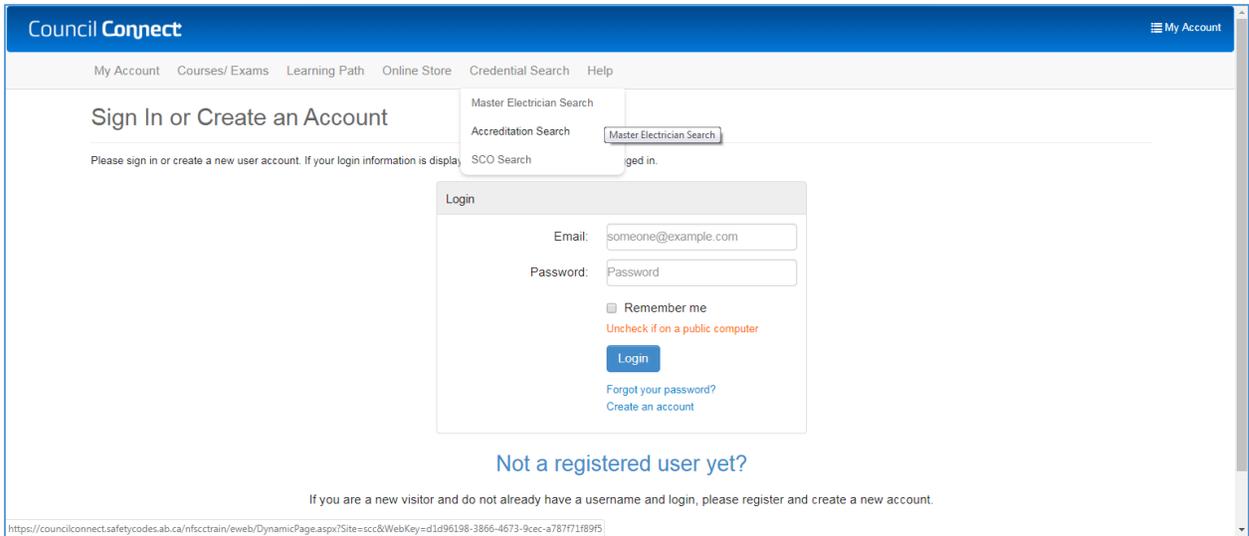


Credential Search

This procedure walks you through the steps to search for and find:

- A master electrician
- An accredited organization
- A safety codes officer

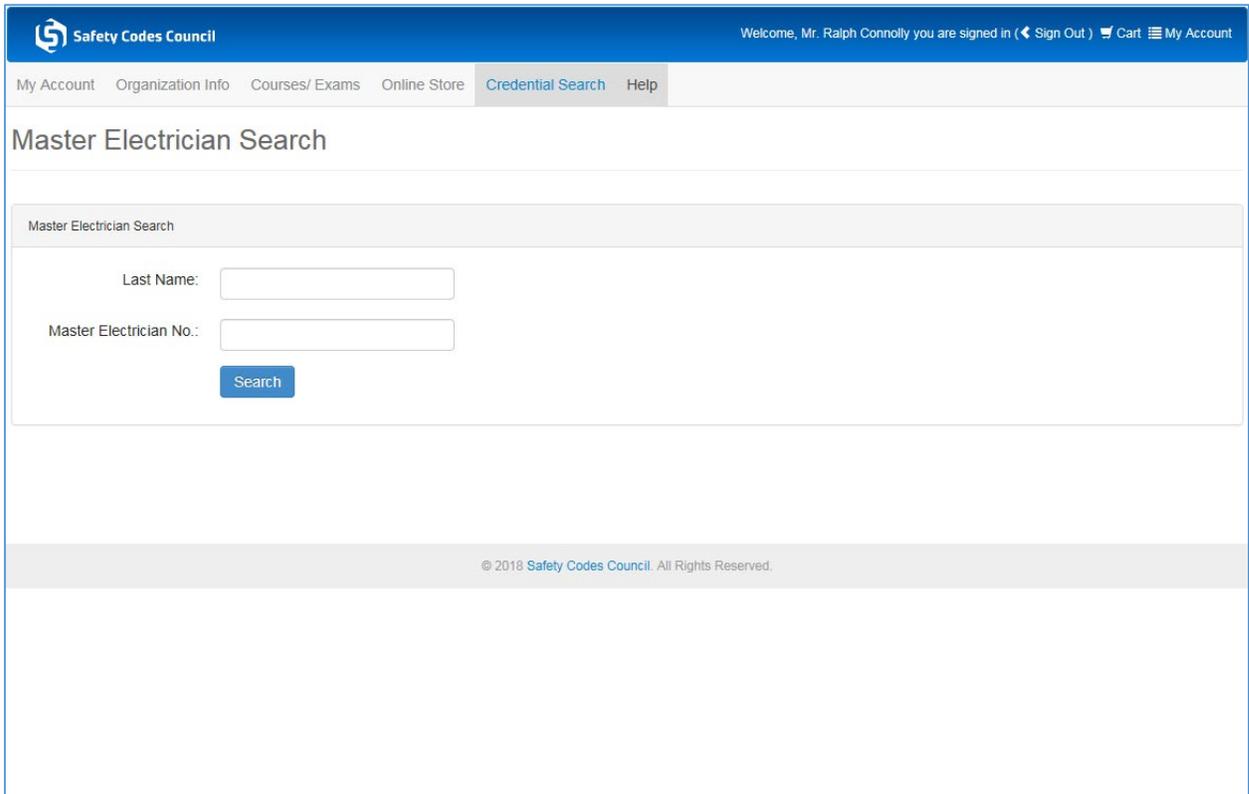
Master Electrician



The screenshot shows the Council Connect website interface. At the top, there is a blue navigation bar with the text "Council Connect" and a "My Account" link. Below this is a secondary navigation bar with links for "My Account", "Courses/ Exams", "Learning Path", "Online Store", "Credential Search", and "Help". The main content area features a "Sign In or Create an Account" section with a prompt: "Please sign in or create a new user account. If your login information is displayed in red, you have not logged in." A dropdown menu is open under "Credential Search", showing options for "Master Electrician Search", "Accreditation Search", and "SCO Search". The "Master Electrician Search" option is highlighted. Below this, a "Login" form is visible, containing fields for "Email:" (with the placeholder "someone@example.com") and "Password:", a "Remember me" checkbox, and a "Login" button. There are also links for "Forgot your password?" and "Create an account". At the bottom of the form, it says "Not a registered user yet?".

1. From the main **Council Connect** menu:
 - a. Hover over the **Credential Search** tab
 - b. Select **Master Electrician Search**

Note: You can access credential search whether you are logged in to Council Connect or not. The above screen shows accessing the credential search feature when not logged in.



The screenshot shows the Safety Codes Council website interface. At the top, there is a blue header with the Safety Codes Council logo and the text "Safety Codes Council". To the right of the header, it says "Welcome, Mr. Ralph Connolly you are signed in (Sign Out) Cart My Account". Below the header is a navigation menu with links for "My Account", "Organization Info", "Courses/ Exams", "Online Store", "Credential Search", and "Help". The main content area is titled "Master Electrician Search". Below this title is a form with two input fields: "Last Name:" and "Master Electrician No:". A blue "Search" button is positioned below the second input field. At the bottom of the page, there is a copyright notice: "© 2018 Safety Codes Council. All Rights Reserved."

2. From the **Master Electrician Search** page enter the required information:
 - a. **Last Name**
 - b. **Master Electrician Number**
 - c. Click the **Search** button

Note: Both the last name and master electrician number must be entered to perform the search.

