



Train Food Safety - Group Enrollment

Train Food Safety allows you to purchase the course in bulk for multiple students at once. This allows a manager to purchase and assign the course to staff members to complete on their own.

Licenses can be assigned to users when needed and additional licenses can be purchased at any time.

Contents

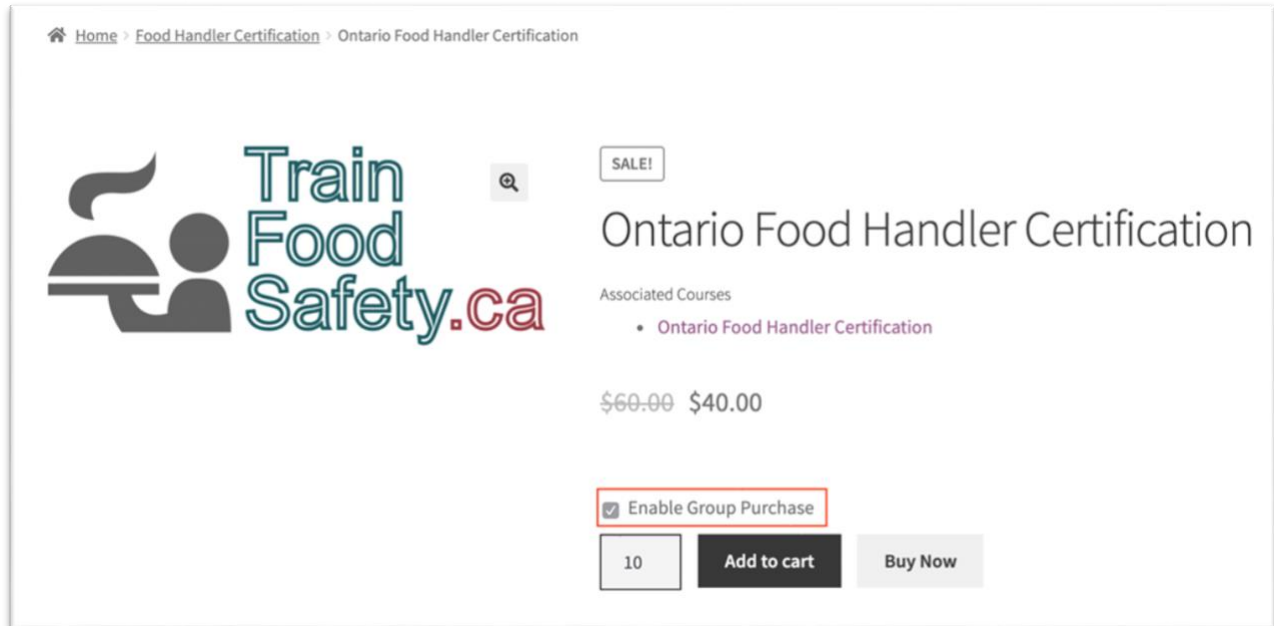
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How to purchase Train Food Safety course registrations for a group

- Go to cart.trainfoodsafety.ca
- Click on the desired course

Register For a Course		
Title	Price	Buy Now
Ontario Food Handler Certification	\$60.00 \$40.00	Buy Now
Newfoundland and Labrador Food Handler Certification	\$60.00 \$40.00	Buy Now

- Check off “Enable Group Purchase”
- Add the quantity then “Add to cart”

A screenshot of the product page for Ontario Food Handler Certification on the Train Food Safety.ca website. The page includes the company logo, a search icon, and a "SALE!" badge. The product title is "Ontario Food Handler Certification". Below the title, it lists "Associated Courses" with "Ontario Food Handler Certification" as the only option. The price is shown as \$60.00 (crossed out) and \$40.00. There is a checkbox labeled "Enable Group Purchase" which is checked and highlighted with a red box. Below this, there is a quantity selector set to "10", an "Add to cart" button, and a "Buy Now" button.

Home > Food Handler Certification > Ontario Food Handler Certification

Train Food Safety.ca

SALE!

