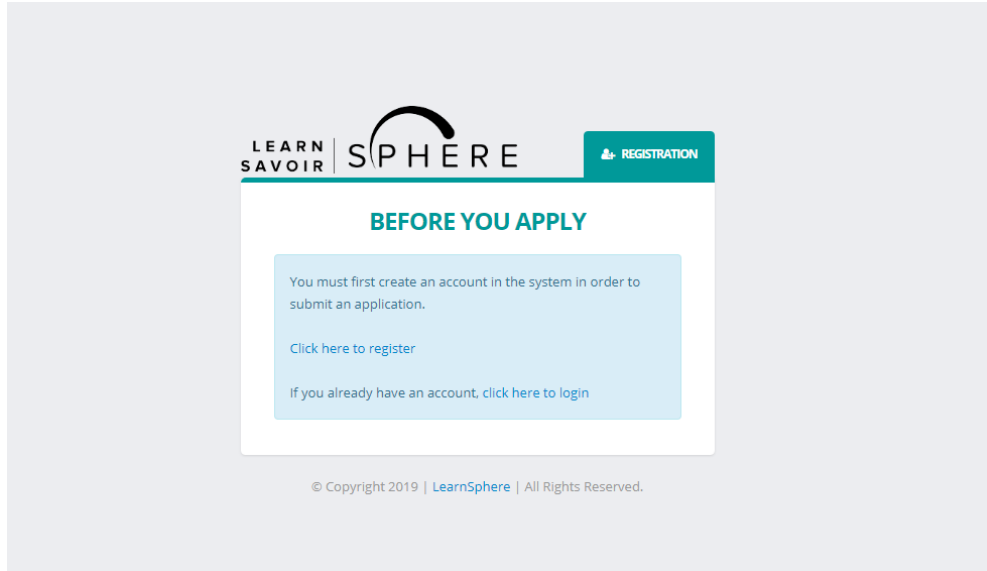


REGISTRATION INSTRUCTION

- 1) You must have an account in our LearnSphere client management system in order to apply for the program.
 - a. If you do not have an account, select “Click here to register”.
 - b. If you already have an account, select “click here to login”. Complete your log in information and click Sign-In. Skip to instruction step #7 for next steps.

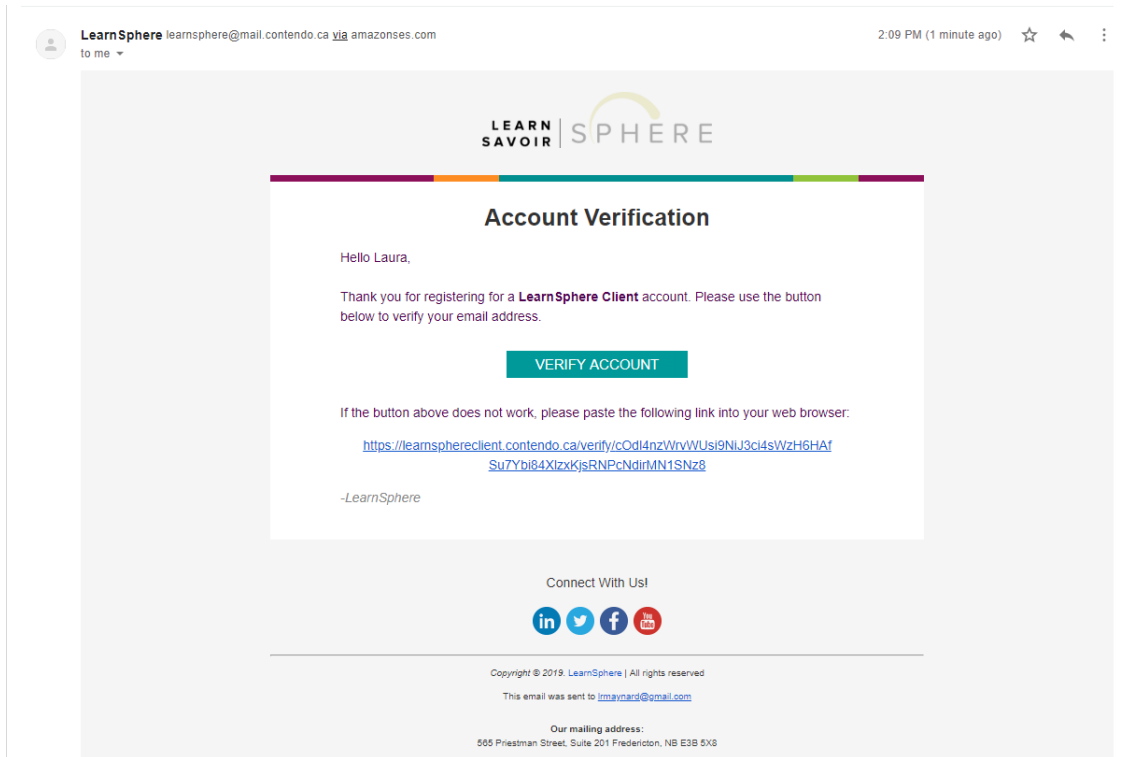


- 2) Complete the required fields on the next page and submit your registration.

