

Step 1: Access Storefront

The screenshot shows the skillspass website storefront for the Minerva Canada Online Health and Safety Certificate Program. At the top, there is a navigation bar with the skillspass logo on the left and 'ENGLISH' and 'HELP' on the right. Below the navigation bar is a large hero image of a woman presenting to a group of people in a modern office setting. A white overlay box in the center of the hero image contains the program title: 'Minerva Canada Online Health and Safety Certificate Program'. Below the hero image is a search filter section with the text 'FILTER YOUR RESULTS' and a search box labeled 'Program Name'. To the right of the search box is a 'Reset Filters' button. Below the search section is a grid of four course cards under the heading 'Online Training'. Each card is labeled 'Online' in the top right corner. The cards are: 'Course 100 - Minerva Online Health and Safety Certificate...', 'Course 200 - Minerva Online Health and Safety Certificate...', 'Course 300 - Minerva Online Health and Safety Certificate...', and 'Course 400 - Minerva Online Health and Safety Certificate...'. Each card includes the text 'Provided by Minerva Canada' and a 'More Details' link. Below the course title and provider information is the price '\$475.00' and a green 'GET STARTED' button with an external link icon. To the right of the course cards is a 'Sort by: Name: A-Z' dropdown menu.

Step 2: Select "Get Started" on desired program

This screenshot is identical to the one above, showing the storefront for the Minerva Canada Online Health and Safety Certificate Program. The main difference is that the 'GET STARTED' button for the first course, 'Course 100 - Minerva Online Health and Safety Certificate...', is highlighted with a red rectangular box. The rest of the page layout, including the navigation bar, hero image, search filter, and other course cards, remains the same.

Step 3: Course summary page displayed

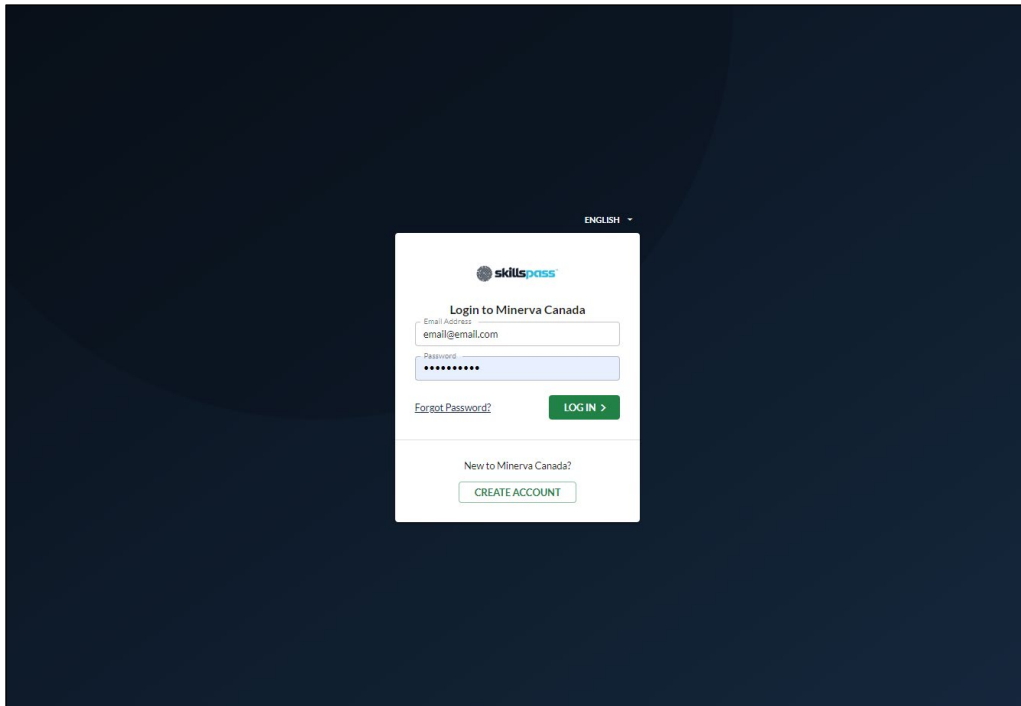
- Select Next on “This training is for me” or “This training is for others” as required.
- If individual learner, select Next on “This training is for me”. For individual workflow, click [here](#)
- If Employer, select Next on “This training is for others”. For booking for others workflow, click [here](#)

The screenshot shows the SkillsPass interface for a course. On the left, the course details are listed: 'Course 100 - Minerva Online Health and Safety Certificate Program' with a price of '\$475.00', 'Online' delivery, and 'Provided by Minerva Canada'. A description follows, stating the program consists of 6 modules with 6 hours of content and testing, covering topics like Health and Safety, Hazard and Risk Controls, and various types of Hazards and Controls. On the right, under the heading 'Who will be completing the training?', there are two sections. The first, 'This training is for me', has a 'NEXT' button and two options: 'I want to book my own training' and 'I want to access my training certificates'. The second, 'This training is for others', also has a 'NEXT' button and two options: 'I want to assign training to my employees, contractors, vendors, or others' and 'I want to track completed training certificates'. The footer contains the course name and the SkillsPass logo.

