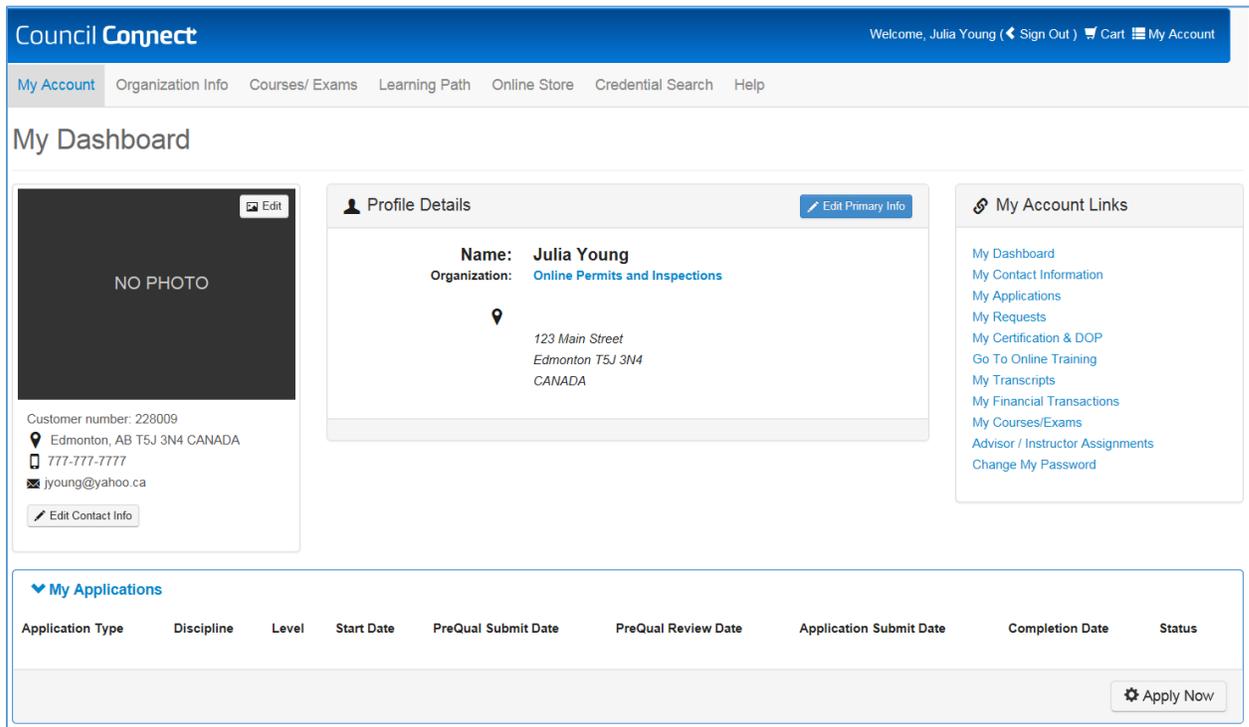


## Apply for SCO Designation of Powers

This tutorial walks you through the steps to apply for SCO designation of powers. Accredited organizations are responsible for applying for designation of powers (not SCOs).

### Access the Organization Dashboard



**Council Connect** Welcome, Julia Young (Sign Out) Cart My Account

My Account Organization Info Courses/ Exams Learning Path Online Store Credential Search Help

### My Dashboard

**NO PHOTO** [Edit](#)

Customer number: 228009  
 Edmonton, AB T5J 3N4 CANADA  
 777-777-7777  
 jyoung@yahoo.ca  
[Edit Contact Info](#)

