# Insurance Council

**Course Registration and Completion Guide** 

V.1.4

2025 Insurance Council of British Columbia

# Contents

Understanding the Continuing Education Page	2
Registering and Paying for the Course	3
Accessing the Course	. 11
Completing the Course	. 14
Opening and Downloading your CE Certificate	. 18
Changing your Password in the Learning Management System	. 19
Resetting your Password in the Learning Management System	. 22

#### About this Guide:

The Insurance Council of British Columbia offers Continuing Education including free and user-pay courses and sessions for applicants and licensees. Please view this guide prior to registering to help you understand the registration system.

This guide provides step-by-step instructions on how to register, pay for (if applicable) and complete courses provided by the Insurance Council of BC, with screenshots **below** each step.

## **Registering for and Completing a Continuing Education Course**

#### **Understanding the Continuing Education Page**

Below you will find tips and information to better help you under the Course Registration page in the online portal. You will see this page after completing steps 1-3 for registering and paying (if necessary) for your course.



#### **Registering and Paying for the Course**

**Step 1:** Go to the online portal.

To access the online portal, go to the Insurance Council of British Columbia website and click on "Portal Login."



#### Step 2: Enter your login information.

#### **Insurance Council** BRITISH COLUMBIA Register for an Account Login 2 **Insurance Council of BC Online Portal** User Name or E-mail: Password Our online portal provides access to various Insurance Council of BC services. Currently, users can login to do the following: Logi • Update contact information • Register to write the LLQP exam Remember me on this computer Apply for an individual licence • Pay fees owing for existing licensees I've forgotten my password • Complete annual filing (available when filing is open) New Users: **Register for an Account** If you do not currently have a portal account, you will first need to register for an account. **Note:** If you are a licensee, former licensee, or have previously used the online portal you will already have a portal account and do not need to register for one.

Step 3: Once you have entered your login information on the online portal, you will see a main menu. Under

#### "Continuing Education", click on "CE Course Registration."

# Insurance Council

nt to			
icences	Exams	Contact Information	
Apply for a personal licence	Register/Manage my LLQP exams	▶ Update my portal login information	
Complete my annual licence renewal	Confirmation of Online LLQP Exams	Change my password	
View my licence record(s)	View my exam confirmation letter	Update my contact information	
Manage my applications	View my exam results	Review the Agencies/Firms I am a delegate of	
View/Print my receipts	View/Print my receipts		
View/Print my licence certificate			
	Continuing Education		
	3		
	3 CE Self-Tracker		
	CE Self-Tracker ▷ CE Course Registration		
	CE Self-Tracker ► CE Course Registration		
	CE Self-Tracker ► CE Course Registration		
Corporations/Insurers/Direct Writers	CE Self-Tracker ▷ CE Course Registration		
Corporations/Insurers/Direct Writers Corporate Licences	CE Self-Tracker ► CE Course Registration Insurers/Direct W	iters	
Corporations/Insurers/Direct Writers Corporate Licences Apply for a corporate licence	CE Self-Tracker ▷ CE Course Registration  Insurers/Direct W  ▷ Pay my annual fee	iters	
Corporations/Insurers/Direct Writers Corporate Licences Apply for a corporate licence Manage my applications	B CE Self-Tracker ► CE Course Registration Insurers/Direct W ► Pay my annual fee ► Manage Authorizations to Re	iters present (ATR) - Direct Writers	
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Corporations/Insurers/Direct Writers Corporate Licences Apply for a corporate licence Manage my Agencies/Firms List and manage bulk renewal payments Manage Prepaid Accounts Manage Authorizations to Represent (ATR) Manage delegates Verify Applicant Applications	CE Self-Tracker     CE Course Registration  Insurers/Direct W     Pay my annual fee     Manage Authorizations to Re     List and manage bulk renew	iters present (ATR) - Direct Writers Ipayment	

**Step 4:** Review the details about course registration. Click on **"Add New"** and a dialogue box will appear.

## **Insurance Council**

BRITISH COLUMBIA		
لَ كَانَ Main Menu		Payment Items (0) Logout
Home / Course Registration	4	
Course Registration		Add New
Welcome to the Insurance Council 's Continuing Education course registration page. Here you will be able to select and pay for the course(s) you wish to register for. Your login details for the course	se site are	different than for the online

portal. Once you have paid (if necessary) you will receive an email with your login credentials and be able to access the course site. Please note that course access expires **30** days from the day that course payment is submitted.

