eSAFE: Registration

Welcome to the eSAFE Learning Management System!

This document was created to help you register for your account and get started with your training.

Document Content

- How to register for an account
    - Catalogue
    - Course Details – Prepurchase
    - Shopping Cart/Registration
        - Purchase with Credit Card
        - Purchase with Coupon Code
        - Account Information
        - Confirmation Page
    - Logging in

- Site Menu Pages
    - Home
    - My Training
    - Course Details - Purchased Course
    - My Resources
    - Contact Us

    - eSAFE Website

- User Dropdown Menu
    - My Profile
    - My Inbox
        - Email Notifications
    - My Transcripts
    - My Badges
    - My Purchases

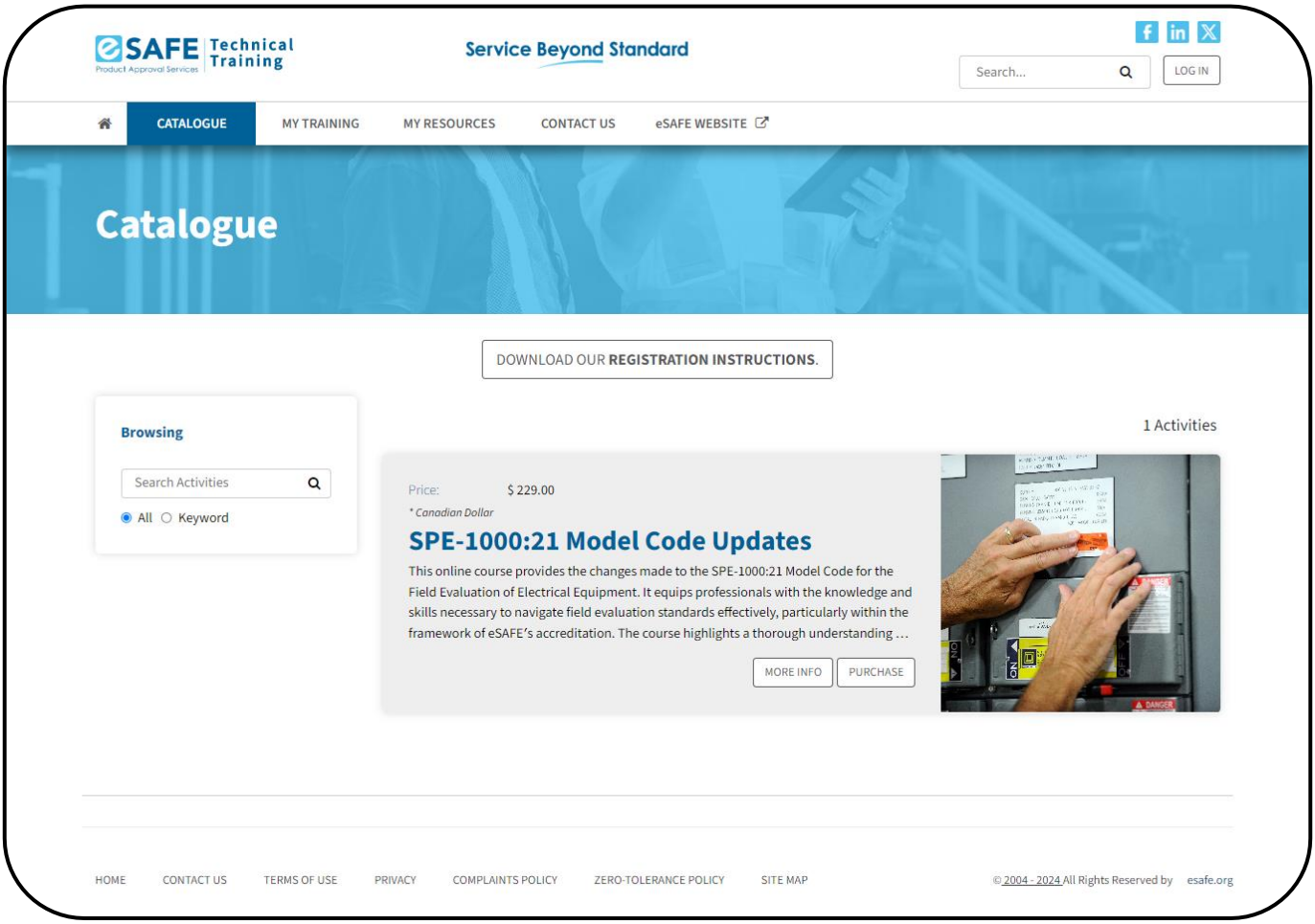
- Forgot your password?
- Contact eSAFE

Register for an Account

Catalogue

The first page you will access is the Catalogue page. This page lists all training courses available for purchase and displays each course's title, description, price, and image.

Scroll through the page to find the course you'd like to purchase and click on the More Info button. You are taken to the details of course.



Course Details - Prepurchase

The course details page displays everything you need to know about the course.

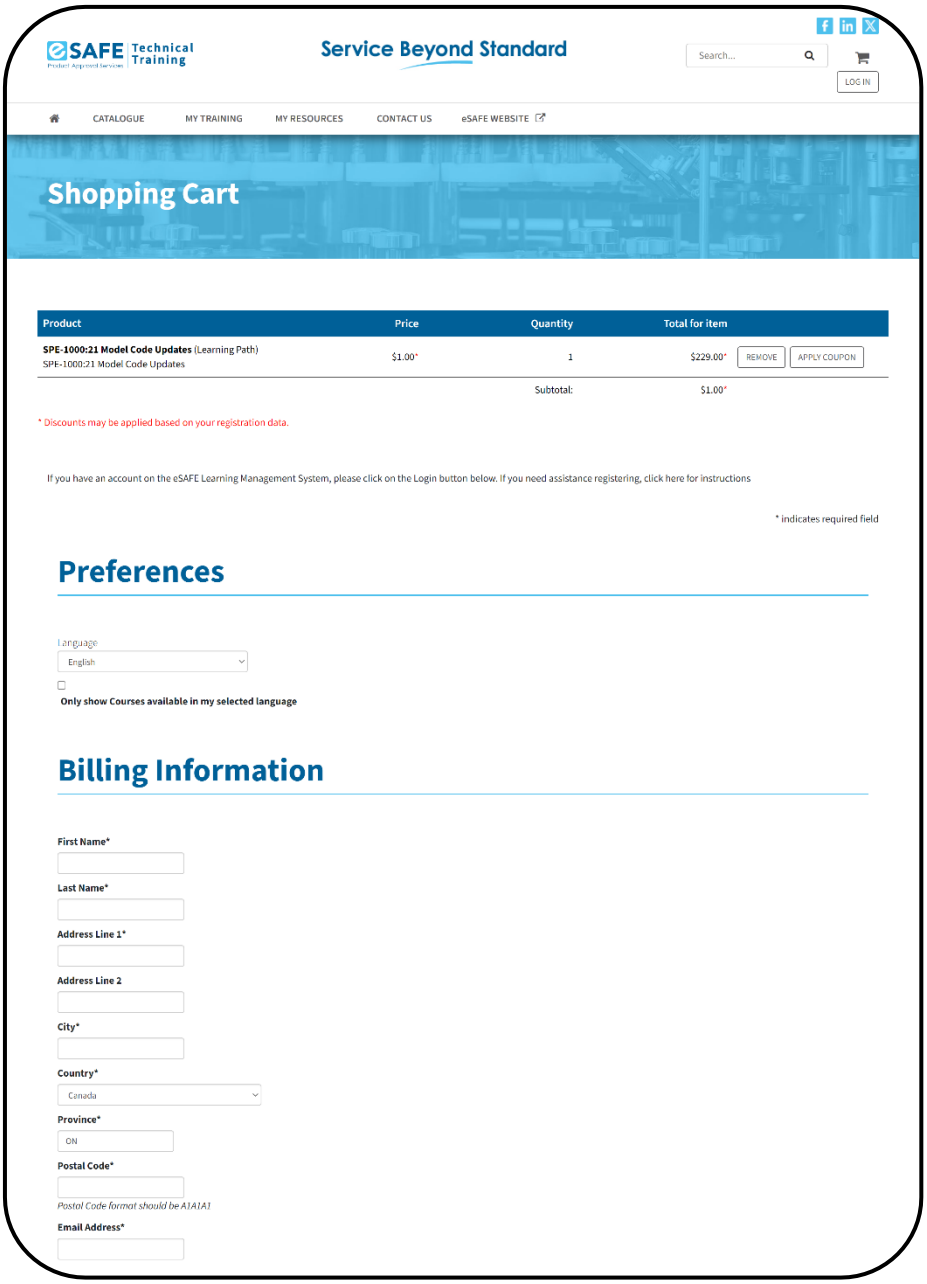
Click on the Purchase button in the Enrollment section on the far right.

Shopping Cart/Registration

Credit Card

After clicking on the Purchase button from the Course details, you will see a shopping cart.

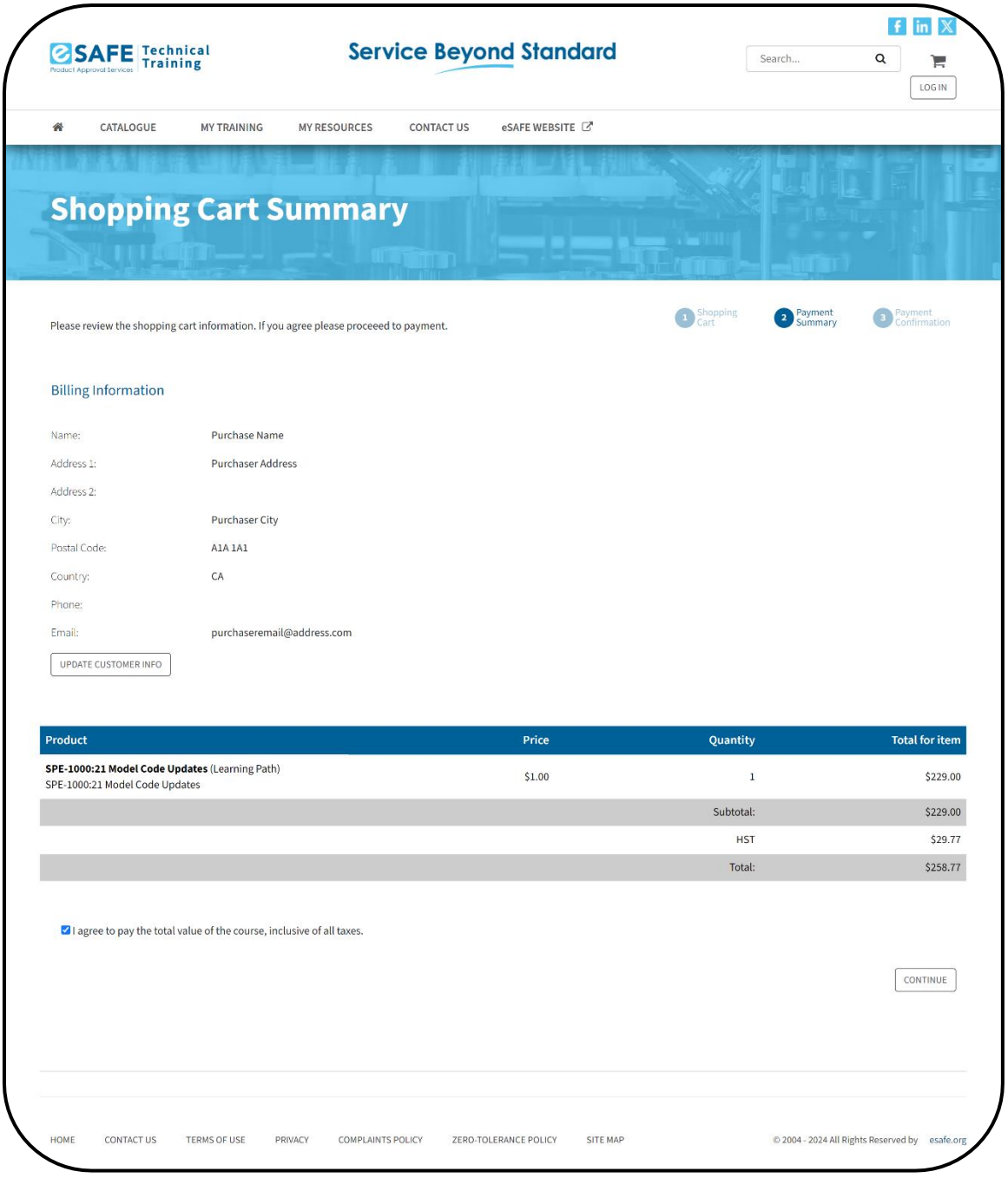
Here you will see the cost of the Course. You will also provide the Billing Information associated with the credit card you are using to purchase the Course.



