

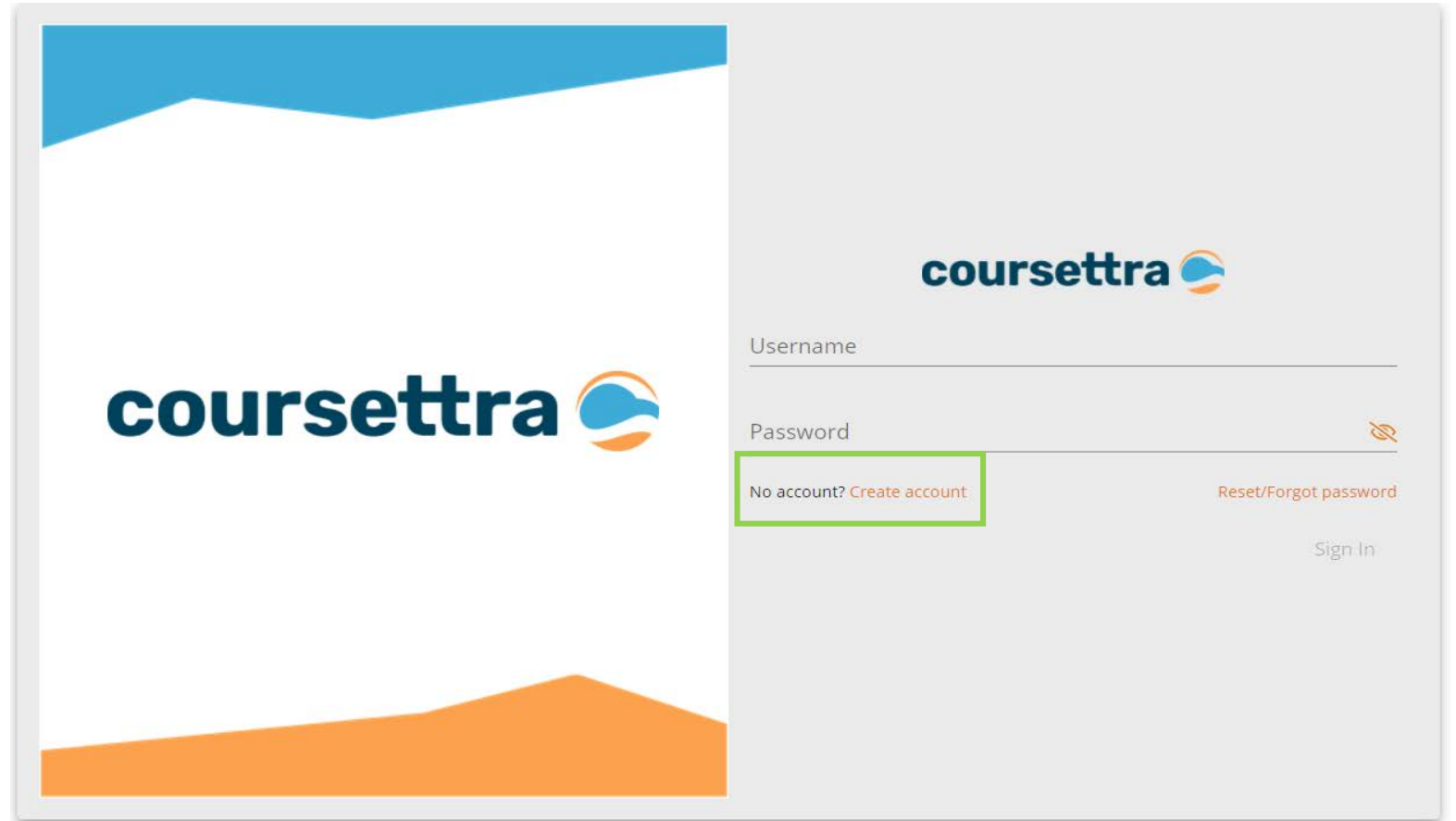


Professional Locate Administrator Course


Creating Your Account

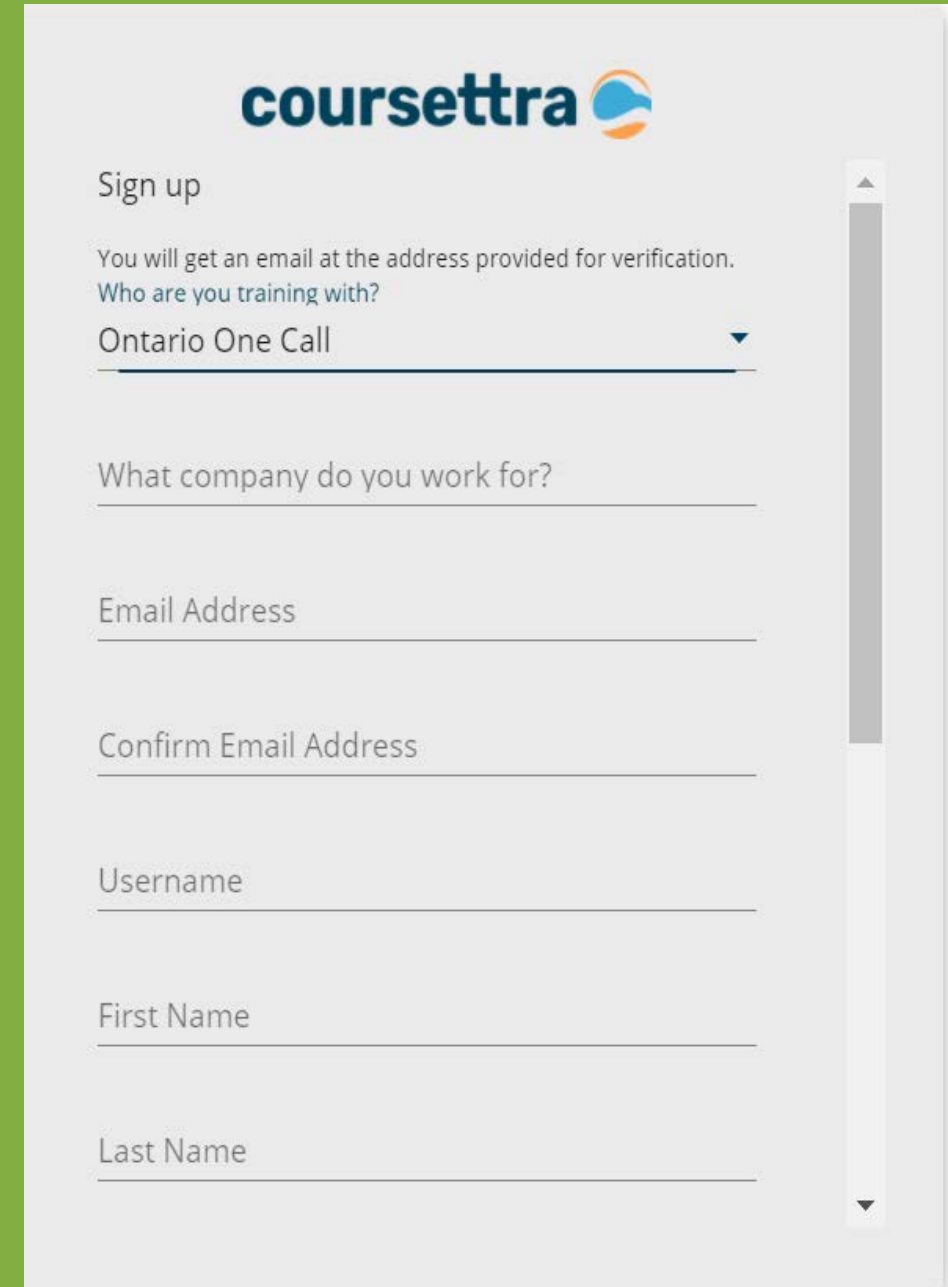


- 1) Go to this link:
<https://app.coursettra.com/porta/login>
- 2) Click “Create Account” to create a new account. This login is separate from the Web Portal login, so a new one will need to be created



The screenshot shows the coursettra login interface. On the left, there is a large graphic with the coursettra logo and a blue and orange abstract shape. On the right, the login form is displayed on a light gray background. The form includes the coursettra logo at the top, followed by input fields for 'Username' and 'Password'. Below the password field, there is a link for 'No account? Create account' which is highlighted with a green box. To the right of this link is a link for 'Reset/Forgot password'. At the bottom right of the form is a 'Sign In' button.