IMPORTANT: Please complete your course before course expiry. Upon course completion you will be able to view your CE certificate. Ensure you download and save your CE certificate as part of your CE record-keeping requirements. You will not be able to access the course site once the course has expired.

#### UDUTU Username: 176846

Download/e	xport selected					Quick Search	
	Course Name	Paid?	Registration Date	Completion Date	Expiration Date	Status	Action
	No courses currently registered. Please register using the Add New button.						

**Step 5**: Select the course you wish to take from the drop down. If you are satisfied with the description and price, click **"Save" (A-B below)**. If you would like to add another course, repeat steps 4-5 to add additional courses.

**Note:** The course shown in the screenshot below is an example, please read the title and description of the course you select prior to saving to ensure you are registering for the correct course.

Course A Insurance Council Rules: Life and/or Accident & Sickness Agents	your agency/firm that they will pay for your course, click the box and search
Course Name:	and select the agency/firm before saving
Insurance Council Rules: Life and/or Accident & Sickness Agents Price:	If you do select your agency/firm to
\$ Credits:	pay for your course, you will need to reach out to your contact to advise
2 Description:	that you have registered.
As a licensee, you have a number of requirements and responsibilities under Council Rules. These require conducting insurance business in British Columbia that is in the best interest of the public, and so the In- might affect your licence. This course is intended to help you understand your requirements and where y note, this course is for life and/or accident & sickness agents and licence applicants. If you are a general in please register for the Insurance Council Rules for General Insurance Agents, Sales persons and Adjusters	ements are in place to help you understand your role in surance Council stays informed of any changes that you can find more information or seek advice. Please insurance agent, salesperson, adjuster or applicant,
Do you have an agreement with a licensed agency/firm to pay for this course?	

**Note:** If you decide not to register for a course you selected, select another course from the dropdown or click **"Cancel."** 

**Step 6:** Find the course name in the table below under **"Course Name"** to confirm that your course has been successfully added.

#### **Insurance Council**

BRITISH COLUMBIA						
<b>命</b> Main Menu						Payment Items (1) Logout
Home / Course Registration		-	-			
Course Registration					!	Add New
Course 'Insurance Council Ru	les: Life and	d/or Accident & Sickness Age	ents' saved successfully!			
Welcome to the Insurance Council's Continuing Education course registration page. Here you will be able to selec (if necessary) you will receive an email with your login credentials and be able to access the course site. Please no	t and pay fo ote that cou	or the course(s) you wish to n rse access expires <b>30</b> days fre	egister for. Your login details for om the day that course paymer	r the course site are different nt is submitted.	than for the online	e portal. Once you have paid
IMPORTANT: Please complete your course before course expiry. Upon course completion you will be able to view access the course site once the course has expired.	your CE cer	rtificate. Ensure you downloa	ad and save your CE certificate a	as part of your CE record-kee	ping requirements	s. You will not be able to
UDUTU Username: 186729						
Following agency/firm is selected to pay for the course:						
Legal Name		Trade Name	e	City	Actio	'n
Sunshine Coast Insurance Services Inc.				Gibsons	Remo	ove
Download/export selected	_				Quick Sr	earch
Course Name	Paid?	Registration Date	Completion Date	Expiration Date	Status	Action
Insurance Council Rules: Life and/or Accident & Sickness Agents	No				Unpaid	Pay for Course Delete Course

# Note: If you no longer wish to have your agency/firm pay for the course select "Remove" under the "Action" column (A) followed by "OK" (B).

# Insurance Council

슈 Main Menu						Payment Items (1) Logout
Home / Course Registration						
Course Registration					I	Add New
Velcome to the Insurance Council's Continuing Education course registration page. Here you will be able to select and pay for the course(s) you wish to register for. Your login details for the course site are different than for the online portal. Once you have paid if necessary) you will receive an email with your login credentials and be able to access the course site. Please note that course access expires 30 days from the day that course payment is submitted.						
MPORTANT: Please complete your course before course expiry. Upon course completion you will be able to view your CE certificate. Ensure you download and save your CE certificate as part of your CE record-keeping requirements. You will not be able to access the course site once the course has expired.						
UDUTU Username: 186729						
Following agency/firm is selected to pay for the course:						
Legal Name		Trade Name		City	A Action	1
Sunshine Coast Insurance Services Inc.				Gibsons	Remo	ve
Download/export selected					Quick Se	arch
Course Name	Paid?	Registration Date	Completion Date	Expiration Date	Status	Action
Insurance Council Rules: Life and/or Accident & Sickness Agents	No				Unpaid	Pay for Course Delete Course

