

# Site Usage Instructions – Employer Access

## Site Usage Instructions

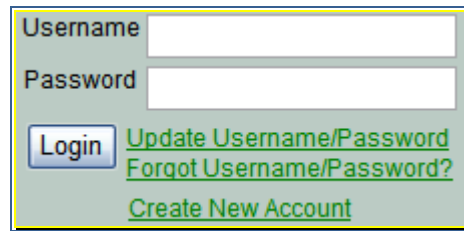
Thank you for visiting our Continuing Education Portal. Because we want you to have a positive experience we've created this document to guide you through the account activation and registration process. If there is anything we can do that would enhance your experience please click on our **“Contact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

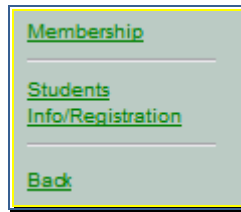
### Employer Access:

Any time an employer returns to the site and logs in



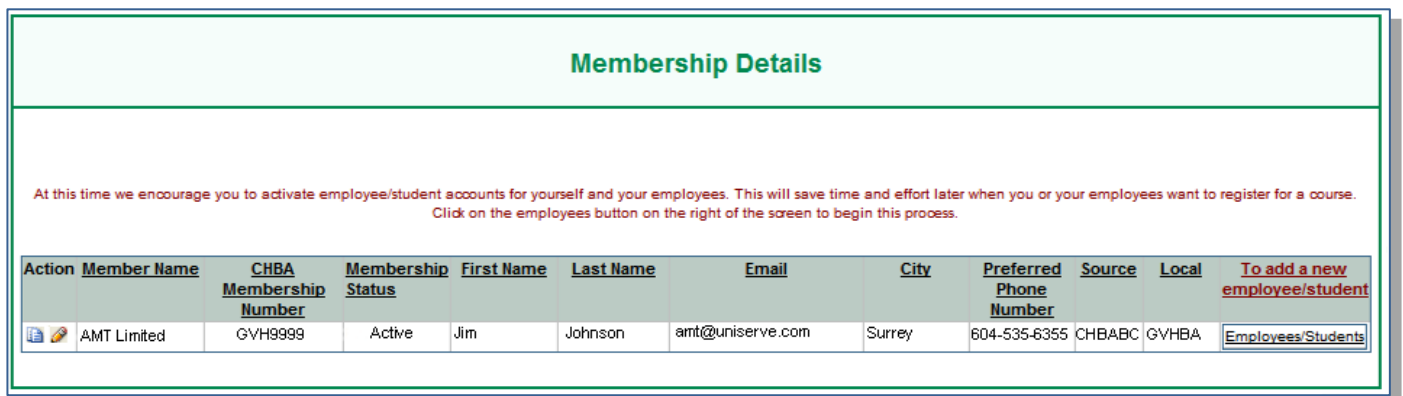
Username   
Password   
 [Update Username/Password](#)  
[Forgot Username/Password?](#)  
[Create New Account](#)

and clicks on **“Membership”** on the left side of their screen



they will be able to:

- Review and edit all membership information
- Review and add employees by clicking on the **“Employees/Student”** button on the right side of the screen.



**Membership Details**

At this time we encourage you to activate employee/student accounts for yourself and your employees. This will save time and effort later when you or your employees want to register for a course. Click on the employees button on the right of the screen to begin this process.

Action	Member Name	CHBA Membership Number	Membership Status	First Name	Last Name	Email	City	Preferred Phone Number	Source	Local	To add a new employee/student
	AMT Limited	GVH9999	Active	Jim	Johnson	amt@uniserve.com	Surrey	604-535-6355	CHBABC	GVHBA	<a href="#">Employees/Students</a>



### Student Details

Student Number

Last Name

First Name

City

Employer

Local

Click Here to add an Employee/Student

Action	Student Number	First Name	Last Name	Email	City	Preferred Phone Number	Source	Local
	2008-00063	Jim	Johnson	amt@uniserve.com	Surrey	604-535-6355	CHBABC	GVHBA

The following form appears, the **“Student Registration Number”** box will auto-populate when the add button at the bottom of the form is clicked. The **“Registration Date”** displays the current date and the **“Employer/Company”** appears in a gray box that cannot be edited.

ACAASG:

Student Registration Number:

Registration Date:

Employer/Company:

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

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: 604-412-8672

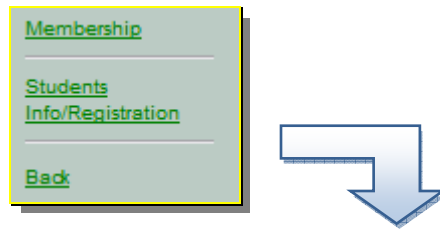
Source:

Local:\*  Choose a local near you

\* Fields must be filled before submission.



- c. Review student records for all employees by clicking on **“Students Info/Registration”** then click on the **“Courses”** button (located on the right side of the screen) beside the Employee/Student you want to view.



### Student Details

Student Number   
 Last Name   
 First Name   
 City   
 Employer   
 Local

[+ Add Employee/Student](#)

Action	Student Number	First Name	Last Name	Email	City	Preferred Phone Number	Source	Local	
	2008-000063	Jim	Johnson	amt@uniserve.com	Surrey	604-535-6355	CHBABC	GVHBA	<input type="button" value="Courses"/>

[+ Add Employee/Student](#)

- d. Utilize the Filtering option to easily find any employees records. (*this feature would most likely be utilized by large companies*)

### Student Record Card

Student Number   
 Course Code   
 Section Code   
 Instructor   
 Local

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

## Registering Employees for Courses:

When and as required, an employer can add employees (including themselves) to their employer account by logging on utilizing their employer username and password (see item b. above). By doing this a **Student Number** is assigned to the individual that will allow tracking of all of the courses each employee registers for. Individual (employees) students are able to register for courses by entering the site using their individual student username and passwords. Employers or an appointed staff member can logon using the employer username and password and register employee(s) for course(s). When this is done the system will assume the student is registering and they will receive the registration notice and all related emails regarding the course(s) they were registered in.

Employers can register multiple employees for a specific course at the same time.

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
<input type="checkbox"/>	0000-000061	Robert Broesky
<input type="button" value="Register"/>		

## NOTE: Adding New Employees – Transferring of Records

When an employer hires an individual from another company who has previously completed a course(s) they should contact [administrator@elearning4u-chba.com](mailto:administrator@elearning4u-chba.com) or [support@elearning4u-chba.com](mailto:support@elearning4u-chba.com) to transfer these records to the new employer. By doing this their records will follow them. This is especially important if the employee qualifies for any of the designations under the 'Certification Program.' This intern would allow the employer to apply for specific designations under the program.

Please click on the "**Certification Program**" tab at the top of any screen to review the requirements for each designation.