

## Registering for Online Courses - Administrator

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

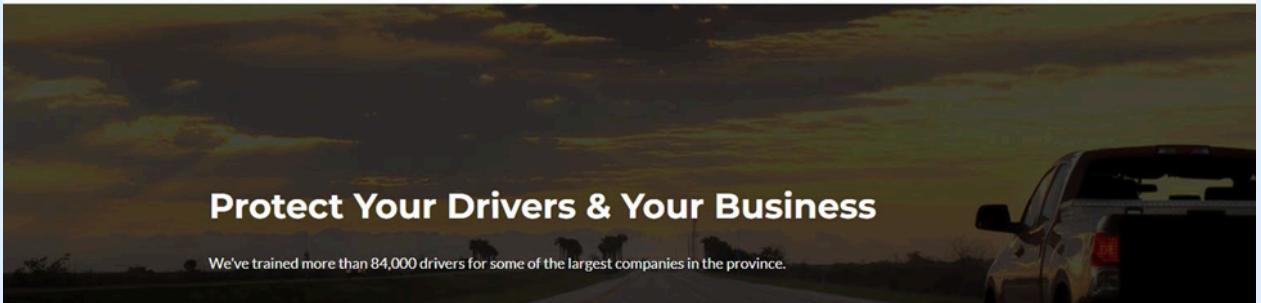


### Note

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

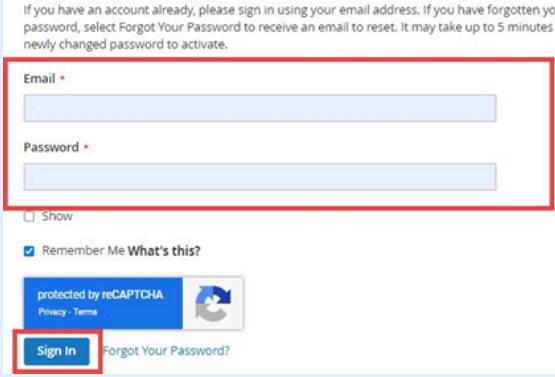
On the Corporate Driver Training home page, select **Log In**.

Step: 1



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

Step: 2



**Customer Login**

Registered Customers

If you have an account already, please sign in using your email address. If you have forgotten your password, select [Forgot Your Password](#) to receive an email to reset. It may take up to 5 minutes for your newly changed password to activate.

New Customers

Creating an account has many benefits: check out faster, keep more than one address, track orders and more.

[Show](#)

[Remember Me](#) [What's this?](#)

protected by reCAPTCHA [Privacy - Terms](#) 

[Sign In](#) [Forgot Your Password?](#)

Enter your verification code.

