

User Guide:
**Purchasing and Registering Employees
for Online Training**



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Introduction

Thank you for wanting to purchase online training through the Saskatchewan Safety Council.

This guide will direct you through creating an account, purchasing courses, and distributing courses to employees.

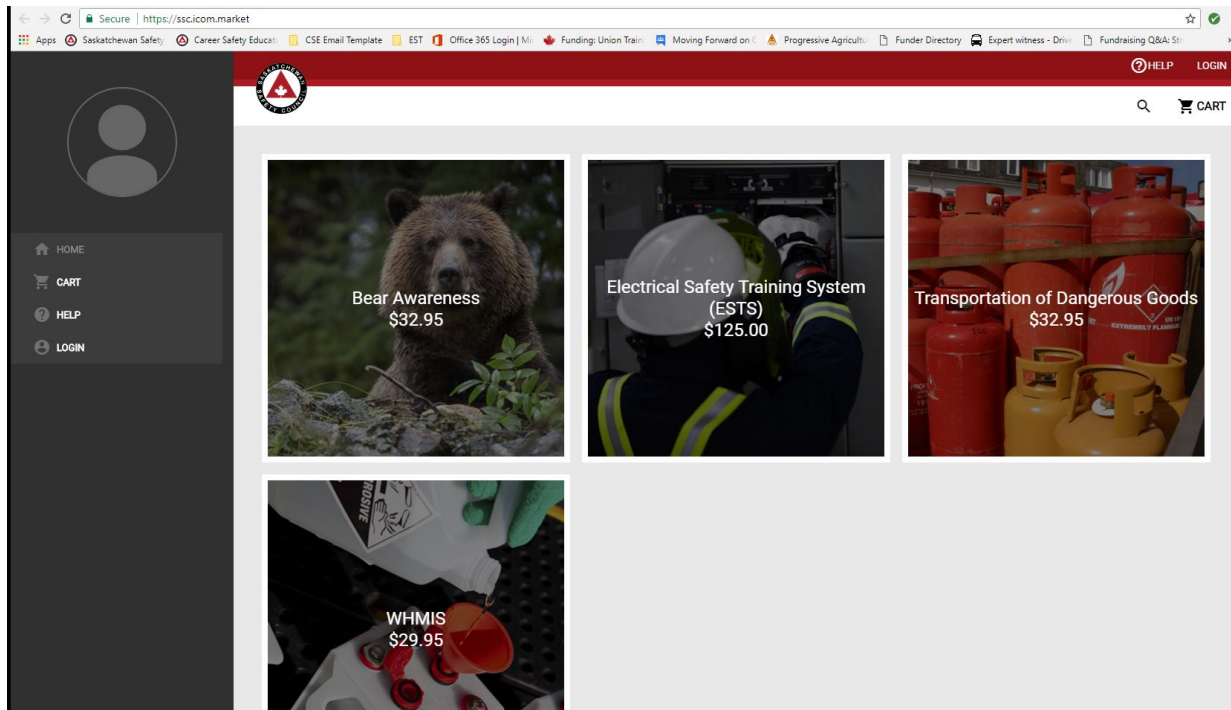
Currently, we have Workplace Hazardous Materials Information System (WHMIS) 2015, Bear Awareness, Transportation of Dangerous Goods (TDG), and Electrical Safety Training System available online to purchase.

Before purchasing, please make sure you have: a credit card, a valid email address, and pop-ups enabled on your browser.