eSAFE: Registration

After filling in your Account Information, you are directed to the Shopping Cart Summary page.

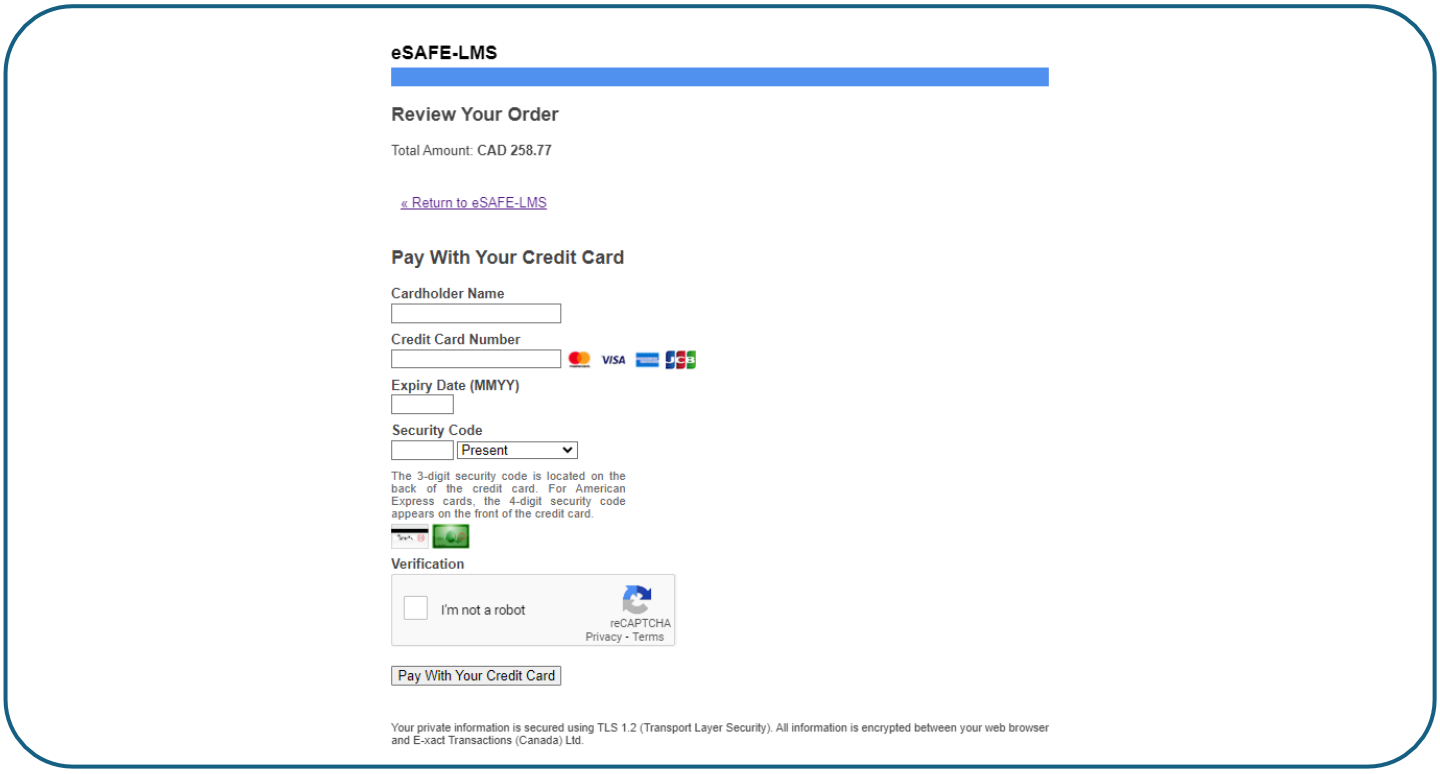
Here you will see the summary of your purchase, with taxes. Before moving on to enter your credit card information, you must agree to the disclaimer and click on the Continue button at the bottom of the page.



eSAFE: Registration

After clicking Continue, you will be asked to fill in your credit card information to purchase the Course.

1. Complete the information on the page
2. Confirm you are not a robot
3. Click on Pay With Your Credit Card

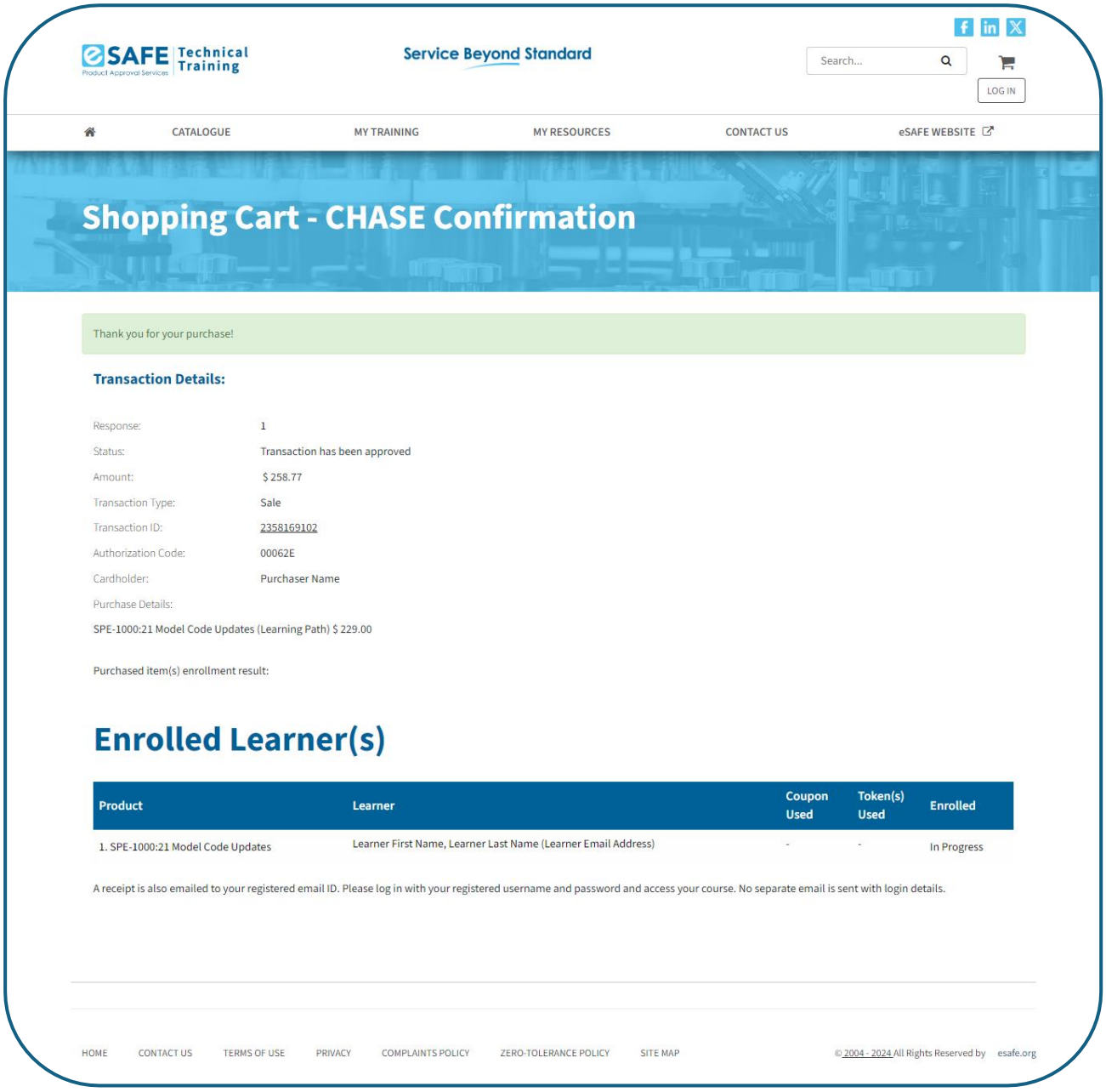


eSAFE: Registration

Once payment is complete, you are taken back to the purchase confirmation page on the eSAFE Learning Management System.

This page will show your transaction and enrollment details.

Click on the Log in button at the top of the page to log in and start your Course.