Insurance Council British columbia 硷Main Menu	portal-testv21.insurancecouncilofbc.com says Are you sure you want to delete this course?	Payment Items (1) Logout
Home / Course Registration		
Course Registration		Add New

Welcome to the Insurance Council's Continuing Education course registration page. Here you will be able to select and pay for the course(s) you wish to register for. Your login details for the course site are different than for the online portal. Once you have paid (if necessary) you will receive an email with your login credentials and be able to access the course site. Please note that course expires **30** days from the day that course payment is submitted.

IMPORTANT: Please complete your course before course expiry. Upon course completion you will be able to view your CE certificate. Ensure you download and save your CE certificate as part of your CE record-keeping requirements. You will not be able to access the course site once the course has expired.

UDUTU Username: 186729

Note: If you'd like to remove a course prior to paying for it, please select "Delete Course" under the "Action" column (A) followed by "OK" (B).

Insurance Council				
슈 Main Menu				Payment Items (1) Logout
Home / <u>Course Registration</u>				
Course Registration				Add New
Welcome to the Insurance Council's Continuing Education course registration page (if necessary) you will receive an email with your login credentials and be able to ac	. Here you will be able to select and pay for the course(s) you wish to recess the course site. <b>Please note that course access expires 30 days fro</b>	egister for. Your login details m the day that course paym	for the course site are differen ent is submitted.	t than for the online portal. Once you have paid
IMPORTANT: Please complete your course before course expiry. Upon course comp access the course site once the course has expired.	letion you will be able to view your CE certificate. Ensure you downloa	d and save your CE certificat	e as part of your CE record-ke	eping requirements. You will not be able to
UDUTU Username: 176846				
Download/export selected				Quick Search
Course Name	Paid? Registration Date	Completion Date	Expiration Date	Status Action
Insurance Council Rules: Life and/or Accident & Sickness Agents	No			Unpaid Delete Course A
Insurance Council BRITISH COLUMBIA	portal-testv21.insurancecouncilofbc.com says Are you sure you want to delete this course?	B		
Home / Course Registration				Payment items (1) Logout
Course Registration				Add New
Welcome to the Insurance Council 's Continuing Education course registratio (if necessary) you will receive an email with your login credentials and be abl	n page. Here you will be able to select and pay for the course(s) you wish to e to access the course site. <mark>Please note that course access expires 30 d</mark> ays f	register for. Your login details rom the day that course paym	for the course site are different ent is submitted.	han for the online portal. Once you have paid
IMPORTANT: Please complete your course before course expiry. Upon course access the course site once the course has expired	e completion you will be able to view your CE certificate. Ensure you downlo	oad and save your CE certifica	e as part of your CE record-keep	ing requirements. You will not be able to

UDUTU Username: 186729

#### Step 7: To pay for the course, click on "Pay for Course" under "Action."

Note: If the course you are registering for is free, please move on to "Accessing and Completing your Course." If your agency is paying for your course, you will need to wait for them to complete payment first.

Insurance BRITISH COLUM G Main Menu	e Council			<b>Note:</b> Yo for your (	u can also pa course by	у	,	Payment Items	s (1) Logout
Home / Course Registration				clicking	on the				
Course Registra	tion			"Daymo	nt Itoms"			Add New	
Welcome to the Insurance (if necessary) you will rec	Council 's Continuing Education course registration page. Here you will be able to s ive an email with your login credentials and be able to access the course site. Pleas	elect and pay for e note that cours	r the cours se access e	button.	increenis	site are different red.	than for the onlir:	ne portal. Once you	have paid
IMPORTANT: Please com access the course site on	vlete your course before course expiry. Upon course completion you will be able to ve the course has expired.	/iew your CE cert	ificate. En	<del>are you download a</del>	na save your ee certineat	<del>- as part or y</del> our CE record-kee	ping requirement	s. You will not be ab	ole to
UDUTU Username: 176	46								
Download/export selected							Quick S	learch	
Course Name		Paid?	Registratio	on Date	Completion Date	Expiration Date	Status	Action	7
Insurance Council R	iles: Life and/or Accident & Sickness Agents	No					Unpaid	Pay for Course	

