Alternative Safe Pass Renewal Guide

How to Register & Log Into Your SOLAS Account

Contents

Overview

The new Safepass renewal test is designed to allow those who have previously completed the classroom-based programme, to renew their Safepass card by completing a computer-based test in an approved Pearson VUE test centre.

To book the test you must first register for a SOLAS Online Account.

How to Register for your SOLAS Account

To register for your account please go to www.constructioncourses.ie

You will see the below screen.
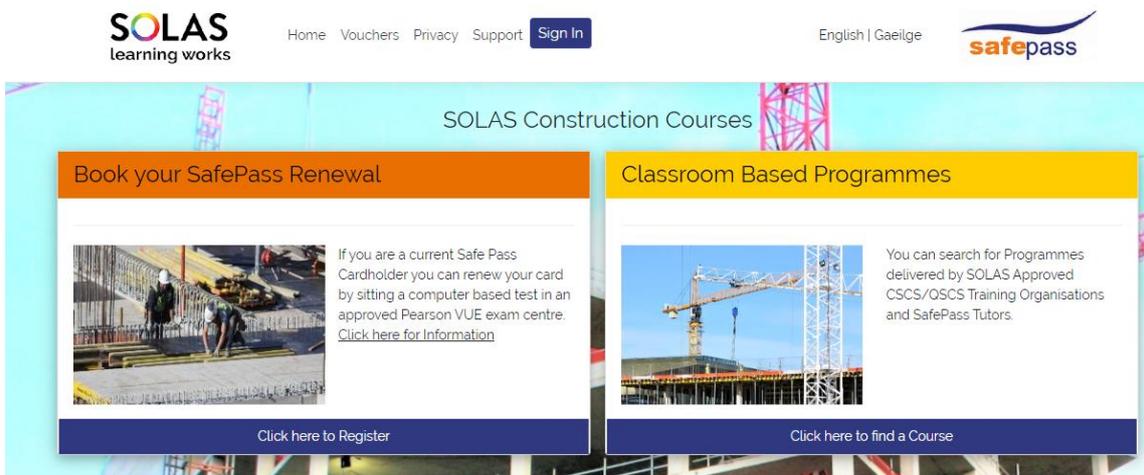
In the left-hand box you will see a link "Click here to Register" click this link to proceed to the next step.

Please read the information provided on this page and then proceed to click the link "Click here to Register" as highlighted below.

Enter your details as requested, this will check the National Construction Schemes Database to make sure you are eligible. **(You must have completed a minimum of one Safe Pass Tutor Led Programme to be eligible).** Make sure to tick the "I'm not a robot" box and then click "check".

A "Privacy Notice" pop-up will appear. Please ensure you scroll to the bottom of this notice using the cursor on the side to continue to the next step. When you get to the bottom the "Accept" button will turn green and you can click it.

Privacy Notice

The following are your rights to address any concerns or queries regarding the processing of your Personal Data. You can exercise any of these rights by submitting a request to the Data Protection Officer, SOLAS, Block 1, Castleforbes House, Dublin 1. We will provide you with information on any action taken upon your request in relation to any of these rights without undue delay and at the latest within one month of receiving your request. We may extend this by up to 2 months if necessary, however we will inform you if this arises. You have the right to lodge a complaint with the Data Protection Commission with regards to our processing of your Personal Data.

Please read to the bottom of the Privacy Statement to continue

Accept   Go Back

Privacy Notice

CHANGES TO THIS NOTICE

We may amend this Notice from time to time, in whole or part, at our sole discretion. Any changes to this Notice will be posted on the SOLAS website - www.solas.ie If at any time we decide to use your Personal Data in a manner significantly different from that stated in this Notice, or otherwise disclosed to you at the time it was collected, we will notify you and you will have a choice as to whether or not we use your information in the new manner.

Please read to the bottom of the Privacy Statement to continue

Accept   Go Back

If you are eligible, you will be shown a summary of your details.

At this point if you require special accommodations, you can indicate this by ticking the relevant box.

At the bottom enter your email* address and click "Register".

* This email must be a valid active email account as this will be your username when logging into your SOLAS online account. An email address cannot be used more than once when registering for an account.