“This training is for me” Workflow

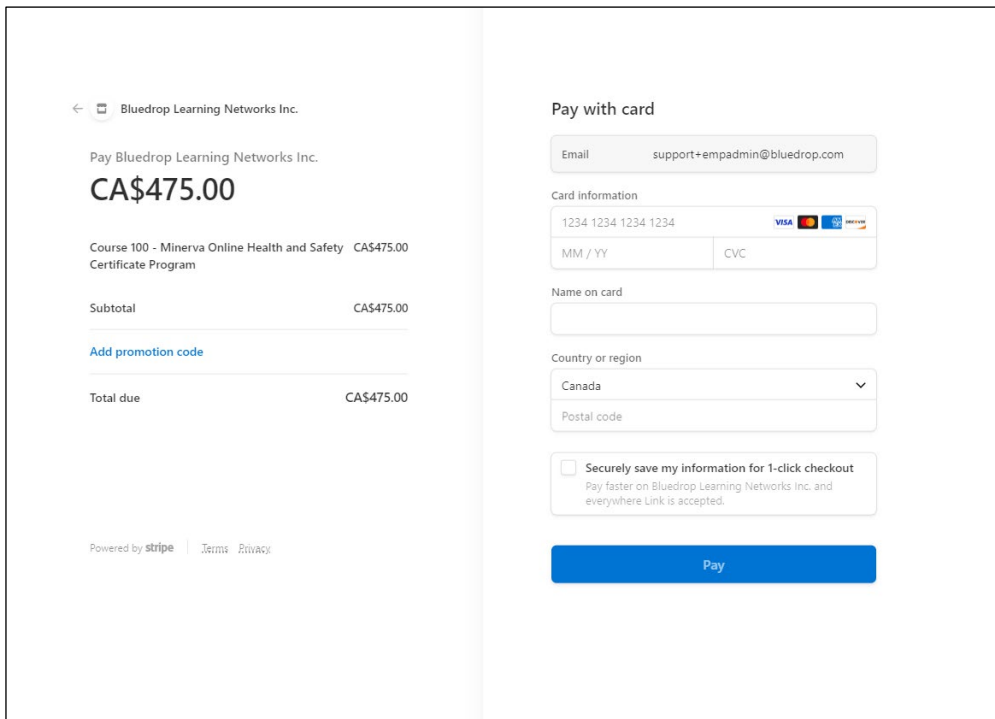
Step 1: Login or Create Account

- Individual will need to enter their login and password
- Individuals without an account can use the Create Account workflow



Step 2: Individual will be presented with the payment page

- If discount code is available, individual would enter the discount code by selecting “Add promotion code”
- Enter Credit Card information
- Select Pay



Step 3: Individual is returned to registration page with button to start learning

The screenshot displays the SkillsPass website interface. At the top left is the SkillsPass logo, and at the top right are links for 'ENGLISH' and 'HELP'. Below the header, a navigation breadcrumb shows '← All Courses'. The main content area is divided into two columns. The left column features a course card for 'Course 100 - Minerva Online Health and Safety Certificate Program' with a price of '\$475.00', a 'Online' tag, and the provider 'Minerva Canada'. A detailed description of the course modules is provided below. The right column shows a 'Registered' status with a confirmation message and a green 'START LEARNING' button with an external link icon.

skillspass

ENGLISH - HELP -

← All Courses

Course 100 - Minerva Online Health and Safety Certificate Program

\$475.00

Online

Provided by **Minerva Canada**

The Minerva Online Health and Safety Certificate Program – Course 100 consists of 4 modules with a total of 6 hours of engaging content and testing. Here is a list of topics covered: Introduction to Health and Safety, Hazard and Risk Controls, Electrical Hazards and Controls, Fire Hazards and Controls, Height Hazards and Controls, and Lab Hazards and Controls