Ontario Food Handler Certification

Associated Courses

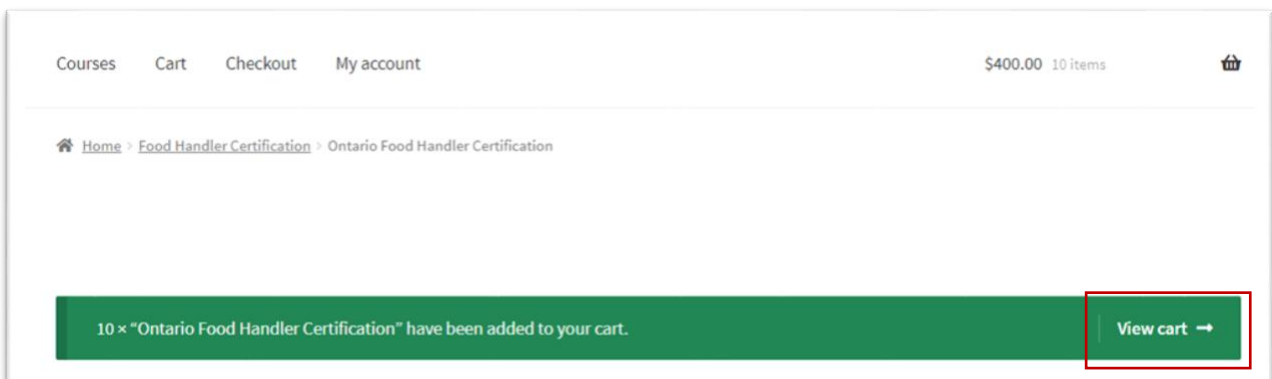
- Ontario Food Handler Certification

~~\$60.00~~ \$40.00

Enable Group Purchase

10 Add to cart Buy Now

- Select the option to View Cart

A screenshot of the cart confirmation message on the Train Food Safety.ca website. The message is displayed in a green banner and states "10 x 'Ontario Food Handler Certification' have been added to your cart." A "View cart" button with a right-pointing arrow is highlighted with a red box. The top navigation bar shows "Courses", "Cart", "Checkout", and "My account", along with the total price "\$400.00" and "10 items".

Courses Cart Checkout My account \$400.00 10 items

Home > Food Handler Certification > Ontario Food Handler Certification


10 x "Ontario Food Handler Certification" have been added to your cart.

View cart →



- Review the Cart and click **Proceed to Checkout** to complete your purchase

Cart

Product	Price	Quantity	Subtotal
 Ontario Food Handler Certification <small>Group Purchase Enabled</small>	\$40.00	10	\$400.00

Coupon code

Cart totals

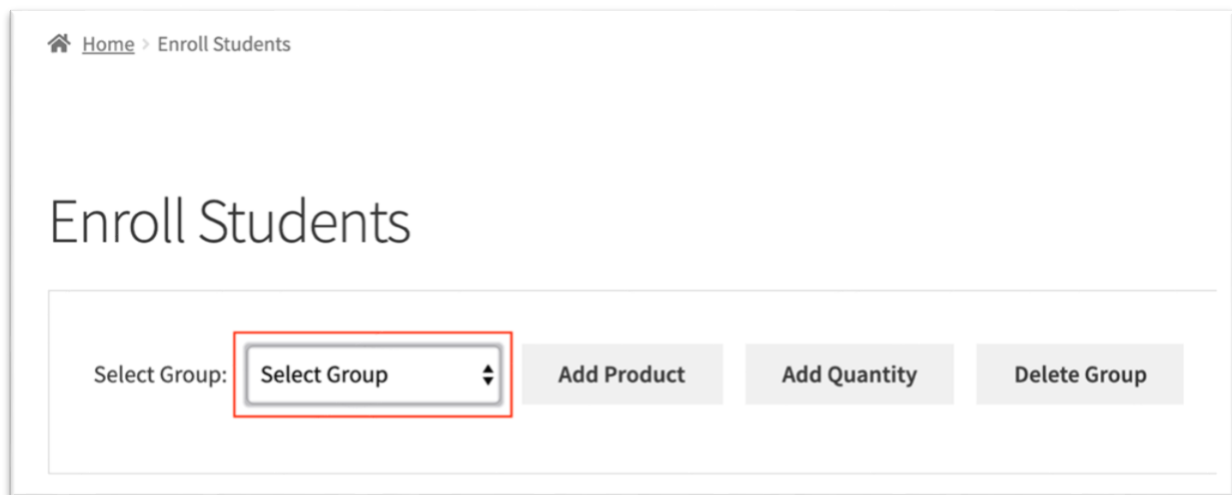
Subtotal	\$400.00
Tax	\$0.00
Total	\$400.00

After your purchase, you will receive an email to **Enroll Students** in the course.

