

## **Registering for training**

BACKGROUND INFORMATION: This tutorial explains how to register on the ÉduChAD learning platform for training offered by the ChAD.



## **INSTRUCTIONS**

- 1. Follow the procedure to explore <u>the training catalogue</u> and find training you would like to take.
- 2. Once you have found and selected the training you want, you will be directed to the training's fact sheet. Scroll down to the bottom of the fact sheet and click on the "Registration" button in the lower right-hand corner.





Tutorial: Registering for training





## 3. Choose "Register." Click on "Confirm."

Add to shopping cart : Accident de parcours : Pleins feux sur la C					
What type of purchase would you like to make?					
Register					
<ul> <li>Register other people Allows you to buy several places simultaneously, which can then be assigned to users.</li> </ul>					
X Cancel					

4. Click on "Go to shopping cart."



5. In the shopping cart, you will be asked to verify the billing details and add a promotional code if you have one.

Click on "Next step."

-Acchiler Here areas	Accident de parcours : Pleins feux sur la Chambre de l'assurance de dommages Accident de parcours : Pleins feux sur la Chambre de l'assurance de dommages Immersion dans l'univers de la Chambre de fassurance de dommages en mettan en lumière ao mission, son rôle, son expertise ainsi que la valeur ajourée qu'éte eaporte.		Û	Price (Estimated) GST (5%) (Estimated) PST (9,975%)	50.00\$ CAD 2.50\$ CAD 4.99\$ CAD
				(Estimated) Taxes Total amount	7.49\$ CAD 57.49\$ CAD
		50.00\$ CAD Total :		Promo code	
				Add promo code	Add 🝷







6. Choose an existing billing address or enter the required information to create a new billing address. Since you are paying by credit card, make sure this address and your credit card address are the same. Click on "Next step."

Billing Address	
	A If payment is made using a credit card, please make sure the address below matches the address of the credit card.
Bill to	
Christelle Chesneau	
Address (civic no., street) *	Address 2 (app, PO box)
City *	Postal code *
Country *	State / Province / Region
Canada 👻	Quebec
Save the address in my account for futu	Te 112e
Save the address in my account for full	
O Previous step Next step	

7. Review your transaction and choose your method of payment (credit card or payment by invoice). Accept the terms and conditions of the registration and cancellation policies. Click on "Confirm."

Credit card	
You will be asked for payment in rmation once	you have pressed the <b>Confirm</b> button below.
	Bellete
Registration and Cancellation	Policies
NLINE TRAINING	
ou may be refunded for online training if you requ	uest the refund within 30 days of purchase and have not yet begun the training. If you have begun the training, no refund is possible.
	uest the refund within 30 days of purchase and have not yet begun the training. If you have begun the training, no refund is possible. equivalent training is available, registration will be transferred. If not, you will receive a refund.
the ChAD no longer offers a training activity but <b>RAINING PROGRAM</b> refund for the purchase of a training programme	
the ChAD no longer offers a training activity but <b>RAINING PROGRAM</b> refund for the purchase of a training programme egun, no refund is possible.	equivalent training is available, registration will be transferred. If not, you will receive a refund.
the ChAD no longer offers a training activity but <b>RAINING PROGRAM</b> refund for the purchase of a training programme equin, no refund is possible. UNDLE PURCHASE	equivalent training is available, registration will be transferred. If not, you will receive a refund.
the ChAD no longer offers a training activity but <b>RAINING PROGRAM</b> refund for the purchass of a training programms egun, no refund is possible. <b>UNDLE PURCHASE</b> I you have purchased a bundle of training activitie <b>EU-DECLARATION</b>	equivalent training is available, registration will be transformed. If not, you will receive a refund. It may be issued within 30 days of purchase, as long as none of the training activities included in the programme have begun. If one of the training activities ha
the ChAD no longer offers a training activity but <b>TARNING PROGRAM</b> returnd for the purchase of a training programme ogan, no returnd is possible. <b>UNDLE PURCHASE</b> you have purchased a bundle of training activitie <b>ELF-DECLARATION</b> nea an application has been submitted for analy <b>ROFESSIONAL DESIGNATIONS</b>	equivalent training is available, registration will be transformed. If not, you will receive a refund. It may be issued within 30 days of purchase, as long as none of the training activities included in the programme have begun. If one of the training activities ha is, a refund may be issued within 30 days of purchase. A refund will only be issued for training that has not yet begun.
the ChAD no longer offers a training activity but <b>TARNING PROGRAM</b> returnd for the purchase of a training programme ogan, no returnd is possible. <b>UNDLE PURCHASE</b> you have purchased a bundle of training activitie <b>ELF-DECLARATION</b> nea an application has been submitted for analy <b>ROFESSIONAL DESIGNATIONS</b>	equivalent training is available, registration will be transformed. If not, you will receive a refund. In may be issued within 30 days of purchase, as long as none of the training activities included in the programme have begun. If one of the training activities has as, a refund may be issued within 30 days of purchase. A refund will only be issued for training that has not yet begun. six, no refund is possible, even if the application is refused.
If the ChAD no longer offers a training activity but <b>TRAINING PROGRAM</b> A refund for the purchase of a training programm begun, no refund is possible. <b>BUNGLE PURCHASE</b> <b>SELF-DECLARATION</b> Grove an application has been submitted for analy <b>PROFESSIONAL DESIGNATIONS</b>	equivalent training is available, registration will be transformed. If not, you will receive a refund. a may be issued within 30 days of purchase, as long as none of the training activities included in the programme have begun. If one of the training activities ha es, a refund may be issued within 30 days of purchase. A refund will only be issued for training that has not yet begun. site, no refund is possible, even if the application is refused. Ted, no refund is possible. If the application is refused, the amount of \$25 for the cost of printing the certificate will be refunded.



Tutorial: Registering for training





8. You will be directed to a confirmation of payment. Click on "Next."

\*Important: your registration will not be completed until your payment has been received and confirmed.

9. You will be directed to a confirmation of registration. To take the training, click on "Start training."

Confirmation		
	Votre inscription a bien été complétée.	
Accès à la session		
Vous pouvez accéder à la session dès maintenant.	Accéder	