- 3) Enter the required info:
- A. In the “Who are you training with” field choose Ontario One Call from the drop down
 - B. In the “What company do you work for” field, type in a few letters and the system will search to find your company name. If the company name does not populate, type it in
 - C. Enter your email address and confirm the email
 - D. Enter a Username (you can use your email! – highly recommended)
 - E. Enter your first name
 - F. Enter your last name
 - G. Scroll Down
 - H. Enter your password
 - I. Confirm your password
 - J. Start entering your address (where can Ontario One Call send you mail?) and select the correct address from the populated results. If the results don’t populate correctly, click on this icon  to manually enter your address
 - K. Enter your phone number
 - L. Click “Submit”



The screenshot shows the 'coursettra' sign-up page. At the top right is the 'coursettra' logo. Below it is the heading 'Sign up'. A note states: 'You will get an email at the address provided for verification. Who are you training with?'. Below this is a dropdown menu with 'Ontario One Call' selected. The form contains several input fields: 'What company do you work for?', 'Email Address', 'Confirm Email Address', 'Username', 'First Name', and 'Last Name'. A vertical scrollbar is visible on the right side of the form.



4) After clicking submit, a popup may generate asking you to verify your email address. Click “Send Code”

- A. Check for an email from: mail@4iqidentity.com. The email should look like this
- B. Enter the code and then click “Confirm Email”

Verify Email

Your email address isn't verified. If you don't verify it then you will not be able to reset your password. Check the email address shown below for a verification code. If you do not have a verification code, click the "Send Code" option below.

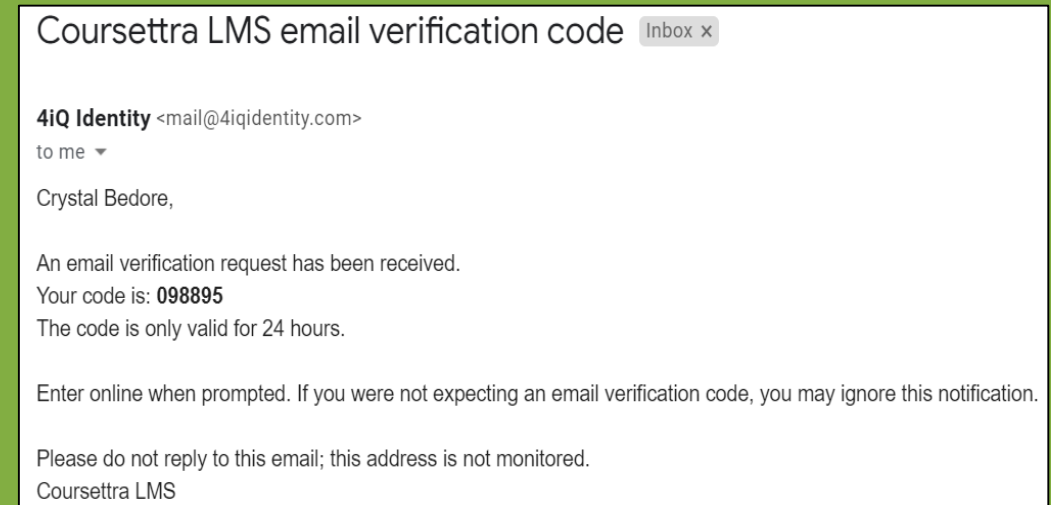
If the email shown below is not your email address, click the "Change Email" option to update it.

