



COPE Local 491 and Vubiz, our training partner are pleased to Announce the Availability of Hundreds of Online Training Courses for You our Members and your Families

We have prepaid for courses covering subjects from WHMIS 2015 to Time Management to Back Safety to Basic Finance to VuKidz courses and more. The courses will be available to you and your families 24 hours a day, 7 days a week. You can take and retake them as often as you want. Be sure to take advantage of as many as possible, we are certain that you and your friends and family members will find many courses that will address both your needs and interests.

To access the training go to:

<https://learnkmx.vubiz.com/ihtml/application/student/interface.union-cope/index.htm>

The first time you sign on click on the bottom left where it says: **First Time User?** and complete the 6 questions that will allow us to print certificates with your name on them and recognize you when you return to take more courses. Under 'Name' be sure to enter your First and Last names, for example: John Smith. Please use the drop down menu to click on your Local # 640/AZNECA. If you don't know your Membership # you can use any numeric such as your phone number, please do not use spaces.

Every time that you sign on, you will just need to enter the User Name and Password that you chose for yourself

To add a course to your Current Enrollments, click on Course Catalogue and then click on View to choose the English, Spanish or French version. Next click on View to see the courses in the Catalogue of your choice and click on Select to add the course to your Current Enrollments.

Upon successful completion of a course, click on My Completed Training to print or save your certificate. It may take up to an hour after you have completed the course for it to appear here.

We hope that you enjoy the training and make the most of it. The value of the prepaid courses if bought individually would cost thousands of dollars. We are proud to be able to make this opportunity available to you, our members and your families.

If you have any questions or comments, please contact Norm Vokey by e-mail at norm.vokey@vubiz.com or call 416-949-2071