

Sign In, Sign Out, and Change Your Password

This procedure walks you through the steps to sign in, sign out, and change your password for your Council Connect account.

Access Sign In Page

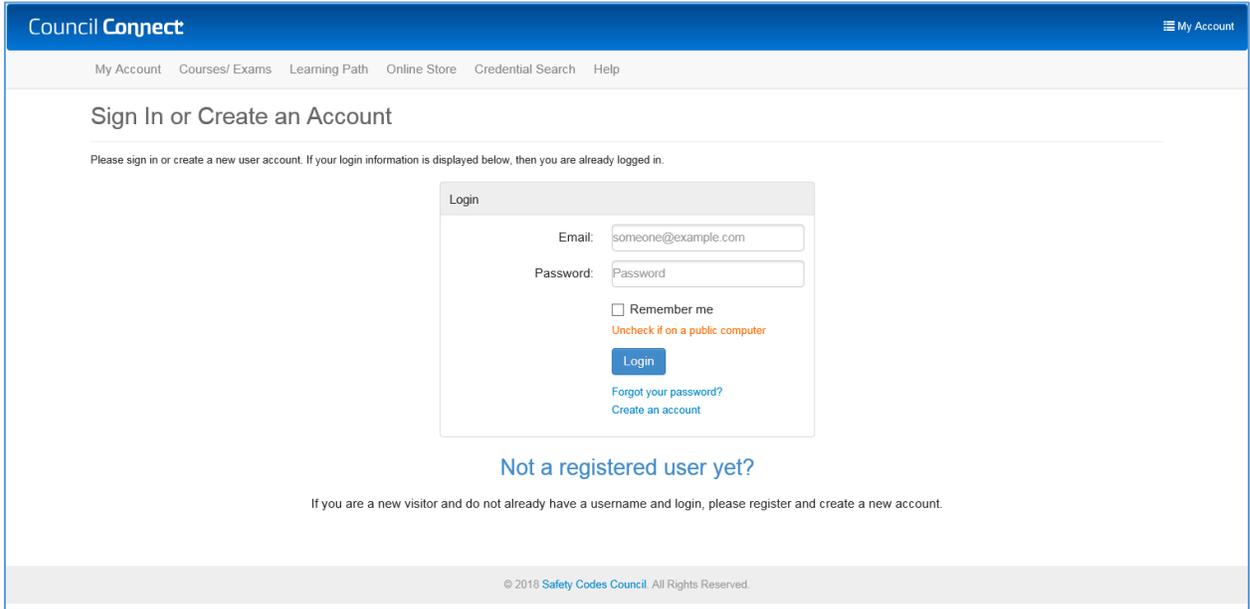


The screenshot shows the Safety Codes Council website. The top navigation bar includes the Safety Codes Council logo, a search bar with the phone number 1.888.413.0099 and email sccinfo@safetycodes.ab.ca, and a menu with items: Permits & Inspections, Training & Certification, Municipalities, Corporations & Agencies, Council Information, and a prominent yellow **Council Connect** button. Below the navigation bar is a large banner image featuring a group of professionals in hard hats and business attire reviewing documents on a construction site. The Safety Codes Council logo and tagline "Alberta: a safe place to live, work, and play" are visible in the top right of the banner. Below the banner are four service tiles:

- Council Connect**: Complete applications, submit payments, and register for courses using our secure online system. [Log In](#)
- Certification Renewal**: Safety Codes Officers and Master Electricians can renew their certifications quickly and easily. [Renew Certification](#)
- Get a Permit**: Find out who to contact for different types of permits by inputting the location of your project. [Where to Get a Permit](#)
- Storage Tank Management & eServices**: These services are administered by the Alberta Safety Codes Authority. [Permit Forms & Payment](#)

