

Request a Course Extension

This tutorial walks you through the steps to request, purchase and pay for a course extension (deadline to complete the course or write the exam) using the online store in Council Connect. Students may request a one time only four month extension to complete a course. Since a fee is charged to extend a course deadline, the online store is used to make the request and pay the fee.

My Dashboard

My Account Organization Info Courses	Exams Learning Path Online Store Credential Search Help	
My Dashboard		
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	Name: Joe Jax Martin	My Dashboard
	Organization: Online Permits and inspections	My Applications
	2405 Oak Road	My Requests My Certification & DOP
	Edmonton T6C 0L1	Go To Online Training
	CANADA	My Financial Transactions
Customer number: 228002 SCO No : \$124230		My Courses/Exams
Edmonton, AB T6C 0L1 CANADA		Change My Password
7807777777 9999999999		

- 1. From Council Connect's main Main Menu:
 - a. Click the **Online Store** tab

Online Store Product Search

Council Conne d	ct						Welcome, Joe Jax Martin (Sig	n Out) 🛒 Cart 🔚 My Account
	My Account Organization	n Info Courses/ Exams Learning	Path Online Store	Credential Search	Help			
	Online Store		Browse store ca	tegories		🛒 My Cart	View Cart	
						There is 0 item(s) in your cart.	Sub-total 0.00	
	Q Search Products (er	nter a keyword, product name or des	cription):	ension			Go	
	I Products				Show per page	25 items	View As	
	Results 1 to 10 of 10.							
	Certification	Certification Amendment Certification Amendment						
							🛒 Add to Cart	
	Course Extension	Course Extension Training Course Extension						

- 2. From the Online Store
 - a. Search Products field: enter a keyword related to the name of the product you are looking for (i.e. entering "extension" will bring up all products that have the word "extension" in it);
 Note: you can also search by scrolling through all online store items (in either the Products or Publications category).
 - b. Press the Enter key or click the Go button to display the search results.



Add Items to Cart

E Products		Show per page	25 items	View As
Results 1 to 1 of 1.				
Course Extension	Course Extension Training Course Extension			Add to Cart
Results 1 to 1 of 1				

- 3. From the **Online Store Products** search results area:
 - a. Review the products returned from the search used
 - b. If necessary, scroll to find the item you want to puchase
 - c. Hover your mouse over products to see the full title and find the product you want to purchase
 - d. Click on the item name or picture to see the details
 - e. Click the **Add to Cart** button beside the desired item to add the item to the shopping cart and proceed with the purchase

Select Course to Extend and Proceed with Check Out

Council Connect				Welcome, Joe Jax Martin (🕻 Sign Out) 🛒 Cart 🛅 My Account
	My Account Organization Info Courses/ Exams Learni	ng Path Online Store Credential Search Help		
	Online Store	Browse store categories	■ My Cart Go Back	
	Course Extension	Course Extension Available 999 Quick Overview: Training Course Extension Price:		
	Description Fee for one time 4 month extension of courses			
	Add to Cart Course for Extension Futures Futures Futures Futures Futures Futures Futures Guardity Futures Futu	Concerns of A 1-Micro Enveryor for PM D 55-00 proglance Monitoring, ABC 2014 5 for Housing & Simall Buildings, ABC 2014, 9-36 ABC 2014 ABC 2014 Transportation, ABC 2014 A fastaling Enveryor for Read 2014 A fastaling Enveryor for Read 2014 A fastaling Enveryor for Read 2014 A fastaling Code, ABC 2014 or Bailding, Code, ABC 2014 or Bailding, Code, ABC 2014 or Bailding, Code, ABC 2014 for Bailding Code, ABC 2014 or Fast Salte 2014 or Fast Salte 2014 or Fast Salte 2014 citem Occupant Heatth and Saltey, ABC 2014 or Fast Salte 2014 Anceton for Fire SCOs	Add To Cart	
	Other Purchased Products			

- 4. From the **Online Store** page:
 - a. Click the Course for Extension field to display a drop-down list of all available courses
 - b. Scroll the list and click to select the desired course
 - c. Click the Add To Cart button to add the item to the shopping cart



Review Shopping Cart and Check Out

- 5. From the **Online Store Shopping Cart** page:
 - a. Review the details of the items in your shopping cart to ensure they are correct
 - b. Click the red X if you want to cancel all the items in your cart or
 - c. Click the small black **x** next to a shopping cart line item to remove just that one line item

d. Click the Check-Out button to complete the purchase



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Invoice total: 100.00 All Amounts are in Canadian Dollars	
Invoice total: 100.00 All Amounts are in Canadian Dollars	
All Amounts are in Canadian Dollars	
Total oredit available: 1370.00	
apply credit	
Credit to apply: 0.00	
Available credits will update after checkout.	

- 6. From the **Online Store Shopping Cart** page:
 - a. Review the default contact and billing information, make any changes necessary
 - b. Complete the payment information
 - c. Click the **Continue** button
 - d. Review the shopping cart details
 - e. Click the Submit Order button to finalize the purchase

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



Receive Order Confirmation

My Account Orga	anization Info	Courses/ Exams	Learning Path	Online Store	Credential Search	Help
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Online Store Shopping Cart

Purchase Details				
Item	Price	Qty	Тах	Shipping
Course Extension	100.00	1.00	0.00	0.00

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Return to Dashboard Continue Shopping

Shopping Cart | Receipt

Thank you for your order. Confirmation #: 82925359692186901 Invoice #:219770 You may print this page for your records.

- 7. Review order confirmation details and invoice number
- 8. Print the page if desired