

Registering for Online Courses - Administrator

<https://corporatetraining.ama.ab.ca/>

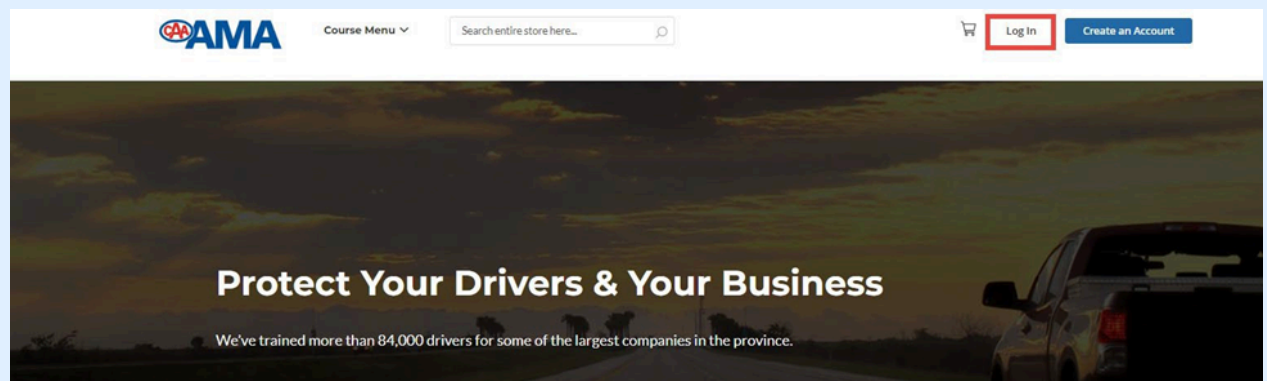


Note

Participants will have 60 days from registration to complete the course.

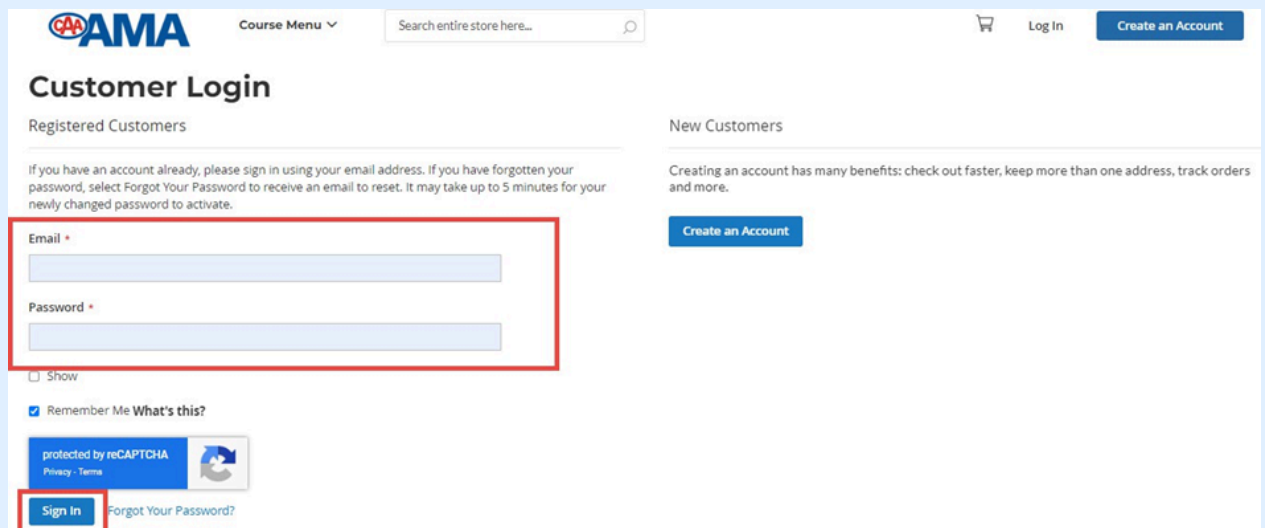
On the Corporate Driver Training home page, select **Log In**.

Step: 1



Enter your email and password, then select **Sign In**.

Step: 2



Enter your verification code.