## 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](#)

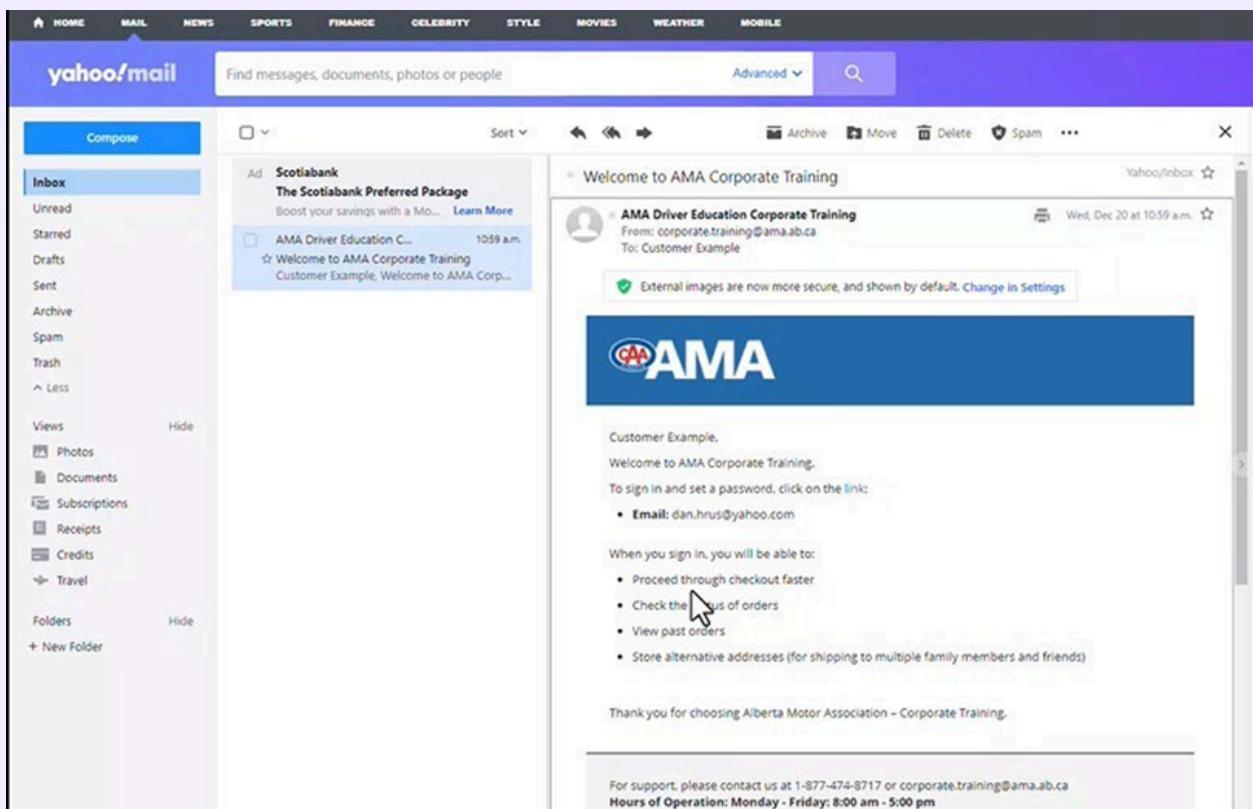
Step: 3

9 3 |

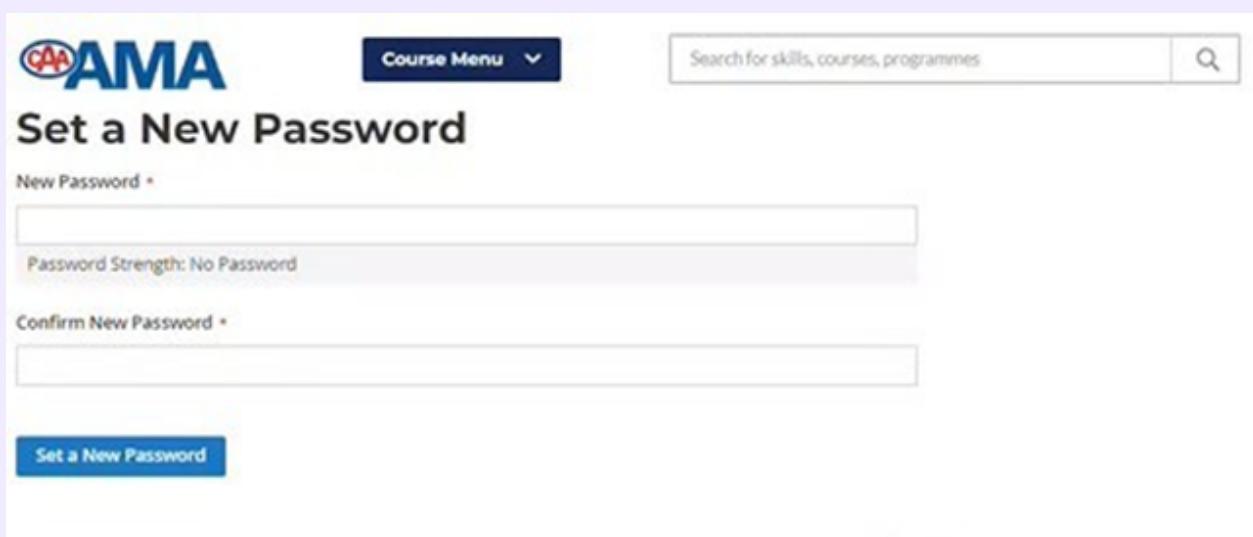
[Continue](#)

## 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 a Yahoo! Mail inbox. On the left, there's a sidebar with options like Compose, Inbox (which is selected and highlighted in blue), and other folders like Unread, Starred, Drafts, Sent, Archive, Spam, Trash, and Views (Photos, Documents, Subscriptions, Receipts, Credits, Travel). The main pane shows an inbox with several messages. One message from 'AMA Driver Education Corp...' with the subject 'Welcome to AMA Corporate Training' is selected. The message content includes a logo for 'CAA AMA', a welcome message, and a list of benefits when signing in. At the bottom of the message, it says 'Thank you for choosing Alberta Motor Association - Corporate Training.' and provides support contact information.