1. From the **Safety Codes Council** website:
 - a. Click **Council Connect** from the menu bar in the top right

Sign In

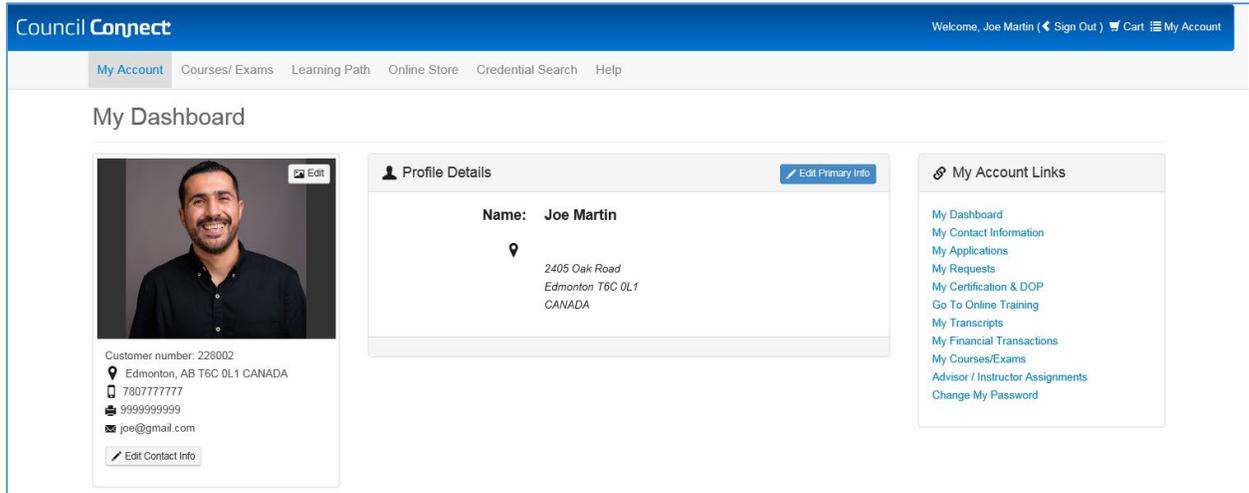


The screenshot shows the 'Council Connect' website's sign-in page. At the top, there is a blue navigation bar with the 'Council Connect' logo and a 'My Account' link. Below this is a secondary navigation bar with links for 'My Account', 'Courses/ Exams', 'Learning Path', 'Online Store', 'Credential Search', and 'Help'. The main heading is 'Sign In or Create an Account'. A sub-heading reads: 'Please sign in or create a new user account. If your login information is displayed below, then you are already logged in.' The central focus is a 'Login' form with the following elements: an 'Email' field containing 'someone@example.com', a 'Password' field, a 'Remember me' checkbox, a warning 'Uncheck if on a public computer' in red text, a blue 'Login' button, and two links: 'Forgot your password?' and 'Create an account'. Below the form, a blue link asks 'Not a registered user yet?'. A note states: 'If you are a new visitor and do not already have a username and login, please register and create a new account.' The footer contains the copyright notice: '© 2018 Safety Codes Council. All Rights Reserved.'

2. From the Sign In or Create an Account page:
 - a. Enter your **Email** and **Password**
 - b. Click the **Remember me** check box (only if you are not on a public computer)
 - c. Click **Login** to access your dashboard

Note: If you do not have an account please register by clicking **Create an account** link below the login button. Refer to the tutorial in HELP - Resources for detailed instructions on how to **create a new account**.

Sign Out



The screenshot shows the 'My Dashboard' page in the Council Connect system. At the top, there is a blue navigation bar with the 'Council Connect' logo on the left and a user welcome message 'Welcome, Joe Martin' with a 'Sign Out' link, a shopping cart icon, and a 'My Account' link on the right. Below the navigation bar is a horizontal menu with 'My Account' selected, and other options: 'Courses/ Exams', 'Learning Path', 'Online Store', 'Credential Search', and 'Help'. The main content area is titled 'My Dashboard' and is divided into three columns. The left column features a profile picture of Joe Martin with an 'Edit' button, and contact information including customer number 228002, address (Edmonton, AB T6C 0L1 CANADA), phone number 7807777777, and email joe@gmail.com, with an 'Edit Contact Info' button. The middle column is titled 'Profile Details' with an 'Edit Primary Info' button, showing the name 'Joe Martin' and the address '2405 Oak Road, Edmonton T6C 0L1 CANADA'. The right column is titled 'My Account Links' and contains a list of 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', and 'Change My Password'.