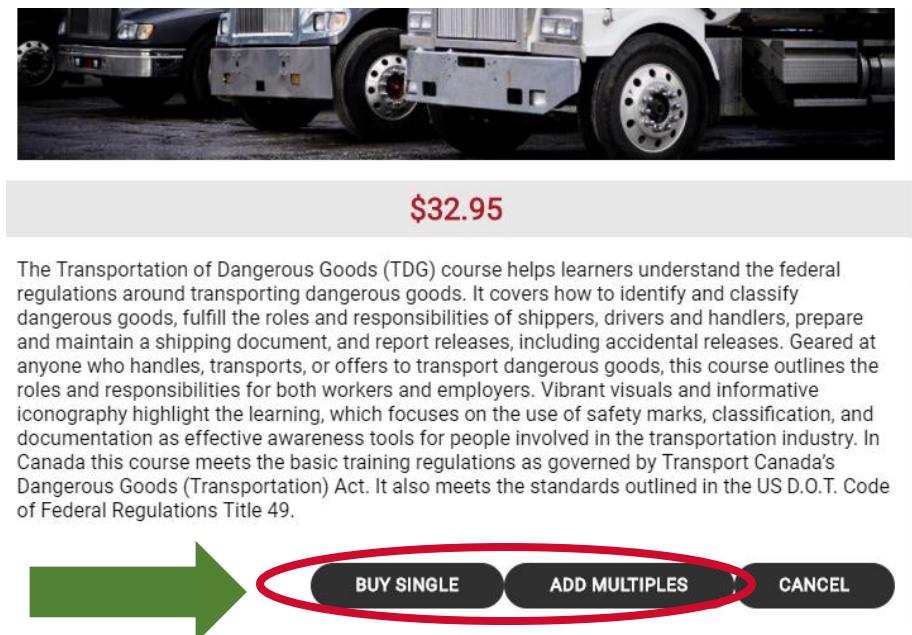
To head to our online store, go here: <https://ssc.icom.market/>

Purchase Courses

When you arrive on our online store, you will see this page:

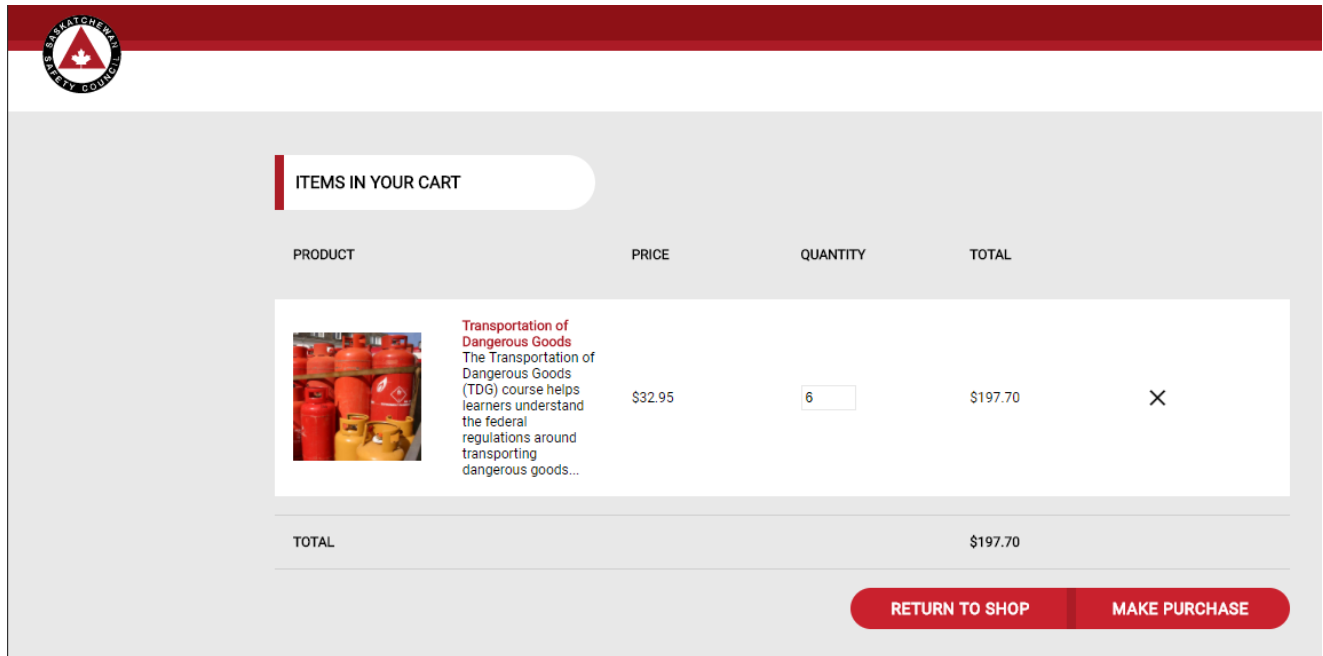


Click on the picture of the course you want to purchase. A smaller screen will appear with more details about the course and an option to purchase 1 or multiple courses.



Either click **BUY SINGLE** or **ADD MULTIPLES** to add courses to your cart.

You will be brought to 'Your Cart' page:



If you are done purchasing courses, click **MAKE PURCHASE**. If you need to buy more, click on the return to the shop button.

After clicking **MAKE PURCHASE**, you are brought to the 'Login' page. If you have an account, please log in.

If you do not have an account, head to [Creating an Account](#).

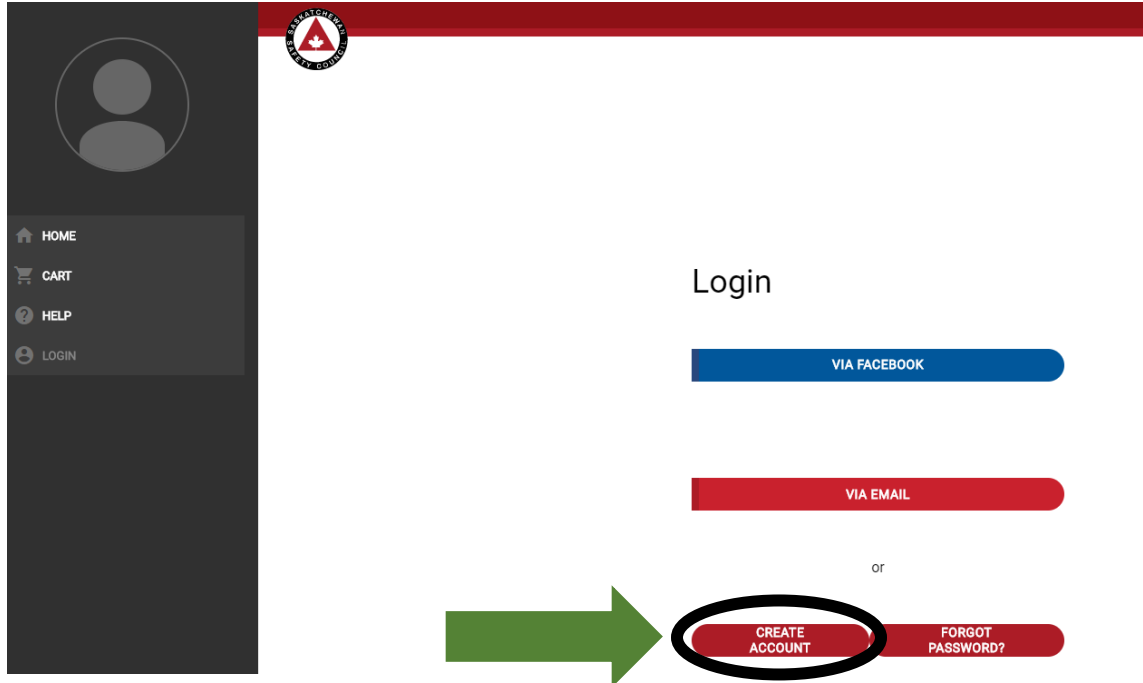
After you are logged in, you will be brought back to your cart page and can make the purchase of the courses. Have your credit card ready!

Creating an Account

To purchase classes, you will have to create an account. Click on

**CREATE
ACCOUNT**

to start.