#### Step 8: Click "Pay Fees."

# Insurance Council

谷 Main Menu	Payment Items (1) Logout
Home / Payment Items	
View/Edit Payment Items	
Click on the arrow in front of a row to display additional information.	
PAY NOW	
No Address	
1 Fee(s)  S Larning Management System Total due: \$100.00 LMS-2021-0000014	
Total amount to be paid: \$	
Pay Fees Edit Payment Items » Return to Account Details	

**Step 9:** Review the Terms of User and Payment policy, if you wish to continue click the box **(A)** accept and click **"Continue" (B)**.

#### **Insurance Council**

BRITISH COLUMBIA

Back to Payment Items

#### **Payment Policy**

Insurance Council is permitted to collect and retain fees per Council Rule 5(1). Insurance Council application fee is non-refundable. Where an application has been made and is subsequently withdrawn, denied or not proceeded with, the application will be closed and only the provincial government fee (either \$25.00 or \$50.00) will be refunded. Where an application has been made and is subsequently approved and a corresponding licence has been generated, no monies will be refunded in any and all cases (e.g., including but not limited to the case where a licence is later revoked by the Insurance Council or voluntarily closed by the licensee). All fees related to annual licence renewals (including any late fees), exams, licence amendments, insurer assessments, course accreditation, and continuing education courses are similarly non-refundable once payment has been made.

In the event that the Insurance Council of British Columbia incurs bank service fees for returned cheque payments or credit card chargebacks, these service fees will be assessed to the relevant applicant/licensee/examined the service fees will be assessed to the relevant applicant/licensee/examined the service fees will be assessed to the relevant applicant/licensee/examined the service fees will be assessed to the relevant applicant/licensee/examined the service fees will be assessed to the relevant applicant/licensee/examined the service fees will be assessed to the relevant applicant/licensee/examined the service fees will be assessed to the relevant applicant/licensee/examined the service fees will be assessed to the relevant applicant/licensee/examined the service fees will be assessed to the relevant applicant/licensee/examined the service fees will be assessed to the relevant applicant/licensee/examined the service fees will be assessed to the relevant applicant/licensee/examined the service fees will be assessed to the relevant applicant/licensee/examined the service fees will be assessed to the relevant applicant/licensee/examined the service fees will be assessed to the relevant applicant/licensee/examined the service fees will be assessed to the relevant applicant/licensee/examined the service fees will be assessed to the relevant applicant/licensee/examined the service fees will be assessed to the relevant applicant/licensee/examined the service fees will be assessed to the relevant applicant/licensee/examined the service fees will be assessed to the relevant applicant/licensee/examined the service fees will be assessed to the relevant applicant/licensee/examined the service fees will be assessed to the relevant applicant/licensee/examined the service fees will be assessed to the relevant applicant appl

Continue

Cancel

Step 9: (A) fill out your credit card information and click (B) "Submit."

Card Number	cw @
Order Summary	

**Step 10:** Once you complete your payment, you will see confirmation that it has been successfully submitted. You will also receive an email receipt. You can also click **"Print/View Receipt."** 



#### COURSE REGISTRATION AND COMPLETION GUIDE

You will see payment confirmed on the main course registration menu under "**Paid**" as well as the "**Expiration Date.**"

**Please Note:** You must complete the course by the expiration date as you will no longer have access to the learning site after course expiration.

#### **Insurance Council**

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1 Ma	in Menu
Home /	Course Registration

#### **Course Registration**

Welcome to the Insurance Council's Continuing Education course registration page. Here you will be able to select and pay for the course(s) you wish to register for. Your login details for the course site are different than for the online portal. Once you have paid (if necessary) you will receive an email with your login credentials and be able to access the course site. Please note that course access expires 30 days from the day that course payment is submitted.

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UDUTU Username: 176846

Downlo	oad/export selected		Quick Search					
	Course Name	Paid?	Registration Date	Completion Date	Expiration Date	Stat	us	Action
	Insurance Council Rules: Life and/or Accident & Sickness Agents	Yes	2022-10-31		2022-11-30	In Pr	ogress	Take Course

Payment Items (0) Logout

#### **Accessing the Course**

**Step 1:** Once your course is paid for you will receive an email with your log in details **(A)** and a link to access the course **(B)**.