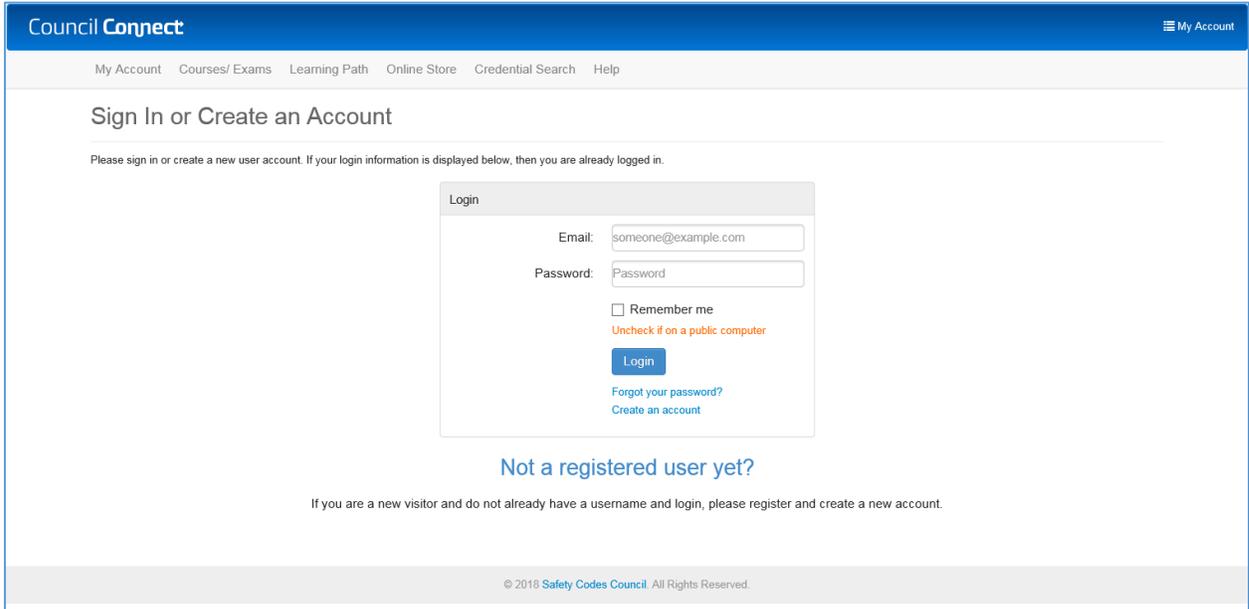
3. From the **My Dashboard** page:
 - a. Click **Sign Out** on the top right of the page

Change Your Password – Forgot Password

There are two ways to change your password:

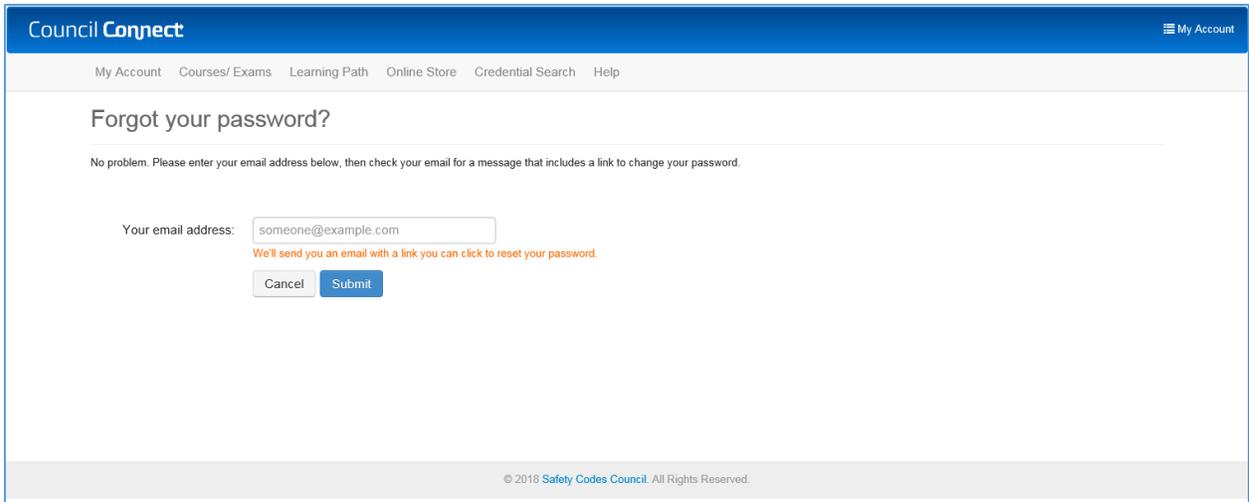
1. From the **Sign In or Create an Account** page (if you forgot your password)
2. From the **My Dashboard** page (if you know your password)

First, we will review changing your password from the sign in or create an account page (forgot password), then we will review changing your password from your dashboard (password known).



