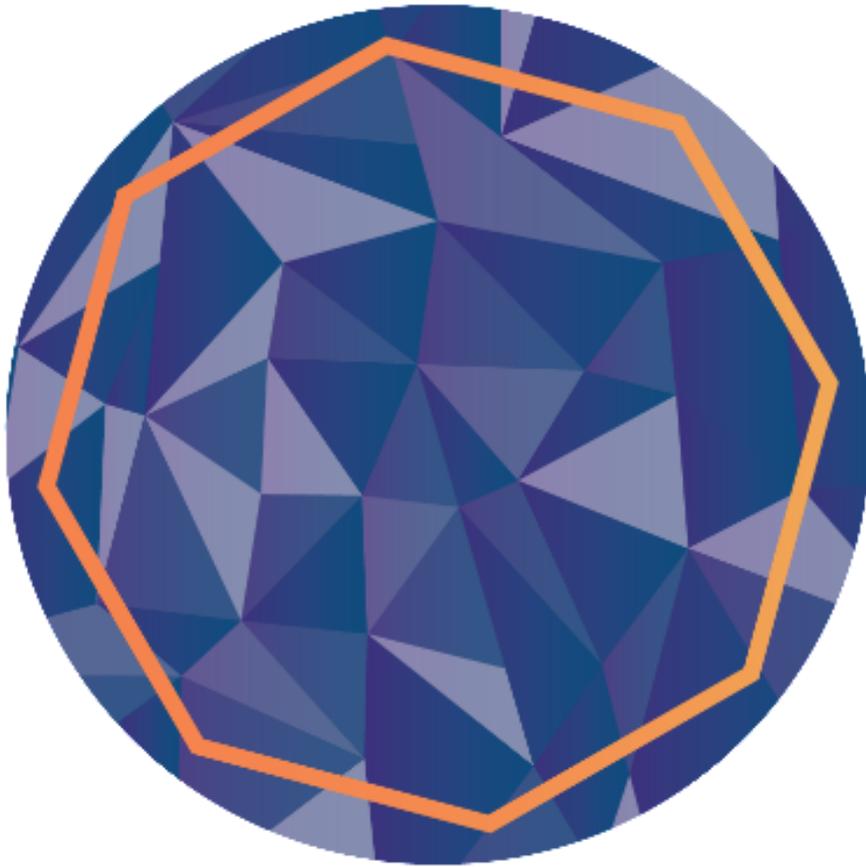


# Alternative Safe Pass Renewal

How to Reschedule & Cancel your Test



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## How to Reschedule your Test

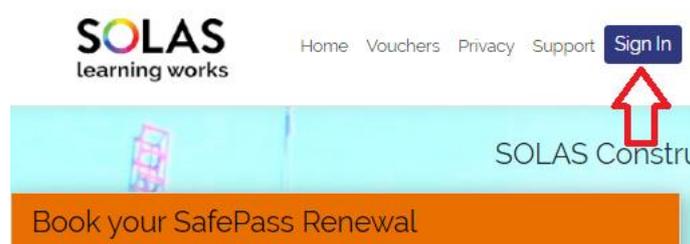
Please note you can only reschedule your test **free of charge** up to **48 hours prior to your appointment**.

To reschedule a test, you need to log into your SOLAS online account.

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

[Home Page - My SafePass \(constructioncourses.ie\)](https://www.constructioncourses.ie)

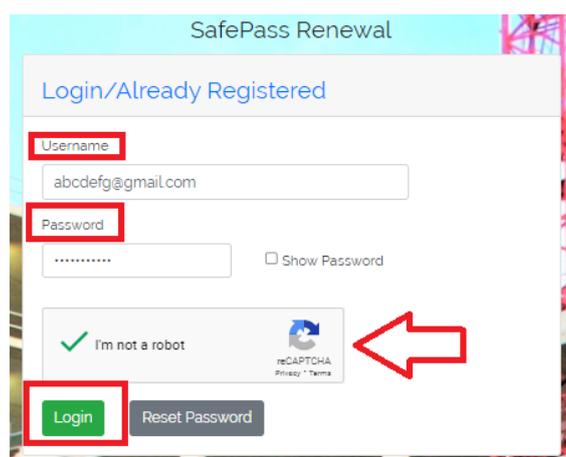
At the top of this page, you will see different tabs click on the "Sign In" tab.