Registered

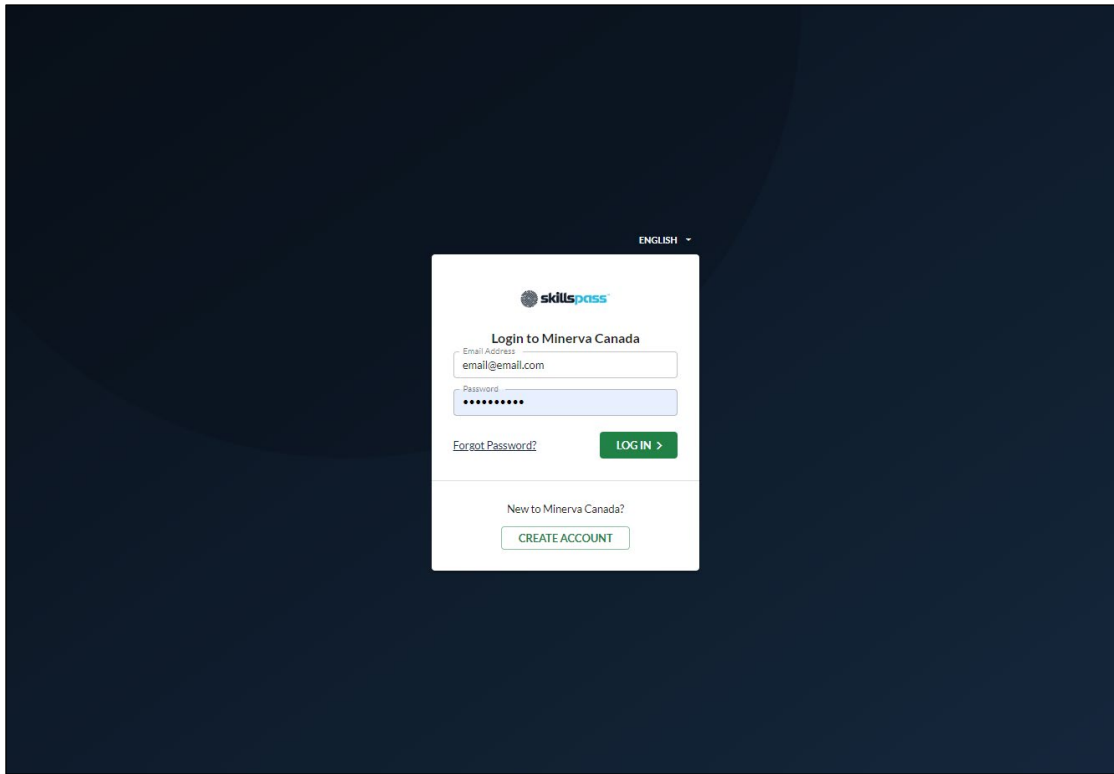
You have successfully registered for this course. It will appear in your "To Do" section in SkillsPass until you have completed it.