A reminder that the course expires 30 days from date of registration. Please note that course fees are non-refundable and non-transferable

# **Step 2:** To take the course you can either click **"here"** in the email with your log in details **(A)** or go to the Course Registration page in the Online Portal and click **"Take Course"** under Actions **(B)**.

From: Education - Insurance Council of BC <education@insurancecouncilofbc.com> Sent: To: Example Name Subject: CE Course Registration Successful CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe Dear Example Name Α You have successfully registered for a course through the Insurance Council of British Columbia. You can access your course using the "Take Course" link on the Online Portal or by clicking <mark>h</mark> Your login credentials are Username - 111000 Password - 11110000 It is recommended that you update your password on your first login. A reminder that the course expires 30 days from date of registration. Please note that course fees are non-refundable and non-transferable **Insurance Council** BRITISH COLUMBIA 分 Main Menu Payment Items (0) Logout Home / Course Registration Add New **Course Registration** Welcome to the Insurance Council's Continuing Education course registration page. Here you will be able to select and pay for the course(s) you wish to register for. Your login details for the course site are different than for the online portal. Once you have paid

(if necessary) you will receive an email with your login credentials and be able to access the course site. Please note that course access expires 30 days from the day that course payment is submitted.

IMPORTANT: Please complete your course before course expiry. Upon course completion you will be able to view your CE certificate. Ensure you download and save your CE certificate as part of your CE record-keeping requirements. You will not be able to access the course site once the course has expired.

UDUTU Username: 176846

Download/export selected								
	Course Name	Paid?	Registration Date	Completion Date	Expiration Date	Status	Action	В
	Insurance Council Rules: Life and/or Accident & Sickness Agents	Yes	2022-10-31		2022-11-30	In Progress	Take Course	

**Step 3:** Once you use either option in step 2 to take the course, you will be taken to a separate browser window for the Learning Management System. Enter your login details **(A)** and click **"Login" (B)**.

	rance C	ouncil LEARNING MANAGEMENT SYSTEM	
•	Username		
	Password		
Organizati	on Identifier	ICoBC	
	Language	English (United States)	~
	В	To sign-in to another organization Click Here	

Step 4: Review the details on the e-Learning site home page and click on "Training Activities."



**Step 4:** On the right-hand side of screen, beside the course you want to complete, click on the button **"Available** Now."

Insurance Council	Training Activit Select a learning pat Individual Activities In Progress: 0 / 1 Complement: 0 / 1	ites h from the optic	ons below or an individ	lual activity furth	er down.								
谷 Home	All Activities	Online	Face to Face	Task	Big Blue Button	GoToMeeting	External Record	Gener	ic External Records	Search by Activity Name	Filter by Category		
Training Activities		Ac	tivity Name		Progres	5	Category	Score	Туре	Success Status	Completed On		
T Certificates	Insurance Counc	cil Rules: Life	and/or Accident & S	ickness Agent	s 0%			0	Online Course	Unknown	-	Available Now	
Training Records													
🕪 Log Out													
your e-learning site User: 176847													

#### Step 5: Click "Open."

ľ	Insurance Council Rules: Life and/or Accident & Sickness Agents	
d	"Open" button will start the activity or return you to where you last exited the activity. It will not restart the progress or completion reporting you may have already established for this activity. If you want to compute the try the activity with new reporting, use the "Retry Activity" button below.	
	Current Status	
s	Current Completion Unknown Status:	
f	Current Score: 0.00	
	Current Success Unknown Status:	
	Current Progress:	
	Retry If you want to retake the activity or quiz and start with new progress and completion reporting, click the 'Retry Activity' button. This will erase all previous information and allow you to start from the beginning of the activity. DO NOT use this option unless you want your progress and completion reporting restarted! Unlimited Attempts Retry Activity	
	remaining:	

**Step 6:** A separate browser window will pop-up, launching the course.

#### **Completing the Course**

Accessing the Course on Mobile Device: Courses are mobile-friendly, however the optimal view is on desktop/laptop, or iPad for mobile. If you are using an iPad to view your course, please ensure it is in landscape mode so all navigation features will display.

**Note:** You have 30 days from the date of registration to complete your course, otherwise your course access will expire.

**Step 1:** Navigate through the course using the arrows in the upper right side of the screen.



Insurance Council Insurance Council Rules: Life and/or Accident & Sickness Agents



**Note:** If you need to step away from your computer while taking the course, please close the course window and log out of the LMS to ensure the LMS will continue to track your progress when you re-open the course.