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.**

A screenshot of the 'SafePass Renewal' login form. The form is titled 'Login/Already Registered'. It has a 'Username' field containing 'abcdefg@gmail.com', a 'Password' field with masked characters, and a 'Show Password' checkbox. Below the password field is a 'reCAPTCHA' section with a green checkmark and the text 'I'm not a robot'. A red arrow points to the reCAPTCHA area. At the bottom, there is a green 'Login' button and a grey 'Reset Password' button. Red boxes highlight the Username, Password, I'm not a robot checkbox, and the Login button.

Once you have logged into your account you will see a summary of your details under the “Profile” tab. To access your booking you want to click on the “Manage Bookings” tab.

SafePass Renewal

Profile **Manage Bookings** Revision Material

Surname/Family Name [input]  
First Name [input]  
Date of Birth [input]  
PPS [input]

Email Address [input]

- Please note your email address is your username.
- You must maintain a valid active email account to access this dashboard and manage your appointments etc.

**YOU ARE STRONGLY ADVISED TO STUDY THE REVISION MATERIAL BEFORE BOOKING YOUR TEST.**  
[CLICK HERE TO ACCESS REVISION MATERIAL](#)

You will see a summary of your booking, to access the booking click “Manage Booking”

Profile **Manage Bookings** Revision Material

Id: [input] Status: Booked

Date: 24 Oct 2023 (Tuesday) Test Centre: CTT Test Centre II Dublin Dublin

Time: 8:00 AM

**Manage Booking** ←

You will now be re-directed to the PearsonVue site. The “Dashboard” page will open, and you will see an option to “View an upcoming test centre appointment” click the blue hyperlink to view the appointment.

## Dashboard

View an upcoming test center appointment

Tuesday, October 24, 2023

[SOL-SPOR: SafePass Renewal](#) ←

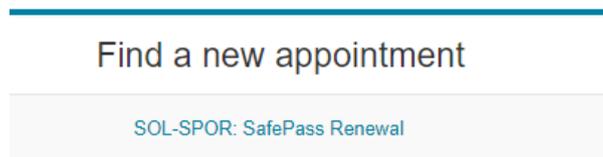
You will now see your Exam Appointment Details.

Exam Appointment Details			
Description	Details	Order Information	Actions
Exam SOL-SPOR: SafePass Renewal  Language: English Length: 45 minutes	Appointment Tuesday, October 24, 2023 Start time: 8:00 AM Europe/Dublin - IST  <a href="#">Add to your calendar</a>  Location SOLAS CTT Site 1 1 High Street Dublin D0P9U8 Ireland <a href="#">Test Center Information</a>	Order Number/Invoice 0000-1519-1235 Registration ID 210887473 Status Scheduled	<a href="#">Reschedule</a> <a href="#">Cancel</a>

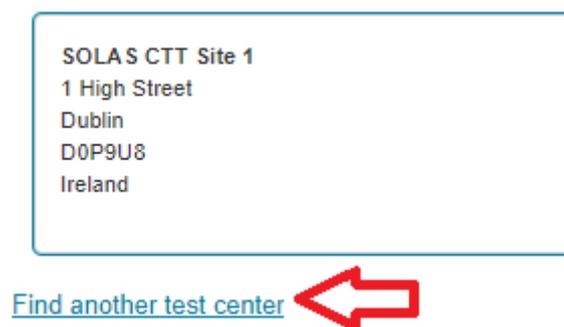
Under "actions" on the right-hand side click on "Reschedule".



You will now be brought to a screen where you can "find a new appointment".

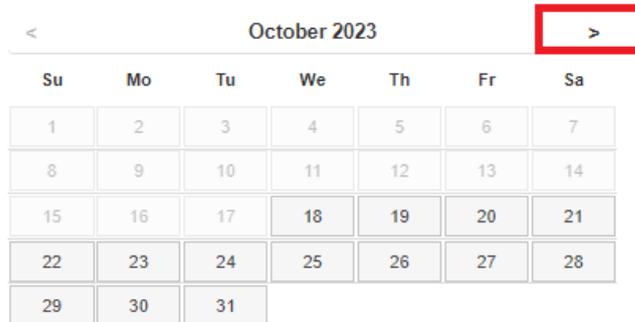


You can choose to change test centre if you wish to, click "Find another test centre".