**Profile Details** [Edit Primary Info](#)

**Name:** Julia Young  
**Organization:** Online Permits and Inspections

123 Main Street  
 Edmonton T5J 3N4  
 CANADA

**My Account Links**

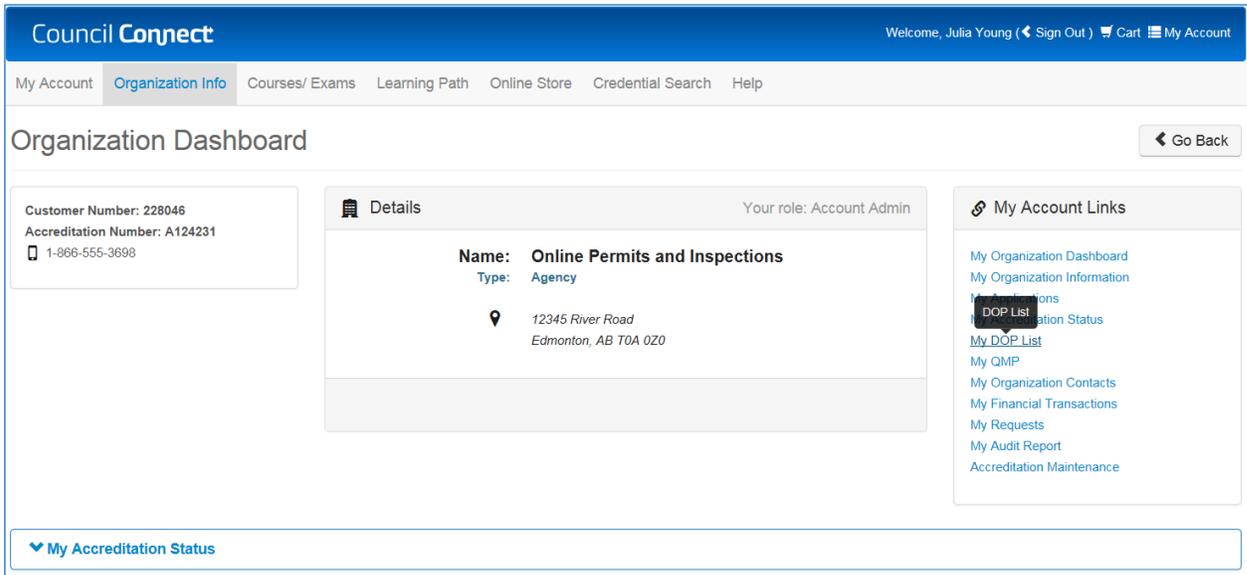
- [My Dashboard](#)
- [My Contact Information](#)
- [My Applications](#)
- [My Requests](#)
- [My Certification & DOP](#)
- [Go To Online Training](#)
- [My Transcripts](#)
- [My Financial Transactions](#)
- [My Courses/Exams](#)
- [Advisor / Instructor Assignments](#)
- [Change My Password](#)

**My Applications**

Application Type	Discipline	Level	Start Date	PreQual Submit Date	PreQual Review Date	Application Submit Date	Completion Date	Status
<a href="#">Apply Now</a>								

1. From the **My Dashboard** page:
  - a. Click the **Organization Info** tab to access the organization

**Note:** Only organization contacts that have been set up by the Council will have access to the Organization Dashboard. If you need to be granted access submit a request through **Help – Contact Us**.



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### Organization Dashboard

Go Back

Customer Number: 228046  
Accreditation Number: A124231  
1-866-555-3698

**Details** Your role: Account Admin

**Name:** Online Permits and Inspections  
**Type:** Agency

12345 River Road  
Edmonton, AB T0A 0Z0

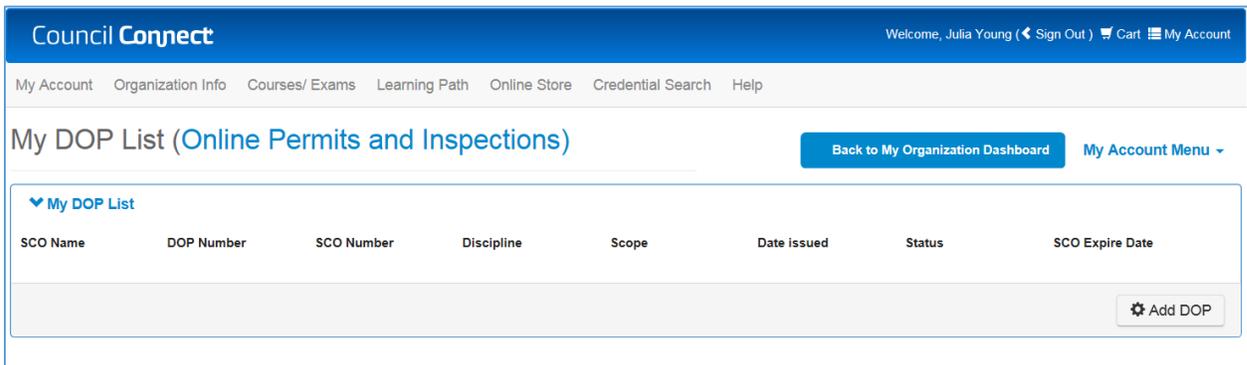
**My Account Links**

- My Organization Dashboard
- My Organization Information
- My Organization Status
- My DOP List**
- My QMP
- My Organization Contacts
- My Financial Transactions
- My Requests
- My Audit Report
- Accreditation Maintenance

