



EMERIT ONLINE TRAINING

USER GUIDE



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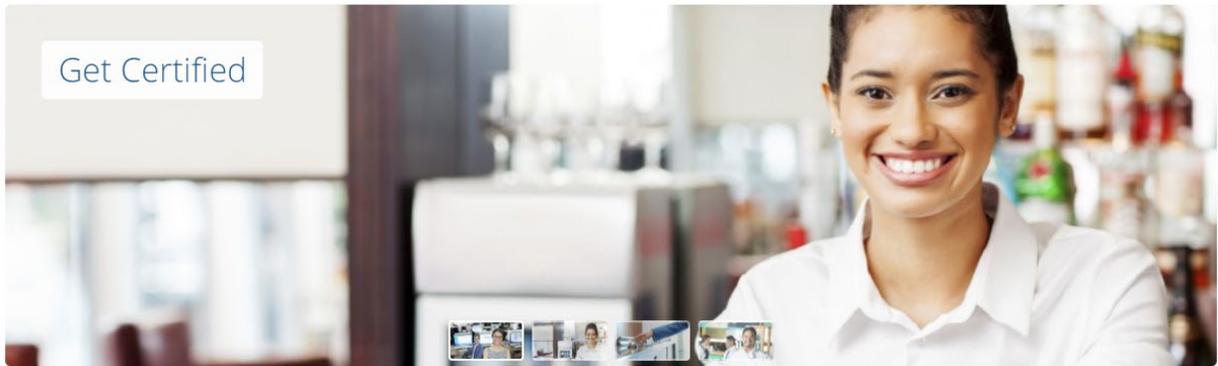
1. ACCOUNT SIGN UP

1. To sign up for an Emerit account, please go to <https://emerit.ca/home>. Then, please click on “Sign Up” at the top right of the page:

emerit.ca

Shopping Cart | Sign In | Sign Up | Français

Canada's best online tourism and hospitality training.



Start Learning Today

2. Fill out the sign-up form.
 - a) Your account username will be your email address, e.g., testingcthrc@outlook.com.
 - b) If you do not have an email account you can quickly create a free Gmail account (www.google.com) or free Yahoo account (www.yahoo.com).
 - c) Enter group code **HospitalityEdge-DT**. If entered properly, a checkmark with the phrase “Code is valid” will appear. Then click “Submit”:

Signup for an Account

I am a(n):

Individual Business Education Institution

Email ⓘ

testingcthrc@outlook.com *

Name

Sarah *

CTHRC *

Password ⓘ

Password must contain at least 6 characters.

***** * Confirm: ***** *

Group Code (optional) ⓘ

HospitalityEdge-DT  Code is valid.

Province ⓘ

Ontario ▼ *

Submit

3. Once your account has been created, you will be taken to your profile page:

Home Products Help My Account Management Reporting

Sarah CTHRC - Profile

About Me: [Edit](#)

Registration #:	201907120001
Name:	CTHRC, Sarah
Email:	testingcthrc@outlook.com
Email Confirmed?	Confirmed
Preferred Language:	English
I am a(n):	Individual

I want to:

- View my Certifications
- View my Products
- View my Orders
- Change my Password
- Change my Email

My Assigned Groups: [Edit](#)

Hospitality EDGE -

Account Settings: [Edit](#)

Account Type:	Online
Account State:	Enabled
Roles:	Registered User / Learner

4. An important step in signing up is the verification email that is sent to the email address used to register. You must click on the verification link in that email to be able to login to the site in the future. If you do not see this email in your inbox, be sure to check your junk or spam folder.



You are receiving this email to activate your *emerit* account.

To activate your account [click here](#).

Or copy this link into your browser: <https://emerit.ca/account/activate?act=08b5f58a-54a2-4a13-bec7-e445f08e4e81&email=testingcthrc@outlook.com>

If you have any questions regarding *emerit* products and services, or if you would like to speak to an *emerit* specialist about customized training and human resources solutions, please call 1-800-486-9158 (Monday to Friday, 9:00 AM to 5:00 PM Eastern Time).

Follow *emerit*:



2. ACCOUNT SIGN IN

1. To sign in to your account, please go to <https://emerit.ca/account/signin>.
2. Once on the sign-in page, please enter your email and password. Then click “Sign In”:

Please Sign In



Email

Password

Remember Me

Sign In

[Reset Your Password.](#)

[No Account? Sign Up for one.](#)

3. You will then see your profile page:

[Home](#) [Products](#) [Help](#) [My Account](#) [Management](#) [Reporting](#)

Sarah CTHRC - Profile

About Me: [Edit](#)

Registration #:	201907120001
Name:	CTHRC, Sarah
Email:	testingcthrc@outlook.com
Email Confirmed?	Confirmed
Preferred Language:	English
I am a(n):	Individual

My Assigned Groups: [Edit](#)

Hospitality EDGE -

Account Settings: [Edit](#)

