**SCIC Provincial Accounts Distribution\_**

Each Provincial Administrator will receive the link:

<http://scicalberta.online-compliance.com/>

The Provincial Administrator will email each participant the link and give the following instructions:

1. Click on the link to open the e-learning campus and click on “Course Catalogue” link
2. In the top course “Peer Mentor Volunteer Training” Click the red “Request” button and fill out the form, identify province etc.
3. Once the request is submitted it will go to your provincial Administrator and they will approve the request.
4. Once the request is approved the system will auto-generate links, usernames and passwords and send them to the email provided allowing you to log in and start the course.
5. You have the option to change the password once logged in – Please note: If you change the password, the original system-generated password will not be valid.
6. You may log in and out as many times as you wish.
7. **These instructions can be found under the “Resource Library” link on the home page.**