My Accreditation Status

2. Under the My Account links:
  - a. Click the **My DOP List** link

## Add DOP



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My Account Organization Info Courses/ Exams Learning Path Online Store Credential Search Help

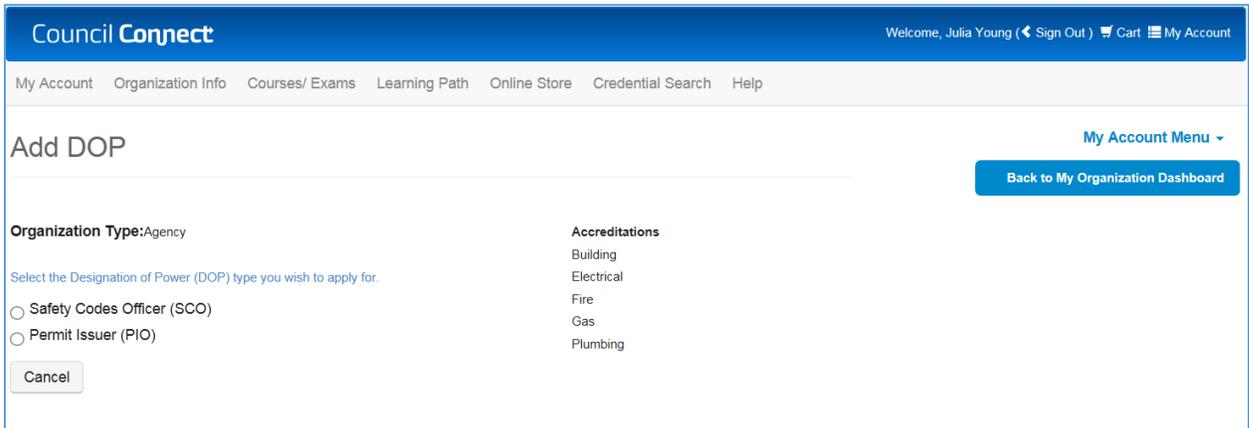
### My DOP List (Online Permits and Inspections)

Back to My Organization Dashboard My Account Menu

My DOP List

SCO Name	DOP Number	SCO Number	Discipline	Scope	Date issued	Status	SCO Expire Date
Add DOP							

3. From **My DOP List**:
  - a. Click the **Add DOP** button



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Add DOP My Account Menu ▾

[Back to My Organization Dashboard](#)

Organization Type: Agency

Select the Designation of Power (DOP) type you wish to apply for.

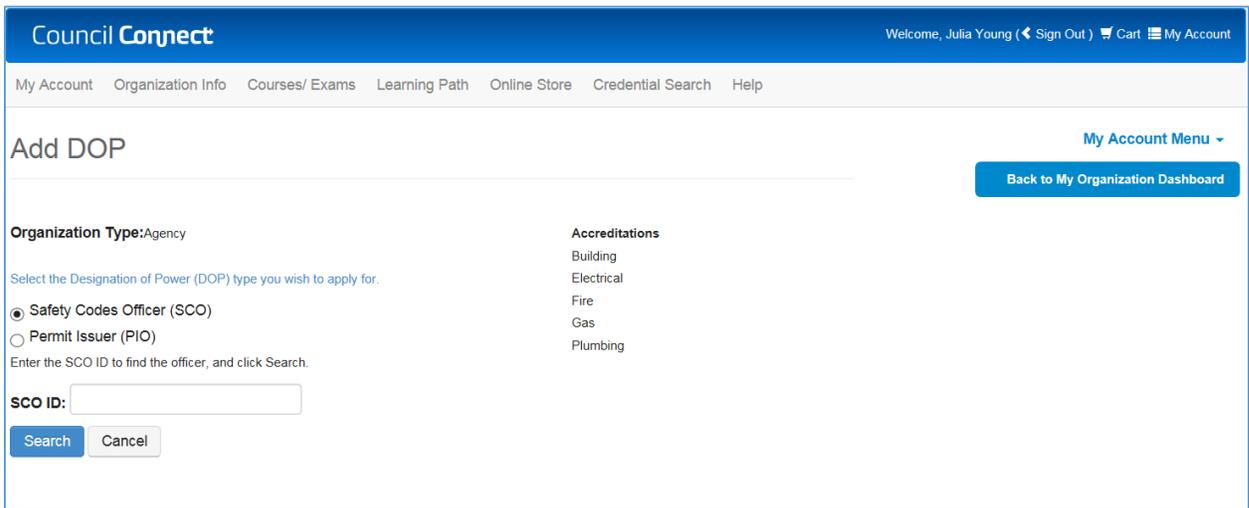
Safety Codes Officer (SCO)

Permit Issuer (PIO)

Accreditations

- Building
- Electrical
- Fire
- Gas
- Plumbing

4. From **Add DOP** page:
  - a. Click **Safety Codes Officer**



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Add DOP My Account Menu ▾

[Back to My Organization Dashboard](#)

Organization Type: Agency

Select the Designation of Power (DOP) type you wish to apply for.