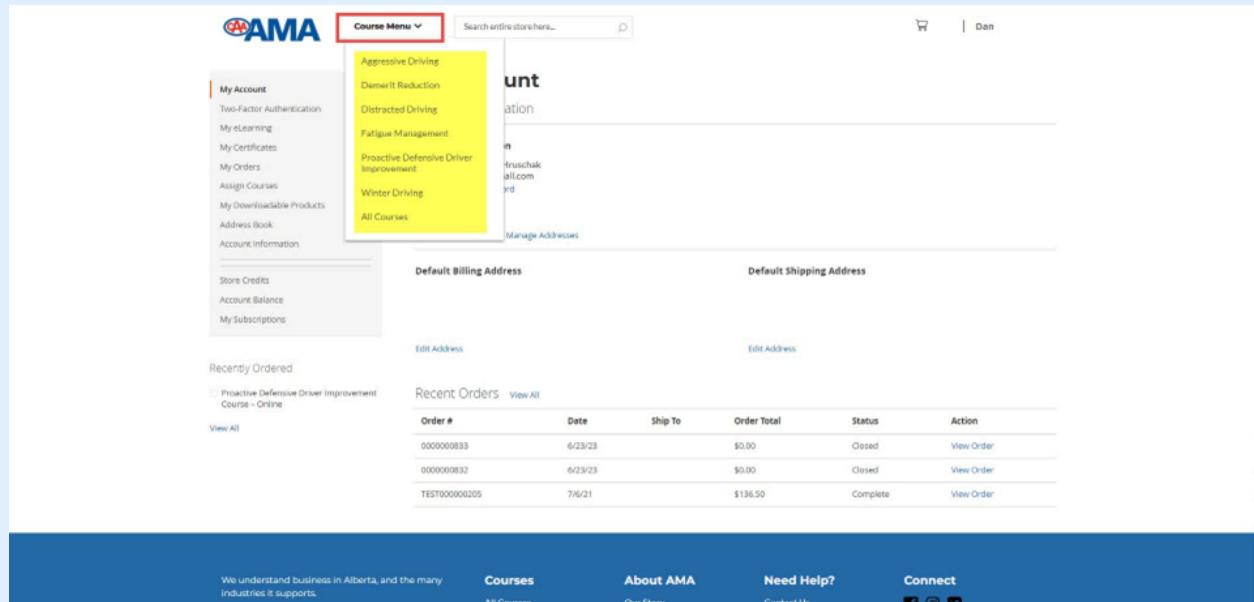
The screenshot shows the Alberta Motor Association (AMA) website. At the top, there's a navigation bar with the 'CAA AMA' logo, a 'Course Menu' dropdown, and a search bar. The main content area has a heading 'Set a New Password'. Below it, there are two input fields: 'New Password \*' and 'Confirm New Password \*'. Both fields have placeholder text 'Enter password here'. Below the fields is a blue button labeled 'Set a New Password'.



The screenshot shows the 'Setup Two-Factor Authentication' page. At the top, there's a dropdown menu showing '1 - Canada, U.S. Outlying Islands, United Kingdom'. Below it is a note: '\*USE YOUR MOBILE PHONE TO RECEIVE A TEXT MESSAGE'. At the bottom, there's a blue 'Continue' button.