Step: 3

Enter Verification Code

To continue, please enter the 6-digit verification code sent to your phone ending in 1662.
Didn't receive a code? [Resend SMS code](#)

9

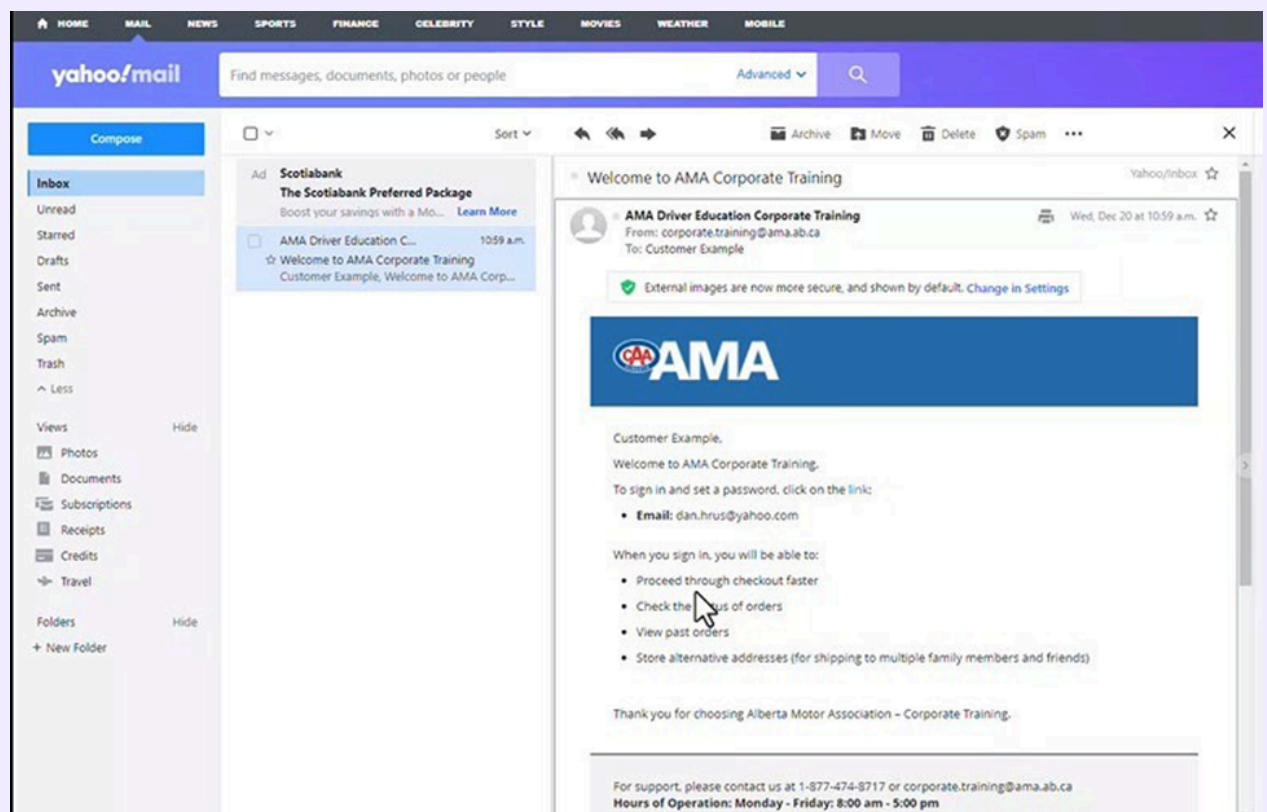
3

|

Continue

Note

You should have received an earlier email confirming your administrator account, where you created a password and added your cell phone number for Two-Factor Authentication.



The screenshot shows the "Set a New Password" form on the AMA website. The form includes a "New Password" field, a "Confirm New Password" field, and a "Set a New Password" button. The "Password Strength" indicator shows "No Password". The form is part of a larger page with a "Course Menu" dropdown and a search bar.

The screenshot shows the "Setup Two-Factor Authentication" form on the AMA website. The form includes a dropdown menu for selecting a country/region (currently set to "Canada, U.S. Outlying Islands, United Kingdom"), a text input field for a phone number, and a "Continue" button. The text "*USE YOUR MOBILE PHONE TO RECEIVE A TEXT MESSAGE" is displayed below the phone number field.

