

## **Fact Sheets for Exam Candidates – Candidates writing Interprovincial Red Seal Exams Setting up your access to the rsexam.ca System**

On behalf of Skilled Trades Ontario (STO), congratulations on becoming eligible to write your Interprovincial Red Seal Exam in Ontario.

As of April 2, 2025, Interprovincial Red Seal exams are written electronically in Ontario.

**Step 1: Complete steps 1 through 4, including the payment, receiving authorization to test letter and scheduling requirements listed on the STO website at:**

<https://www.skilledtradesontario.ca/certification/exam-scheduling/>

**Step 2:**

### **IMPORTANT INFORMATION FOR RED SEAL EXAM CANDIDATES**

**As a Red Seal Exam Candidate, what must I do once I pay for and schedule my exam?**

- 1. You will be taking your Red Seal exam using the [rsexam.ca online delivery system](#). Access to the rsexam.ca delivery system is required for practising for the exam AND for taking the actual exam on your exam day.**
- 2. 14 days prior to your scheduled exam date, you will receive an email from the Red Seal Exam system to initiate access to the rsexam.ca system.**
- 3. The introductory email to initiate access to the Red Seal Exam system comes from the following URL: [ccda.alerts@gmail.com](mailto:ccda.alerts@gmail.com)**
- 4. The subject line of the email for granting access to the Red Seal Exam system is:  
“Red Seal Examination Account Activation / Activation du compte pour l'examen du Sceau rouge”**

5. The email you receive will look as follows (It will be in both EN and FR):

**Subject:** Red Seal Examination Account Activation / Activation du compte pour l'examen du Sceau rouge

[EXTERNAL EMAIL - Do not click links or open attachments unless you recognize the sender and know the content is safe.]



Hello,

You have registered to write the Red Seal Examination using the Red Seal Examination Online Portal. This portal is accessible to candidates prior to the exam to become familiar with how the questions are presented and how to submit the answers in the system. Sample questions are available for practice.

Your Apprenticeship Authority or Examination Administrator has activated your User Account.

*Important  
username and  
password info*

Username: **this is the client's email address**

Temporary Password: **this is a system generated # that they must enter to set up their own password**

You have **72 hours** to login into the account using the temporary password. Please click on the link below to complete your account setup:

*Rsexam.ca log in  
information*

If the link does not work, copy and paste the following URL into your browser.

<https://rsexam.ca/Account/Login>

For any questions, please contact your Apprenticeship Authority or Examination Administrator.



[Login](#)

Bonjour,

Vous êtes inscrit à l'examen du Sceau rouge qui sera fait à l'aide du portail en ligne des examens du Sceau rouge. Ce portail est accessible aux candidats avant l'examen afin qu'ils se familiarisent avec la façon dont les questions sont présentées et comment répondre aux questions. Des questions de pratique sont disponibles. Votre autorité en matière d'apprentissage ou votre administrateur d'examen a activé votre compte d'utilisateur.

Nom d'utilisateur : **votre adresse courriel**

Mot de passe temporaire : **mot de passe généré par le système**

Vous aurez **72 heures** pour vous connecter au compte en utilisant le mot de passe temporaire. Veuillez cliquer sur le lien ci-dessous pour terminer la configuration de votre compte :

[Se connecter](#)

Si le lien ne fonctionne pas, copiez et collez l'adresse suivante dans votre navigateur.

<https://rsexam.ca/Account/Login>

Pour toute question, veuillez contacter votre autorité en matière d'apprentissage ou votre administrateur d'examen.

6. **DO NOT IGNORE this email.**
7. **Within 72 hours of receiving this email, you MUST go to the login site, enter your username (which is your email address) and enter the temporary password provided in the email. The temporary password expires within 72 hours of receipt.**
8. **What if I missed the 72-hour window: If you do not log in as per email instructions and change the temporary password to a permanent password within the 72 hours period, you will not be able to access the system. If this happens, you must contact STO Registration Services (647-847-3000, or Toll Free in Ontario at 1-855-299-0028), let them know that you missed the 72-hour window and request to have your credentials reset.**
9. **You MUST request to have your access unlocked/credentials reset by 5:00 PM EST prior to your exam day. If you do not, then you will not be able to access your exam on exam day and will forfeit your payment / credit as applicable.**
  - **For those writing on Saturday, Monday, you must request a reset by 5:00 PM EST on the Friday prior to your exam.**
10. Once into the system using your temporary password, you MUST set your own password. Please set this as something you will remember as you will need it to practise on the system and to access your exam on exam day.
11. The system will provide you with instructions as to the required length and characters for your new password. You will have to enter it and reconfirm it.
12. We suggest saving the URL on your device for easy access to practise during the 14 days leading up to your exam date.
13. At any time prior to exam day, you can reset your password on your own.

14. **REMEMBER:** You **MUST** log off the rsexam.ca site immediately prior to your exam day session as you cannot have the site open on 2 different devices (e.g., your device and the device at the exam session). If you do not log off your device on the day of your exam sitting, you will receive an error message when trying to log into the exam at the Prometric Canada Testing site. Logging off your browser is **NOT** sufficient. You must fully logoff the rsexam.ca site.
  
15. **REMEMBER:** Your username is your email address that you provided to STO Registration Services.
  
16. **REMEMBER:** Bring your rsexam.ca password to the exam session. We suggest you write it on your Authorization To Test Letter (ATTL), which you must bring with you to the exam. Your password is case sensitive so write it down

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### Creating a password using the Temporary password

As indicated in steps 3 through 5 above, you must use the temporary password provided to you by the access email to set up your permanent password that you will need to use during your practise sessions leading up to exam day AND for the actual exam day.