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

Step: 4



The screenshot shows the Alberta Motor Association (AMA) website. The top navigation bar includes the AMA logo, a search bar, and a user account section. The main content area features a sidebar with 'My Account' options like Two-Factor Authentication, My eLearning, My Certificates, My Orders, Assign Courses, My Downloadable Products, Address Book, and Account Information. Below this is a 'Recently Ordered' section showing a single item: 'Proactive Defensive Driver Improvement Course - Online'. The main content area has sections for 'Default Billing Address' and 'Default Shipping Address', each with an 'Edit Address' link. At the bottom, there's a 'Recent Orders' table with three entries:

Order #	Date	Ship To	Order Total	Status	Action
0000000833	6/23/23		\$0.00	Closed	<a href="#">View Order</a>
0000000832	6/23/23		\$0.00	Closed	<a href="#">View Order</a>
TEST000000205	7/6/21		\$136.50	Complete	<a href="#">View Order</a>

The footer contains links for Courses (All Courses), About AMA (Our Story), Need Help? (Contact Us), and Connect (Facebook, LinkedIn, YouTube, Instagram, Twitter).

Select the course title to proceed.

CAA AMA

Course Menu ▾

Search entire store here...

Home > Aggressive Driving

# Aggressive Driving

Recently Ordered

1 Item

Proactive Defensive Driver Improvement Course – Online

[View All](#)

Step: 5



Aggressive Driving - Online Course

\$65.00

[Add to Cart](#)

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

CAA AMA

Course Menu ▾

Search entire store here...

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.

The screenshot shows a step in the course purchase process. At the top, a large price of \$65.00 is displayed. Below it, a question asks if the purchase is on behalf of another student, with a dropdown menu showing 'Yes'. The main action is a yellow box asking 'How many would you like to purchase?' with a input field containing '2'. Below this is a large blue 'Add to Cart' button, which is highlighted with a red box. The background is a light grey.

Step: 7

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

The screenshot shows the website interface for the Aggressive Driving - Online Course. At the top, there is a navigation bar with the CAA AMA logo, a course menu, and a search bar. Below the navigation, a message says 'You added Aggressive Driving - Online Course to your shopping cart.' The main content area shows the course details: 'Aggressive Driving - Online Course' and 'SKU#: 32 Aggressive Driving'. To the right, a shopping cart summary is shown with '2 Items in Cart' and 'Cart Subtotal: \$130.00'. A large blue 'Proceed to Checkout' button is highlighted with a red box. Below it is a green 'Pay with link' button. The cart summary table includes columns for the item image, name, price, quantity (Qty: 2), and a 'For' dropdown set to 'Others'. At the bottom of the cart summary, there is a 'View and Edit Cart' button. The bottom right corner of the page also has a 'How many would you like to purchase?' input field with '2' and an 'Add to Cart' button.

Step: 8

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

Step: 9

The screenshot shows the 'Review & Payments' step of an order process. On the left, there's a 'Payment Method' section with a 'Card number' input (1234 1234 1234 1234), a 'Expiration date' input (MM / YY), and a 'Security code' input (CVC). Below these are 'Place Order' and 'Apply Discount Code' buttons. The 'Apply Discount Code' button is highlighted with a red box, and its sub-section 'Enter discount code' and 'Apply Discount' button are also highlighted with a yellow box. On the right, the 'Order Summary' shows a cart subtotal of \$130.00, tax of \$6.50, and an order total of \$136.50. It lists '2 Items in Cart' including 'Aggressive Driving - Online Course' at \$130.00.