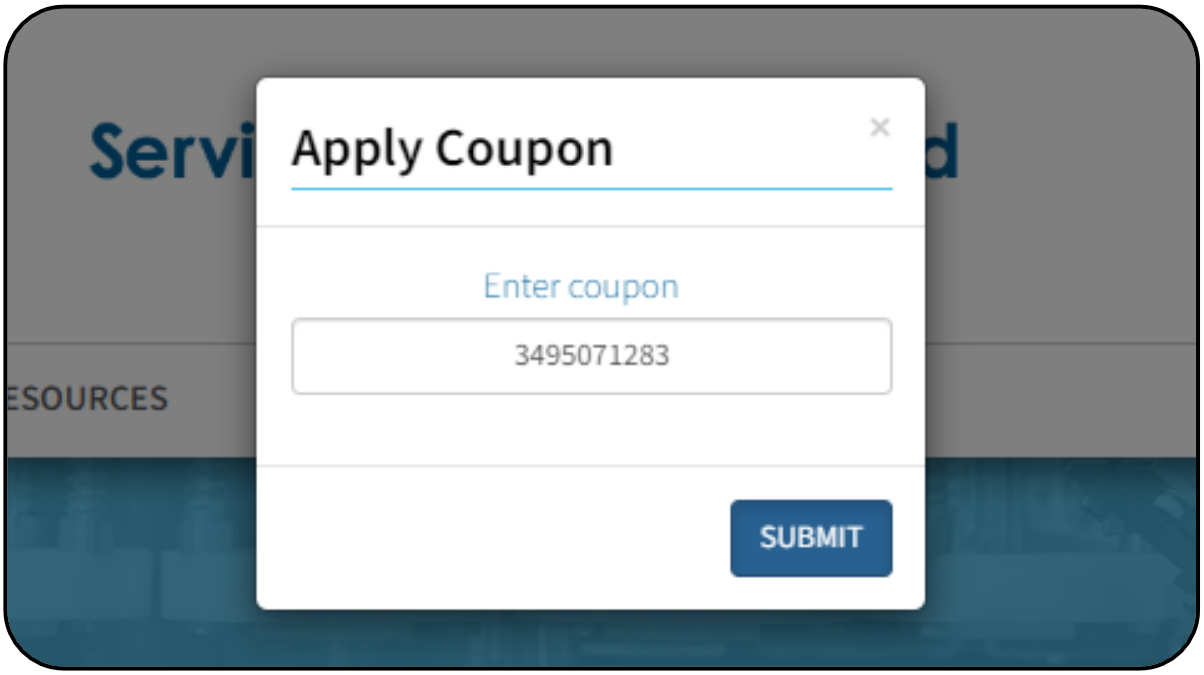
Coupon Code

Did you receive a coupon code for this course?

Click on the Apply Coupon button in the shopping cart. A small window where your coupon code is entered pops up.

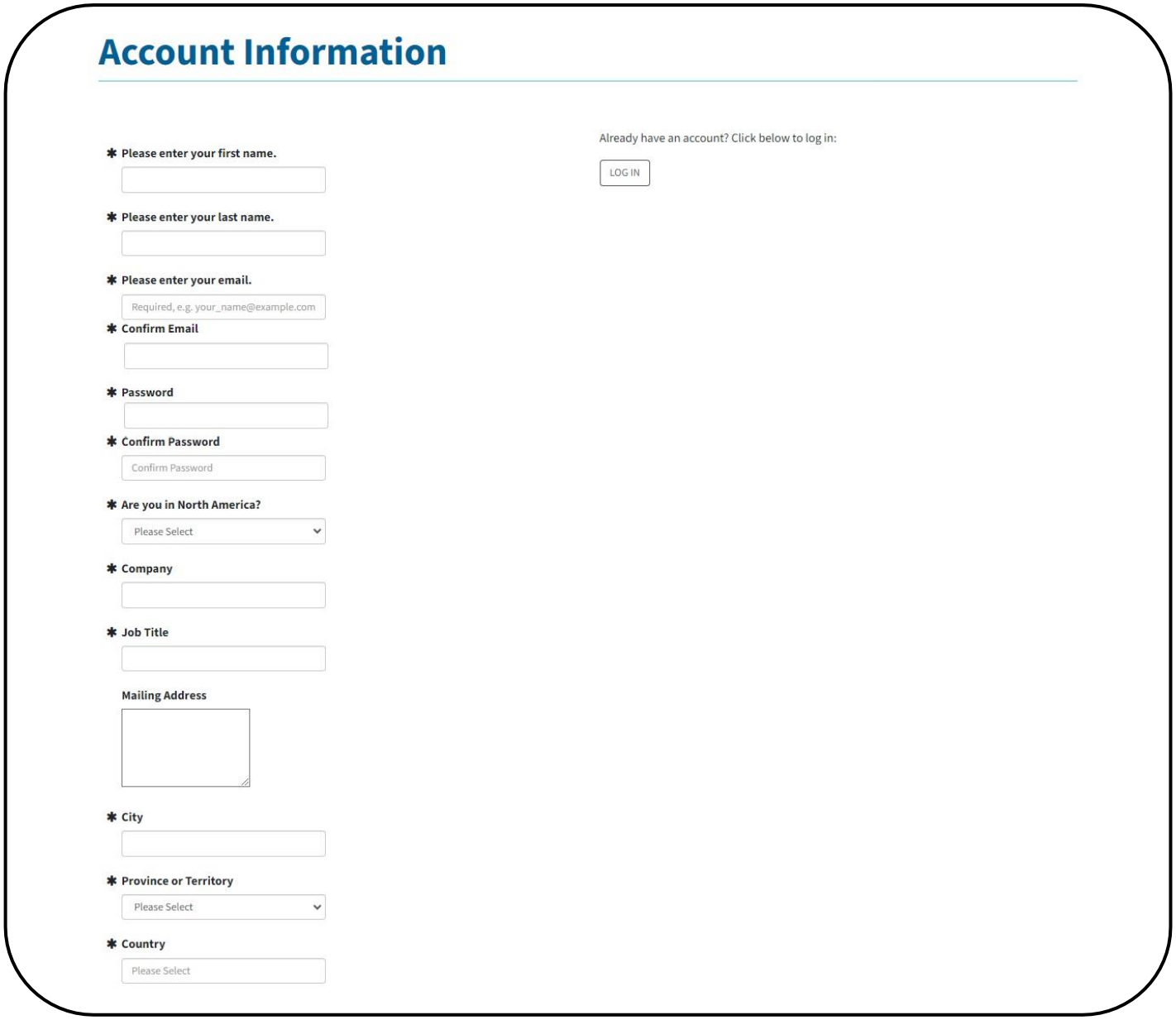
Enter your code and click on the Submit button.

The page will update to show $0.00 in your shopping cart and only display fields to create your account.



Account Information

Already have an account on the eSAFE Learning Management System? If so, click on the Log In button on the right side of the page.



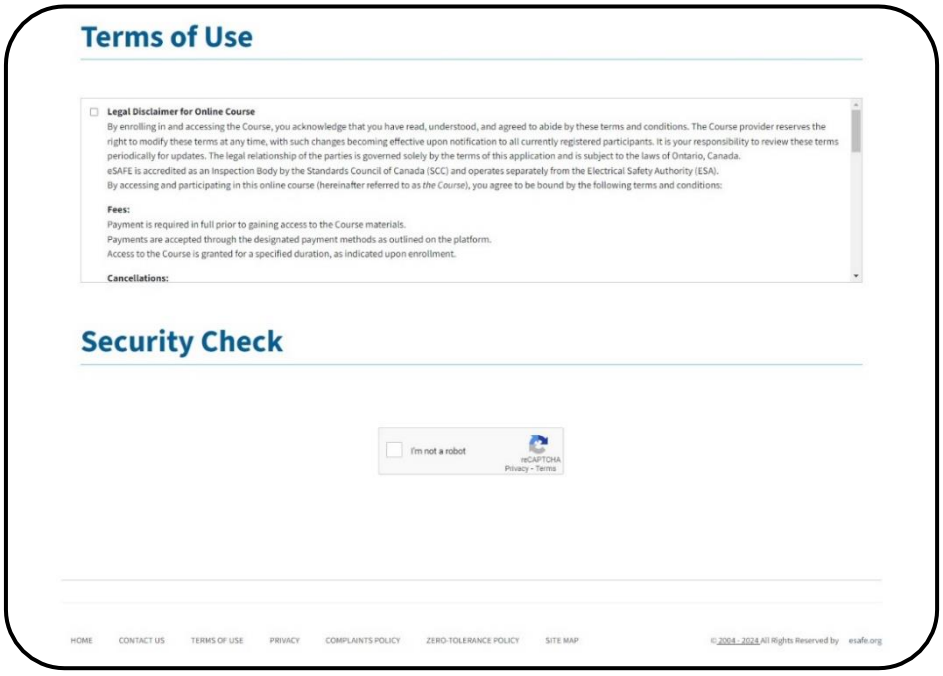
eSAFE: Registration

If you do not have an account, you will be asked:

- First Name
- Last Name
- Email Address (confirm with your employer if this should be your organization's email address)
- Password
- If you are in North America
    - If you select yes, you will be asked for your phone number in the North American format (123-456-7890)
    - If you select no, you will be asked for phone number in the international format (+12-3456-7890)
- Company name
- Job title
- Your Mailing Address
- City
- Province or Territory
- Country

Before completing registration, you will be asked to agree to the Terms of Use and complete a Security Check to confirm you are not a robot.

Once all required information is filled in, click on the Continue button at the bottom of the page.

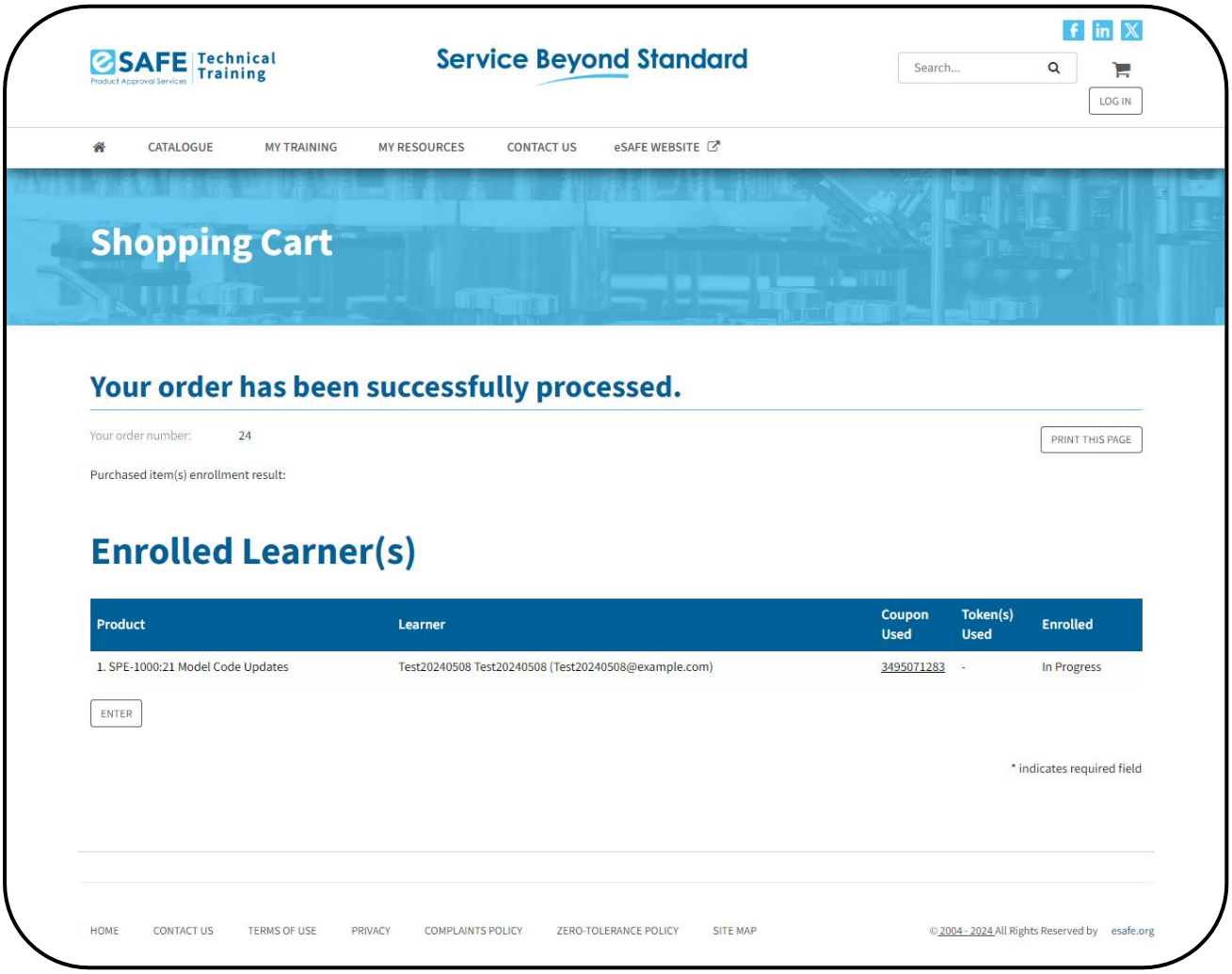


Confirmation Page

This page shows you:

- The order number for your purchase (even when using a coupon)
- Your enrollment details
- A button on the right side to print this page

Click Enter on the bottom of the page to log in.