You will be brought to this screen:

Sign Up

Email

☐ I'm not a robot


reCAPTCHA
Privacy - Terms

SIGN UP

or use

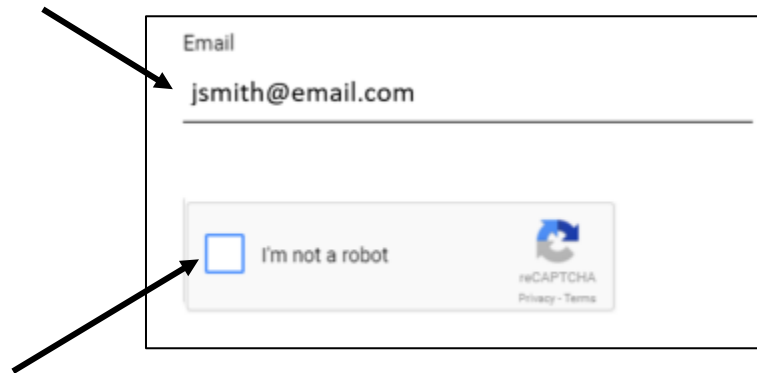
FACEBOOK

ALREADY HAVE AN ACCOUNT?

You can sign up [via email](#) or Facebook.

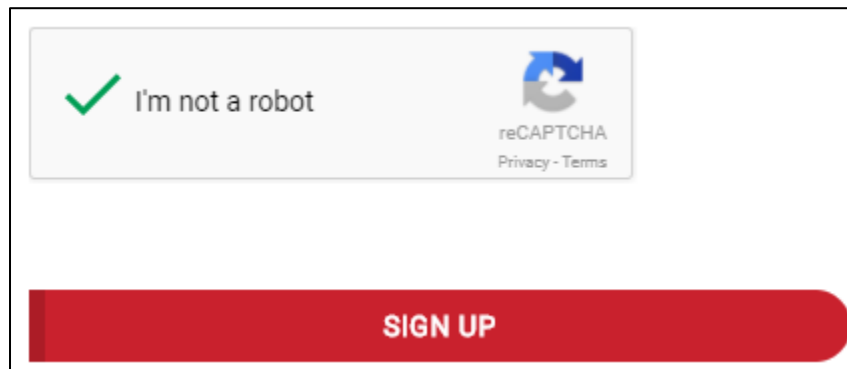
Creating an Account Via Email

Enter your email in the email space:



The image shows a registration form. At the top, there is a label 'Email' and an input field containing 'jsmith@email.com'. Below the input field is a reCAPTCHA widget. The widget has a checkbox on the left, the text 'I'm not a robot' in the middle, and the reCAPTCHA logo and 'reCAPTCHA Privacy - Terms' on the right. Two black arrows point to the input field and the checkbox respectively.

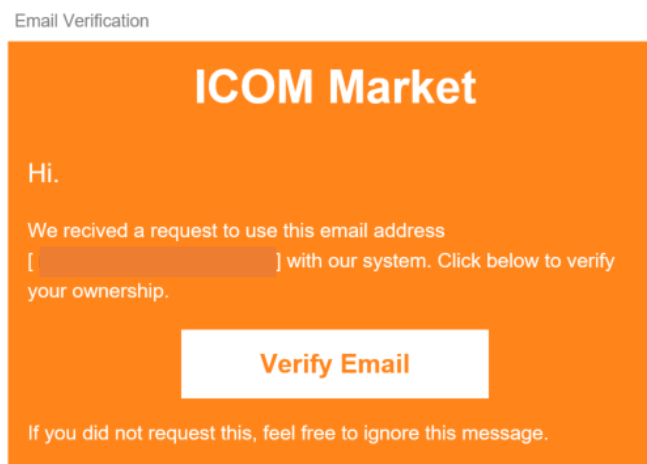
Click the box beside the reCaptcha. Do the task that pops-up to confirm that you are not a robot. Once complete, the box will have a green checkmark and below this box, click the sign up tab.



