



How to Move a Student/ Employee to Another Class

Once a student is registered to a class, you can easily move them to other classes within your account. In this example, we will enroll student Johnny Smith from the *PPS – Teen Challenge (Feb 2014)* class to the *Passport to Safety Test – March 2014* class.

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. Under your main Account page, click 'Manage' for the course which the student/employee is currently registered (in this example, *PPS – Teen Challenge (Feb 2014)*).

The screenshot shows the Parachute website interface. At the top right, there are buttons for 'Programs' and 'Course Login'. Below these is a 'My Account Login' form with fields for 'User Name' and 'Password', and a 'LOGIN' button. Below the form are links for 'Register here' and 'Reset Password'. Below the login form is a 'Classes' table with columns for 'Name', 'Course', and '# Members'. To the right of the table is a 'NEW CLASS' button and a 'Manage' button for each row. Below the 'Classes' table is a 'Purchases' table with columns for 'ID', 'Course', and 'Seats Available'.

| Classes | | | NEW CLASS |
|--------------------------------------|-------------------------------------|-----------|-----------|
| Name | Course | # Members | Manage |
| Dec 23 - Test | Passport to Safety - Teen Challenge | 8 | Manage |
| New Test | Passport to Safety Test | 2 | Manage |
| PPS - Teen Challenge (Feb 2014) | Passport to Safety - Teen Challenge | 1 | Manage |
| Passport to Safety Test - March 2014 | Passport to Safety Test | 2 | Manage |

| Purchases | | |
|-----------|-------------------------------------|-----------------|
| ID | Course | Seats Available |
| 2023 | Passport to Safety - Teen Challenge | 1 |
| 2022 | Passport to Safety Test | 7 |



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4. Click on the name of the Student/Employee that you want to move.

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 |
|--------------|-----------------------|-----------|-----------------|
| Johnny Smith | johnny.smith@acme.com | 1461-9E45 | |

Johnny Smith: 1461-9E45 - johnny.smith@acme.com
 Edit user

Passport to Safety Test - March 2014
 New Test
 Passport to Safety Test - March 2014

ADD TO CLASS

Status

5. In the dropdown box next to the 'ADD TO CLASS' button, select the class or test that you would like to add the student to (in this example, *Passport to Safety Test – March 2014*).

6. Click 'ADD TO CLASS'.

When you return to your main account page and click on 'Manage' beside the *Passport to Safety Test – March 2014* class, the student's name will be listed.

Passport to Safety Test - March 2014
 Course: Passport to Safety Test
 Please note for student accounts, the username and password are identical.

| Name | Email | Username | Status - Update |
|--------------|-----------------------|-----------|-----------------|
| Jane McBee | jane.mcbee@acme.com | 1461-2010 | In Progress |
| Jane McBee | jane.mcbee@acme.com | 1461-6799 | In Progress |
| Johnny Smith | johnny.smith@acme.com | 1461-9E45 | In Progress |

Need Assistance?

Just contact the Parachute Support Desk at:

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