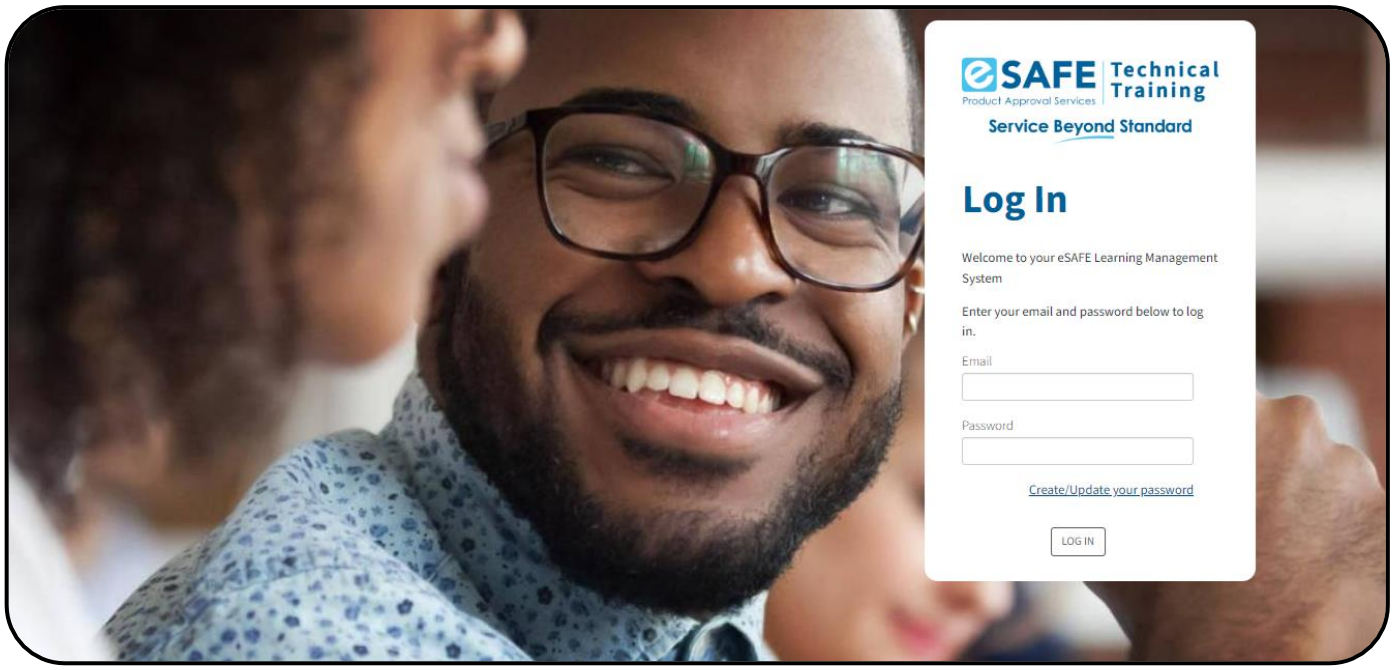
eSAFE: Registration

Log in Page

Enter the email address and password you used for registration. Click on the Login button.

After logging in you are taken to the Catalogue page again.

You can access your training on this page or on the My Training page.

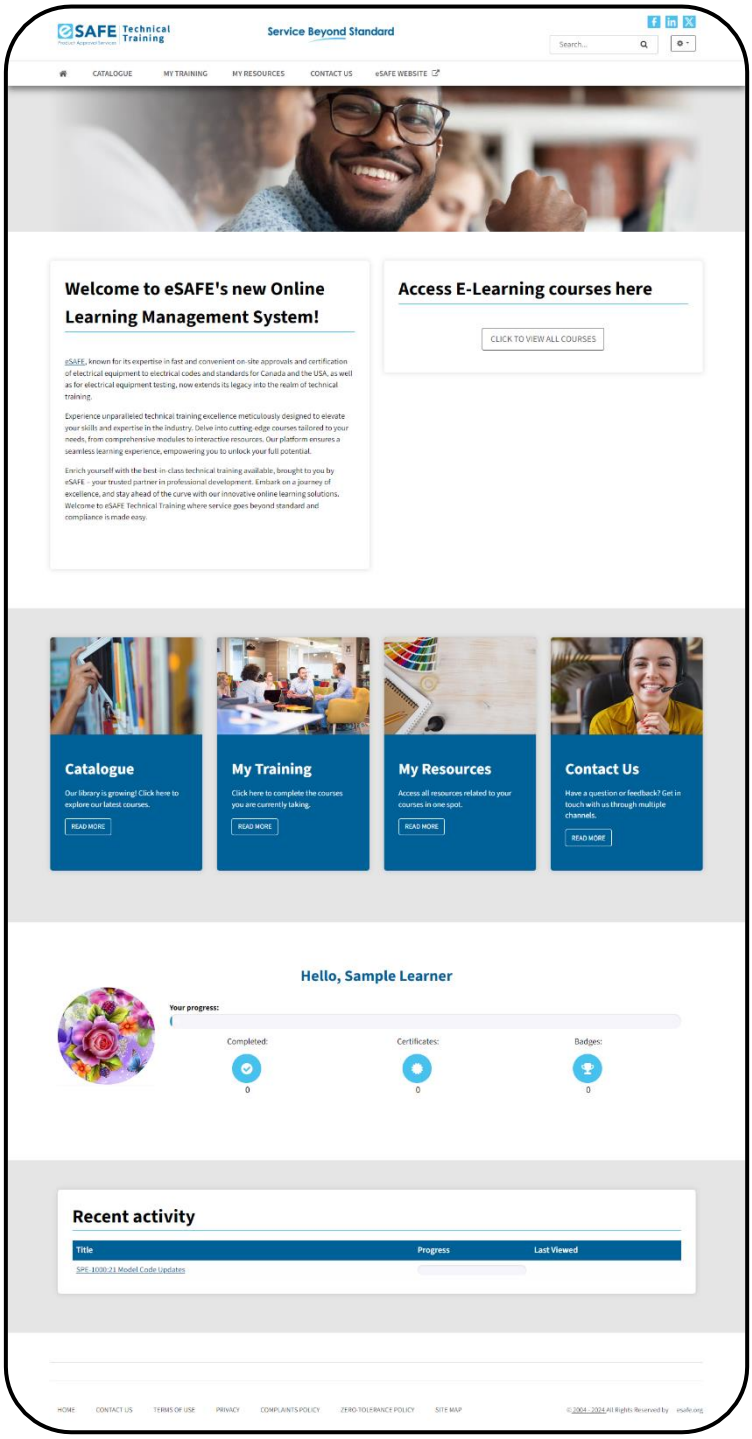


Site Menu Pages

Home Page

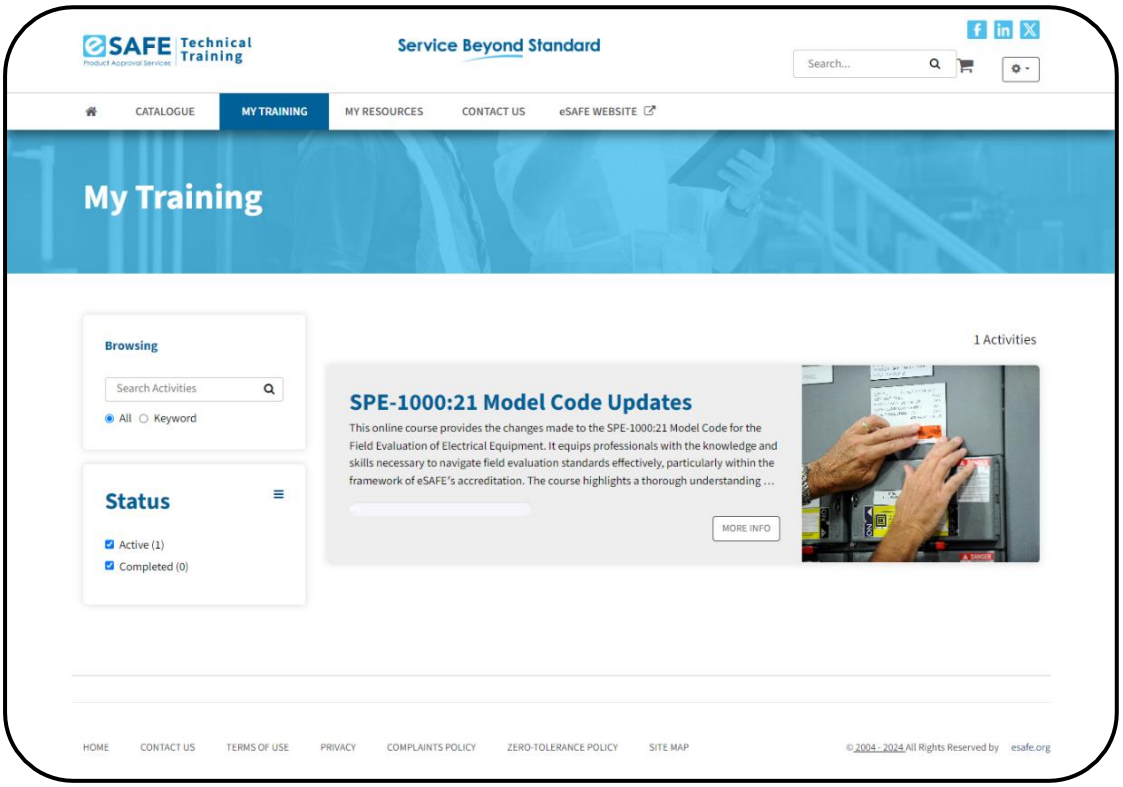
Access the home page by clicking on the Home icon on the left side of the menu under the eSAFE logo. On this page, you see:

- A quick background on eSAFE
- Access to the Catalogue
- Additional links to the site menu items
- An overview of your progress in your training
- The latest activities you've purchased or accessed



My Training

To start or resume your Course, click on the More Info button for your chosen course.