Once you click the link provided in the email or enter the following URL as also provided in the email - <https://uat.rsexam.ca/Account/Login> - your screen will show as follows:

*Enter your email address as your username here*



Online Exam / Examen en ligne

User Name / Nom d'utilisateur \*

Password / Mot de passe \*

[Forgot My Password / J'ai oublié mon mot de passe](#)

**LOG IN / OUVRIR UNE SESSION**

Interprovincial Red Seal Examination portal is to be used only by authorized users.  
By continuing to use the portal, the user confirms that he/she is an authorized user.  
All activity on the Interprovincial Red Seal Examination portal is logged.  
Unauthorized users of the Interprovincial Red Seal Examination portal will be prosecuted to the full extent of the law.

Seules les personnes autorisées peuvent utiliser le Portail d'examen en ligne du Sceau rouge.  
En continuant d'utiliser le portail en ligne, l'utilisateur confirme qu'il est un utilisateur autorisé.  
Toute activité dans le portail en ligne est enregistrée.  
Les utilisateurs non autorisés feront l'objet de poursuites avec toute la rigueur de la loi.

*Enter your temporary password here.  
Copy your password exactly as  
provided with no extra spaces*

*Check the "eye" to make sure the temporary  
password you entered matches the one on  
the email you received*

Once you successfully enter your username and temporary password for the first time, your screen will show as follows:

### New Credentials

1. Passwords must contain at least 11 characters.
2. The password must be composed with three of the four following requirements
  - a. Upper case characters (A - Z)
  - b. Lower case characters (a - z)
  - c. Numeric digits (0 - 9)
  - d. Special character or punctuation character (e.g. !@#%&\*):
3. Passwords should not be the same as the user's identification (User ID) or name.

**New Password \***

**Confirm Password \***

*Enter your new password following the instructions on the left*

*Re-enter the same new password to confirm.*

If you do not follow the password set up instructions above, you will receive the following error message:

### New Credentials

1. Passwords must contain at least 11 characters.
2. The password must be composed with three of the four following requirements
  - a. Upper case characters (A - Z)
  - b. Lower case characters (a - z)
  - c. Numeric digits (0 - 9)
  - d. Special character or punctuation character (e.g. !@#%&\*):
3. Passwords should not be the same as the user's identification (User ID) or name.

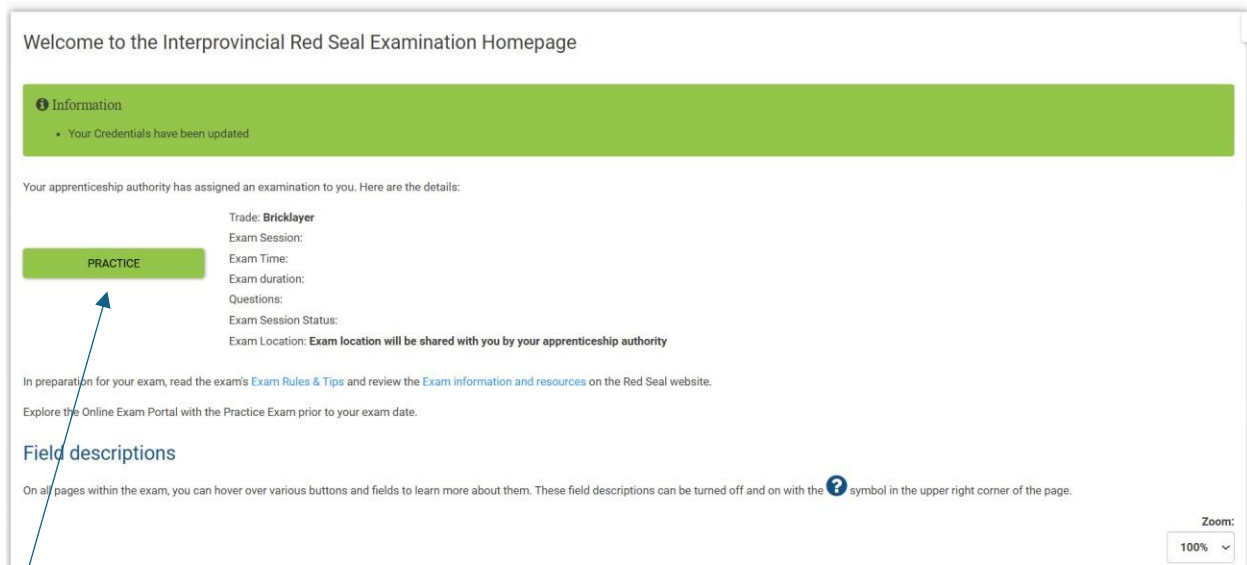
**New Password \***

**Confirm Password \***

**Error**

- The new password must contain at least three of the following: an upper case letter; a lower case letter; a number; a special character. It must not be your name or user Id, and be at least 11 and no more than 15 characters.

Once you have successfully entered a new password, your screen will show as follows:



You can now practise on the system by clicking the practice button.

## REMINDERS FOR EXAM DAY

### REMINDER #1:

Your new password (to replace the temporary password) must be set up by 5:00 pm EST on the day prior to your exam session. You cannot use the temporary password provided by the rsexam.ca system on exam day. It will not work.

### REMINDER #2:

You MUST log off the rsexam.ca system on your device at home (e.g., computer, phone, tablet) prior to the day of your exam or else you will not be able to log in at the testing site on exam day. Logging off your browser or turning off your device will not work.

### REMINDER #3:

Check your password the night before your exam. Don't forget to log off the device after you check it.

### REMINDER #4:

You must bring your password with you as well as your authorization to test letter and government issued identification on exam day as you will need these to take your exam. We recommend you write your password on your ATTL letter. Password is case sensitive so write it down exactly as it was entered.

**GOOD LUCK**