The screenshot shows the 'Sign In or Create an Account' page on the Council Connect website. The page has a blue header with the Council Connect logo and a 'My Account' link. Below the header is a navigation menu with links for 'My Account', 'Courses/ Exams', 'Learning Path', 'Online Store', 'Credential Search', and 'Help'. The main content area is titled 'Sign In or Create an Account' and includes a sub-header 'Please sign in or create a new user account. If your login information is displayed below, then you are already logged in.' Below this is a 'Login' form with fields for 'Email' (containing 'someone@example.com') and 'Password' (containing 'Password'). There is a 'Remember me' checkbox and a warning 'Uncheck if on a public computer'. A 'Login' button is present, along with links for 'Forgot your password?' and 'Create an account'. Below the form is a section titled 'Not a registered user yet?' with the text 'If you are a new visitor and do not already have a username and login, please register and create a new account.' The footer contains the copyright notice '© 2018 Safety Codes Council. All Rights Reserved.'

1. From the Sign In or Create an Account page:
 - a. Click the **Forgot your password?** link



The screenshot shows the 'Forgot your password?' page on the Council Connect website. The page has a blue header with the Council Connect logo and a 'My Account' link. Below the header is a navigation menu with links for 'My Account', 'Courses/ Exams', 'Learning Path', 'Online Store', 'Credential Search', and 'Help'. The main content area is titled 'Forgot your password?' and includes a sub-header 'No problem. Please enter your email address below, then check your email for a message that includes a link to change your password.' Below this is a form with a 'Your email address:' label and a text input field containing 'someone@example.com'. There is a warning 'We'll send you an email with a link you can click to reset your password.' and two buttons: 'Cancel' and 'Submit'. The footer contains the copyright notice '© 2018 Safety Codes Council. All Rights Reserved.'

2. From the **Forgot your password?** page:
 - a. Enter your primary email you have associated with your account in the **Your email address** field
 - b. Click the **Submit** button

Council **Connect** My Account

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

Forgot your password?

No problem. Please enter your email address below, then check your email for a message that includes a link to change your password.

Your email address:

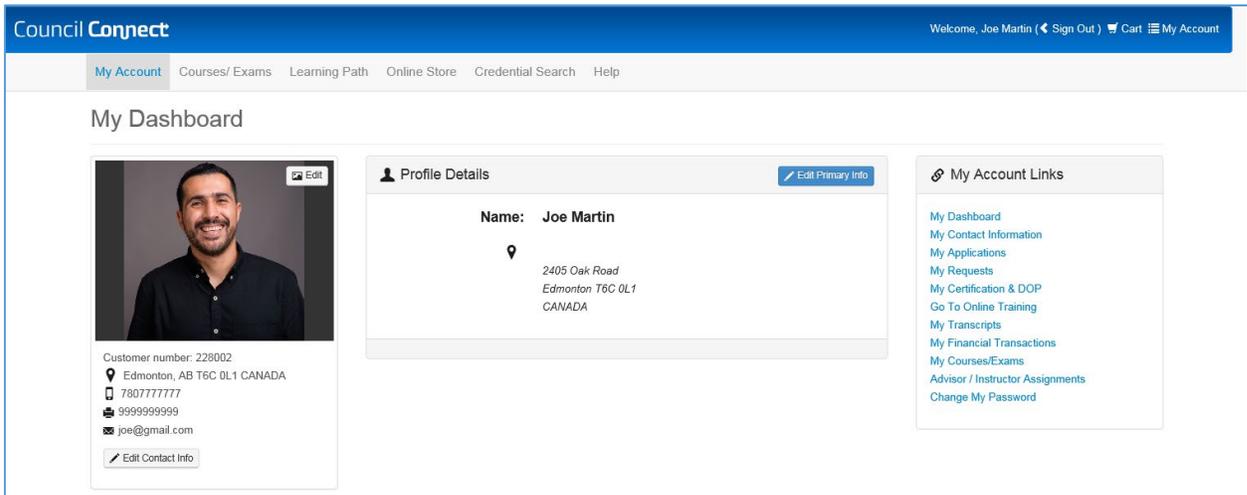
We'll send you an email with a link you can click to reset your password.

Thank you for your request!
An email was sent to joe@gmail.com with instructions to change your password.

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Note: An email will be sent to your account with instructions on how to change your password. You will have 15 minutes to change your password. If you cannot find the email in your inbox, check your junk email.