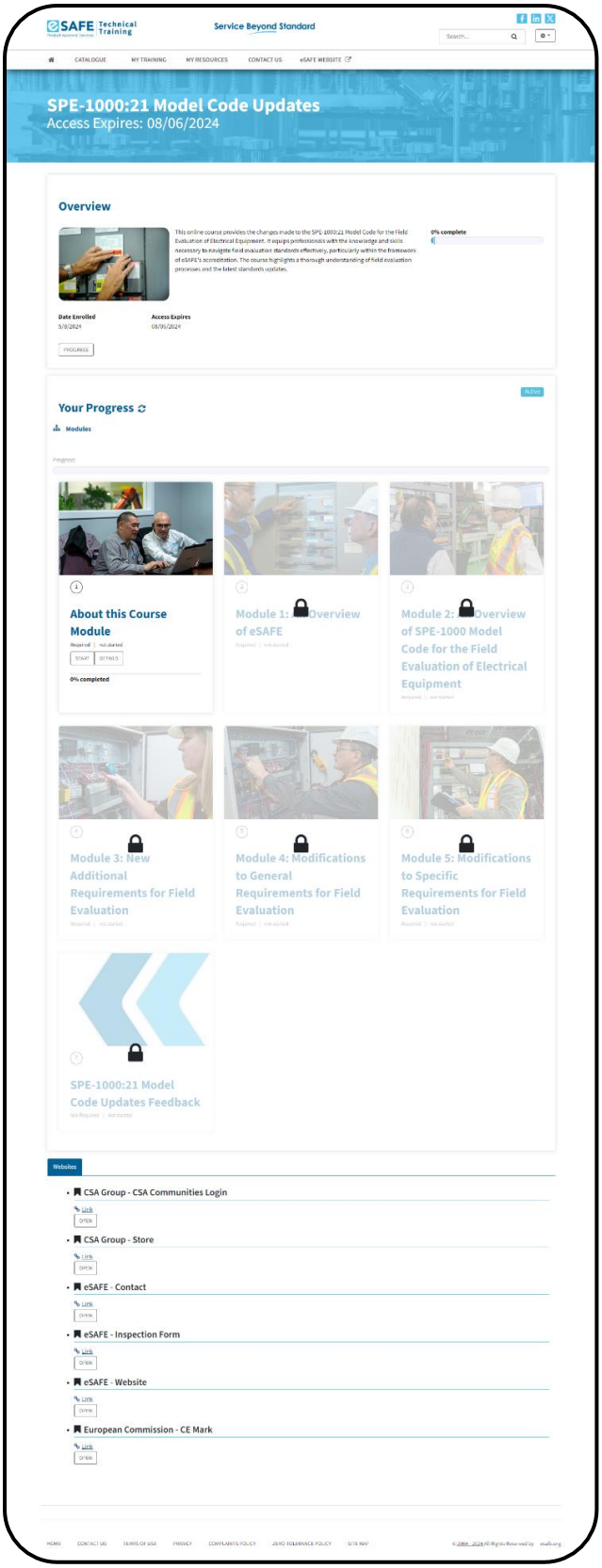
Course Details - Purchased Course

The course details page now displays when your access will expire, all Modules, and this Course's resources. You will need to complete a Module before moving on to the next one.

To open the first Module, scroll down to Your Progress and click on the Start button.

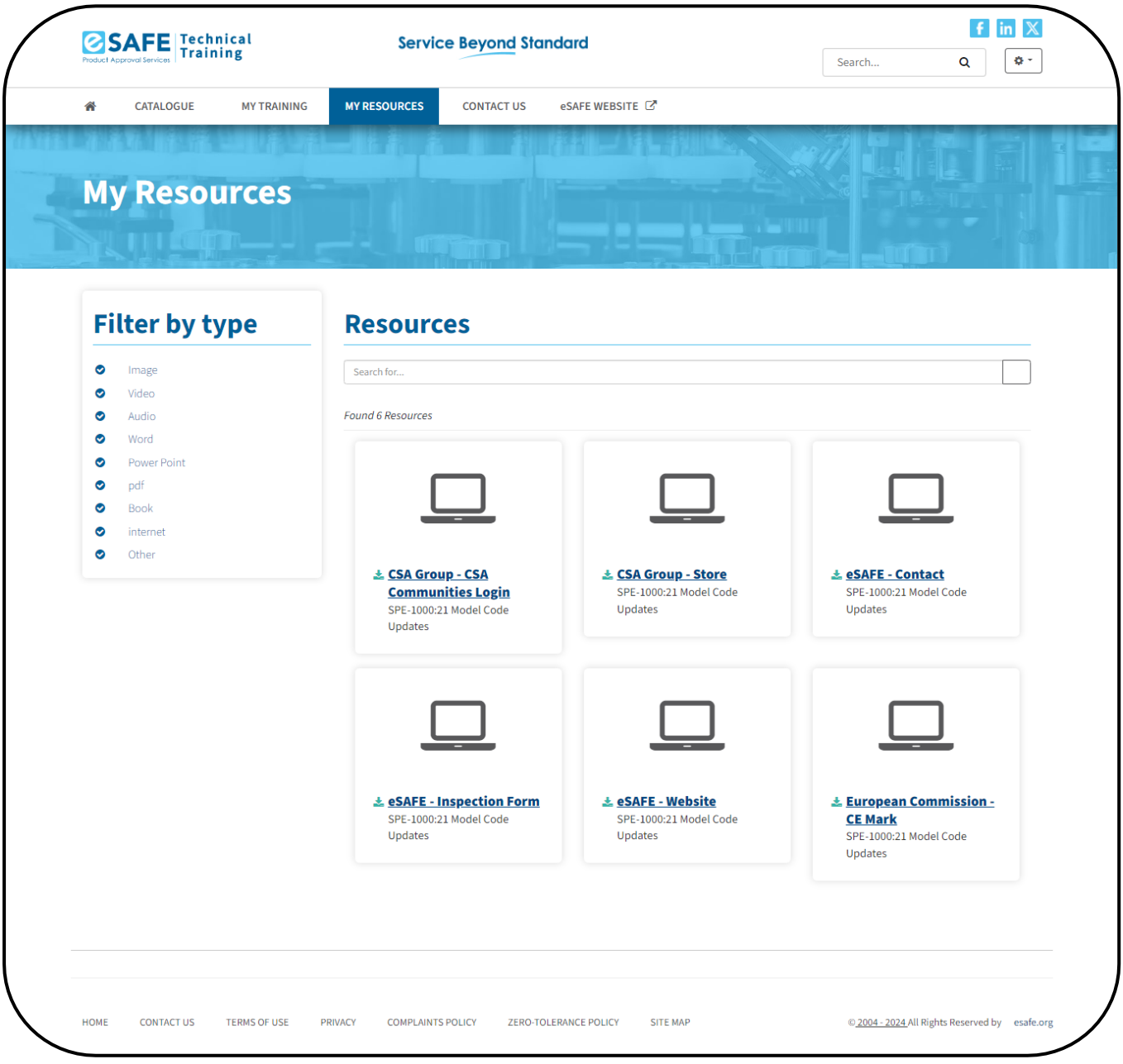
Once you complete all Modules and the Survey, you have completed the "SPE-1000:21 Model Code Updates" Course. You will receive a completion email.

eSAFE: Registration



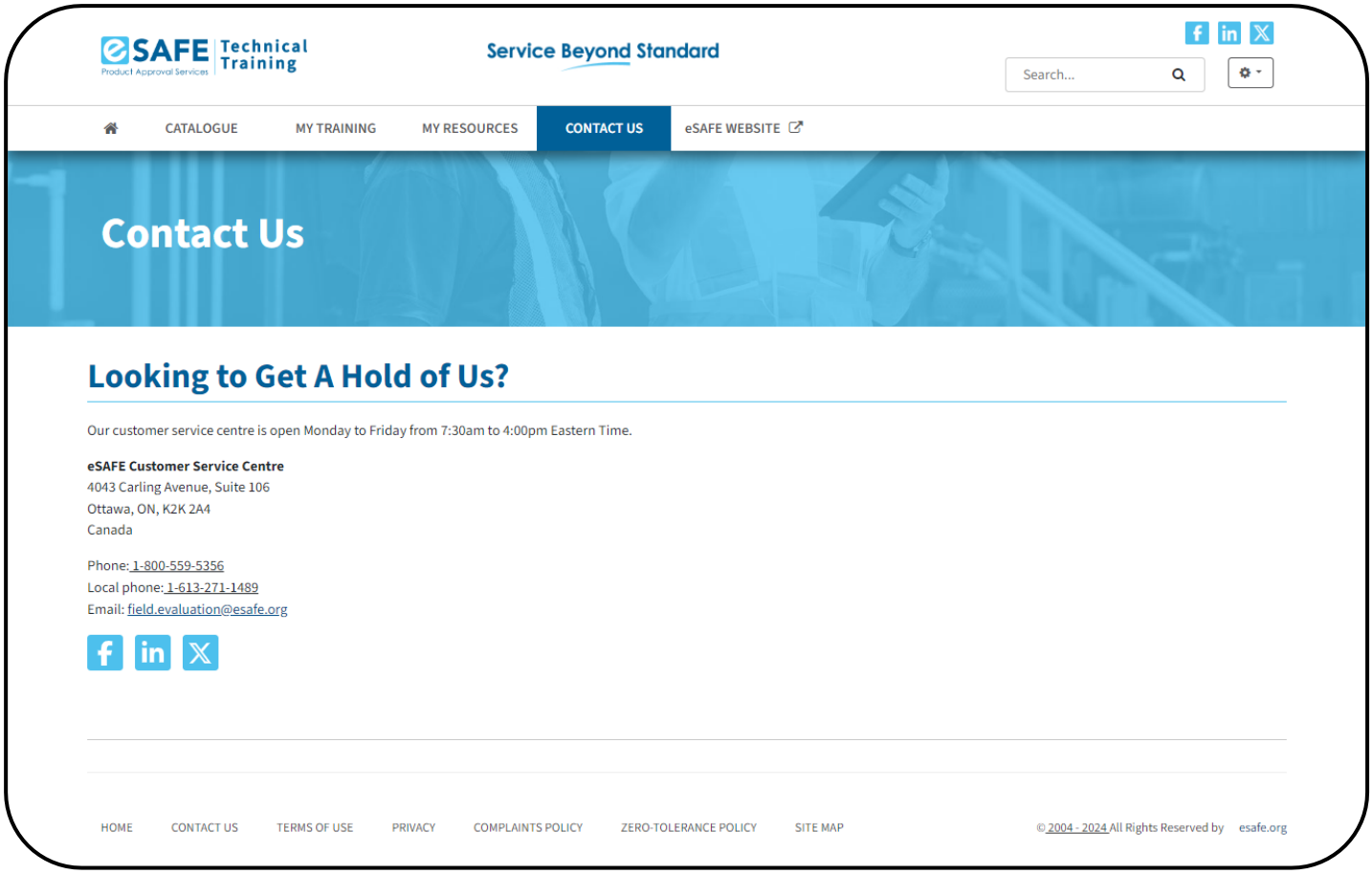
My Resources

The My Resources page lists all the resources attached to all trainings you have purchased in one spot.