Account Type:	Online
Account State:	Enabled
Roles:	Registered User / Learner

I want to:

- [View my Certifications](#)
- [View my Products](#)
- [View my Orders](#)
- [Change my Password](#)
- [Change my Email](#)

3. COURSE SIGN UP

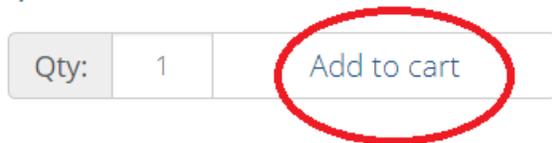
Destination Toronto is offering free access to the following courses:

- Canadian Workplace Essentials: <https://emerit.ca/product/CWEOL1.0ALL-E/en>
- Providing Quality Service: <https://emerit.ca/product/CUSOL1.0-E/en>
- Supervisor: <https://emerit.ca/product/SUSOL3.0ALL-E/en>
- Welcoming International Visitors: <https://emerit.ca/product/WIVFOL-ALL-E/en>

To sign up to one of the courses above, please log in to your Emerit profile (please refer to the “*Account Sign In*” section on page 5 of this guide) and follow the steps below:

1. Access the product page of the course you are interested in. For example, you can click the link next to the course name above, or you can copy the link and paste it in your web browser.
2. Once on the course page, please click “Add to cart” to add the course to your shopping cart. Please note that the courses will not show as discounted until they are added to your cart:

\$99.00



3. You will be redirected to your shopping cart. The course you had added should be listed, and the price previously listed should now show as discounted (please see yellow arrow below). Once ready, please click on “Checkout”:

Shopping Cart

Products	Unit Price	Quantity	Item Total	
 Canadian Workplace Essentials – All Modules – Version 1.0	\$99.00	<input type="text" value="1"/>	\$99.00	[x] Remove

Coupon Code

Enter your coupon here (note: coupon codes may not be combined)

Sub-Total: \$99.00
[x] Discount: -\$99.00
Shipping: Not required
Tax: Calculated during checkout



Total: Calculated during checkout



4. You will then land on the Checkout Confirmation page. Click “Confirm”:

Checkout

 SECURE CHECKOUT

1 SIGN IN > 2 SHIPPING > 3 BILLING > **4 CONFIRM** > 5 COMPLETE

Checkout Confirmation

Products	Unit Price	Quantity	Item Total
 Canadian Workplace Essentials – All Modules – Version 1.0	\$99.00	1	\$99.00
Sub-Total:			\$99.00
Discount:			-\$99.00
Shipping:			Not required
Total:			\$0.00



- The checkout will then be complete. You will see the order receipt for your course. Click on "Continue":

🔒 SECURE CHECKOUT

1 SIGN IN > 2 SHIPPING > 3 BILLING > 4 CONFIRM > 5 COMPLETE

Checkout Completed

Your Order Has Been Successfully Processed

[PDF Invoice](#) [Print](#)

Order information

Order #30785
Order Date: August 31, 2021
Order Status: Complete

Order Total: \$0.00

Billing Address
Sarah CTHRC

Payment Method: No Charge
Payment Status: Paid

Products

SKU	Name	Price	Quantity	Total
CWEOL1.0ALL-E	Canadian Workplace Essentials - All Modules - Version 1.0	\$99.00	1	\$99.00

Sub-Total: \$99.00
Discount: -\$99.00
Order Total: \$0.00

[Continue](#)

6. You will be redirected to the Products page on your profile:

[Home](#) [Products](#) [Help](#) [My Account](#) [Management](#) [Reporting](#)

Sarah CTHRC - Products

Occupation Filter: Canadian Workplace Essentials

Canadian Workplace Essentials

Online Training

Canadian Workplace Essentials – All Modules – Version 1.0

	Lesson	Start Date	End Date
Activate	Module 1 - A Common Starting Point – Culture and the Workplace		
Activate	Module 2 - Making a Great Impression		
Activate	Module 3 - Meeting Employer Expectations		
Activate	Module 4 - Building Positive Relationships		
Activate	Module 5 - Providing Professional Customer Service		

7. To launch your course immediately, please skip to step 3 in the “*Course Access*” section of this guide, found on page 12.