Once logged in, from the **Course Menu** drop-down, select the course your company is registering for.

Step: 4

AMA

Course Menu

Search instructors here...

Shopping Cart

 |

Dan

My Account

Two-Factor Authentication

My eLearning

My Certificates

My Orders

Assign Courses

My Downloadable Products

Address Book

Account Information

Store Credits

Account Balance

My Subscriptions

Aggressive Driving

Demerit Reduction

Distracted Driving

Fatigue Management

Proactive Defensive Driver Improvement

Winter Driving

All Courses

Account Information

Manage Addresses

Default Billing Address

Edit Address

Default Shipping Address

Edit Address

Recently Ordered

☐ Proactive Defensive Driver Improvement Course - Online

View All

Recent Orders

View All

Order #	Date	Ship To	Order Total	Status	Action
0000000833	6/23/23		\$0.00	Closed	View Order
0000000832	6/23/23		\$0.00	Closed	View Order
TEST000000205	7/6/21		\$136.50	Complete	View Order

We understand business in Alberta, and the many industries it supports.

Courses

All Courses

About AMA


Our Story

Need Help?

Contact Us

Connect

Select the course title to proceed.



Course Menu

Search entire store here...

Home > Aggressive Driving


Aggressive Driving

Recently Ordered

1 Item

☐ Proactive Defensive Driver Improvement Course – Online

[View All](#)




Aggressive Driving - Online Course

\$65.00

Add to Cart


Step: 5

From the **Purchase on behalf of another student** drop-down, select **Yes**.



Course Menu


Search entire store here...

 | Dan

Home > Aggressive Driving - Online Course

Aggressive Driving - Online Course

SKU#: 32 Aggressive Driving



\$65.00

Purchase on behalf of another student

No

No

Yes

1

Add to Cart

Step: 6



Important

The system defaults to **No** and must be changed each time.

If needed, adjust the quantity of courses you are purchasing, then select **Add to Cart**.

You will receive a confirmation that the course has been added to your cart, and the cart will display the total contents.

Step: 7

\$65.00

Purchase on behalf of another student

Yes

How many would you like to purchase?

2

Add to Cart

Select your cart to complete registration. A drop-down will appear; select **Proceed to Checkout**.

Step: 8

CAA AMA Course Menu Search entire store here...

Home > Aggressive Driving - Online Course

You added Aggressive Driving - Online Course to your shopping cart.

Aggressive Driving - Online Course

SKU#: 32 Aggressive Driving

2 Items in Cart Cart Subtotal: \$130.00

Proceed to Checkout

Pay with link

Aggressive Driving - Online Course \$65.00

Qty: 2 For: Others

View and Edit Cart

How many would you like to purchase?

2

Add to Cart

Expand **Apply Discount Code** and enter your company's discount code.

Step: 9

Review & Payments

Payment Method

Dan
11220 109 St
Edmonton, Alberta T5G2T6
Canada

[Edit](#)

Card number
1234 1234 1234 1234

Expiration date
MM / YY

Security code
CVC

[Place Order](#)

Apply Discount Code [^](#)

Enter discount code

[Apply Discount](#)

[Apply Store Credits Balance](#) [^](#)

Order Summary

Cart Subtotal	\$130.00
Tax	\$6.50
Order Total	\$136.50

2 Items in Cart [^](#)

Aggressive Driving - Online Course
Qty: 2 On behalf: Yes
\$130.00



Note

The **Order Summary** will update to show a total of \$0.00 and reflect your discount.

Select **Place Order**.

Step: 10

Review & Payments

Payment Method

No Payment Information Required

Dan
11220 109 St
Edmonton, Alberta T5G2T6
Canada

[Edit](#)

[Place Order](#)

Apply Discount Code [^](#)

INVCOE2024

[Cancel coupon](#)

Order Summary

Cart Subtotal	\$130.00
Discount	-\$130.00
Order Total	\$0.00

2 Items in Cart [^](#)

Aggressive Driving - Online Course
Qty: 2 On behalf: Yes
\$130.00

Assigning the course to a participant

From the confirmation screen, select **Assign Course**.

Step: 1

Course Menu

Search entire store here...

Cart

Dan

My Account

Log out

Thank you for your purchase!