Contact Us

Click on Contact Us to see ways on how you can reach out to eSAFE's customer service.



eSAFE website

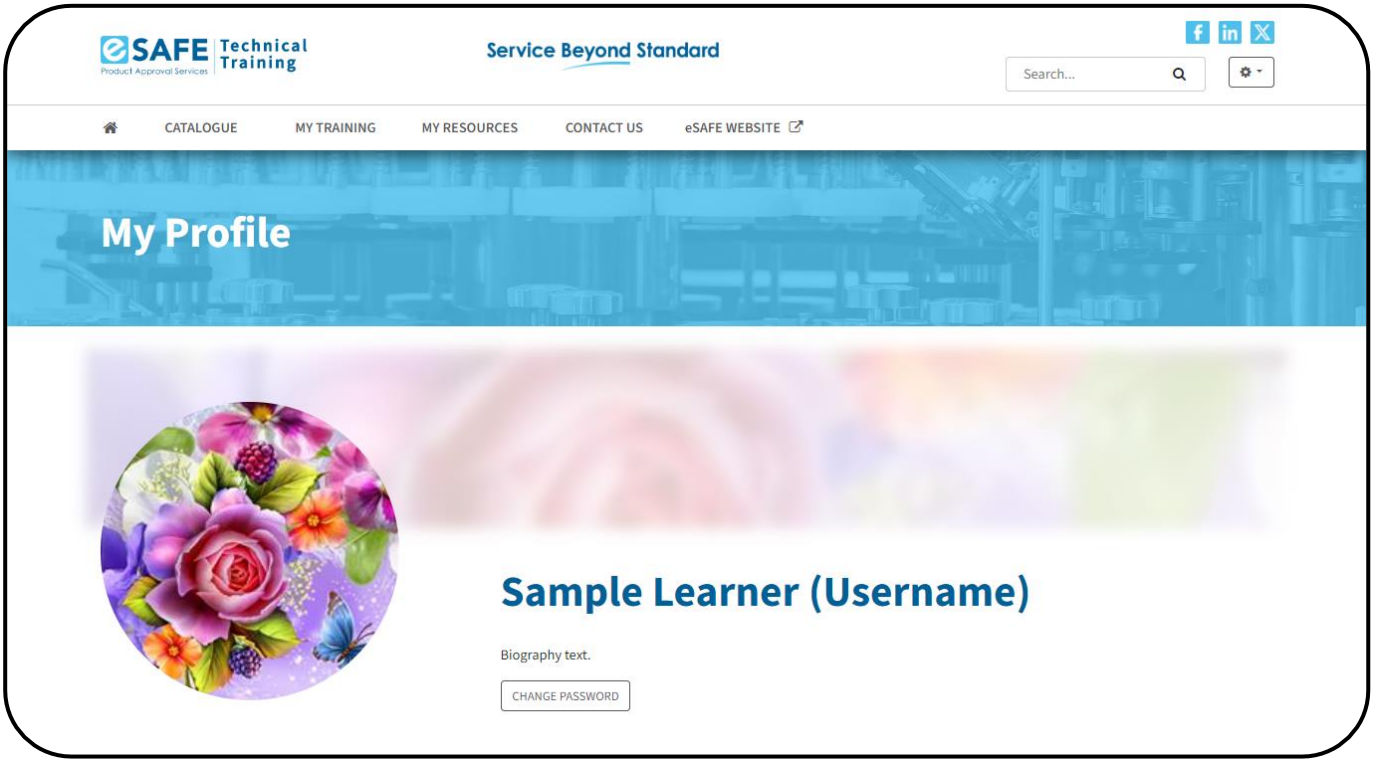
The last item on the site menu is a link that will take you to the eSAFE Website.

User Dropdown

My Profile

On the My Profile page you can:

- Update your name
  - You can do this by hovering over your name and a pencil icon will appear
- Update your profile photo
  - To do this, click on the silhouette of a person, choose your photo and click on Save
- Change your password

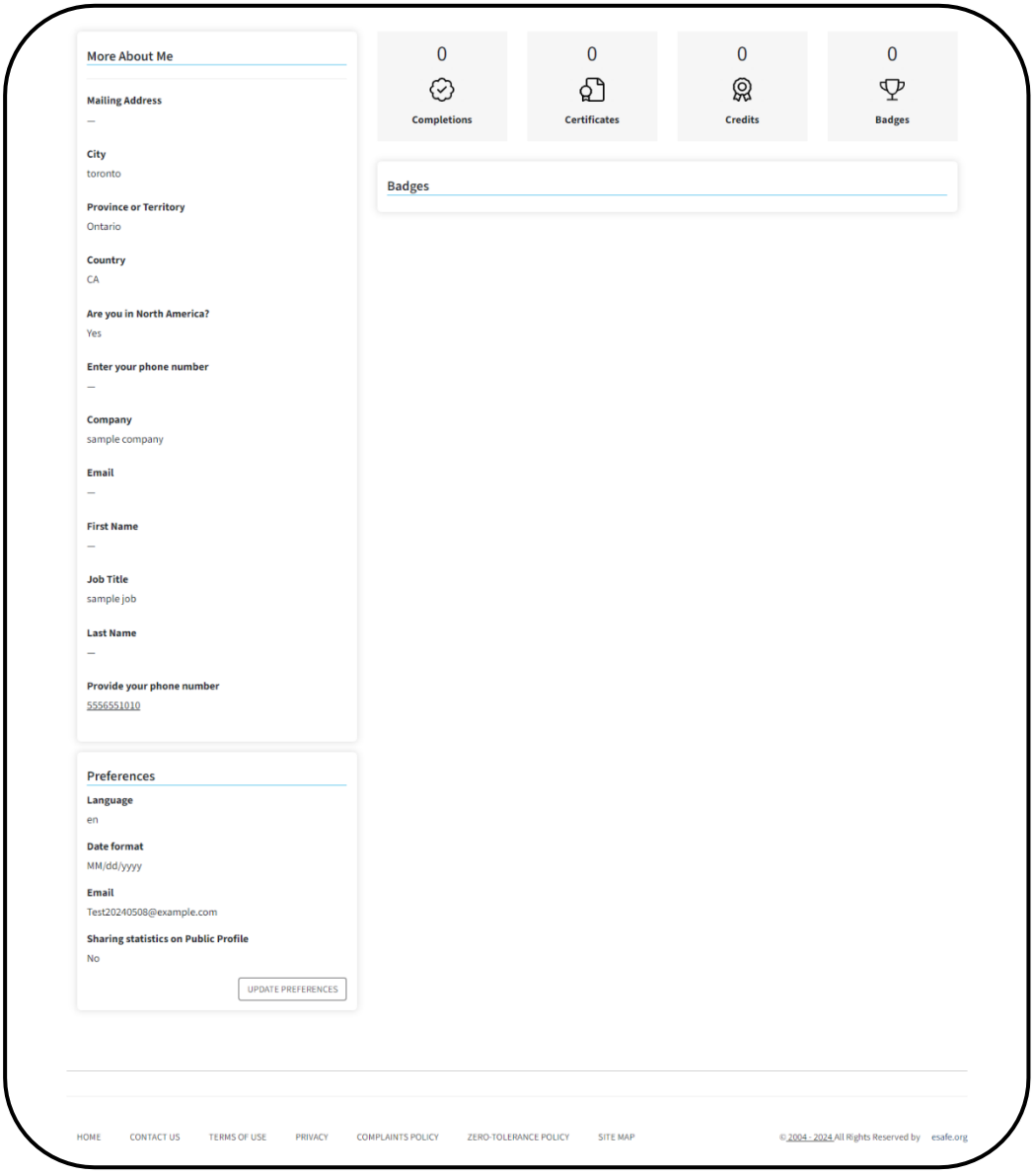


eSAFE: Registration

- See how many training courses you've completed, how many certificates and badges you've earned

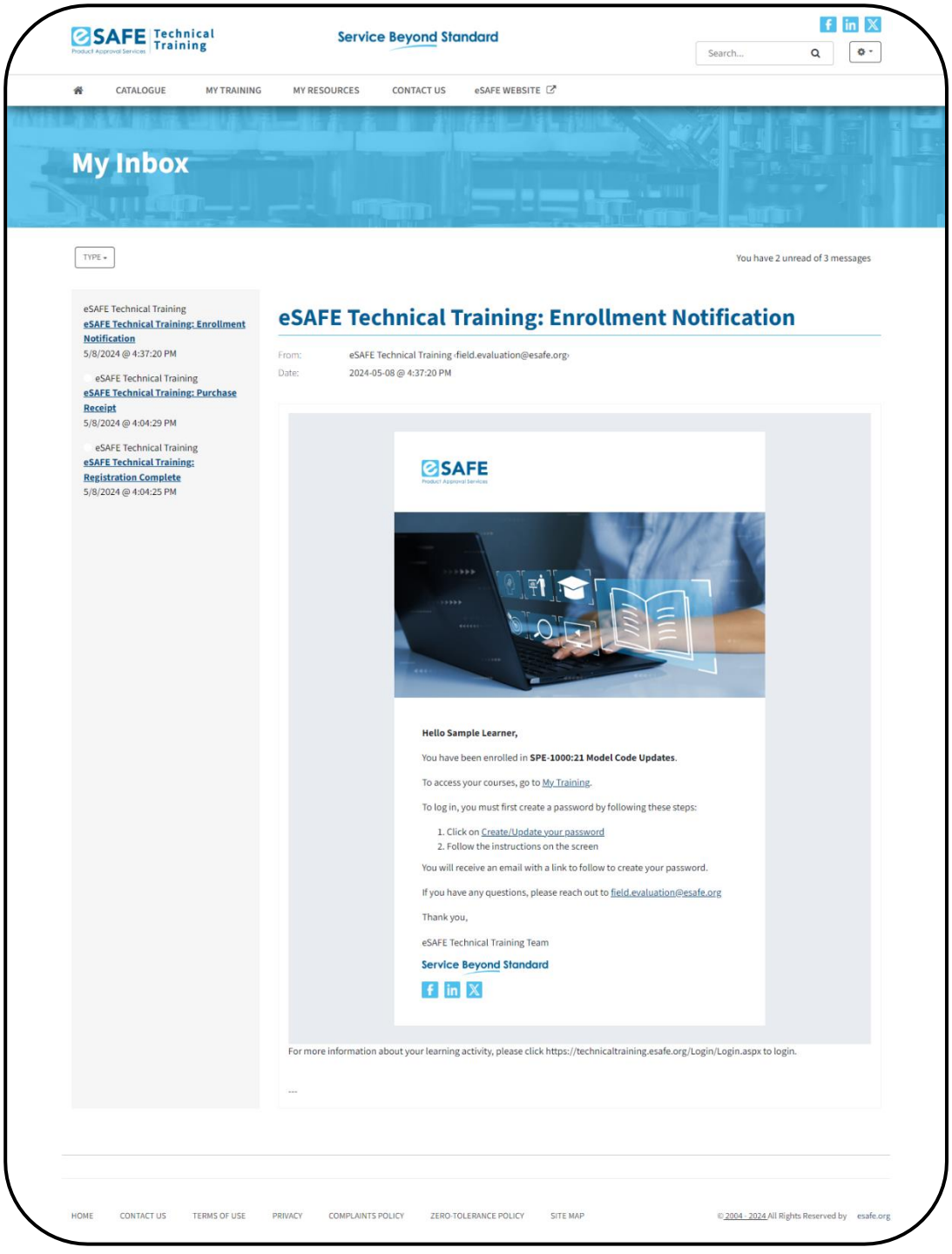
- Update the data you provided during registration
    - You can do this by hovering over each piece of data and a pencil icon will appear

- Update your preferences



My Inbox

Every email you receive in your email inbox is also in your eSAFE Learning Management System Inbox



Email Notifications

The eSAFE Learning Management System sends out the following emails:

- ***Purchase Receipt:***
  This email gets sent out once your purchase of a Course goes through.

