



IEC Database Procedure 10

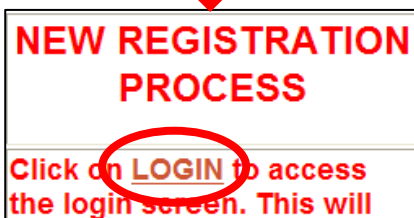
Create a User Account

Visit www.sarniasafety.com to create your User Account (to register for classes online).

The screenshot shows the homepage of the Sarnia Lambton Industrial Educational Co-operative website. The header includes the organization's name and contact information: PHONE: (519) 383-1222, FAX: (519) 383-1305, 1489 LONDON RD, SARNIA, ONTARIO . N7S 1P6. A navigation menu on the left lists: HOME, OUR SERVICES, LEADERSHIP/WORKFORCE/TEAM & PERSONAL DEVELOPMENT, RECORDS MANAGEMENT, SAFETY MANAGEMENT ASSESSMENT (SMA), and CONTACT Us. Below the menu are buttons for 'MONTHLY SAFETY TOPICS' and 'SIX MONTH SAFETY REFRESHER'. A secondary navigation bar contains 'DATABASE LOGIN', 'follow us on facebook', 'CRITICAL MESSAGES', and the date 'March 09, 2011'. The main content area features four tiles: 'Latest News' (with a document image), 'Registration and Courses' (with a classroom image), 'Safety Partnership' (with a Venn diagram), and 'Q & A' (with a person raising their hand).

Click  or

Click



(note; registering via this **Registration Form** is discontinued from April 4th, 2011)

To create your User Account, click ‘**Register**’.



SARNIA - LAMBTON
INDUSTRIAL EDUCATIONAL CO-OPERATIVE

Welcome to the IEC

Member ID

User Name

Password

Remember

[Forgot Password](#)

Register New



The **Online User Account Setup** page appears.

Fill out the required information (marked with a *** if mandatory**), to create a user account.

Type your companies ‘**Member ID**’ in to the space provided.

Note: If you are a new company or do not know your Member ID, contact the IEC at (519) 383-1222 Monday to Friday 7a.m. to 4p.m. For after hours, please e-mail charcoop@sarniasafety.com

Member ID: *

Enter your ‘**First Name**’

First Name: *

Enter your ‘**Middle Name**’ (or initial) (optional)

Middle Name:

Enter your ‘**Last Name**’

Last Name: *

Enter your contact ‘**Phone Number**’

Phone Number: *

Create a ‘**Username**’ (max.25)

Username: *

Create a ‘**Password**’ (max.50)

Password: *

Enter your password again to confirm

Retype Password: *

Enter your ‘**E-mail Address**’

E-mail Address: *

Once all the required information has been entered, click

An e-mail verification will be sent to the e-mail address specified.



If any required information is not entered, a message pops up.



Member ID is invalid. You have not entered your First Name. You have not entered your Last Name. You must enter your telephone number. You have not entered your e-mail address. You have not chosen your username. You have not entered a Password.

Once the information is submitted correctly, the following message appears;

Online User Account Setup

Thank you for Registering, an e-mail has been sent to jsmith@sarniasafety.com.

Please follow the link in the e-mail to verify your account. It may take a few minutes to receive the e-mail, if you are unable to find the e-mail check your junk or spam folders. If you do not receive the e-mail please contact the IEC at 519-383-1222 or charcoop@sarniasafety.com

Log in to your e-mail address specified and open the ‘IEC Registration Verification’ e-mail, which appears as follows;

Hello John Smith,

Thank you for registering online with the IEC. To verify your account please click on the following URL.

<http://vtmssiec.sarniasafety.com/registerNonMember.aspx?id=630>

Once your account is verified you will be redirected to the login screen.

Member ID: iec
Username: jsmith
Password: kkkkkk

Click on the link in the e-mail to verify your account.

<http://vtmssiec.sarniasafety.com/registerNonMember.aspx?id=450>



Once you have verified your account, you will be redirected to the IEC log in screen, where you log in details emerge (In the event that there is a slow connection, a message will pop up indicating that your account is being verified).

Click the relevant box for your computer to **Remember** this information.

Click to **Submit** log in.

Once logged in, the following modules appear.

	Register -- A step-by-step process to register one or several trainees for the same courses.
	Records Upload -- Upload history records by select trainees.
	Setting -- Change your settings such as password and email. Please keep your email address updated to ensure receipt of your registration confirmations.
	Home -- Logout.

To log out, click the ‘**Home**’ module.

	Home -- Logout.
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For assistance on the ‘Register’, ‘Records Upload’ and ‘Settings’ modules, visit www.sarniasafety.com and select the ‘Procedure Manual’, located under the ‘Records Management’ section.



If you have any questions regarding the ‘Create a User Account’ process, please contact **Leslie General** at **519-383-0766** or email leslieg@sarniasafety.com

Revision History: CON-RMS0.010

Revision Date	Rev. No.	Reason	Description	Reviser	Approver
7/3/11	0	Procedure required	Developed Original Procedure	Jean O Connor	Leslie General

Following Revision, forward ‘Revised Document Awareness Notification’ to relevant persons