Site Usage Instructions –

Employer Registering for a Course

Site Usage Instructions

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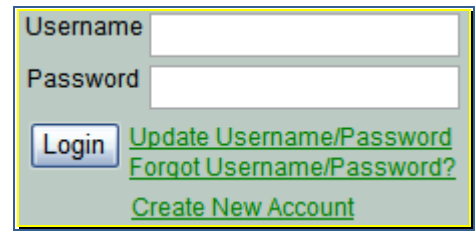
Please feel free to browse around the site; we want you to feel comfortable with the navigation process.

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.

Registering For a Course:

Before an employer can register themselves or their employees for a course they must have an active account. They can begin the process by clicking on the **"Create New Account"** tab. (see; First Time Visitor)

When an employer returns to the site they can browse the site but will not be able to register for a course or see their records until they logon by entering their **Employer** user name and password in the appropriate boxes located in the top right corner of the **"Home"** page.


Once the employer is logged in they will see a menu bar on the left had side of the page.

They will have access to two separate pages.

Membership:

On this page a employer will be able to:

- Review (edit) their personal information – click on the pencil icon to edit your personal information.

- Review their records as well as the records of all employees and add new employees by clicking on the **Employees/Students** box on the far right of the screen. .
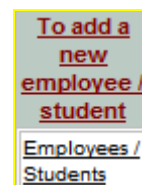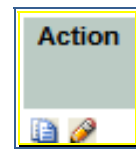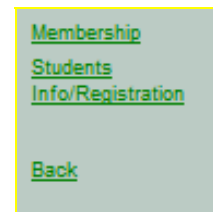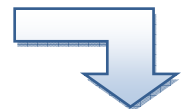
Student Info/Registration:

On this page a student will be able to:

- Review (edit) their personal information as well as the information for their employees – click on the pencil icon to edit your personal information.

Action

- View each employee's course history both past and current by clicking on the **Courses** box at the far right of the screen.

Courses

- Register and pay for a course - click on the **"Register"** button located above the student information area. The employer must check the boxes of the employee(s) they intend to register for a specific course then click the **Register** box.
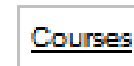
To register multiple employee(s) for a specific course, place a check in the box next to the student number(s) then click the Register box.

	Student Number	Employee Name
☐	0000-000061	Robert Broesky

Register

1. The Registration Process:

The employer must first click on the **"Register"** button located above the student information area (see previous image). This will open a page displaying all of the courses that are being offered, their location and date, the course fee and the number of course credits for the course. The employer can chose to register multiple employees for a specific course by checking the box beside the course title. (see; following image) When the following symbol is located beside a course offering it indicates that the individual has already registered for this course.

✉: You are already registered for the course.

Course Name ‡ Number of students signed is has already exceeded the maximum number of class size. By signing in for this course, you will be in the waiting list.	Course Code	Country Code	Province Code	Local Description	Section Description	Course Fee ♦Non-Member Fee Applicable.	Credit Hours	Section Code
☐ BC Building Code - Single Family Dwelling	BC0000	CAN	BC	CHBA - South Okanagan	Kamloops Apr 25, 2009	699.00 ♦	24	004-09
☑ Built Green Builder Training	BG0000	CAN	BC	CHBA - Kamloops	Kamloops Feb 19 & 20, 2009	699.00 ♦	24	002-09
☐ Built Green Builder Training‡	BG0000	CAN	BC	CHBA - Kamloops	Kamloops Jun 25 & 26, 2009	699.00 ♦	24	0209
☐ Built Green Builder Training - Rewrite Final Exam	BG0002	CAN	BC	Greater Vancouver HBA	Sachin Created THIS!!	201.00 ♦	0	BG0801
☐ Construction Law	CL0000	CAN	BC	CHBA - Kamloops	Kamloops Nov 21 2008	699.00 ♦	24	011-08
☐ Construction Law	CL0000	CAN	BC	CHBA - South Okanagan	Penticton Nov. 22, 2008	699.00 ♦	24	0208
☑ Financial Management‡	FM0000	CAN	BC	Greater Vancouver HBA	December 2008	499.00	24	012-08
☐ Marketing and Project Sales‡	MS0000	CAN	BC	CHBA - Kamloops	Kamloops May 29, 2009	499.00	24	052-09
☐ Project Management and Site Supervision‡	PM0000	CAN	BC	CHBA - Kamloops	Kamloops Mar 27, 2009	499.00	24	003-09
☐ Project Management and Site Supervision‡	PM0000	CAN	BC	CHBA - Central Okanagan	Kelowna Feb 27, 2009	499.00	24	0210
Select the course(s)						1198	48	

Once the employer is satisfied with their choice they need to click on the **"Select the Course"** button,

Select the course(s)

a new window will open and display a box at the top of the page that displays the course chosen and the total amount owing.

Course Title	Session	Course Fee	Credit Hours	
Construction Law	CHBA - Kamloops [Kamloops Nov 21 2008]	699.00	24	Remove
Check out using PayPal	**TOTAL**	**699**	**24**	

The employer may remove the course if they find they have made an error by clicking on the **"Remove"** button. Before it is possible to go any further the employer is given an option to read our refund/cut-off policies. This is located just between the top and bottom boxes.

☐ I agree with the terms and conditions of the refund/cut-off policies provided here.

Once they agree with the terms and conditions of the policies they must click in the box on the left of the screen to indicate their acceptance. Immediately upon doing this the **"Check out using PayPal"** box located in the upper box will turn from a faded lettering to bold lettering.

Check out using PayPal	TOTAL	699	24

☑ I agree with the terms and conditions of the refund/cut-off policies provided here.

The user simply has to click on this box and the payment process begins.   Note: users do not need to have a PayPal account to complete the registration process. Users can also use their credit card to make payment. Upon completion the student may choose to return to the site to begin their course. They will receive confirmation of registration and payment via email.
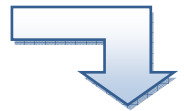
My Courses:

Any time a student returns to the site and logs in and clicks the **"My Courses"** button they will be able to:

a. Review all current and past courses taken

b. Review their progress in any course

c. Review their grade for any course

d. Go to a **"View Active Course"** button and work their way through any of their active courses by clicking on the **"Course Page"** and then the **"Launch Course"** button.

Student Record Card

View Result/ Select	Student Number	Student Name	Course Code	Section Code	On-Line Grade	Asgmt 1	Asgmt 2	Final Exam	Progress	Local	Remarks
	2008-000063	Jim Johnson	FM0000	00077	83%	PASS	PASS	87%	100%	GVHBA	
	2008-000063	Jim Johnson	PM0000	00098					63%	GVHBA	

View Active Course

Student Record Card

View Result/ Select	Student Number	Student Name	Course Code	Section Code	On-Line Grade	Asgmt 1	Asgmt 2	Final Exam	Progress	Local	Remarks
	2008-000063	Jim Johnson	FM0000	00077	83%	PASS	PASS	87%	100%	GVHBA	
	2008-000063	Jim Johnson	PM0000	00098					63%	GVHBA	

My Active Courses

CHBA BC - Project Management

Launch CHBA BC - Project Management

course page