START LEARNING ↗

“Booking for Others” Workflow

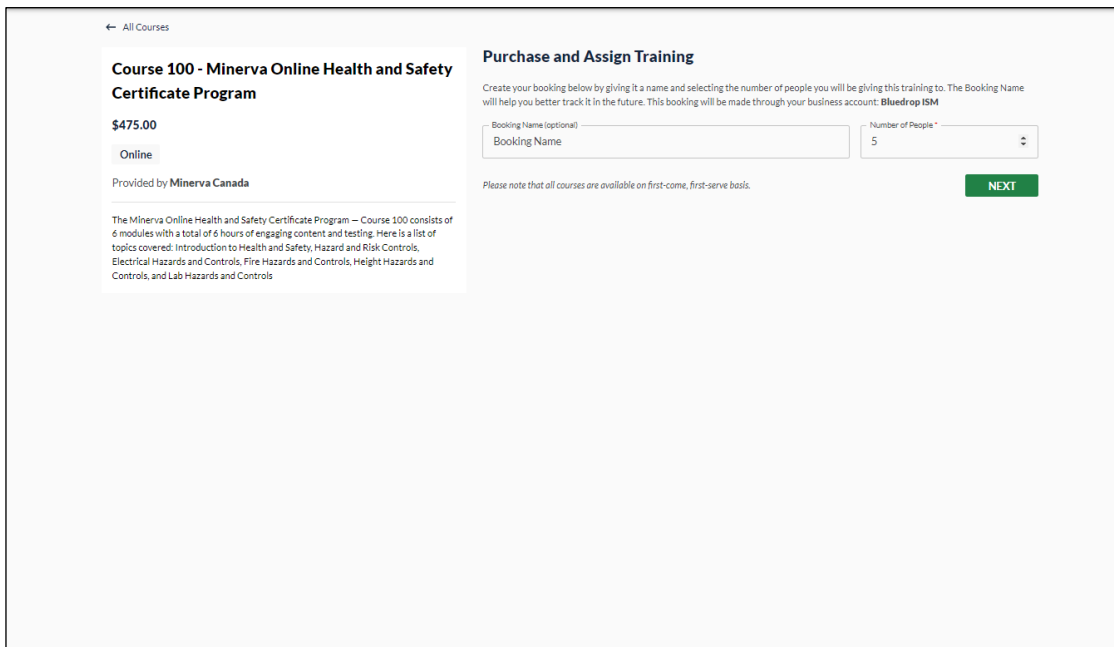
Step 1: Login or Create Account

- Individual will need to enter their login and password
- Individuals without an account can use the Create Account workflow



Step 2: Enter Number of People for booking; Select Next

- Booking Name is optional



Step 3: Individual will be presented with the payment page

- If discount code is available, individual would enter the discount code by selecting “Add promotion code”
- Enter Credit Card information
- Select Pay

The screenshot shows a payment interface for BlueDROP Learning Networks Inc. On the left, a summary table lists the course details and total amount. On the right, there are payment options including Google Pay, a 'Pay with link' button, and a card payment form. The card form includes fields for email, card number, expiration date, CVC, and name on card. A 'Pay' button is at the bottom.

Item	Price
Course 100 - Minerva Online Health and Safety Certificate Program	CA\$2,375.00
Qty 5	CA\$475.00 each
Subtotal	CA\$2,375.00
Add promotion code	
Total due	CA\$2,375.00

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Step 4: Individual will be presented with the assign seats page to allocate the seats purchased

- Assign by Invitation Link will allow link to training to be sent to individuals
- Assign with SkillsPass will send an invite to learners using a SkillsPass account
- Individual will choose Select next to desired method
- Choose Select on “Assign with SkillsPass”

The screenshot shows the 'Assign Seats' page for the 'Course 100 - Minerva Online Health and Safety Certificate Program'. The course price is \$475.00. Two assignment methods are available: 'Assign by Invitation Link' and 'Assign with SkillsPass'. Each method has a 'SELECT' button and a list of instructions.

ASSIGN SEATS CONFIRMED (0/5)

Select the way you'd like to assign these seats. You must select only one.