Your order summary is below. We'll also send a confirmation e-mail to you at daneka.hruschak@gmail.com. If you have any questions regarding your order, please contact us at corporate.training@ama.ab.ca.
| 2021-05-21 17:37:38 | | 251 | default | 0 | order_success_page_config/general/customisable_information |

Improve Your Fleet's Safety

Your fleet safety program is your top priority as a fleet manager. Safety training for your fleet will reduce collisions and improve your fleet's efficiency by providing them with knowledge, skills and confidence. Our in-vehicle courses can be customized for your drivers to ensure training meets their needs.

Order #0000001594

Product	Price	Quantity	Actions
Aggressive Driving - Online Course	\$65.00	2	Assign Course

Order Summary

Order DateSeptember 17, 2024

Total Courses2

Order Total\$0.00

Print receipt

Improve Your Fleet's Safety

Your fleet safety program is your top priority as a fleet manager. Safety training for your fleet will reduce collisions and improve your fleet's efficiency by providing them with knowledge, skills and confidence. Our in-vehicle courses can be customized for your drivers to ensure training meets their needs.

Learn More



Note

You can also access this by selecting your name and then **My Account**.

Step: 2

Course Menu

Search entire store here...

Cart

Dan

My Account

Two-Factor Authentication

My eLearning

My Certificates

My Orders

Assign Courses

My Downloadable Products

Address Book

Account Information

Assign Courses

Select Course to Assign Learners

Please select

Please select

Aggressive Driving - Online Course - Order #0000001594

Step: 3 Select the Individual Assignment button.

Fill in the participant's:

- ☐ First name
- ☐ Last name
- ☐ Email address

Step: 4

My Account
Two-Factor Authentication
My eLearning
My Certificates
My Orders
Assign Courses
My Downloadable Products
Address Book
Account Information
Company Profiles
List of Customers
Customers Progress
Store Credits
Account Balance
My Subscriptions
Recently Ordered
☐ Aggressive Driving - Online Course
[Add to Cart](#) [View All](#)

Assign Courses

Select Course to Assign Learners

Aggressive Driving - Online Course - Order #0000001594

Current seats available: 2 of 2

Current Assigned Learners

☒ Individual Assignment

First Name *

Last Name *

Email *

[Assign](#)

Select Assign.

Step: 5

My Account
Two-Factor Authentication
My eLearning
My Certificates
My Orders
Assign Courses
My Downloadable Products
Address Book
Account Information
Company Profiles
List of Customers
Customers Progress
Store Credits
Account Balance
My Subscriptions
Recently Ordered
☐ Aggressive Driving - Online Course
[Add to Cart](#) [View All](#)

Assign Courses

Select Course to Assign Learners

Aggressive Driving - Online Course - Order #0000001594

Current seats available: 2 of 2

Current Assigned Learners

☒ Individual Assignment

First Name *

John

Last Name *

Smith

Email *

example.user@gmail.com

[Assign](#)

Success

A confirmation message will appear.



AMA

Course Menu

Search entire store here...

My Account

Two-Factor Authentication

My eLearning

My Certificates

My Orders

Assign Courses

My Downloadable Products

Address Book

Account Information

Company Profiles

List of Customers

Customers Progress

Store Credits

Account Balance

My Subscriptions

Recently Ordered

Aggressive Driving - Online Course

Add to Cart

View All

Assign Courses

Select Course to Assign Learners

Aggressive Driving - Online Course - Order #0000001594

Current seats available: 1 of 2

Current Assigned Learners

Learner has been assigned

John Smith (example.user@gmail.com)

Individual Assignment

First Name

Last Name

Email

Assign

Note

To monitor participants' progress, select **Customer Progress** from your account navigation panel. All assignments will be listed there.



AMA

Course Menu

Search entire store here...

My Account

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Customers Progress

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Recently Ordered

Aggressive Driving - Online Course

Add to Cart

View All

Customers Progress

Name	Email	Company	Course	Status	Date Started	Date Completed
John Smith	example.user@gmail.com	Test CO.	Aggressive Driving - Online Course	Active	Sep 17, 2024	
Donna Blue	user.example@gmail.com	Test CO.	Aggressive Driving - Online Course	Not Started	Sep 17, 2024	