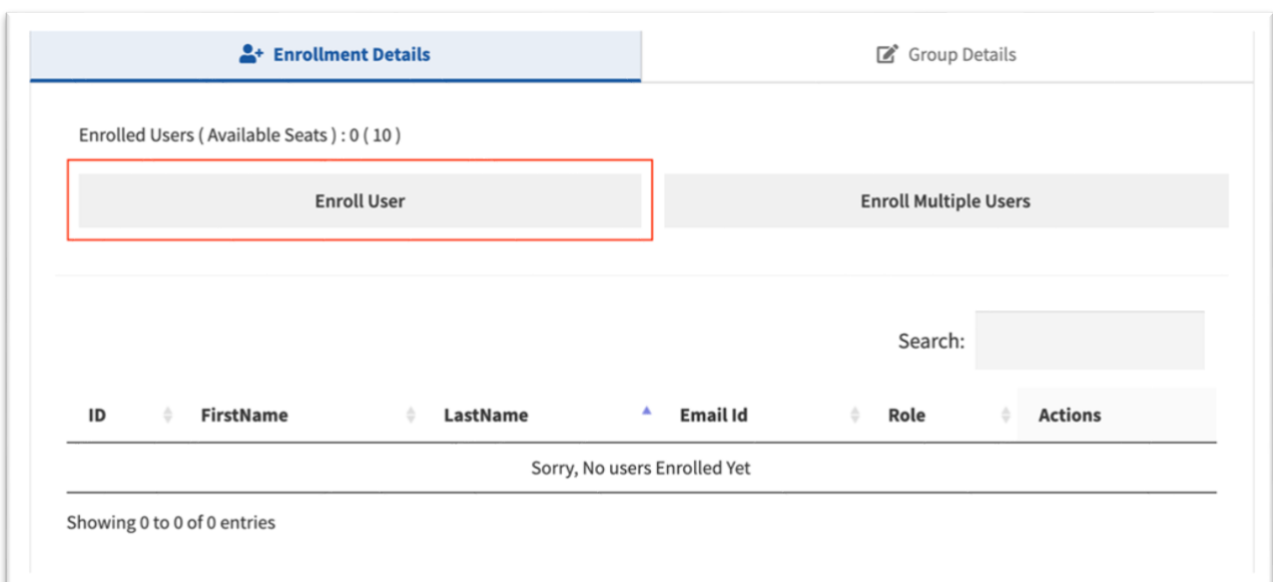
How to enroll students

Once you have purchased licenses for your students, you will have the ability to assign them to students. They will be notified via email with instructions on how to access the course.

- Open the Enroll Students page here:
 - <https://cart.trainfoodsafety.ca/enroll-students>
- On the Enroll Students page, **select your group**.

A screenshot of the "Enroll Students" page. At the top left, there is a breadcrumb trail: "Home > Enroll Students". The main heading "Enroll Students" is centered. Below the heading, there is a "Select Group:" label followed by a dropdown menu with "Select Group" as the selected option. To the right of the dropdown are three buttons: "Add Product", "Add Quantity", and "Delete Group". A red box highlights the dropdown menu.

- Select **"Enroll User"** to enroll your students
 - Enroll Multiple Users allows you to upload a CSV file with a list of students. Contact support for assistance with this feature.

A screenshot of the "Enrollment Details" page. At the top, there are two tabs: "Enrollment Details" (active) and "Group Details". Below the tabs, it says "Enrolled Users (Available Seats) : 0 (10)". There are two buttons: "Enroll User" (highlighted with a red box) and "Enroll Multiple Users". Below the buttons is a search bar labeled "Search:". At the bottom, there is a table header with columns: "ID", "FirstName", "LastName", "Email Id", "Role", and "Actions". Below the header, it says "Sorry, No users Enrolled Yet". At the very bottom, it says "Showing 0 to 0 of 0 entries".



- **Enroll your New User** by entering their first name, last name and email address.

A screenshot of a web form titled "Enroll New User" with a close button (X) in the top right corner. The form contains three input fields: "First name *" with a placeholder "Enter first name" and a small icon; "Last name *" with a placeholder "Enter Last name"; and "Email Address *" with a placeholder "Enter Email Address". At the bottom right, there are two buttons: a blue "Enroll User" button and a red "Cancel" button.

Enroll New User

First name *

Enter first name

Last name *

Enter Last name

Email Address *

Enter Email Address

Enroll User Cancel

Students will receive two emails, a welcome email and their login credentials.

*Please note that the **30 days** access starts on the day this invite is sent out to the students.



How to Purchase Additional Licenses

If you wish to enroll more students or purchase additional seats in the course:

- Open the Enroll Students page here:
 - <https://cart.trainfoodsafety.ca/enroll-students>
- On the Enroll Students page, **select your group**.
- Select **Add Quantity**

A screenshot of the "Enroll Students" page interface. The title "Enroll Students" is at the top left. Below it is a horizontal row of controls: a "Select Group:" label followed by a dropdown menu showing "Select Group", a grey "Add Product" button, a grey "Add Quantity" button (highlighted with a red border), and a grey "Delete Group" button.

Enroll Students

Select Group:

Need Help?

We're here to support you every step of the way.

If you need assistance, please give us a call or send us an email:

Phone: 1-833-TRAIN-00 (1-833-872-4600)

E-mail: info@trainfoodsafety.ca