4. COURSE ACCESS

1. To access your course, please log in to your Emerit account. To do so, please refer to the “Account Sign In” section on page 5 of this guide.
2. Once logged in and on your profile page, please click on “View my Products”, available on the list located on the right side of the page:

[Home](#) [Products](#) [Help](#) [My Account](#) [Management](#) [Reporting](#)

Sarah CTHRC - Profile

About Me: [Edit](#)

Registration #:	201907120001
Name:	CTHRC, Sarah
Email:	testingcthrc@outlook.com
Email Confirmed?	Confirmed
Preferred Language:	English
I am a(n):	Individual

My Assigned Groups: [Edit](#)

Hospitality EDGE -

Account Settings: [Edit](#)

Account Type:	Online
Account State:	Enabled
Roles:	Registered User / Learner

I want to:

- On your product page, you will see your course. If you do not have a course yet, please refer to the “*Course Sign Up*” section on page 7 of this guide. To begin your course, please click on “Activate”:

Sarah CTHRC - Products

Occupation Filter: Canadian Workplace Essentials

Canadian Workplace Essentials

Online Training

Canadian Workplace Essentials – All Modules – Version 1.0

Lesson	Start Date	End Date
Activate Module 1 - A Common Starting Point – Culture and the Workplace		
Activate Module 2 - Making a Great Impression		
Activate Module 3 - Meeting Employer Expectations		
Activate Module 4 - Building Positive Relationships		
Activate Module 5 - Providing Professional Customer Service		

- The button will change from “Activate” to “Launch”. Click on “Launch”:

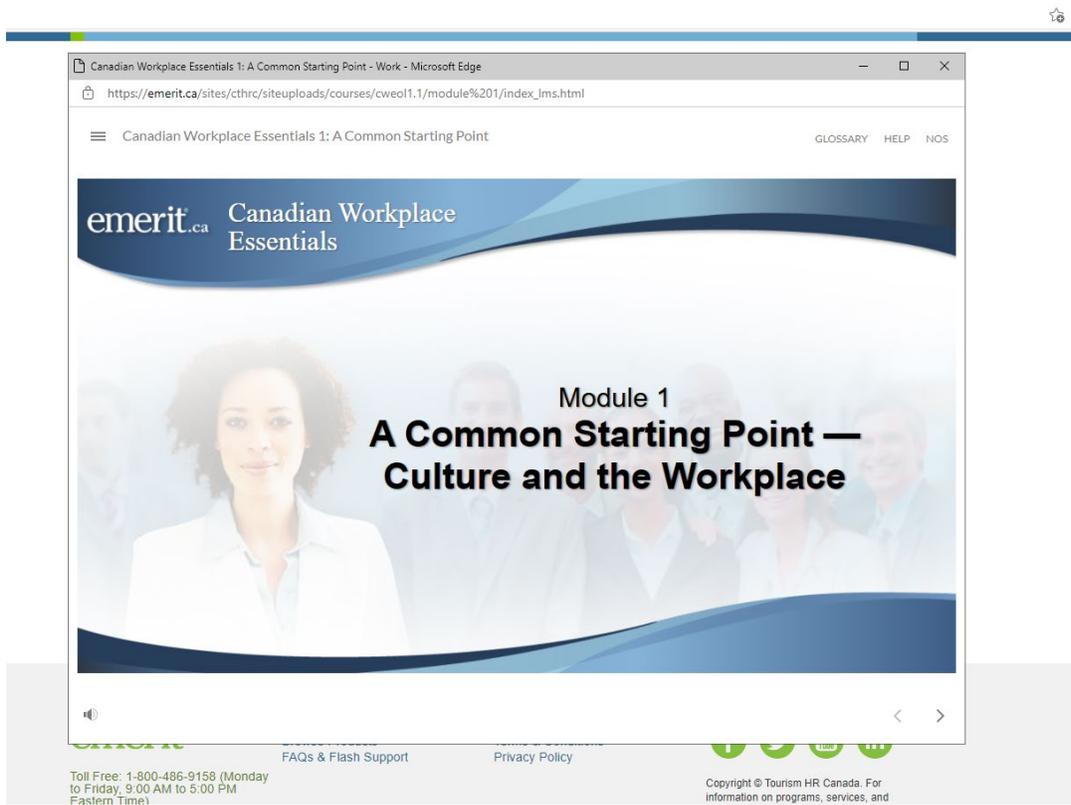
Canadian Workplace Essentials

Online Training

Canadian Workplace Essentials – All Modules – Version 1.0

Lesson	Start Date	End Date
Launch Module 1 - A Common Starting Point – Culture and the Workplace	August 31, 2021	August 31, 2022
Activate Module 2 - Making a Great Impression		
Activate Module 3 - Meeting Employer Expectations		
Activate Module 4 - Building Positive Relationships		
Activate Module 5 - Providing Professional Customer Service		

5. Your course will then launch in a pop-up window (you may need to disable any pop-up blockers you use):



5. REQUEST YOUR CERTIFICATE OF ACHIEVEMENT

Once you have completed all the modules of your course, you can request your Certificate of Achievement.

To do so, please email info@emerit.ca. Include in your email your full name, email, and the name of the completed course.

Before doing so, please ensure you have fully completed the course. Ensure you have not skipped any pages or exercises, and have clicked through to the very last page.

If the course is not completed, the Emerit administrator will inform you of which module(s) will require revision. Once you have revised the course as advised, you can again request your certificate.

If the course is completed, the administrator will send you your Certificate of Achievement in PDF format.