

# Site Usage Instructions – Create New Account Student/Employer

## INTRODUCTION

Thank you for visiting our Continuing Education Portal. Because we want you to have a positive experience we've created instructions to guide you through the account activation and registration process. If there is anything we can do that would enhance your experience please click on our **"Contact Us"** tab and send your comments to our support team.

Please feel free to browse around the site; we want you to feel comfortable with the navigation process.

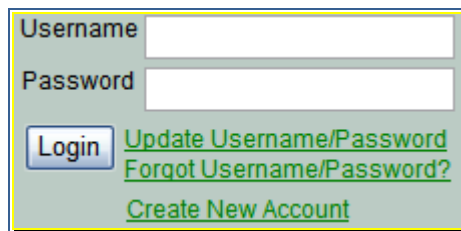
If you want to view general information about our courses you can go to the **"Courses"** tab. When it opens you will see a list of the courses that are currently being offered and a short description of what the course covers. You will also find an explanation of our **Cut-off Date policy**. It is important that all users read and understand this policy.

## Site Usage Instructions

The following guides you through the process of creating a new account. You must create an account to register in order to take a course.

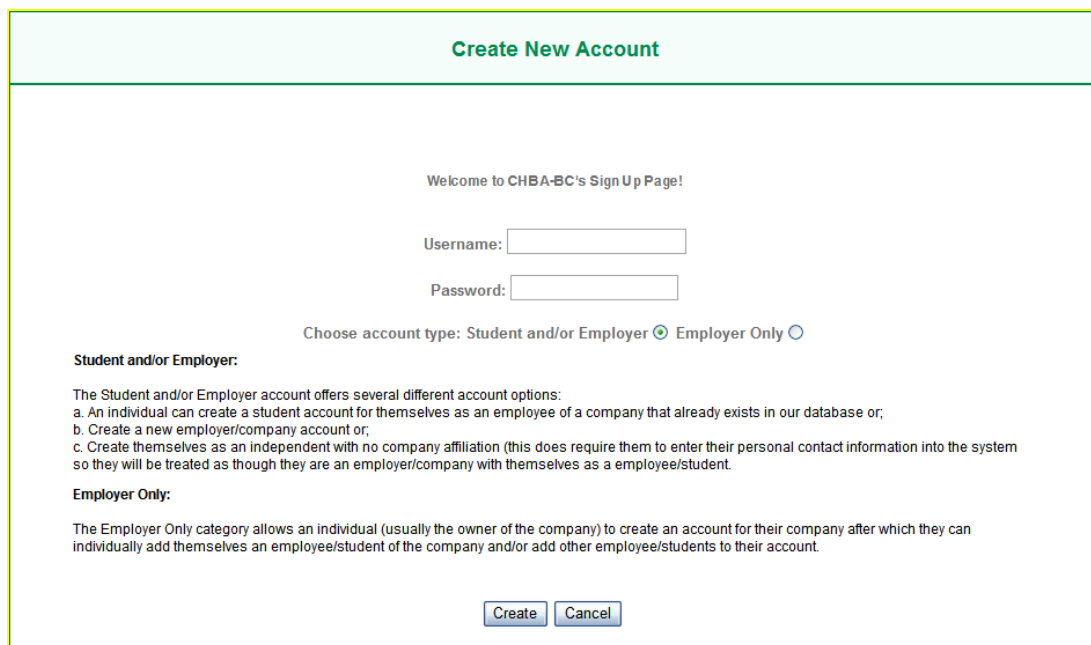
### Create New Account - Student and/or Employer:

To Create a New Account the user must first click on the **"Create New Account"** tab to create a **"Student and/or Employer"** account in our system.



A screenshot of a login form. It features two input fields: 'Username' and 'Password'. Below the fields are four buttons: a blue 'Login' button, and three green buttons with text links: 'Update Username/Password', 'Forgot Username/Password?', and 'Create New Account'.

The following screen will open and the user chooses a username and password and the type of account they wish to create.



**Create New Account**

Welcome to CHBA-BC's Sign Up Page!

Username:

Password:

Choose account type: Student and/or Employer  Employer Only

**Student and/or Employer:**

The Student and/or Employer account offers several different account options:

- a. An individual can create a student account for themselves as an employee of a company that already exists in our database or;
- b. Create a new employer/company account or;
- c. Create themselves as an independent with no company affiliation (this does require them to enter their personal contact information into the system so they will be treated as though they are an employer/company with themselves as a employee/student.

