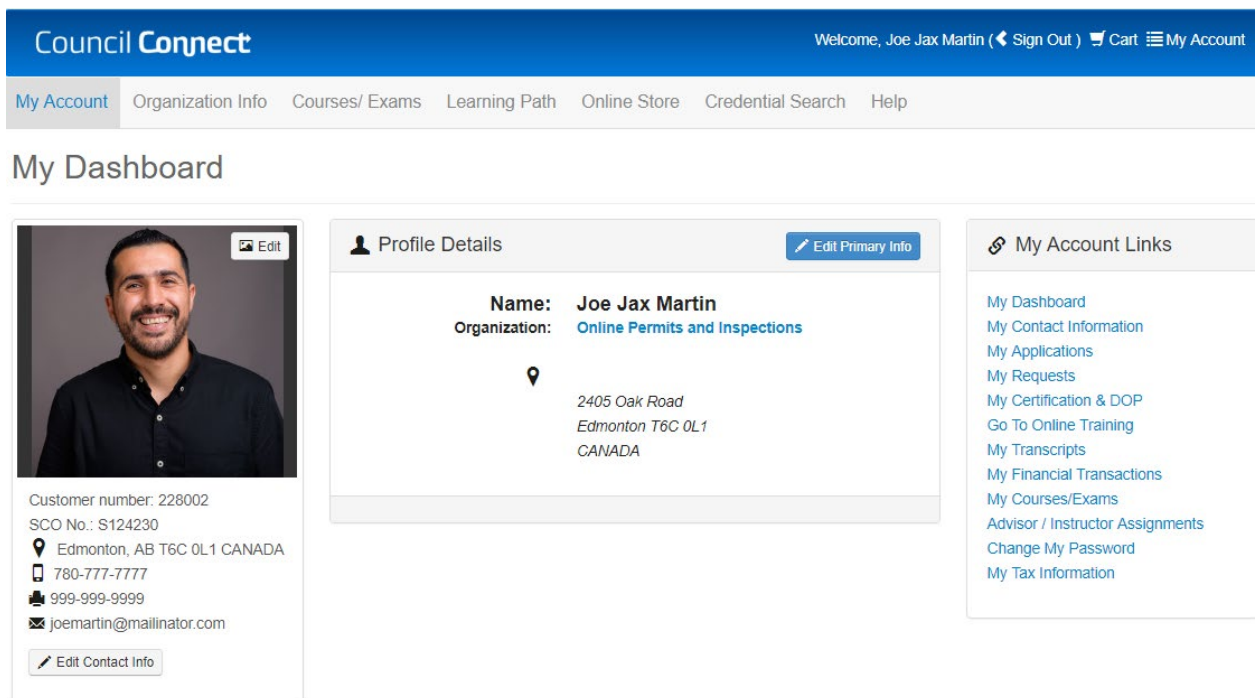


Personal Dashboard Information

This tutorial walks you through the steps to find and view your personal dashboard information. All tasks can be accessed from this dashboard. Related tutorial resources with detailed steps for completing all such tasks can be accessed from the **Help** menu at the top of the dashboard.

After logging on you will see the **My Dashboard** page.

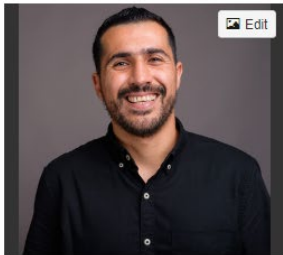
My Dashboard



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

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

My Dashboard



[Edit](#)

Customer number: 228002
SCO No.: S124230
📍 Edmonton, AB T6C 0L1 CANADA
📞 780-777-7777
☎ 999-999-9999
✉ joemartin@mailinator.com

[Edit Contact Info](#)

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

Name: Joe Jax Martin
Organization: [Online Permits and Inspections](#)

📍
2405 Oak Road
Edmonton T6C 0L1
CANADA

[My Account Links](#)

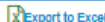
- [My Dashboard](#)
- [My Contact Information](#)
- [My Applications](#)
- [My Requests](#)
- [My Certification & DOP](#)
- [Go To Online Training](#)
- [My Transcripts](#)
- [My Financial Transactions](#)
- [My Courses/Exams](#)
- [Advisor / Instructor Assignments](#)
- [Change My Password](#)
- [My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