- ***Registration Complete:***
  You will receive this email once you have completed creating your Learning Management System account. This gets sent shortly after the Purchase Receipt email.

- ***Enrollment Notification:***
  Once your purchase goes through and your account has been created, you are enrolled into your purchased Course and will receive this email.

- ***Course Access Expiry:***
  This email gets sent out 10 days prior to your Course access expiring.

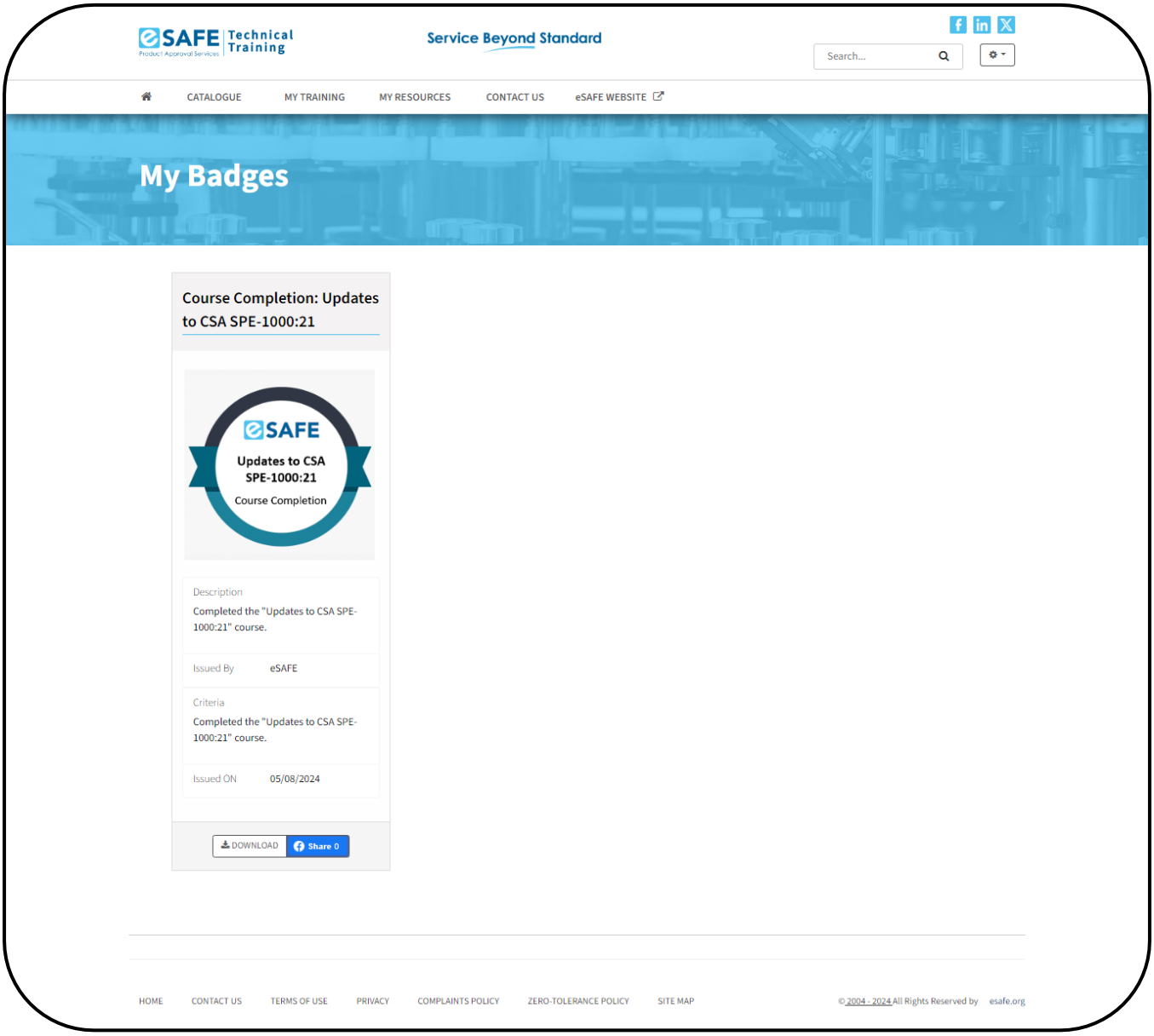
- ***Course Access Expires Today:***
  This email gets sent out the day your Course access expires.

- ***Completion Notification and Badge Issued emails:***
  Once you complete the Course, you will receive a completion notification and an email notifying you that you've earned a badge (if the Course awards a badge).

Note: Please check your spam folder if you do not see an email you expected to have received.

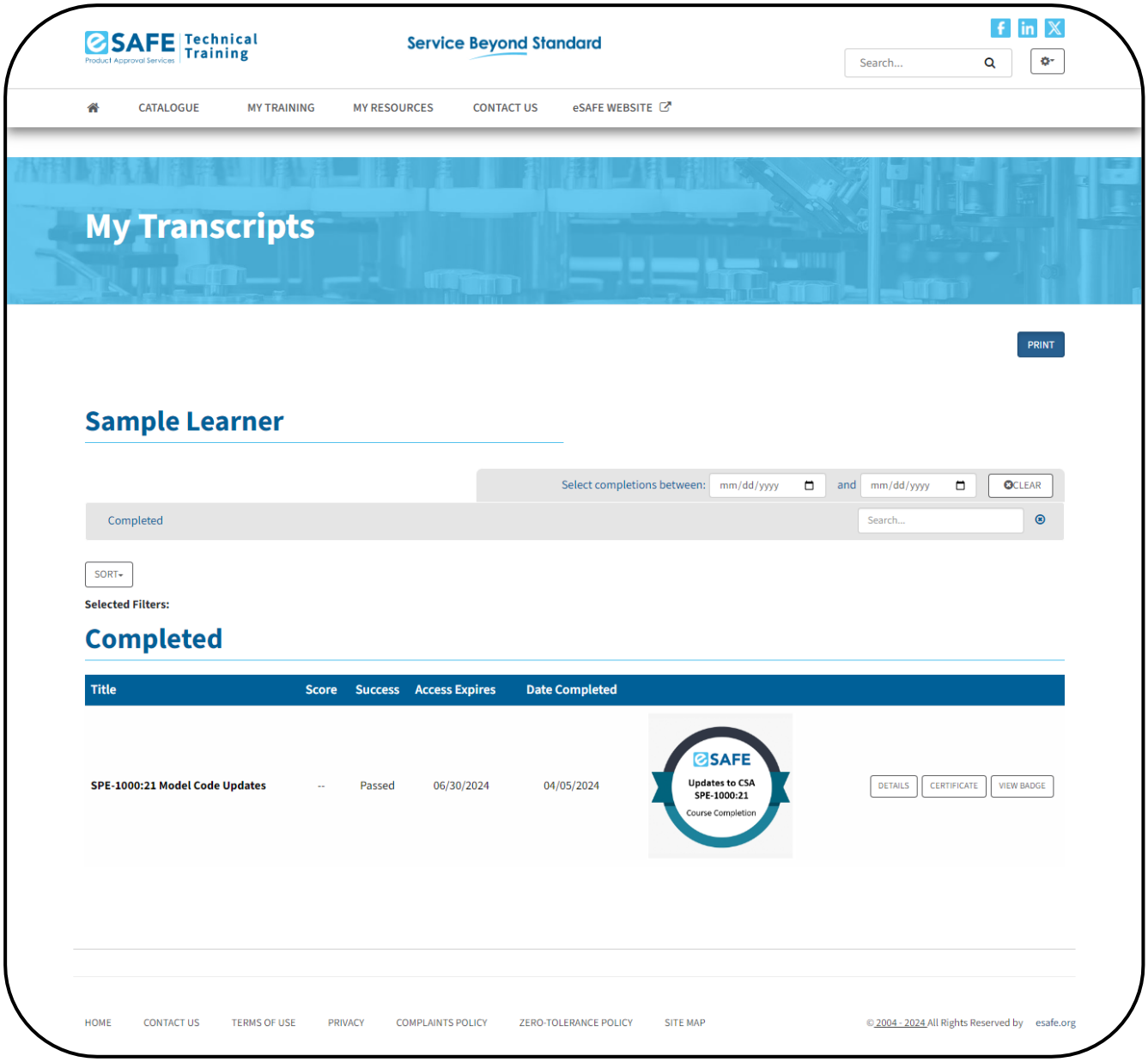
My Badges

The My Badges page displays all badges you've earned by completing Courses. On this page you can download each badge, as well as share each badge to Facebook.