The image shows the same registration form as before, but the checkbox is now checked with a green checkmark. Below the reCAPTCHA widget is a large red button with the text 'SIGN UP' in white capital letters.

You will have an verification email sent to the email address you provided. Check your junk mail or spam for the email (from do-not-reply@icom.market) if you don't receive it.

Your verification email will look like this:



Verify Email

Click the button to be brought to the email validated page on the store:

Email Validated!

Last Step is entering your name and new password below

Name

1

Password

2

CREATE ACCOUNT

Type your name next to the 1. Enter a password next to the 2. Once done, click:

CREATE ACCOUNT

You will be brought to your 'dashboard'. Congratulations, you now have an account.


Creating an Account Via Facebook

To create an account via Facebook, click the button on the 'Sign Up' Page.

Sign Up

Email

☐ I'm not a robot


reCAPTCHA
[Privacy](#) - [Terms](#)


SIGN UP

or use



ALREADY HAVE AN ACCOUNT?

A pop-up will ask you for your Facebook account information. If there is no pop-up, ensure you have pop-ups allowed on your browser. Fill this out with your Facebook information to continue logging in.

 Facebook

Log in to use your Facebook account with ICOM Market.

Email or Phone:

Password:

[Log In](#)

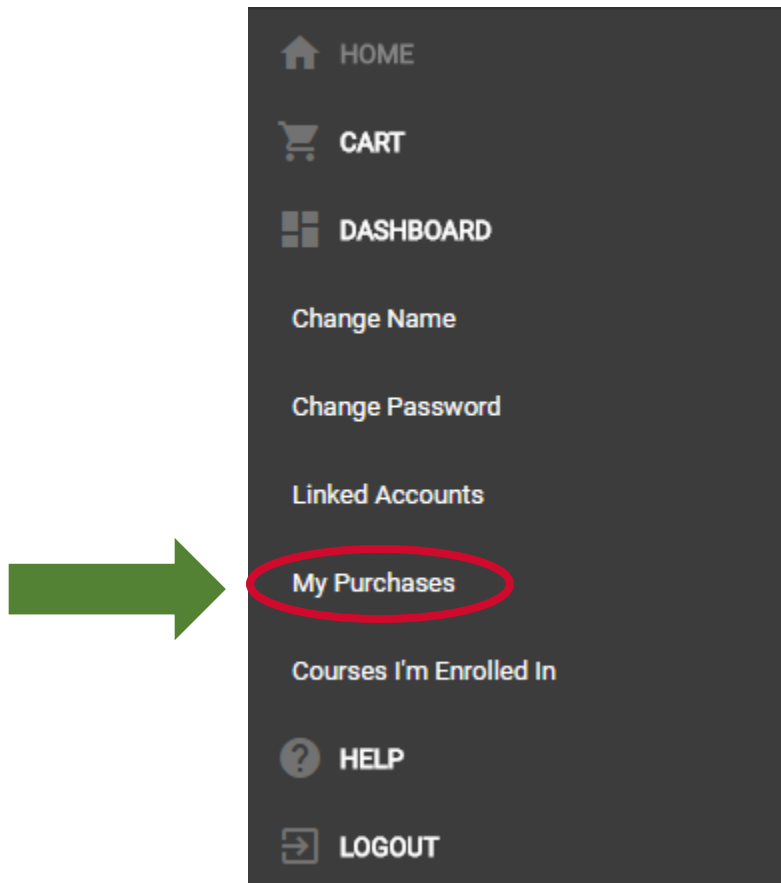
[Forgot account?](#)

[Create New Account](#)

Once you have an account, log in to the system to purchase courses.

Accessing your Purchases

Once you have made your purchases and created an account, you will have more options in the menu.



Click on 'My Purchases'.


You will see the courses you have purchased:

In the example below, there are courses assigned and one enrollment left. You can track completion of the course as employees access the course.

