# **Registering For EPH Online Courses**

## Step #1: Access the website

- 1. Click on the website link to access our course offerings.
- Website: <u>www.ahs.ca/ephed</u>
- 2. Go to the Online Courses section.
- 3. Click on the course you would like to take (e.g. Alberta Food Safety Basics Interactive Course).

ake a Course	Environmental Public Health
bing with Emergencies	
ealth Enforcement Orders	Food Safety Alberta Certification
oliday Eating: Dish Up Health	Learn in a friendly classroom environment
nformation for Your Business	<ul> <li>One day or 2 day in-person options</li> <li>More information:</li> </ul>
nformation for Your Home & Family	<ul> <li>Food Safety Training Requirements</li> <li>Food Safety Course Certificates Approved in Alberta</li> </ul>
nspection Disclosure Details	<u>Non-English Food Safety Resources</u>
ublic Health Inspection Reports	Register & Pay
pen a Business	
'lan an Event	Pool / Spa Operators Certification
ample Your Water	<u>Swimming Pool Course Certificates Approved in Alberta</u>
	Online Courses
	How to Register for EPH Online Courses
	Alberta Food Safety Basics Interactive Course
	Alberta Food Safety Basics for Special Events     Alberta Food Safety Basics for Special Events
	Alberta Food Safety for Meat Processors
	Alberta Health & Safety for Child Care
	Bodies of Deceased Persons Public Health & Safety Course
	· Doules of Deceased refsons rubic freature Salety Course



#### **Step #2: Create Your Account**

1. Click **Register Here**. This brings up the account sign-up information.



- 2. Fill out all of the fields and click **Sign Up**.
  - a. Once you click Sign Up you will be sent an email address verification email.

Canada	· · · · · · · · · · · · · · · · · · ·
Ganada	•
State/Province	Required
State/Province	•
City	Required
Postal/Zip Code	Required
Reason for enrolling in courses	Required
Reason for enrolling in courses	-
Sign Up	-



## Step #3: Logging into Your Account

- 1. Open the verification email.
- 2. Click on the link in the email to activate your account. A pop-up will appear that your account has been activated.
  - a. You will also receive a confirmation email that your account has been activated. This email will provide a direct link to access the training.

Safe Healthy Environments Email Verification Inbox ×			Ð	Ø
Safe Healthy Environments <noreply@myabsorb.ca> to me ▼</noreply@myabsorb.ca>	8:29 AM (0 minutes ago)	☆	*	:
Hi Jane Doe,				
Welcome to Safe Healthy Environments. We hope you enjoy your training.				
Please click on the following link in order to activate your new account: AHS.myabsorb.ca/Learn/Account/Activate/X1RJTUVTVEFNUF-vivsHRwvaSEWaxBULDhx9csU93TG6a8hx9YdDWJDn23oC6Vs8_Sd69aaMVICFg6	BF5IS0OaWF-k8cP0UgNZ	KLR_5h	nni9dPi	<u></u>
As soon as you have activated your account you will receive a follow-up email with your login details so you can get started with your training.				
Thank you,				
Safe Healthy Environments - Alberta Health Services <u>AHS_SHE@ahs_ca</u>				
Note: This is a system generated message. Please do not reply to this email.				

3. Click Continue.





4. Review the Terms & Conditions and then click I Agree.



5. You will be directed to the landing page.

## Troubleshooting

- a. If you do not receive a confirmation email and have tried to login from the website and it didn't work, you can contact us at <u>eph.education@ahs.ca</u>.
- b. Once you have your account, do **not** click on Sign Up when logging in.
- c. To reset your password, click Forgot Password?

[K]	<b>K</b> 2	Login below to see all your courses.
Login Page	Regt Here	Email Address
e already registered for this site please sign in terfle	if you are a form took the most op tene	jane.doe@ahs.ca
		Password
		Login
Forgot password? Clid: here to reset your password	Need help? Please contact us for support	
		Keep me logged in <u>Polgot Password?</u>
		OR



#### Step #4: Enrolling in a Course

- 1. From the landing page, Click **Catalog** or scroll down the page to see the catalog.
- 2. Find the course you would like to take and click Enroll.
  - You can always stop and then restart a course. Courses take 1 to 2 hours to complete.



## Step #5: View and Print Your Certificate

1. Click **Certificates** on the main page. A list of your certificates will be displayed.

Resume Nothing to resume yet	My Courses See course you are enrolled in			Catalog See a completo list of available cours
	Prequently Asked Questions     The answers to your questions     How do (contact Sub Healty) Environments?			2
Certificates	now do ) pant my compresson centracae?		-	Need help?
2. Click Dowr	nload.			Ö Certificate
2. Click Dowr Certificates	nload.	Valid From ▶	Expires ▶	Ö Certificate rexpired



3. Open the downloaded certificate and then click the printer icon.



4. To save your certificate as a PDF, click the printer icon and choose Adobe PDF.



## **Contact Us**

Feel free to contact us by email and we will be happy to assist you. Please allow up to 3 business days to respond.

**Email:** <u>eph.education@ahs.ca</u>

Contact us at 1-833-476-4743 or submit a request online at ahs.ca/eph.

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