My Transcripts

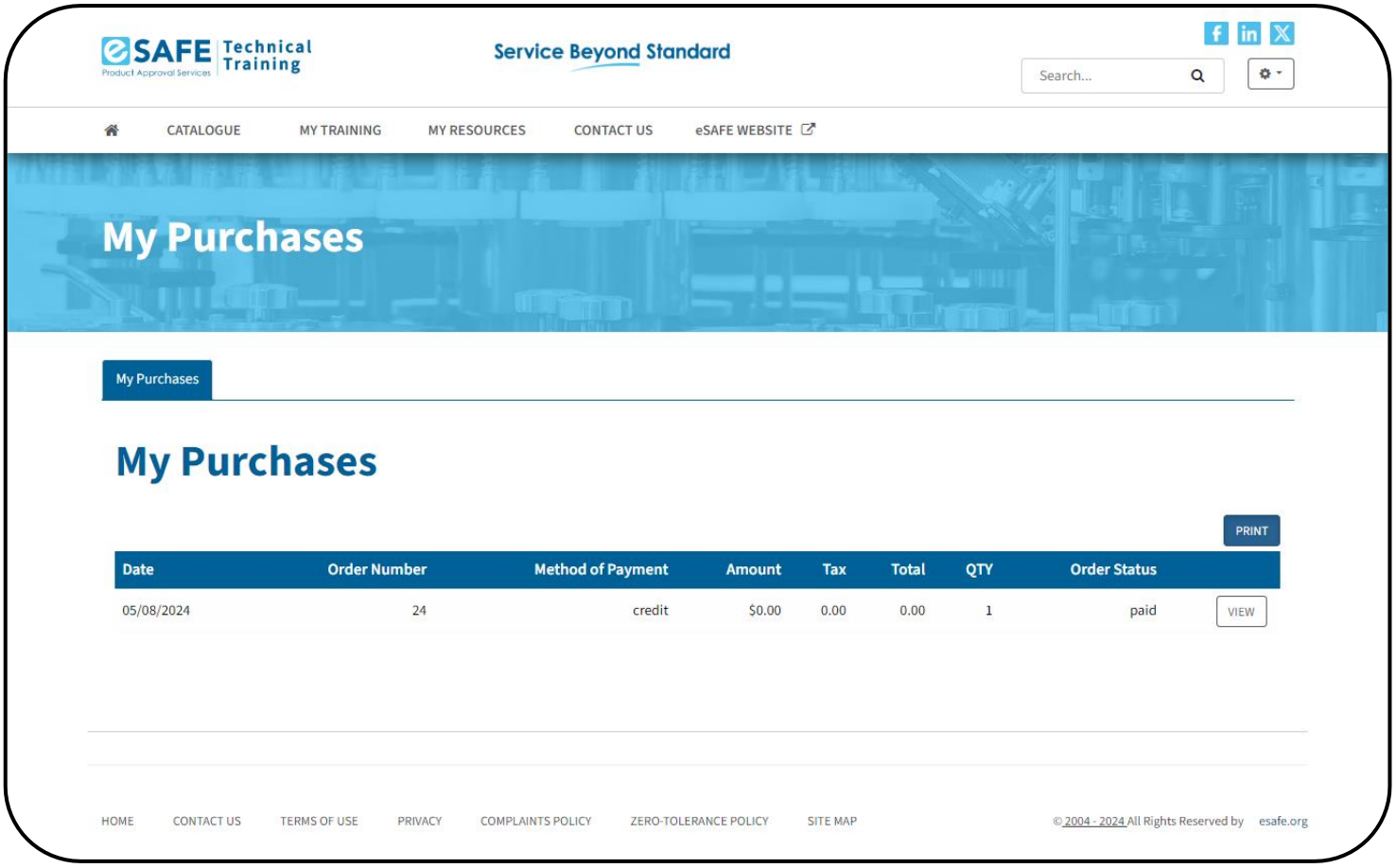
This page lists all Courses you have completed. Here you can see your certificate and your badge.



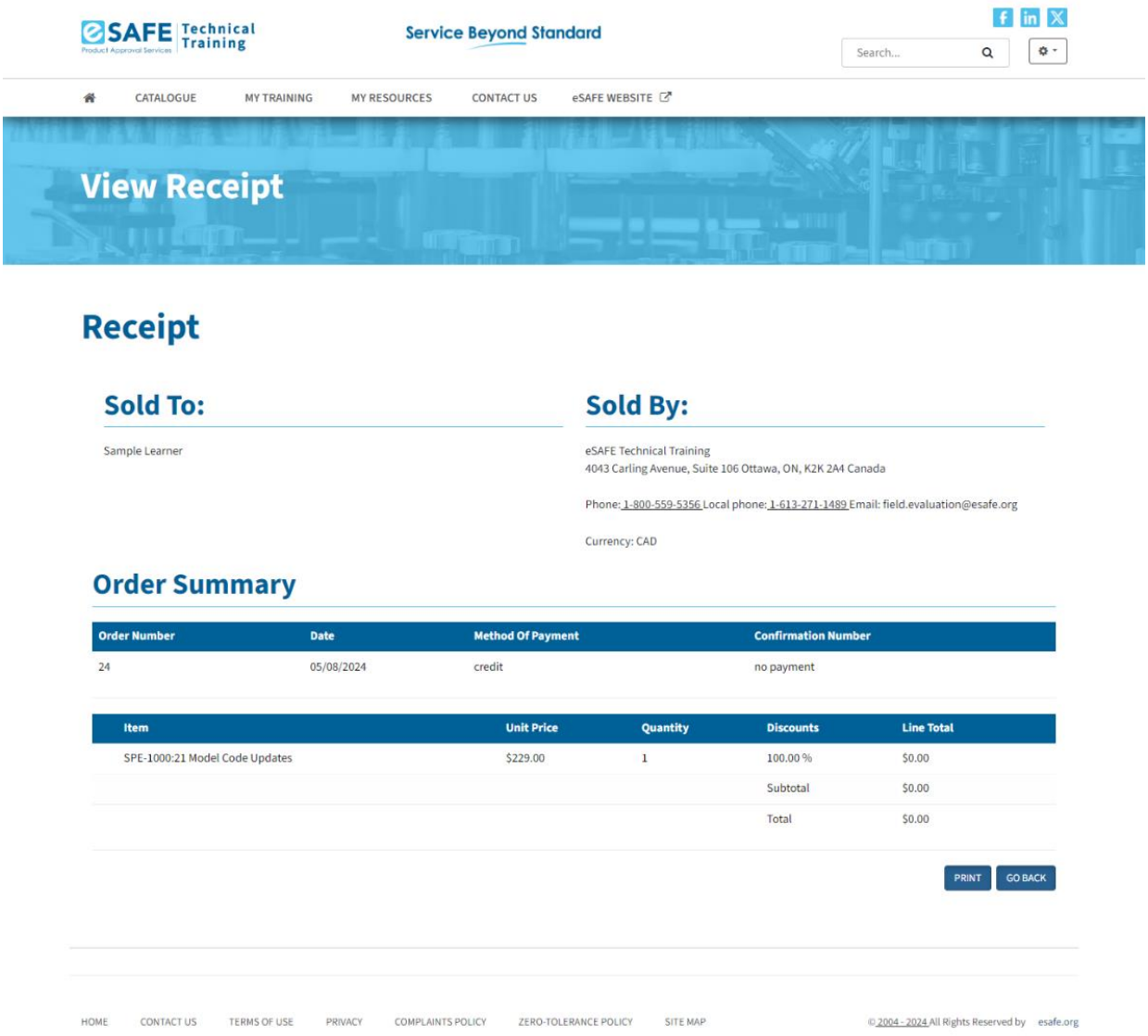
My Purchases

In addition to your purchase receipt sent to you via email and appearing on the eSAFE Learning Management System Inbox, there is a My Purchases page.

This page lists all purchases made on the eSAFE Learning Management System.



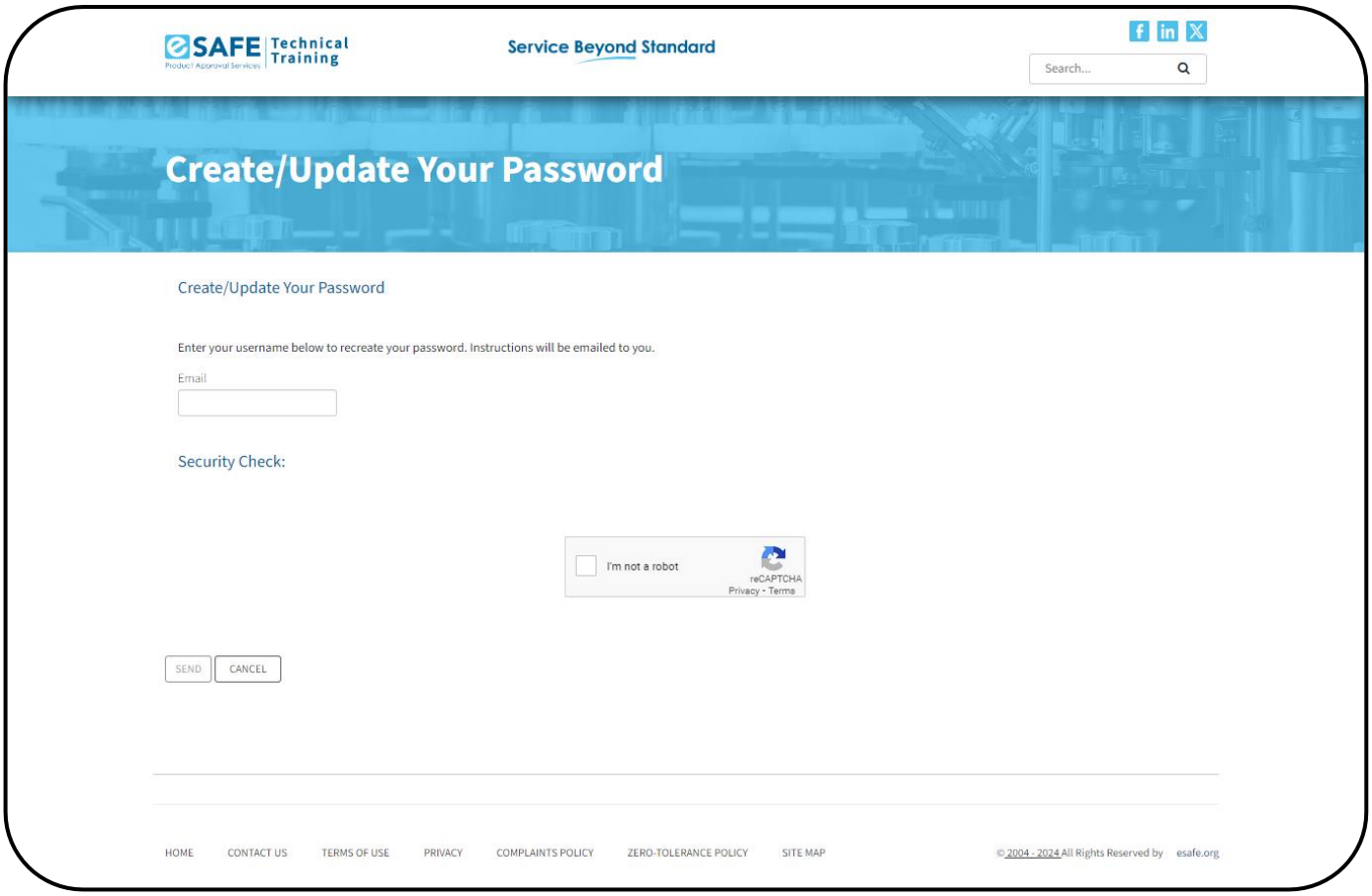
Each purchase has a View button that takes you to the receipt of that purchase. This receipt can be printed or saved to your machine.



Forgot Your Password?

If you have forgotten your password, you can recreate it by following these steps:

1. On the eSAFE Learning Management System log in
2. Click on the Create/Update your password link
3. Enter the email you put in during registration, confirm you are not a robot and click on the Send button
4. You will receive an email with a link where you can recreate your password



Contact eSAFE

If you are experiencing issues or have questions, please use the information below to reach out to eSAFE:

Phone: 1-800-559-5356

Local phone: 1-613-271-1489

Email: field.evaluation@esafe.org