### Note

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

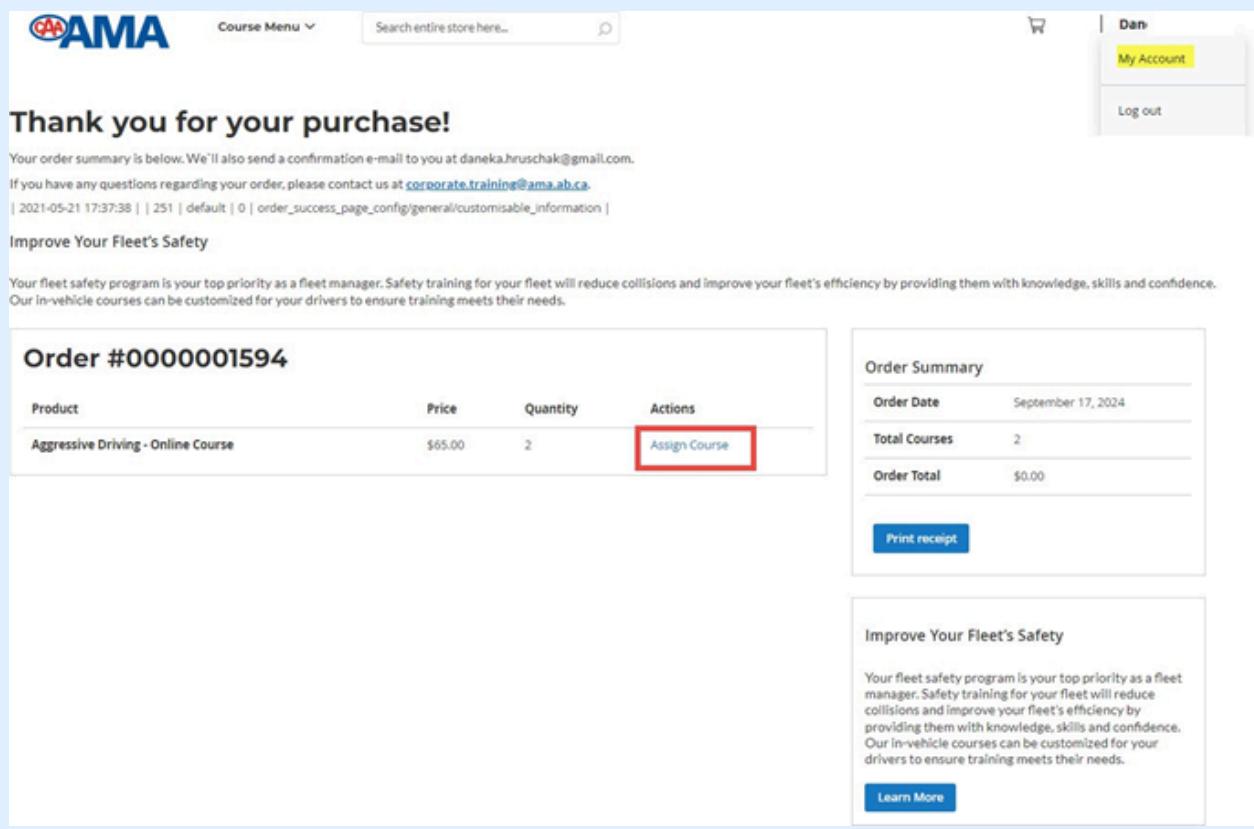
Select **Place Order**.

Step: 10

The screenshot shows the 'Review & Payments' step. The 'Place Order' button is highlighted with a red box. On the right, the 'Order Summary' shows a cart subtotal of \$130.00, a discount of -\$130.00, and an order total of \$0.00. It lists '2 Items in Cart' including 'Aggressive Driving - Online Course' at \$130.00.

**Assigning the course to a participant**

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



Step: 1

**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](mailto:daneka.hruschak@gmail.com).

If you have any questions regarding your order, please contact us at [corporate.training@ama.ab.ca](mailto: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	<a href="#">Assign Course</a>

**Order Summary**

Order Date	September 17, 2024
Total Courses	2
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.

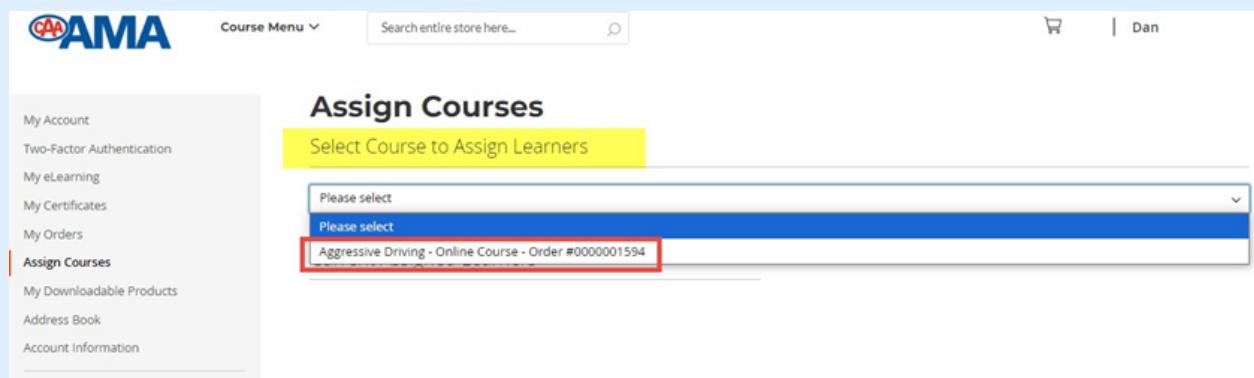
[Learn More](#)



