

Site Usage Instructions – Create New Account – Employer Only

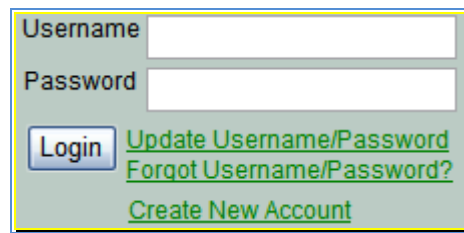
Thank you for visiting our Continuing Education Portal. Because we want you to have a positive experience we've created this document to guide you through the account activation and registration process. If there is anything we can do that would enhance your experience please click on our "Contact Us"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

Create New Account - Employer Only:

To Create a New Account the user must first click on the "**Create New Account**" tab to create an Employer Only account in our system.



A screenshot of a web interface for user management. It features two input fields: "Username" and "Password". Below these fields is a blue "Login" button. To the right of the "Login" button are three green links: "Update Username/Password", "Forgot Username/Password?", and "Create New Account".

Employer Only - Option B:

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 as employee/student of the company and/or add other employee/students to their account.

For convenience it is highly recommended that the employer adds him or herself as an employee/student at this time.



A screenshot of the "Welcome to CHBA-BC's Sign Up Page!". It displays two input fields: "Username:" and "Password:". Below these fields is a radio button selection for "Choose account type: Student and/or Employer" (which is unselected) and "Employer Only" (which is selected).



ACAASG:

Member/Company Name:*

Local Assn Member Number:

CHBA Membership:* Member Non-Member

HPO Number: Pending

First Name:

Last Name:

Initial:

Email:*

Address Line 1:*

Address Line 2:

Address Line 3:

City:*

Country:*

Province:*

Postal Code:* format: P2L 3C4

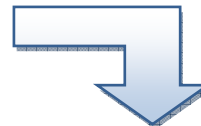
Preferred Phone Number:* format: 604-234-5678

Fax: format: 604-412-6672

Source:

Local:*

* Fields must be filled before submission.



Once this process is completed they will immediately receive two confirmation emails one containing their username, password and student registration number and the other their company username and password. Individuals are asked to keep the information handy as it will be needed when returning to the Continuing Education Portal. They can now return to the site as a student, click on **Students Info/Registration** in the side bar menu to view their training history and register for courses or click on **Course Registration** to go straight to the registration page.

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[Course Registration](#)
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If they are an employer and return to the site using their employer login information (this will be different if they are also in the system as an employee/student of the company) they will be able to view all of their employee records, add new employees, register multiple employees for a specific course and edit their employer information.

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