Email
CBedore@on1call.com

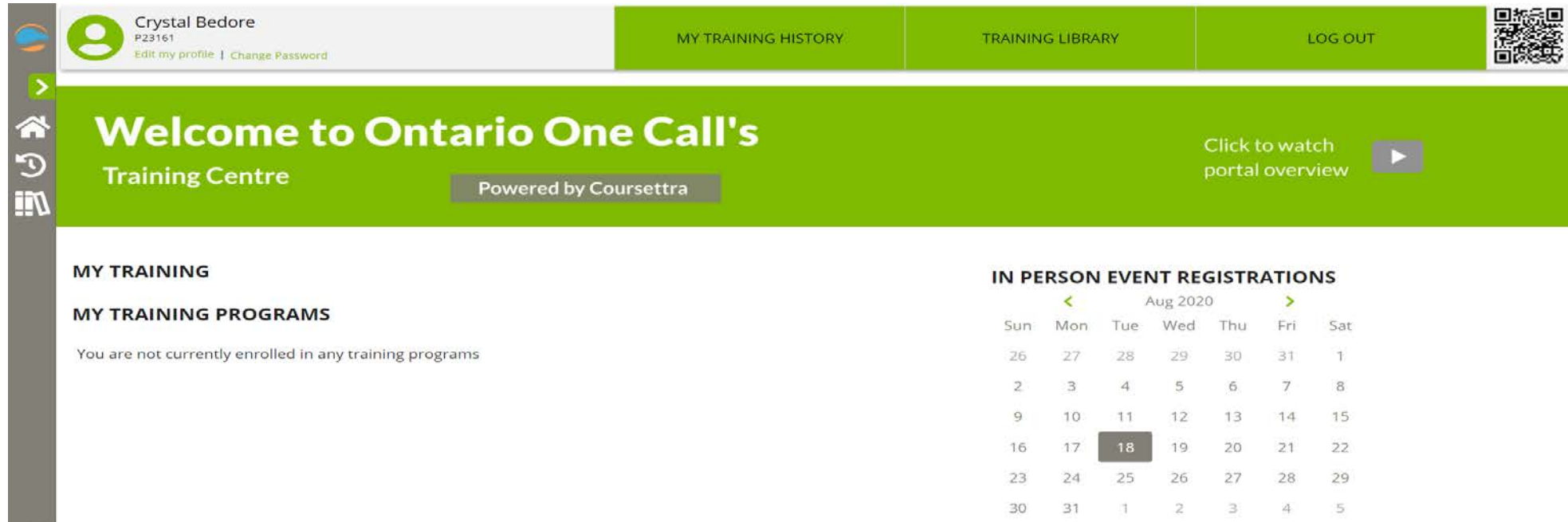
Code
required

Change Email Send Code

Cancel Confirm Email



5) Once logged in, your screen will look like this



The screenshot shows the user interface of the Ontario OneCall Training Centre. At the top, a navigation bar includes a user profile for Crystal Bedore (P23161) with links to 'Edit my profile' and 'Change Password', and buttons for 'MY TRAINING HISTORY', 'TRAINING LIBRARY', and 'LOG OUT'. A QR code is also present. Below this is a large green banner with the text 'Welcome to Ontario One Call's Training Centre' and 'Powered by Coursettra'. A play button icon is next to the text 'Click to watch portal overview'. On the left, a sidebar contains icons for home, refresh, and a list. The main content area is divided into two sections: 'MY TRAINING' and 'MY TRAINING PROGRAMS', with a message stating 'You are not currently enrolled in any training programs'. To the right, there is a calendar titled 'IN PERSON EVENT REGISTRATIONS' for August 2020, with the 18th highlighted.

Crystal Bedore
P23161
Edit my profile | Change Password

MY TRAINING HISTORY TRAINING LIBRARY LOG OUT

QR Code

>Welcome to Ontario One Call's
Training Centre
Powered by Coursettra

Click to watch portal overview

MY TRAINING

MY TRAINING PROGRAMS

You are not currently enrolled in any training programs

IN PERSON EVENT REGISTRATIONS

< Aug 2020 >

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

6) Click on “Training Library” at the top

A. Select “Professional Locate Administrator Course”



Where would you like to start?

Online Training: [Professional Locate Administrator Course](#)

B. Click on Register



- C. Click Confirm and Pay
- D. Pay through Paypal

You're all set to become a Certified Professional Locate Administrator.

Happy Learning! 😊