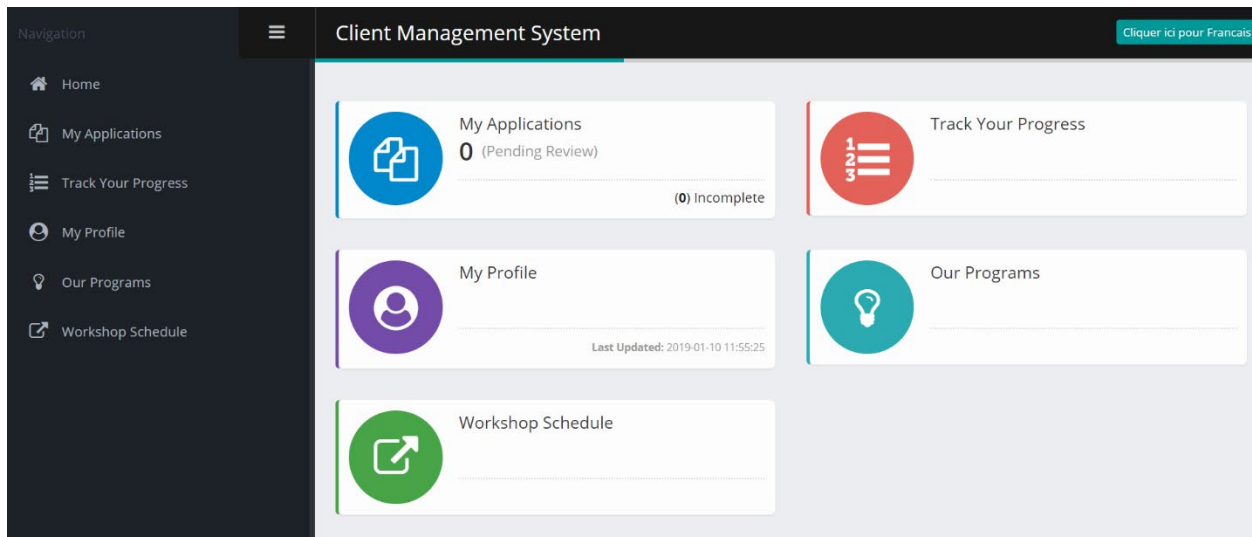
The screenshot shows a registration form titled 'Head Office Address'. It contains several input fields: 'Address Line 1 *' with a placeholder 'Street Address..', 'Address Line 2' with a placeholder 'Suite or Unit Number..', 'City *' with a placeholder 'City Name..', 'Province *' with a dropdown menu showing '-Select a province', and 'Postal Code *' with a placeholder 'A1A1A1'. Below these fields is a reCAPTCHA widget with the text 'I'm not a robot' and a 'reCAPTCHA Privacy - Terms' link. At the bottom of the form is a teal button labeled 'Submit Registration'. At the very bottom of the page, there is a copyright notice: '© Copyright 2019 | LearnSphere | All Rights Reserved.'

Supply Chain 1-2-3

- 3) Once you submit your registration you will receive an Account Verification by email from learnsphere@mail.contendo.ca. Follow instructions in the email to proceed to the next step. Check your spam box/filter if email not received within 5 minutes.

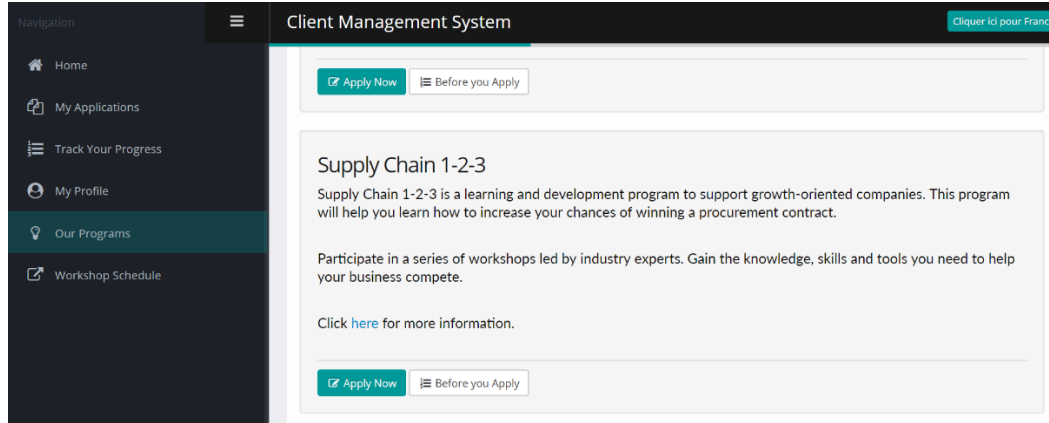


- 4) By clicking “Verify Account” you will be taken to either:
- The log-in page, use the information you submitted in your registration to log-in.
OR
 - The program application page, if so - skip to Instruction #7
- 5) After logging in you will be taken to the Home page of the system. Click on “Our Programs”.