## Note

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

Select the course from the drop down you want to assign.



Step: 2

**Assign Courses**

Select Course to Assign Learners

Please select

Please select

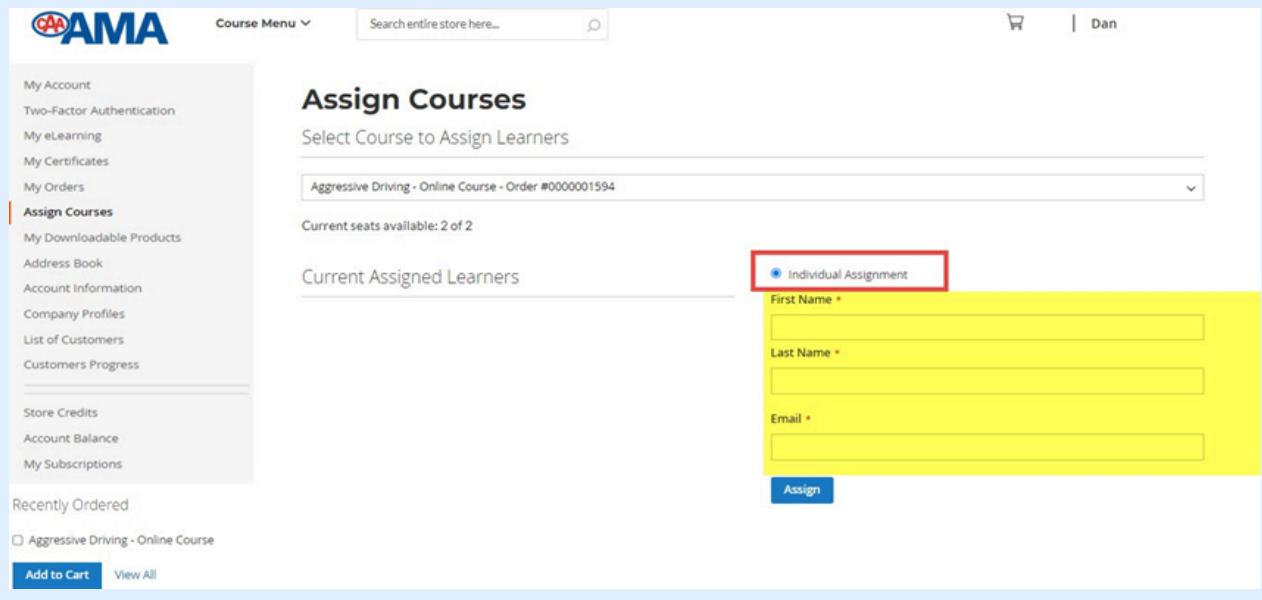
Aggressive Driving - Online Course - Order #0000001594

Step: 3 Select the Individual Assignment button.

Fill in the participant's:

- First name
- Last name
- Email address

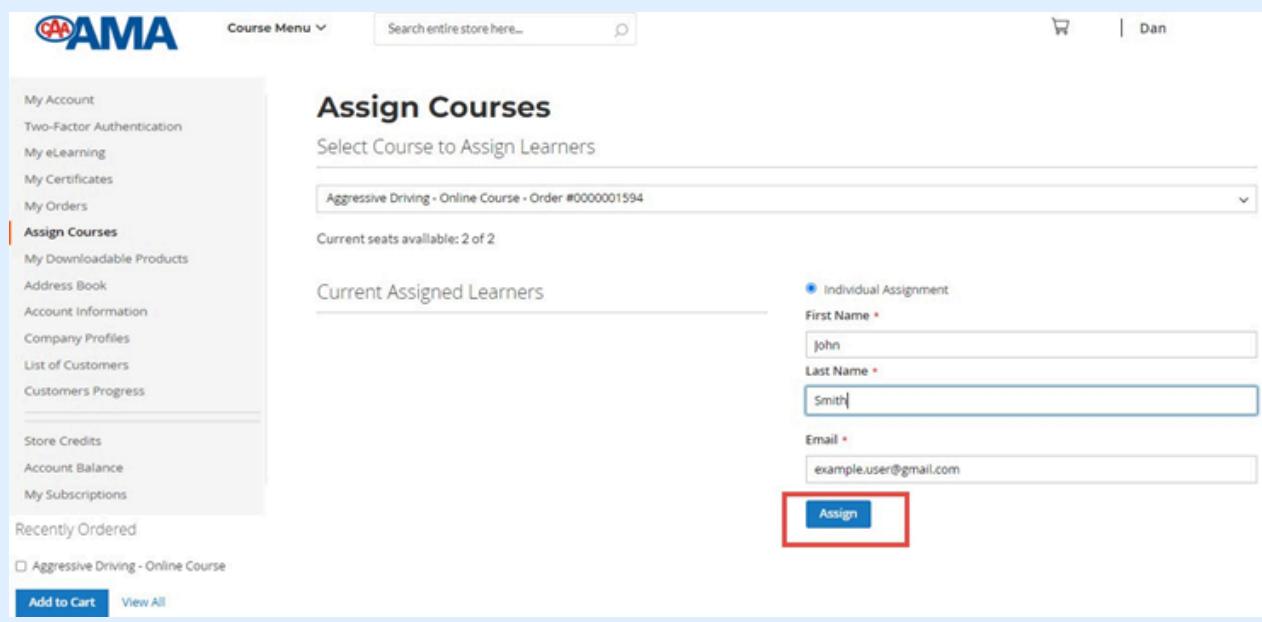
Step: 4



The screenshot shows the 'Assign Courses' page. The 'Assign Courses' link in the sidebar is highlighted with a red box. The 'Current Assigned Learners' section contains fields for 'First Name', 'Last Name', and 'Email', all of which are highlighted with a yellow background. The 'Assign' button at the bottom of the form is also highlighted with a red box.

Select Assign.

Step: 5



The screenshot shows the 'Assign Courses' page. The 'Assign Courses' link in the sidebar is highlighted with a red box. The 'Current Assigned Learners' section contains fields for 'First Name', 'Last Name', and 'Email', all of which are highlighted with a yellow background. The 'Assign' button at the bottom of the form is highlighted with a red box.

## Success

A confirmation message will appear.



The screenshot shows the 'Assign Courses' page. On the left, a sidebar menu includes 'Assign Courses' under 'My Account'. The main content area is titled 'Assign Courses' and 'Select Course to Assign Learners'. A dropdown menu shows 'Aggressive Driving - Online Course - Order #0000001594'. Below it, a message says 'Current seats available: 1 of 2'. A red box highlights the 'Current Assigned Learners' section, which contains a message: 'Learner has been assigned' with a checkmark icon, followed by a list: 'John Smith (example.user@gmail.com)'. To the right, there is a form for individual assignment with fields for First Name, Last Name, and Email, and a 'Assign' button. A green checkmark icon is located in the top left corner of the page.

## Note

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



The screenshot shows the 'Customers Progress' page. On the left, a sidebar menu includes 'Customers Progress' under 'My Account'. The main content area is titled 'Customers Progress' and displays a table of assigned courses. The table has columns: Name, Email, Company, Course, Status, Date Started, and Date Completed. Two rows are listed: 'John Smith' with 'example.user@gmail.com' and 'Test CO.' assigned to 'Aggressive Driving - Online Course', marked as 'Active' and 'Sep 17, 2024'. 'Donna Blue' with 'user.example@gmail.com' and 'Test CO.' assigned to 'Aggressive Driving - Online Course', marked as 'Not Started' and 'Sep 17, 2024'. A red box highlights the 'Customers Progress' link in the sidebar. A purple checkmark icon is located in the top left corner of the page.