Safety Codes Officer (SCO)

Permit Issuer (PIO)

Enter the SCO ID to find the officer, and click Search.

SCO ID:

Accreditations

- Building
- Electrical
- Fire
- Gas
- Plumbing

5. From the **Add DOP** page:
  - a. Enter **SCO ID** Number
  - b. Click the **Search** button

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My Account Organization Info Courses/ Exams Learning Path Online Store Credential Search Help

### Add DOP My Account Menu ▾

[Back to My Organization Dashboard](#)

<b>Organization Type:</b> Agency	<b>Accreditations</b>
<b>SCO ID:</b> 124231	Building
<b>SCO:</b> Connor Hill	Electrical
<input type="checkbox"/> Building: Residential	Fire
<input type="checkbox"/> Plumbing: Group A (Installations)	Gas
	Plumbing

6. From **Add DOP** page:
  - a. Click the qualifying SCO credential(s) for the DOP application.
  - b. Click the **Add** button

**Note:** The certification disciplines/levels for the SCO display on the left. The disciplines the organization is accredited in display on the right.

## Payment

**Council Connect**
Welcome, Julia Young ( Sign Out ) [Cart](#) [My Account](#)

[My Account](#) [Organization Info](#) [Courses/ Exams](#) [Learning Path](#) [Online Store](#) [Credential Search](#) [Help](#)

### Online Store Shopping Cart

[Continue to Shop](#) [Check-Out](#)

Item	Discipline:	Quantity	Price	Tax	Shipping	Discount	Net Total	Paid Amount	Balance Due
<a href="#">DOP Application Fee</a>	Building <input type="text" value="v"/>	1.00	100.00	0.00	0.00	0.00	100.00	0.00	100.00
<a href="#">DOP Application Fee</a>	Plumbing <input type="text" value="v"/>	1.00	100.00	0.00	0.00	0.00	100.00	0.00	100.00

#### Cart Total

Subtotal: **200.00**

Total discount: 0.00

Total tax: 0.00

Total: **200.00**

All Amounts are in Canadian Dollars

[Continue to Shop](#) [Check-Out](#)

7. From the **Online Store Shopping Cart**:
  - a. Review the shopping cart details to ensure they are correct
  - b. Click the **Check-Out** button

Council **Connect** Welcome, Julia Young ( Sign Out ) Cart My Account

[My Account](#) [Organization Info](#) [Courses/ Exams](#) [Learning Path](#) [Online Store](#) [Credential Search](#) [Help](#)

## Online Store Shopping Cart

[Continue](#)

### Customer Information

Purchase on behalf of:

Use this phone:

Use this email:

### Billing Information

Bill to: Young Julia

Pick your billing address:

**Required**

Bill to:

- Julia Young
- Online Permits and Inspections
- 123 Main Street
- Edmonton, AB
- T5J 3N4
- CANADA