A message will pop up on the screen telling you that a verification email has been sent. ***This email is valid for 60 minutes.***
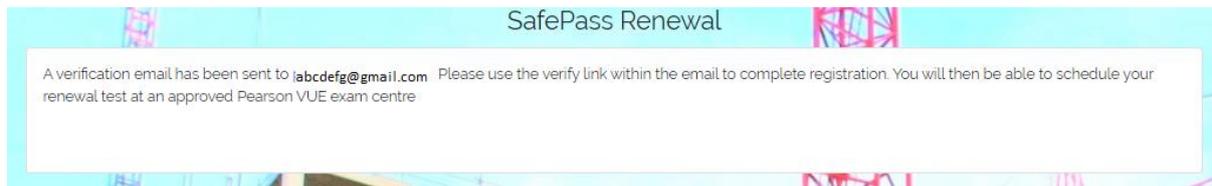
Open the verification email and click on the first link in this email.
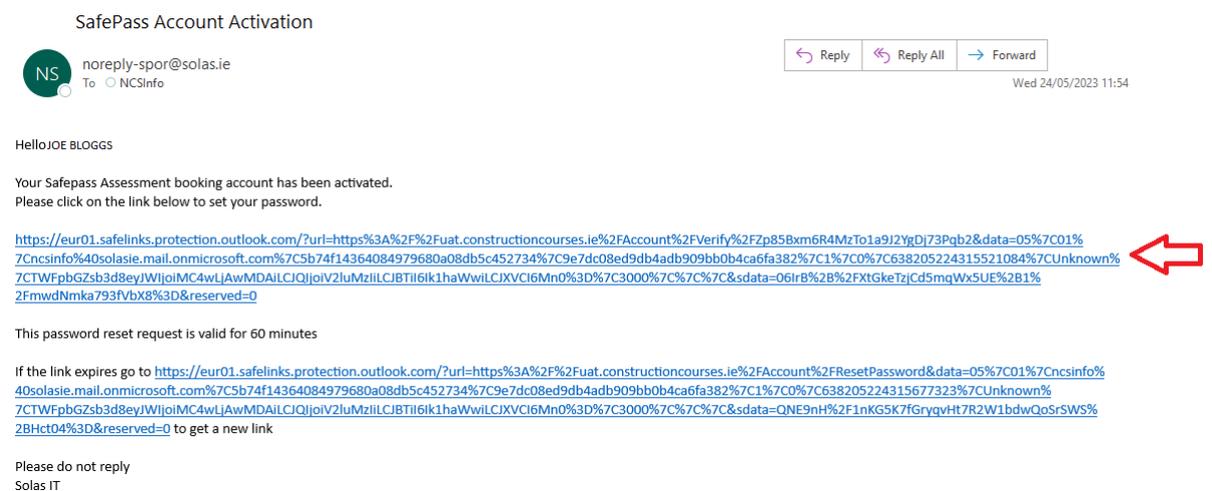
You will now be brought to a "Change Password" screen. Enter your password twice as indicated and then click "Change Password". Your password has now been created.
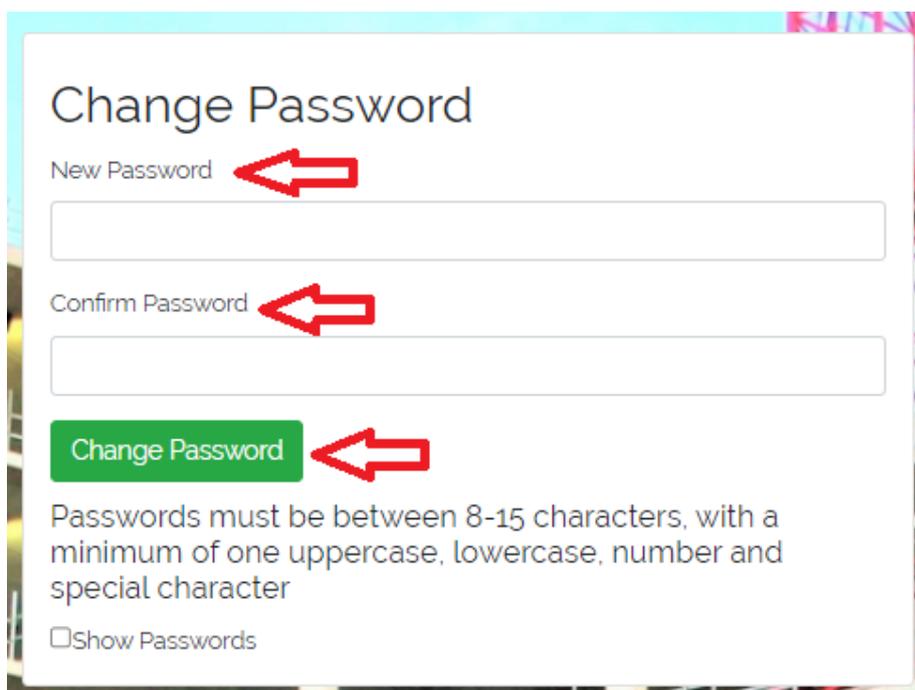
If you do not create your password within the 60 minutes you will need to request a new email with an updated link. To do this click the second link in the initial email that you received.

You will now be brought to a "reset password" screen. Enter your email address as requested and a new email with a new link will be sent to you.

Once you have created your password you will see a pop-up on the screen confirming your password has been changed. If you wish to log into your account at this point you can do so by clicking on the "sign in" link.