**Employer Only:**

The Employer Only category allows an individual (usually the owner of the company) to create an account for their company after which they can individually add themselves an employee/student of the company and/or add other employee/students to their account.

## Student and/or Employer: Option A

When the page opens the Student and/or Employer enter a username and password into the corresponding data fields, clicks the Student and/or Employer radio button then clicks on the "Create" button. The following form opens, offering the individual several account options.

**Note:** An individual can create a student account for themselves as an employee of an existing company in their database or create a new company. The following options are provided to do so:

1. They can search for an existing company in the drop down box named 'Employer/Company'. If it exists, please select, OR, if it does not you can either:
2. Create a new employer/company OR
3. Create yourself as an independent with no company affiliation.

**Help:** Once they select an employer/company, they can no longer add a new employer/company or be an independent with no company affiliation. While filling out this form, if they decide to add a new employer/company or be registered as an independent with no company affiliation they must select "**Add new employer/company information?**" located at the top of the list in the drop down box; this will activate the radio buttons.

The screenshot shows a web form with the following fields and options:

- ACAASG: Student Registration Number: [text input]
- Registration Date: [text input]
- Employer/Company: [dropdown menu]
- Add new employer/company information?: [radio button]
- First Name:\* [text input]
- Last Name:\* [text input]
- Initial: [text input]
- Email:\* [text input]
- Address Line 1:\* [text input]
- Address Line 2: [text input]
- Address Line 3: [text input]
- City:\* [text input, value: Surrey]
- Country:\* [dropdown menu, value: CAN]
- Province:\* [dropdown menu, value: BC]
- Postal Code:\* [text input, format: P2L 3C4]
- Preferred Phone Number:\* [text input, format: 604-234-5678]
- Fax: [text input, format: 604-412-8672]
- Source: [dropdown menu, value: CHBABC]

The dropdown menu for 'Employer/Company' is open, showing a list of companies. A red box highlights the option 'Add new employer information is found at the top of the drop down list.'



ACAASG: 100414

Student Registration Number:

Registration Date: 2008-11-20

Employer/Company: Add new employer information

Add new employer/company information?:  Yes  No Thanks [Independent with no company affiliation]

**Employer/Company Information Entry Form Begin**

Emp. Name:\*

Local Assn Member Number:

CHBA Membership:\*  Member  Non-Member

Emp. First Name:

Emp. Last Name:

Emp. Initial:

Emp. Email:\*

Emp. Address Line 1:\*

Emp. Address Line 2:

Emp. Address Line 3:

Emp. City:\*

Emp. Country:\* CAN

Emp. Province:\* BC

Emp. Postal Code:\*  format: P2L 3C4

Emp. Preferred Phone Number:\*  format: 604-234-6678

Emp. Fax:  format: 604-412-6672

Emp. Source: CHBABC

Emp. Local:\*  Choose a local near you



Once the "Add new employer/company information?" is selected and the "Yes" radio button is clicked on the following screen opens allowing the user to fill in the form with all of the Employer / Company and personal information.

**Employer/Company Information Entry Form Begin**

Emp. Name:\* AMT Limited

Local Assn Member Number:

CHBA Membership:\*  Member  Non-Member

Emp. First Name: Jim

Emp. Last Name: Johnson

Emp. Initial:

Emp. Email:\* amt@uniserve.com

Emp. Address Line 1:\* 123 Progress Lane

Emp. Address Line 2:

Emp. Address Line 3:

Emp. City:\* Surrey

Emp. Country:\* CAN

Emp. Province:\* BC

Emp. Postal Code:\* V4A 5T6 format: P2L 3C4

Emp. Preferred Phone Number:\* 604-535-6355 format: 604-234-6678


Emp. Fax: 604-525-6356 format: 604-412-6672

Emp. Source: CHBABC

Emp. Local:\* GVHBA: Greater Vancouver HBA Choose a local near you

**Employer/Company Information Entry Form End**

Once this is completed the **“Add”** button is clicked and a new screen opens that displays the Student Details.

Student Details									
Action	Student Number	First Name	Last Name	Email	City	Preferred Phone Number	Source	Local	
	2008-000063	Jim	Johnson	jim_amt@uniserve.com	Surrey	604-456-7890	CHBABC	GVHBA	<input type="button" value="Courses"/> <input type="button" value="Registration"/>

At this time the individual can choose to register for a course by clicking on the **“registration”** button. *(please see the ‘Registering For a Course’ section in this document)*

Emails will be automatically sent to both the student and the employer acknowledging the account activation, providing username and password details and student registration numbers. Both can return to the site and enter their respective usernames and passwords and access the personal information.

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