If you're happy to go to the same test centre you can proceed with selecting a date. You can move through the months using the arrows just above the calendar.

Select a date from the calendar. Only dates with appointment availability can be selected.



Once you select your preferred date you will now be asked to select a time. You will automatically be given the next available appointment however if you want to change the time click explore more times.

## 2. Select your appointment start time

How would you like times displayed?

12 hr (e.g., 2:00 PM)  24 hr (e.g., 14:00)

Our next available appointment is:

Monday, October 30, 2023  
 **8:00 AM - 8:45 AM Europe/Dublin - IST**  


Once you have selected your preferred time, you can click "Book this Appointment".

Would you like to book this appointment?

Monday, October 30, 2023  
 **11:30 AM - 12:15 PM Europe/Dublin - IST**  
  

You need to read through the Agree to SOLAS – SafePass policies page and then click "Agree" at the bottom.

---

Agree to SOLAS - SafePass policies

SOL-SPOR: SafePass Renewal

SOLAS - SafePass policies

You will now be asked to review your new appointment and once you're happy, click "Next" at the bottom of the page.

Is everything correct? Proceed to complete your order

Original Appointment: Tuesday, October 24, 2023 Start time: 8:00 AM Europe/Dublin - IST at SOLAS CTT Site 1

Please review your new appointment time and then click the "Next" button.

Description	Details
<b>Exam</b> SOL-SPOR: SafePass Renewal Language: English Length: 45 minutes	<b>New Appointment</b> Monday, October 30, 2023 Start time: 11:30 AM Europe/Dublin - GMT <a href="#">Change Appointment</a>  <b>Location</b> SOLAS CTT Site 1 1 High Street Dublin D0P9U8 Ireland <a href="#">Change Test Center</a>

You will now be asked to "Confirm Reschedule".

Almost there...

Original Appointment: Tuesday, October 24, 2023 Start time: 8:00 AM Europe/Dublin - IST at SOLAS CTT Site 1

Description	Details
<b>Exam</b> SOL-SPOR: SafePass Renewal Language: English Length: 45 minutes	<b>New Appointment</b> Monday, October 30, 2023 Start time: 11:30 AM Europe/Dublin - GMT  <b>Location</b> SOLAS CTT Site 1 1 High Street Dublin D0P9U8 Ireland

 [Confirm Reschedule](#)

Your appointment has now been rescheduled and an email confirmation sent to you.

Your appointment is rescheduled!

Order #: 0000-1519-1235

An email confirmation has been sent to: billyjoe@gmail.com

The original appointment has been changed. Please remember to remove any previously added calendar reminders.

## How to Cancel your test

Please note you can only cancel your test **free of charge** up to **48 hours prior to your appointment**. Where you do so a refund will be automatically applied to the card used to make your booking.

To cancel a test, you need to log into your SOLAS online account.

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

[Home Page - My SafePass \(constructioncourses.ie\)](https://www.constructioncourses.ie)

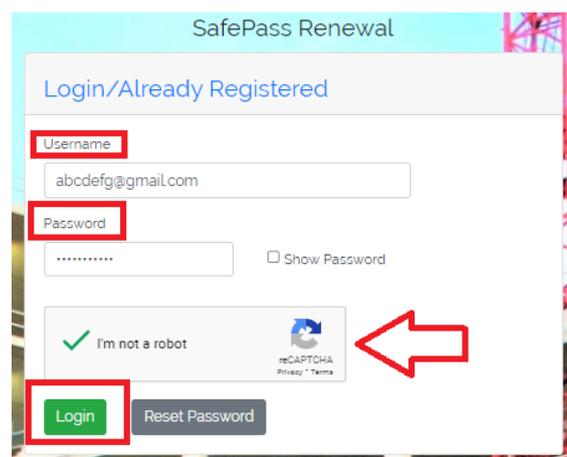
At the top of this page, you will see different tabs click on the "Sign In" tab.



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.**

A screenshot of the 'SafePass Renewal' login form. The title is 'SafePass Renewal' and the subtitle is 'Login/Already Registered'. There are three input fields: 'Username' with the value 'abcdefg@gmail.com', 'Password' with masked characters, and a checkbox for 'Show Password'. Below the password field is a reCAPTCHA widget with a green checkmark and the text 'I'm not a robot'. A red arrow points to the reCAPTCHA logo. At the bottom are 'Login' and 'Reset Password' buttons.