8. From the **Online Store Shopping Cart**:
  - a. Review the shopping cart details to ensure they are correct

Payment Information

Payment amount: 200.00

Payment method:    
Required

Cardholder's name:   
Required

Credit card number:   
Required

Expiration date:    
Required

Security code:    
Required

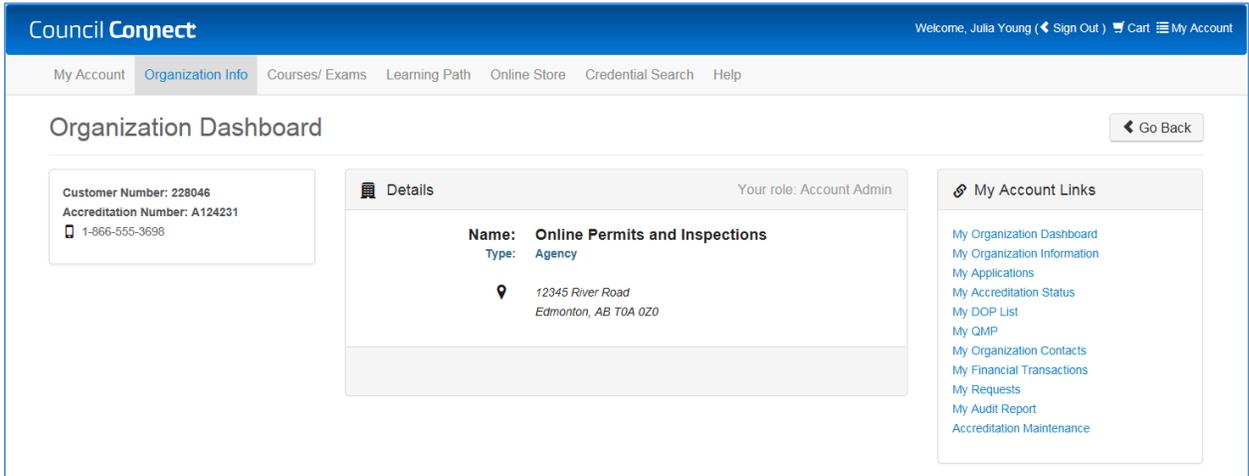
Invoice total: 200.00

- b. Complete the payment information
- c. Click the **Continue** button
- d. Review the shopping card details
- e. Click the **Submit Order** button

**Note:** Refer to the tutorial in HELP for detailed instructions on how to make a payment.

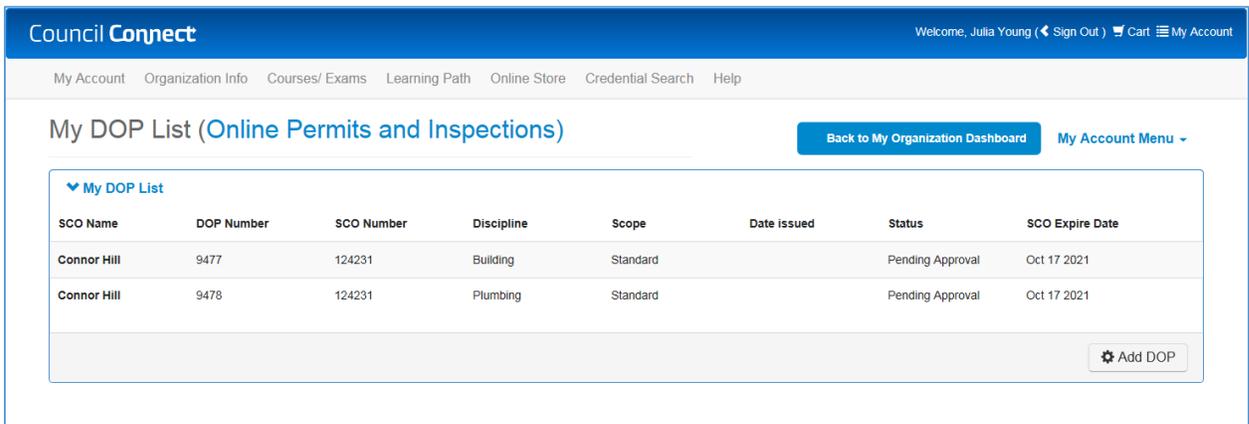
Once your payment is complete, your application will be submitted for review by the Council. Please allow 3 – 5 days from the date of your completed submission for DOP approval. When the review by the Council is complete, you will receive an email notification and can review the status of the application from your organization dashboard after logging on.

## DOP List



The screenshot shows the 'Organization Dashboard' in Council Connect. The user is logged in as Julia Young. The dashboard includes a 'Details' section for 'Online Permits and Inspections' (Agency) located at 12345 River Road, Edmonton, AB T0A 0Z0. A 'My Account Links' sidebar lists various options including 'My DOP List'.

1. Log in to **Council Connect** and access the **Organization Info** tab
2. From the **My Account Links**:
  - a. Click **My DOP List** to access DOPs for the SCOs for the organization



The screenshot shows the 'My DOP List (Online Permits and Inspections)' page. It features a table with two entries for 'Connor Hill' and an 'Add DOP' button at the bottom right.

SCO Name	DOP Number	SCO Number	Discipline	Scope	Date issued	Status	SCO Expire Date
Connor Hill	9477	124231	Building	Standard		Pending Approval	Oct 17 2021
Connor Hill	9478	124231	Plumbing	Standard		Pending Approval	Oct 17 2021

The DOPs for the organization will display.