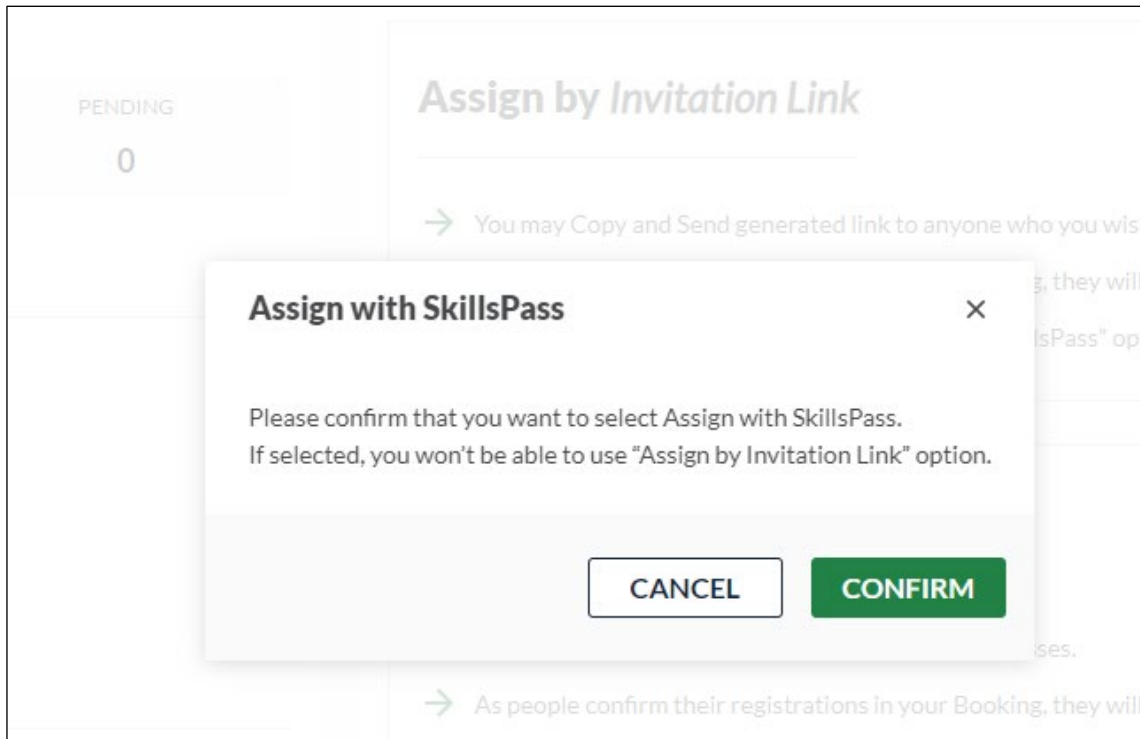
Assign by Invitation Link **SELECT**

- You may Copy and Send generated link to anyone who you wish to take the course.
- As people confirm their registrations in your Booking, they will appear on the Confirmed tab above.
- If selected, you won't be able to use "Assign with SkillsPass" option.

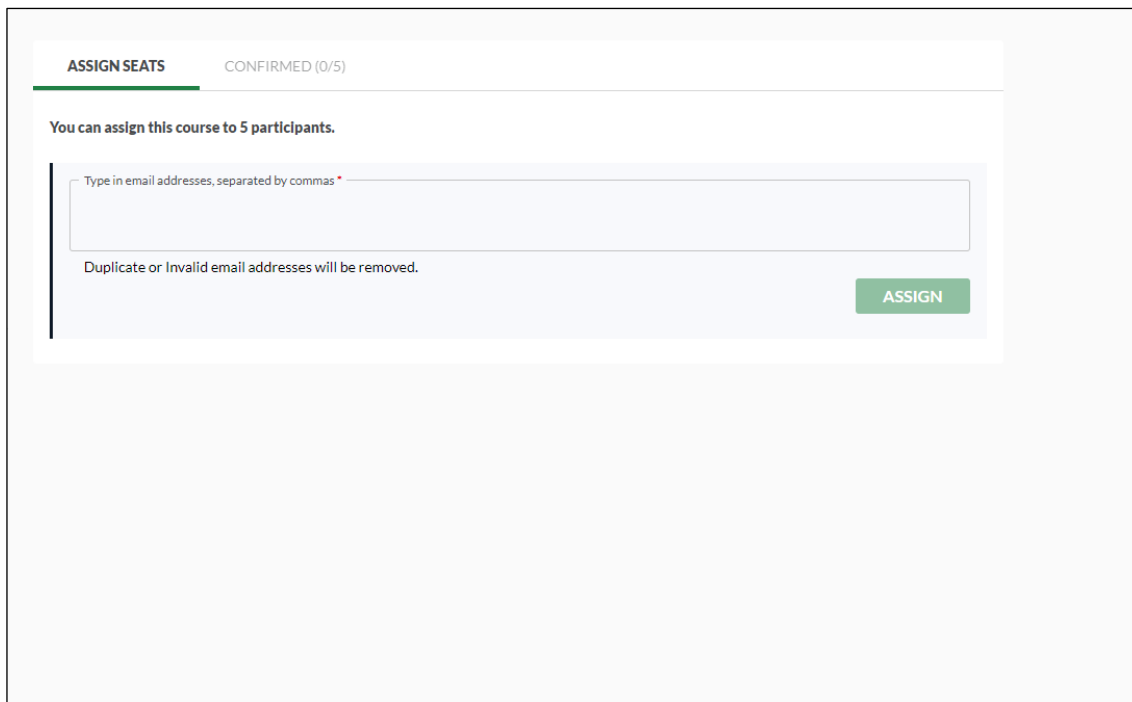
Assign with SkillsPass **SELECT**

- You can assign people by typing in their email addresses.
- As people confirm their registrations in your Booking, they will appear on the Confirmed tab above.
- If selected, you won't be able to use "Assign by Invitation Link" option.

Step 5: Select Confirm on prompt to “Assign with SkillsPass”



Step 6: Assign to learners as required



Step 7: Enter emails for learners; Select “Assign”

The screenshot shows a web interface for assigning seats. At the top, there is a header with 'ASSIGN SEATS' on the left and 'CONFIRMED (0/5)' on the right. Below the header, a message states 'You can assign this course to 5 participants.' A text input field is present with the placeholder text 'Type in email addresses, separated by commas *' and the value 'learner1@email.com'. Below the input field, a note reads 'Duplicate or Invalid email addresses will be removed.' To the right of the input field is a green button labeled 'ASSIGN'.

Step 8: Presented with summary page for Assignment; Select “Assign & Send”

- Learners will receive an email notification informing them of the assignment and providing them with a link to access SkillsPass and start their learning