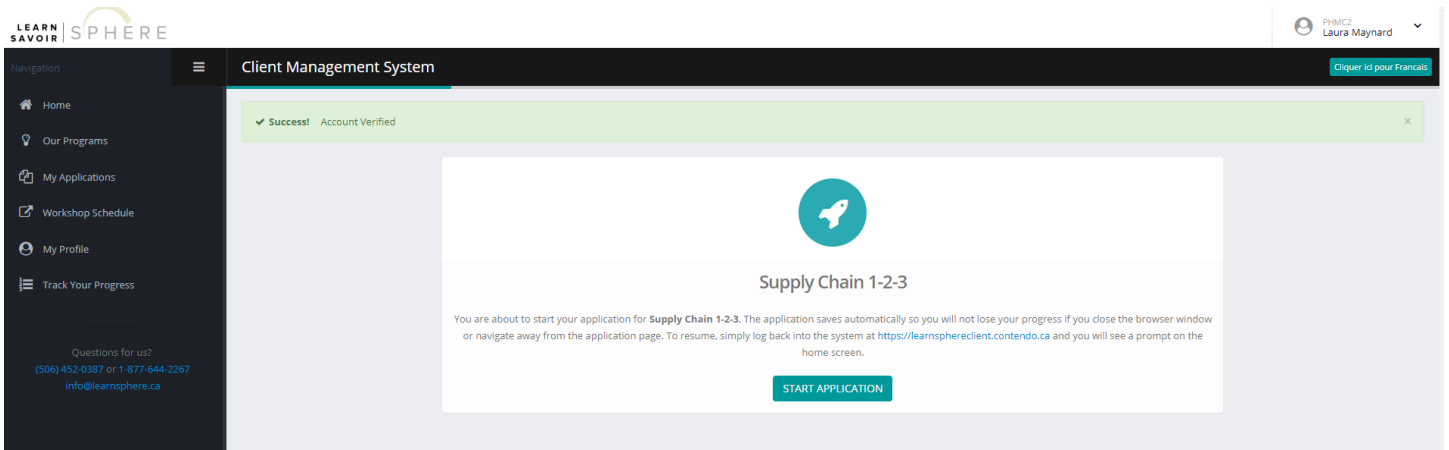


Supply Chain 1-2-3

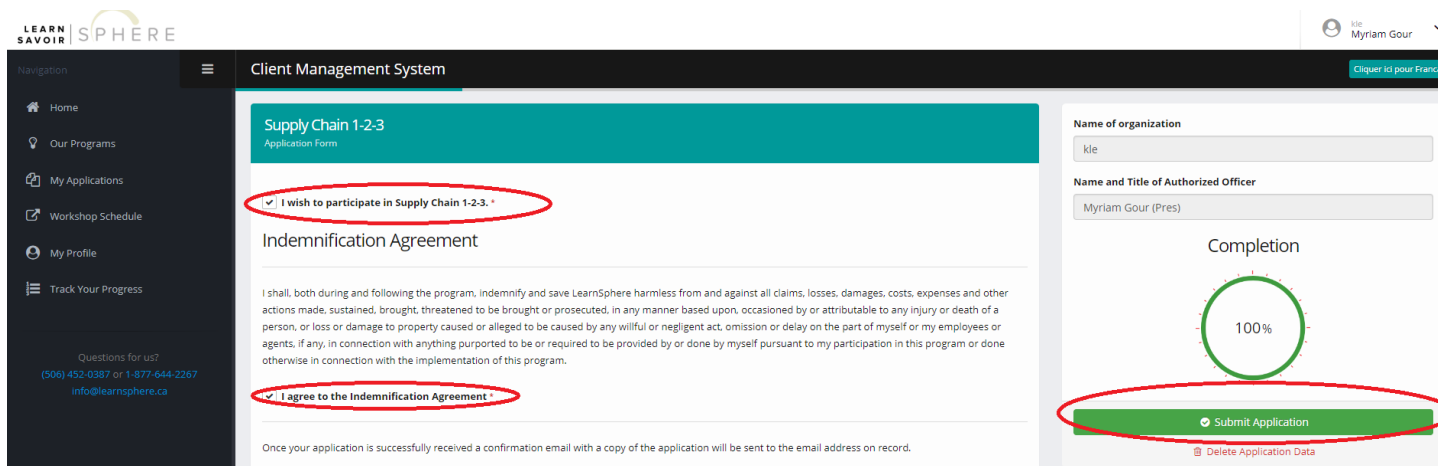
6) Scroll down to Supply Chain 1-2-3 and select "Apply Now"



7) Click "Start Application"



8) Click the box to indicate you wish to participate and agree to the indemnification agreement then click "Submit Application"




Supply Chain 1-2-3

- 9) Thank you! Your application has been submitted. It will be reviewed, and you will be contacted if there are any questions.

Client Management System Cliquer ici pour Français

THANK YOU



Thank you! You have completed your registration! An email will be sent when your application has been approved.

Your name will be added to the workshop list after approval of your application. As such, you do not need to register for the workshop schedule.

Questions for us?
(506) 452-0387 or 1-877-644-2267
info@learnsphere.ca

Type here to search

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2019-01-23

Questions? Contact us at info@learnsphere.ca or call 1-877-644-2267