Change Your Password – Known Password



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

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

My Dashboard



Customer number: 228002
 Edmonton, AB T6C 0L1 CANADA
 7807777777
 9999999999
 joe@gmail.com

[Edit Contact Info](#)

Profile Details [Edit Primary Info](#)

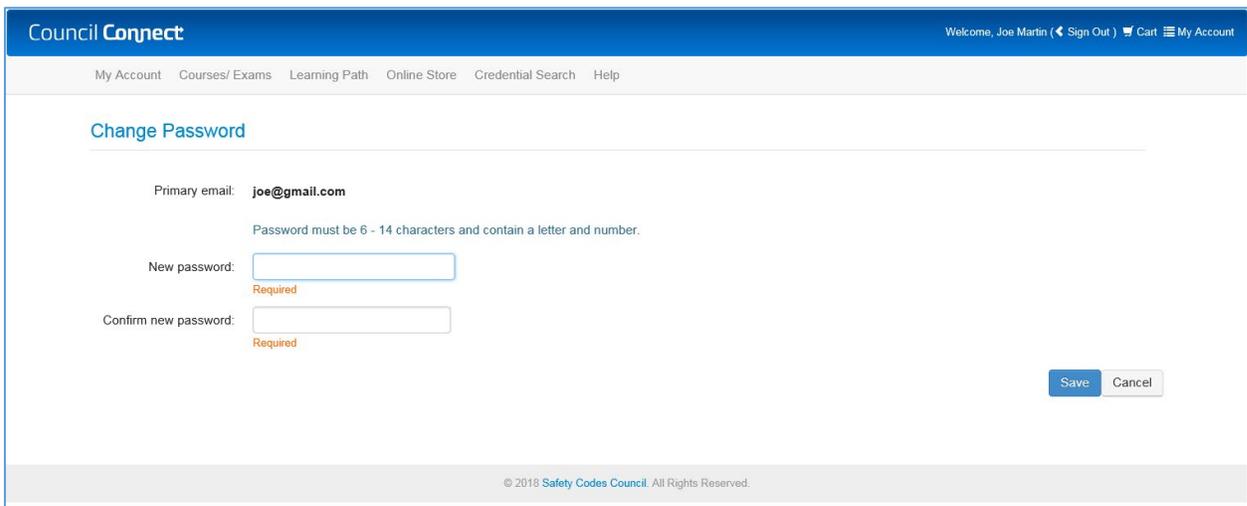
Name: Joe Martin

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](#)

1. From the **My Dashboard** page:
 - a. Click the **Change My Password** link at the bottom of the list in **My Account Links** in the right hand menu bar



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

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

Change Password

Primary email: **joe@gmail.com**

Password must be 6 - 14 characters and contain a letter and number.

New password: Required

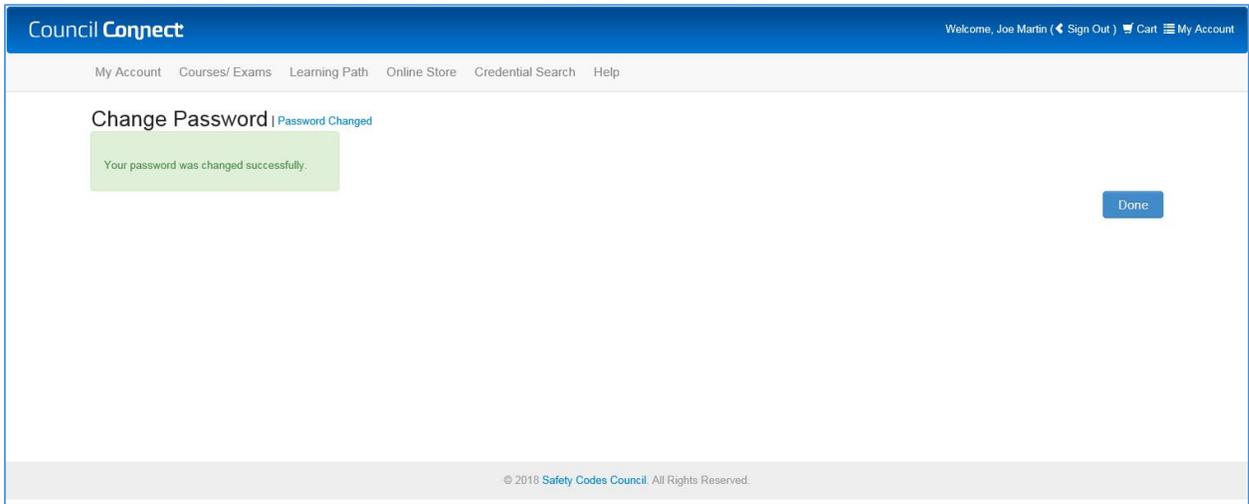
Confirm new password: Required

[Save](#) [Cancel](#)

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2. From the **Change Password** page enter the following:
 - a. Enter your **new password** and **confirm** it in the next field
 - b. Click the **Save** button

Your password has now been updated.



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

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

Change Password | Password Changed

Your password was changed successfully.

[Done](#)

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3. From the **Change Password** page:
 - a. Click the **Done** button