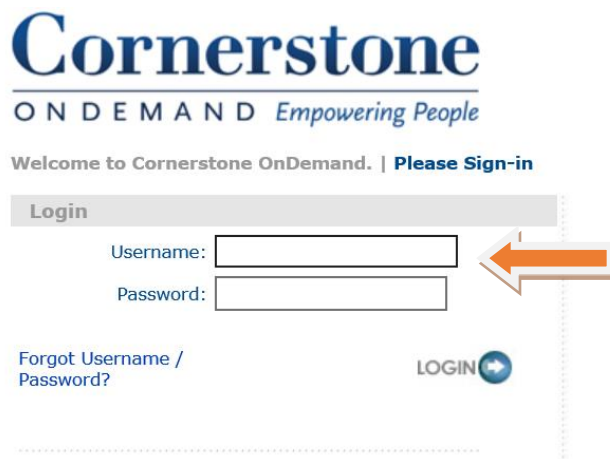
- Scroll down the page to “Already a User”.



13. Click on "Login here"



14. Enter your "Username" – please note it is the **email address** you used to create the account.



15. Enter your password.

Cornerstone

ON DEMAND Empowering People

Welcome to Cornerstone OnDemand. | [Please Sign-in](#)

Login

Username:

Password:

[Forgot Username / Password?](#) [LOGIN](#)

16. Click on "LOGIN".

Cornerstone

ON DEMAND Empowering People

Welcome to Cornerstone OnDemand. | [Please Sign-in](#)

Login

Username:

Password:

[Forgot Username / Password?](#) [LOGIN](#)

17. The "Welcome" page will open.



Search

[Home](#) [My Learning](#)

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18. Follow “**Steps 4 to 10**” to access training.