Your personal dashboard is organized into two main sections: upper and lower


1. The upper section consists of:
 - a. **Menu Bar:**
 - i. **My Account:** quick return to your **My Dashboard** from any page
 - ii. **Organization Information:** this menu will only display if the logged in user has the appropriate permissions set up to view and manage a related organization's interactions with the Council (QMP Manager or Account Admin role for example)
 - iii. **Courses/Exams:** search for or register for courses and exams
 - iv. **Learning Path:** to learn about the course and exam requirements for any certification discipline level
 - v. **Online Store:** search for and purchase products (e.g. replacement ID cards) or publications (i.e. course materials)
 - vi. **Credential Search:** search for master electricians, safety codes officers, or accredited businesses
 - vii. **Help:** access Resources (for PDF and video tutorials) or Contact Us (to submit a request for information)

- b. **Personal information** (below photo and menu bar):
- i. Left panel: customer number, SCO number and/or ME number, location, phone number, fax number, address, and email address, **Edit Contact Info** button to edit your contact information
 - ii. Centre panel: name, address, **Edit Primary Info** button to view your personal information
- c. **My Account Links**: menu with links for quick access to many Council Connect functions
- i. **My Dashboard**: quick return to your home page
 - ii. **My Contact Information**: add or edit phone numbers, addresses, and email addresses
 - iii. **My Applications**: click the **Continue Application** link to access your certification applications in progress or click the **Apply Now** button to start a new application
 - iv. **My Requests**: communications with the Council (i.e. requests you created through **Help - Contact Us**, notifications sent to you from the Council, and other correspondence)
 - v. **My Certification & DOP**: existing certifications and DOPs application statuses
 - vi. **Go To Online Training**: access online training courses you have registered in
 - vii. **My Transcripts**: transcripts of courses taken through the Council
 - viii. **My Financial Transactions**: pay, print, and view all invoice and payment information
 - ix. **My Course/Exams**: access your upcoming and past course and exam registrations
 - x. **Advisor/Instructor Assignments**: access current and past assignments. This is for advisors and instructors only.
 - xi. **Change My Password**: change the password associated with your account
 - xii. **My Tax Information**: display SIN number provided to Council and links to download tuition tax credit slips (if the logged in user has taken any eligible courses)

Organizations You Manage ▼


My Certifications 

Certification	Status	Discipline	Level	Certification Date	Renewal Due Date	
Master Electrician (Standard)	Active			2018-11-05	2019-11-05	Renew
Amusement Rides: Group A	Active	Amusement Rides		2019-02-13	2048-11-28	Renew
Building: Residential	Active	Building		2019-02-13	2048-11-28	Renew

My Applications 


Application Type	Discipline	Level	Start Date	PreQual Submit Date	PreQual Review Date	Application Submit Date	Completion Date	Status	
Plumbing & Gas : Combined Application	Gas		11/14/2018					Pending Info	Continue Application
Fire: Group A	Fire		03/20/2019					Pending Info	Continue Application

[Apply Now](#)

My Courses/Exams 

1
2
3
4
5

Event Name	Event Type	Event Category	Reg Date	Scheduled Date	Completion Due Date	Status
Exam (electronic): 100122 Building, Energy Conservation & Building Envelope for Residential SCOs, ABC 2014	Exam Offering	Exam (Electronic)	2019-02-13	2019-02-13	N/A	Pass
Exam (electronic): 100120 Building, Building Structures and Materials, ABC 2014	Exam Offering	Exam (Electronic)	2019-02-13	2019-02-13	N/A	Pass

My Requests 

Request Date	Status	Activity	Reason	Document
+ 2018-10-17	In Progress	Certification Enquiries	Course Equivalency Enquiry	REQ-1932

2. The lower section consists of:
 - a. **Organizations you manage:** this will only display if you are an account admin of an organization
 - b. **My Certifications:** certification disciplines you are certified in
 - c. **My Applications:** any SCO applications. Use the **Apply Now** button to apply for a new certification
 - d. **My Course/Exams:** upcoming course and exam events you are registered for
 - e. **My Requests:** requests you created through **Help - Contact Us**

Note: Click the **arrows** to expand or collapse the forms.

My Certifications						Export to Excel
Certification	Status	Discipline	Level	Certification Date	Renewal Due Date	
Master Electrician (Standard)	Active			2018-11-05	2019-11-05	Renew
Amusement Rides: Group A	Active	Amusement Rides		2019-02-13	2048-11-28	Renew
Building: Residential	Active	Building		2019-02-13	2048-11-28	Renew
Electrical: Group B (Utility)	Active	Electrical		2019-02-13	2048-11-28	Renew
Fire: Inspector (Group B Level 1)	Active	Fire		2018-11-20	2021-10-17	Renew
Pressure Equipment	Active	Pressure Equipment		2018-11-28		Renew

3. If an **Export to Excel** button is available, click to export the data in the related section to an Excel spreadsheet.



4. A tab with the exported data will appear at the bottom of your browser window – click to open the exported data in Excel.