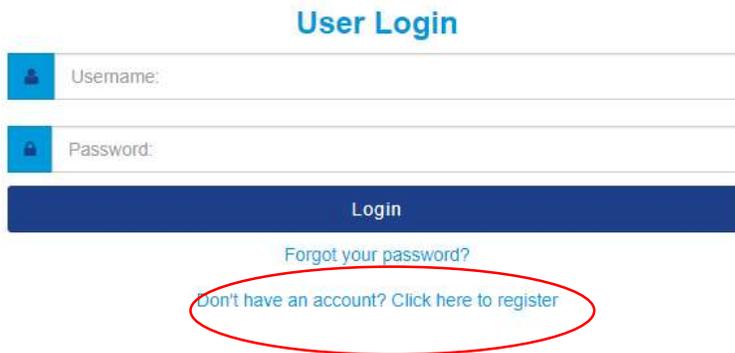


Registration Process

Thanks for your interest in SASM safety training. These instructions will tell you how to set up an account, choose, buy and activate training.

1. Create User Account at www.sasm.ca

Click on **Login** and you will be presented with this screen:



Click on “Don’t have an account?
Click here to register”.

Fill out the form and click on
“Create”.

Once you have created your
profile go back and **Login**.

2. Find and Purchase Training

Information on the classes we offer including course outline, cost, prerequisites (if any), method of delivery, etc. can be found on the Training page of the SASM web site. **View Catalogue.**

Scheduled Regional Classroom / Webinar with Live Instructor

A quick list of scheduled training can be found on the home page of www.sasm.ca.

To register, log into your account and click on **Catalogue**. When you find the course you want, click on **Register**.

Remember to check the **Course Info** tab first as many of our regional courses have prerequisites. Prices vary as per the catalogue (add 5% GST).

Scroll down the page to **Select Your Course Below**.



The date(s) of any upcoming scheduled classroom courses will be shown (as above).

Note: Classroom courses are currently delivered as instructor-led live webinars.

Click on the one you want and add to Cart. You will be prompted to pay by credit card (Visa or Mastercard only). A receipt will be emailed to you. Go to Step #3.

Online Courses

From the Catalogue, click on **Online** tab to see courses offered. All online courses are \$50 + GST except for Awareness courses which are only \$25 + GST.

To register, log into your account and click on **Catalogue**. When you find the course you want, click on **Register**. Scroll down the page to **Select Your Course Below**. Add to Cart. You will be prompted to pay by credit card. A receipt will be emailed to you. Go to Step #3.

3. Activate or Reassign

Log in, go to **Course Bank**, find the course, and click on **Actions**. Two options will be presented – activate or reassign:

COURSE BANK



Search [] []

Show 10 Records

Course Name	Quantity	Classroom or Online	Location (if applicable)	Schedule	Actions
Portable Ladders Safety Awareness	2	Online	Regina *		
Course Name	Quantity	Classroom or Online	Location (if applicable)	Schedule	Actions

Activate

Activate the course if you bought it for yourself.

Login, then go to **Course Bank** and **Activate the Course**. Online courses are available within 15 minutes in your user account under **Online Courses**.

If it is a classroom-delivered course for yourself, click on **Activate the Course** to move your registration from tentative to confirmed.

Note: You are not officially registered and on the course list until this is completed.

Reassign

If the course is intended for someone else, it needs to be being reassigned. You can only reassign to someone who has created a user account (Step #1).

COURSE BANK

SEARCH BY ENTERING E-MAIL, NAME, OR PHONE NUMBER BELOW:

Enter Search Field Here:

* Newly purchased courses may take up to 15 minutes to appear

SEARCH

Enter the user's email address, name or phone number and **Search**. Complete the prompts and the course will be sent to the individual. The person you reassigned the course to will login, click on **Course Bank** and **Activate the Course**.

If you have, for example, 5 people who need to take the same training, you can purchase 5 seats to that class at one time. The classes will be held in your account (the purchaser's) **Course Bank** until the course is activated or reassigned.

4. User Account Features

- **Catalogue** – lists all the training we offer including course outline, price, prerequisites and delivery methods. All prices shown are before GST (5%) is added at checkout.
- **My Courses** – shows upcoming class courses, online courses, completed courses and course bank.
 - **Upcoming Classroom Courses** – information on any upcoming scheduled training you have registered for (date, start time, location, etc.)
 - **Online Courses** – online training is completed from this portal; will move to Completed Courses after the exam is written
 - **Completed Courses** – any training you complete with SASM will appear here with your final grade and ability to print or download a certificate of completion and wallet card (if applicable).
 - **Course Bank** – any course you buy will go here until it is activated or reassigned.
- **Profile** – the information you used to create your account.

5. Refund Policy

No refunds will be issued for training purchased through the TMS.

If you have any questions please contact us at safety@sasm.ca or call 306-525-7276.