Council Connect Welcome, Joe Jax Martin (Sign Out) Cart My Account

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

Master Electrician Search

Master Electrician Search

Last Name:

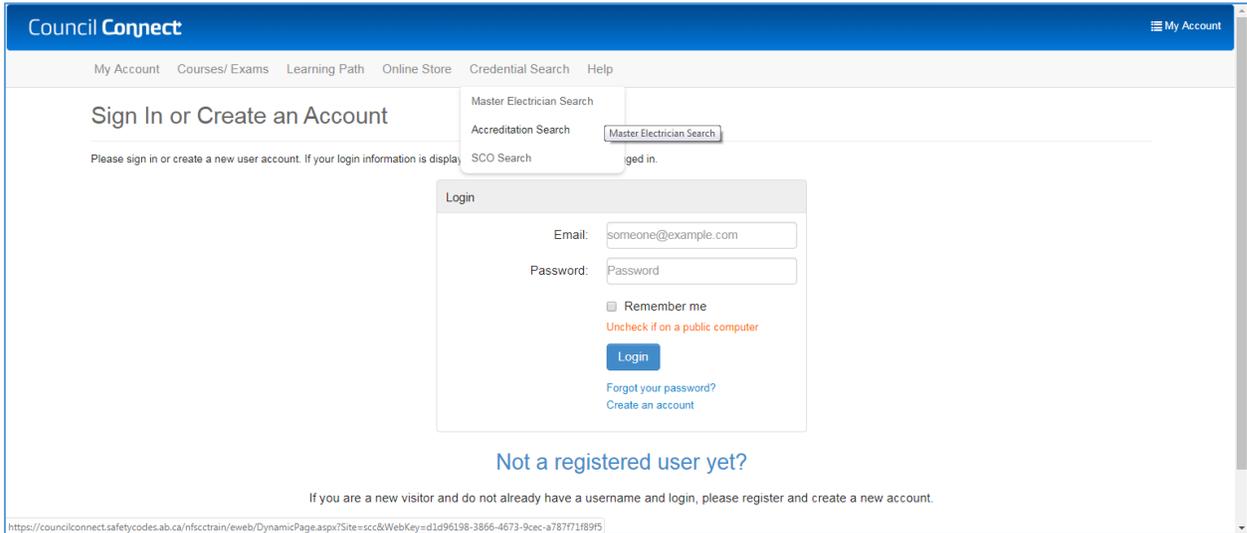
Master Electrician No.:

▼ **Master Electrician Search Result**

First Name	Last Name	ME# Number	ME Status	Expiry Date
Incredible	Incredible	12484	Active	07/15/2020

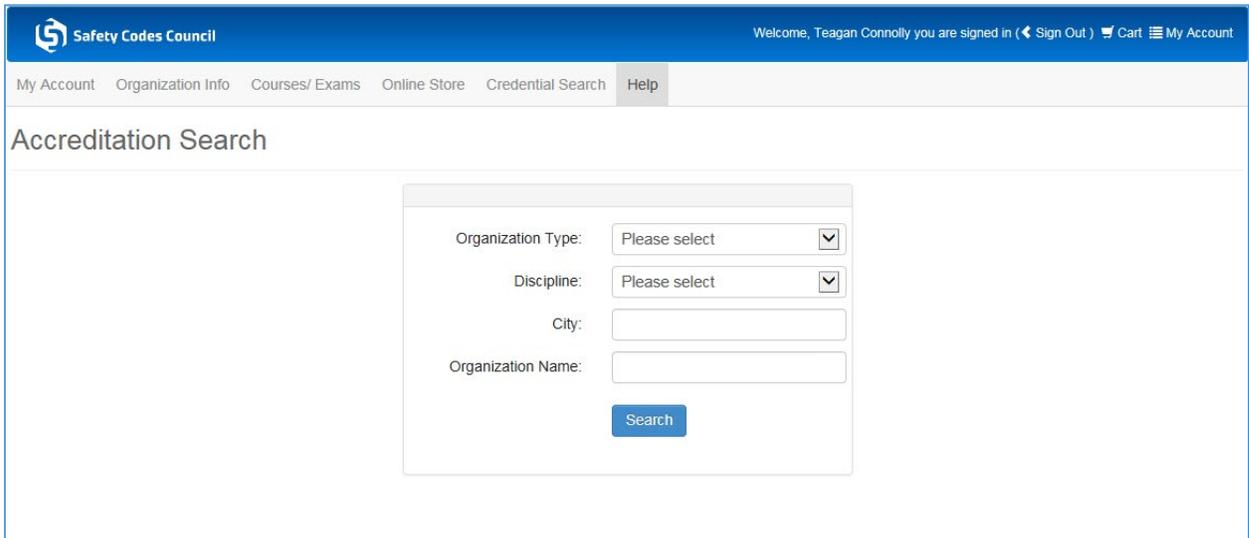
3. This will show you the master electrician's:
- First Name**
 - Last Name**
 - ME# Number**
 - ME Status**
 - Expiry Date**