What to do if your Details aren't Located

If when you register, our system cannot locate your previous SafePass Record you will get a pop-up notification with a summary of the details you just entered.
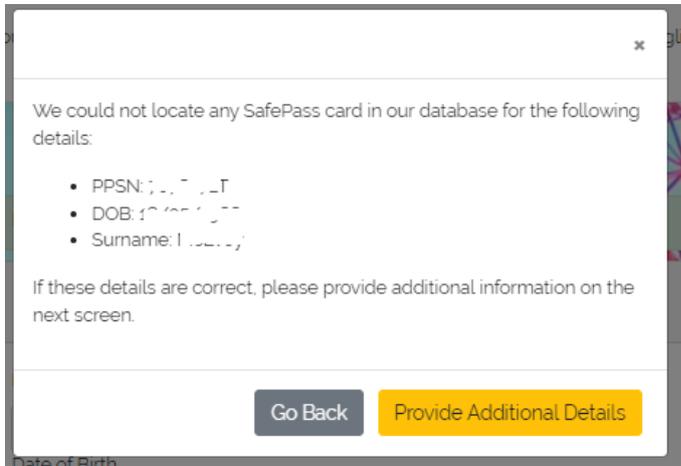
If you realise you have entered your information incorrectly, click the "Go Back" button and re-enter your details.

If the details you entered are correct, click the "Provide Additional Details" button.

You will now be brought to an additional screen where you will need to provide further details. Any field marked with an * are mandatory (photo and email address). Enter details as required and click "save details" at the bottom.

A pop-up will now appear on your screen to notify you that your details have been sent for manual validation.

How to Log into your SOLAS Account

To log into your SOLAS online account, click on the below link.

Home Page - My SafePass (constructioncourses.ie)

At the top of this page you will see different tabs please click on the "Sign In" tab.

Enter your username* and password** as indicated and tick the "I'm not a robot" box.

***Your username is the email address you registered with when you were creating your account.**

**** Your password is the password you set when prompted by the verification email you received.**
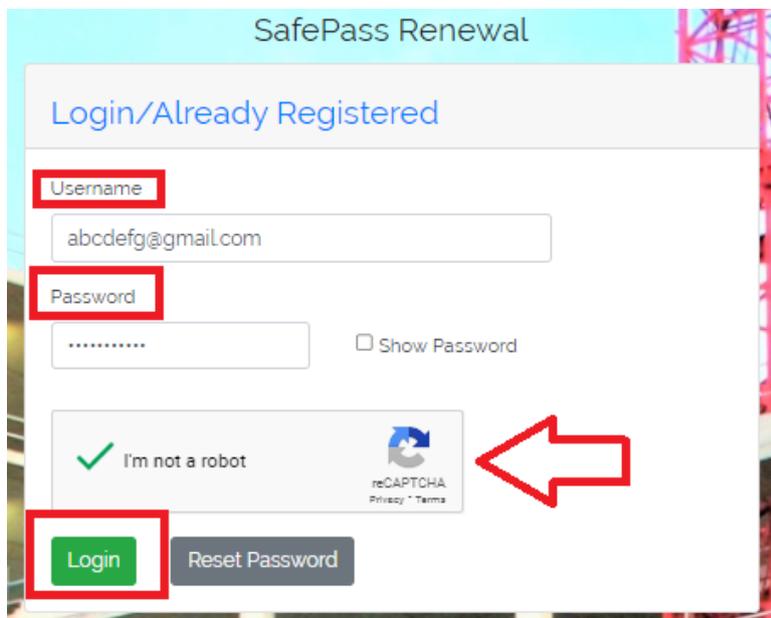
How to Reset your Password

If you have forgotten your password or are having difficulty logging in you can reset your password.

To reset your password, click on the below link.

[Home Page - My SafePass (constructioncourses.ie)](#)

At the top of this page, you will see different tabs please click on the "Sign In" tab.

You will see the below screen. Click the "Reset Password" button.
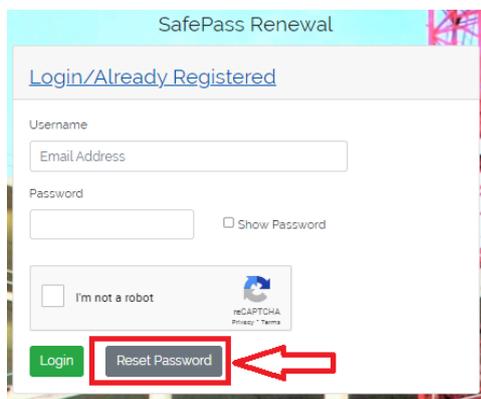
You will now be asked to enter the email address you registered with. Tick the "I'm not a robot" box and click "Submit".

You will now be notified that an email was sent if a matching account was found.