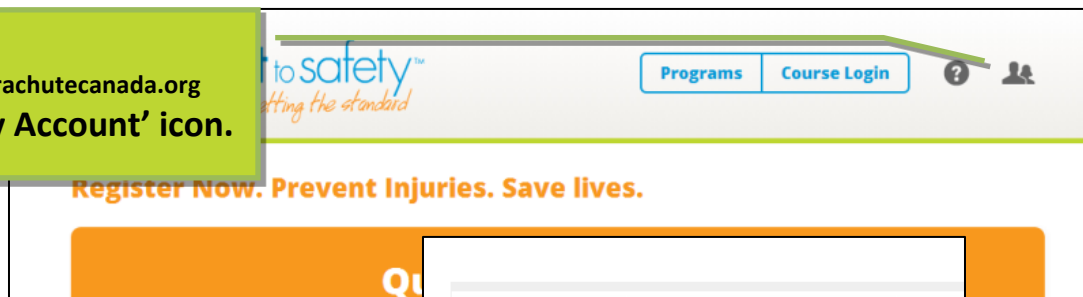




# How to Create a New Class

Once you have purchased a course, you can create classes for that course by following these steps:

1. Go to <http://passporttosafety.parachutecanada.org> and click on the 'My Account' icon.



2. Enter your User Name and Password and click 'LOGIN'.

3. Click 'New Class'.

Depending on how many seats you purchased for a course, you may create one class or multiple classes.

Classes		
Name	Course	# Members

Purchases		
ID	Course	Seats Available
2023	Passport to Safety - Teen Challenge	25



**4. Create a class name and select a course.**

You may now proceed to add students/ employees to the class manually (see below) or by creating Quick Registration codes (see the *How to Create Quick Registration Codes* factsheet).

**New Class**

**Name the class**

**Choose a course**  
 Available Seats: 1

**Enter attendee information** OR [CREATE QUICK REGISTER CODES](#)

**First Name\***   
**Last Name\***   
**Email Address**

**Adding Students Manually**

To add students manually, simply enter their First Name, Last Name and Email Address. Click 'ADD' to add additional students.

Available Seats: 25

**Enter attendee information** OR [CREATE QUICK REGISTER CODES](#)

**First Name\***   
**Last Name\***   
**Email Address**

**5. When you have completed adding students, click 'SAVE CLASS'.**

Once you have saved a class, you will see a screen listing the Class, the course, and the students that are enrolled to the class.

**PPS - Teen Challenge (Feb 2014)**

Course: Passport to Safety - Teen Challenge

Please note for student accounts, the username and password are identical.

Name	Email	Username	Status - Update
Anna Jackson	anna.jackson@hotmail.ca	1458-A75A	
Johnny Smith	johnny.smith@hotmail.com	1458-1258	

**Need Assistance?**

Just contact the Parachute Support Desk at:

eMail: [elarningsupport@parachutecanada.org](mailto:elarningsupport@parachutecanada.org)  
 Toll-Free Tel: 1-888-537-7777  
 Hours of Operation: Mon – Fri, 8:30 am – 4:30 pm EST