Accreditation Search



The screenshot shows the Council Connect website interface. At the top, there is a blue navigation bar with the text "Council Connect" and a "My Account" link. Below the navigation bar, there is a main menu with the following items: "My Account", "Courses/ Exams", "Learning Path", "Online Store", "Credential Search", and "Help". The "Credential Search" menu is expanded, showing a dropdown with the following options: "Master Electrician Search", "Accreditation Search", and "SCO Search". The "Accreditation Search" option is highlighted. Below the main menu, there is a "Sign In or Create an Account" section with the text "Please sign in or create a new user account. If your login information is displayed in red, you are not logged in." Below this section, there is a "Login" form with the following fields: "Email:" (with the value "someone@example.com"), "Password:" (with the value "Password"), and a "Remember me" checkbox. Below the "Remember me" checkbox, there is a red warning message: "Uncheck if on a public computer". Below the form, there is a "Login" button and two links: "Forgot your password?" and "Create an account". Below the login form, there is a blue link: "Not a registered user yet?". At the bottom of the page, there is a small URL: "https://councilconnect.safetycodes.ab.ca/hfscctrain/eweb/DynamicPage.aspx?Site=scc&WebKey=d1d96198-3866-4673-9cec-a78771f89f5".

1. From the main menu:
 - a. Hover over the **Credential Search** tab
 - b. Select **Accreditation Search**



The screenshot shows the 'Accreditation Search' page on the Safety Codes Council website. The page has a blue header with the Safety Codes Council logo and the text 'Welcome, Teagan Connolly you are signed in (Sign Out) Cart My Account'. Below the header is a navigation menu with links for 'My Account', 'Organization Info', 'Courses/ Exams', 'Online Store', 'Credential Search', and 'Help'. The main content area is titled 'Accreditation Search' and contains a search form with the following fields:

- Organization Type: Please select (dropdown menu)
- Discipline: Please select (dropdown menu)
- City: (text input field)
- Organization Name: (text input field)

A blue 'Search' button is located below the Organization Name field.

2. From the **Accreditation Search** page enter the required information:
 - a. **Organization Type:** Agency, Corporation, DAO, Government of Alberta, Joint Municipality, Regional Services Commission, or Safety Codes Council
 - b. **Disciplines:** Amusement Rides, Barrier Free Design and Access, Building, Electrical, Elevators, Fire, Gas, Passenger Ropeways, Plumbing, or Pressure Equipment
 - c. **City:** city, town or village
 - d. **Organization Name:** Company Name

Note: Providing more information will narrow your search results.

 - e. Click the **Search** button

Council Connect
Welcome, Joe Jax Martin (← Sign Out) 🛒 Cart ☰ My Account

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

Accreditation Search

Organization Type:

Discipline:

City:

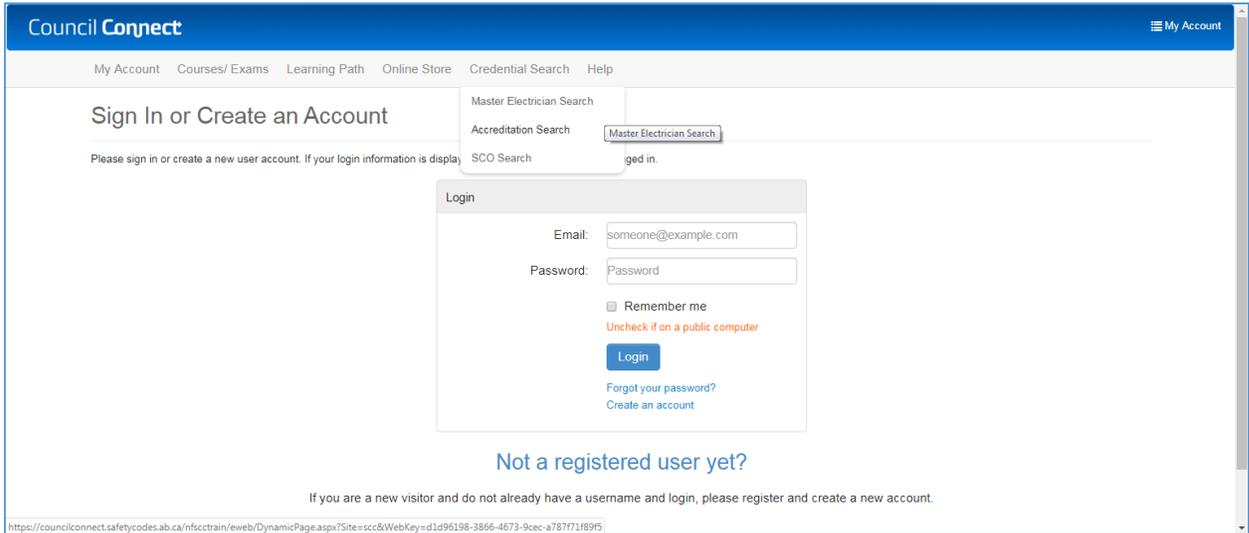
Organization Name:

▼ Accreditation Search Result

Organization Name	Organization Type	Accreditation Number	Discipline(s)	Order Number	City	QMP Manager	QMP Manager Email
Alberta Pacific Forest Industries Inc.	Corporation	C000146	Building	791	Boyle		
Athabasca Oil Corporation	Corporation	C000865	Building	2917	Calgary		
Canadian Natural Resources Limited	Corporation	C000139	Building	985684	Calgary		
Canadian Natural Resources Limited	Corporation	C000139	Building	2812	Calgary		
Cenovus Oil Sands	Corporation	C000831	Building	2912	CALGARY		
ConocoPhillips Canada	Corporation	C000153	Building	3053	Calgary		

3. This will show you the Organization(s) that meet your search criteria with the following:
 - a. **Organization Name**
 - b. **Organization Type**
 - c. **Accreditation Number**
 - d. **Discipline(s)**
 - e. **Order NumberCity**
 - f. **QMP Manager**
 - g. **QMP Manager Email**

Safety Codes Officer



Council Connect My Account

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

Sign In or Create an Account

Please sign in or create a new user account. If your login information is displayed in red, you have been logged out.

Master Electrician Search
Accreditation Search
SCO Search

Master Electrician Search

ged in.

Login

Email:

Password:

Remember me
Uncheck if on a public computer

Login

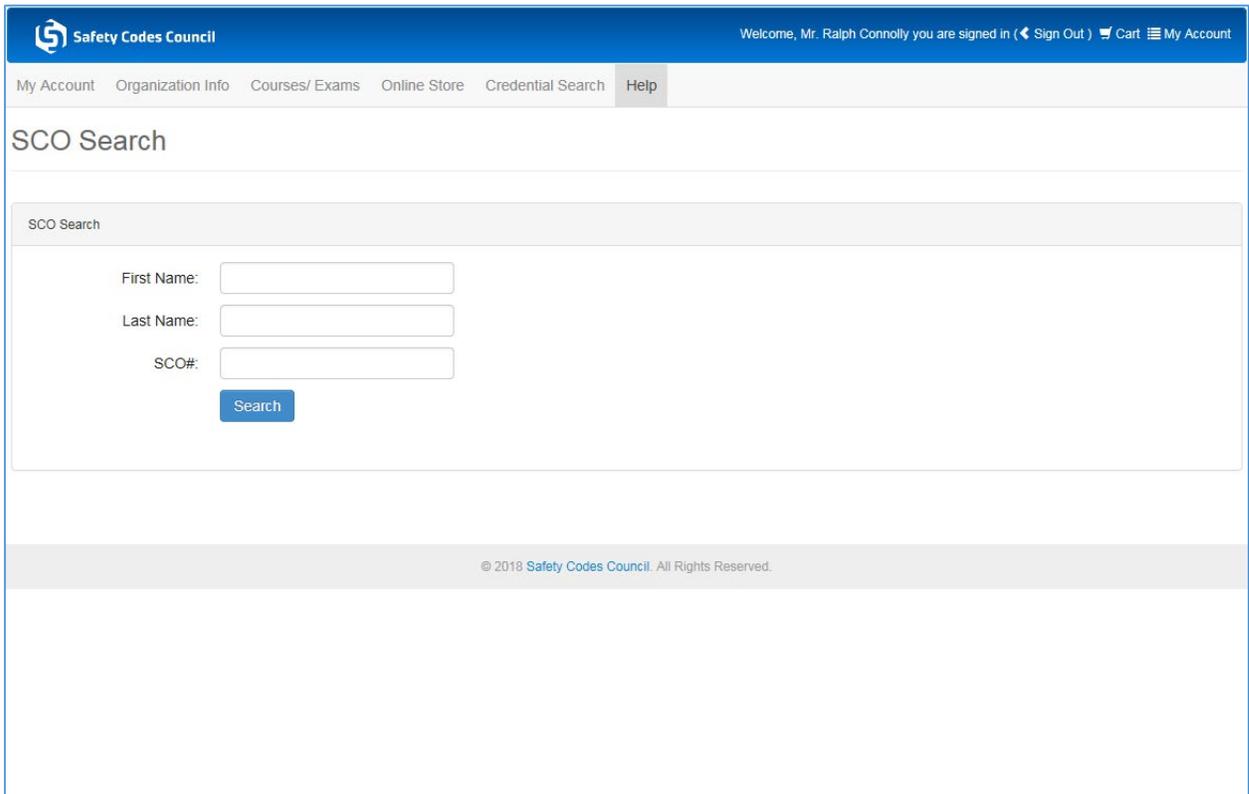
[Forgot your password?](#)
[Create an account](#)

Not a registered user yet?

If you are a new visitor and do not already have a username and login, please register and create a new account.

<https://councilconnect.safetycodes.ab.ca/hfscctrain/eweb/DynamicPage.aspx?Site=scc&WebKey=d1d96198-3866-4673-9cec-a78771f89f5>

1. From the main menu:
 - a. Hover over the **Credential Search** tab
 - b. Select **SCO Search**



Safety Codes Council Welcome, Mr. Ralph Connolly you are signed in (Sign Out) Cart My Account

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

SCO Search

SCO Search

First Name:

Last Name:

SCO#:

Search

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2. From the **SCO Search** page enter the required information:
 - a. **First Name**
 - b. **Last Name**

- c. **SCO Number**
- d. Click the **Search** button

Note: You can enter the first name or the last name and the SCO number.

Council Connect Welcome, Joe Jax Martin (Sign Out)   My Account

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

SCO Search

SCO Search

First Name:

Last Name:

SCO#:

▼ SCO Search Result

First Name	Last Name	SCO#	Discipline	Status
Joe	Martin	124230	Amusement Rides	Active
Joe	Martin	124230	Fire	Active
Joe	Martin	124230	Pressure Equipment	Active

3. This will show you the Safety Codes Officer's:
 - a. **First Name**
 - b. **Last Name**
 - c. **SCO Number**
 - d. **Discipline**
 - e. **Status**