MY PURCHASES

Order ID: 310001

Purchased on 12/11/2017

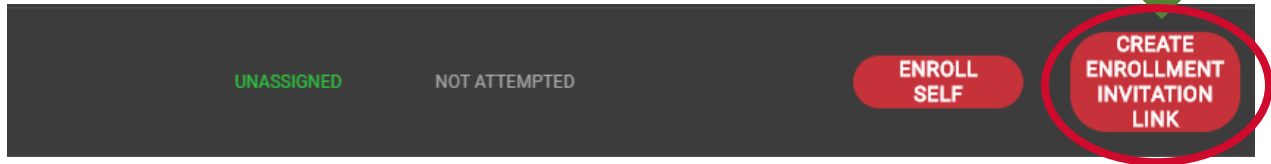
INFO		QUANTITY	TOTAL	ENROLLMENTS LEFT
 <p>WHMIS The Workplace Hazardous Materials Information System (WHMIS) course takes learners through a real-world scenario involving workplace hazards they face every day...</p>				
		14	\$419.30	1
ENROLLED ON	ASSIGNED TO	STATUS		ACTIONS
1/16/2018	<input type="text"/>	INCOMPLETE		
1/16/2018	<input type="text"/>	INCOMPLETE		
1/10/2018	<input type="text"/>	INCOMPLETE		
1/15/2018	<input type="text"/>	PASSED		
12/20/2017	<input type="text"/>	PASSED		
	UNASSIGNED	NOT ATTEMPTED		ENROLL SELF CREATE ENROLLMENT INVITATION LINK
12/19/2017	<input type="text"/>	NOT ATTEMPTED		
12/21/2017	<input type="text"/>	INCOMPLETE		
12/15/2017	<input type="text"/>	INCOMPLETE		

Enrolling People in Courses

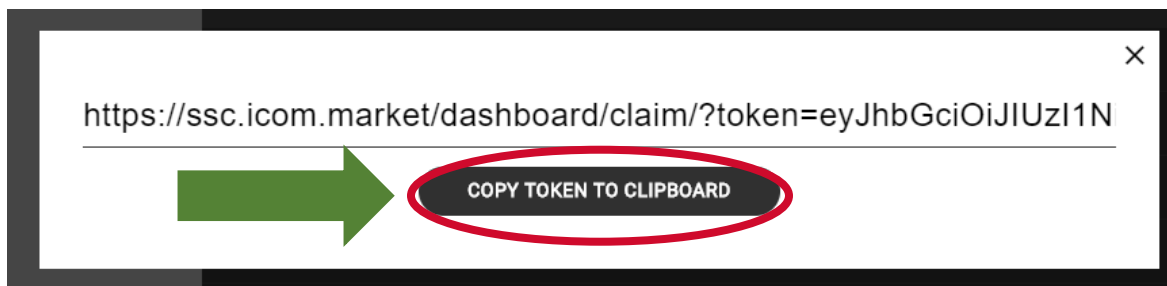
To enroll people in courses, you will want to click the




button.



Once you click that, you will see this:



Click  to copy the link. At the bottom of the screen, this message will pop up.



You will have the link ready to be pasted in an email or in a document.

To assign the next course, click the small 'x' in the right hand corner of the white box and move to the next course. Repeat the above steps until you have assigned all courses.

Your employees will have 7 days to activate their code, or you have to assign the 'Token/link' to them again.

When they receive their link in an email, they will have to create an account (cannot just log-in) before claiming their token.

A user guide for participants is located [here](#). We recommend attaching it to the email you send to employees.

Assistance

If you have technical problems, you will have to call ICOM Productions at 1-877-275-7190 or via email at servicedesk@icomproductions.ca.

If you need to obtain a refund, please call ICOM Productions at the numbers listed above.

Before phoning, please review the guide or click on the [help](#) sign on the top right corner of the online store.