Once you have logged into your account you will see a summary of your details under the “Profile” tab. To access your booking you want to click on the “Manage Bookings” tab.

SafePass Renewal

Profile **Manage Bookings** Revision Material

Surname/Family Name  
[Redacted]

First Name  
[Redacted]

Date of Birth  
[Redacted]

PPS  
[Redacted]

Email Address  
[Redacted]

- Please note your email address is your username.
- You must maintain a valid active email account to access this dashboard and manage your appointments etc.

**YOU ARE STRONGLY ADVISED TO STUDY THE REVISION MATERIAL BEFORE BOOKING YOUR TEST.**  
[CLICK HERE TO ACCESS REVISION MATERIAL](#)

You will see a summary of your booking, to access the booking click “Manage Booking”

Profile **Manage Bookings** Revision Material

Id: [Redacted] Status: Booked

Date: 24 Oct 2023 (Tuesday) Test Centre: CTT Test Centre II Dublin Dublin

Time: 8:00 AM

**Manage Booking** ←

You will now be re-directed to the PearsonVue site. The “Dashboard” page will open, and you will see an option to “View an upcoming test centre appointment” click the blue hyperlink to view the appointment.

## Dashboard

View an upcoming test center appointment

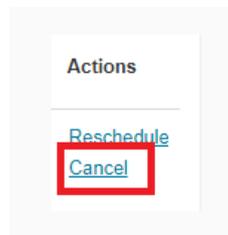
Tuesday, October 24, 2023

[SOL-SPOR: SafePass Renewal](#) ←

You will now see your Exam Appointment Details.

Description	Details	Order Information	Actions
<b>Exam</b> SOL-SPOR: SafePass Renewal Language: English Length: 45 minutes	<b>Appointment</b> Tuesday, October 24, 2023 Start time: 8:00 AM Europe/Dublin - IST <a href="#">Add to your calendar</a>  <b>Location</b> SOLAS CTT Site 1 1 High Street Dublin D0P9U8 Ireland <a href="#">Test Center Information</a>	<b>Order Number/Invoice</b> 0000-1519-1235 <b>Registration ID</b> 210887473 <b>Status</b> Scheduled	<a href="#">Reschedule</a> <a href="#">Cancel</a>

Under "actions" on the right-hand side click on "Cancel".



You will now be brought to "Cancel Your Appointment". Please ensure you read through the "Cancellation Policy" and if you are happy to go ahead tick the box "I have read and agree to the SOLAS SafePass Policies" and at the bottom of the page click "Confirm Cancellation".

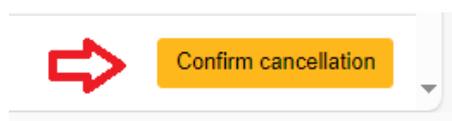
### Cancel your appointment

Description	Details	Order Information
<b>Exam</b> SOL-SPOR: SafePass Renewal	<b>Appointment</b> Monday, October 30, 2023 Start time: 11:30 AM Europe/Dublin - GMT  <b>Location</b> SOLAS CTT Site 1	<b>Order Number/Invoice</b> 0000-1519-1235 <b>Registration ID</b> 210887473

**Cancellation Policy**

You can cancel your test up to 48 hours prior to your appointment. To cancel your test, you must log in through your SOLAS online account. Failure to cancel in time or failure to appear for your appointment will result in the forfeiture of our test fee.

\*I have read and agree to the SOLAS - SafePass policies listed above.



You will now be notified that your appointment has been cancelled and an email confirmation will be sent to you.

## Your appointment is canceled!

Order #: 0000-1519-1235

An email confirmation has been sent to: billyjoe@gmail.com

The original appointment has been changed. Please remember to remove any previously added calendar reminders.

[Return to Dashboard](#)

Description	Details	Order Information
<b>Exam</b> SOL-SPOR: SafePass Renewal	<b>Appointment</b> Monday, October 30, 2023 Start time: 11:30 AM Europe/Dublin - GMT  <b>Location</b> SOLAS CTT Site 1	<b>Order Number/Invoice</b> 0000-1519-1235 <b>Registration ID</b> 210887473 <b>Status</b> Canceled