**Step 2:** Once you've completed the course and exit the pop-up browser window, you will see a screen displaying your completion status. Click **"View Certificate"** to download your CE Certificate.

ľ	Insurance Council Rules: Life and/or Accident & Sickness Agents	×	
vid	"Open" button will start the activity or return you to where you last exited the activity. It will not restart the progress or completion reporting you may have already established for this activity. If you want to completely retry the activity with new reporting, use the "Retry Activity" button below. Open		
	Current Status		
& S	Current Completion Completed Status:		10
_	Current Score: 0.00		
	Current Success Passed Status:		
	Current Progress:		
	You were awarded a certificate by passing this activity.		
	Certificate name: ICoBC Certificate - 2 CE Credits View Certificate 2		
	Retry		
	If you want to retake the activity or quiz and start with new progress and completion reporting, click the 'Retry Activity' button. This will erase all previous information and allow you to start from the beginning of the activity. DO NOT use this option unless you want your progress and completion reporting restarted! Unlimited Attempts remaining:		
		Close	

Step 3: A new browser tab will open with your certificate. To print or save click "Print."



**Step 4**: Using the drop down **(A)** either choose your printer or **"Save as PDF"** followed by **"Print"** or **"Save"** at the bottom **(B).** Please note, depending on your browser or operating system the format may look different.

-	10/31/22, 2:17 PM	https://dev.udutu.ca/LMSPortal/MyC	ertificate/Print?UCTFID=21708	_	Print		1 page
]		Insurance Counci	I	A	Destination	Save as PDF	•
		CONTINUING EDUCATION C	CERTIFICATE		Pages	All	Ŧ
ıt		This is to certify that has completed Insurance Council Rules:	Life and/or Accident & Sickness Agents		Layout	Portrait	•
ı		This course has been awarded for the following concerning the second sec	ontinuing education credit(s)		More settings		~
Ð		This course was completed on 10/31/2022					
n							
Θ							
<b>•</b>						в	
	https://dev.udutu.ca/LMS	Portal/MyCertificate/Print?UCTFID=21708	1/1			Save	Cancel

It is important that you download and save your certificate immediately after course completion for your records. You have 30 days following payment to access your certificate, after which your course access will expire.

**Note:** You can also view your Certificate (within 30 days of registration) through the e-Learning site home page as shown below.

#### **Opening and Downloading your CE Certificate**

Step 1: On the e-Learning site home page, click "Certificates."



Step 2: Under the certificate you would like to save, either click (A) "View/Print" (and follow Step 4 above) or(B) "Email" to email yourself a copy of the certificate.



#### **Changing your Password in the Learning Management System**

We recommend that you change your password when you first enter the Learning Management. Use the following instructions to change your password.

**Step 1:** To log in to the Learning Management System click on the link in the email with your log in details **(A)** or click **"Take Course"** beside the course in the Course Registration page of the Portal **(B)**.



## Insurance Council

슈 Main Menu	Payment Items (0) Logout
Home / Course Registration	
Course Registration	Add New
	a nortal. Once you have noted

Welcome to the Insurance Council's Continuing Education course registration page. Here you will be able to select and pay for the course (s) you wish to register for. Your login details for the course site are different than for the online portal. Once you have paid (if necessary) you will receive an email with your login credentials and be able to access the course site. Please note that course access expires **30** days from the day that course payment is submitted.

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#### UDUTU Username: 176846

Downlo	Download/export selected								
	Course Name	Paid?	Registration Date	Completion Date	Expiration Date	Status	Α	Action	
	Insurance Council Rules: Life and/or Accident & Sickness Agents	Yes	2022-10-31		2022-11-30	In Progre	ess	Take Course	

**Step 2:** Enter your log in details for the Learning Management System (found in the email referenced above) **(A)** and click **"Login" (B)**.

Insu British	rance C	ouncil LEARNING MANAGEMENT SYSTEM	
Α			
	Username		
	Password		
Organizati	on Identifier	ІСоВС	
	Language	English (United States)	~
	В	To sign-in to another organization Click Here	

Step 3: On the left-hand side of the home page, click on "Account Settings."



#### **Step 4:** Click **"Change Password"** in the top left-hand corner of the page.

Insurance Council	Account Settings Profile Change Password 4 Username*			Employee #:		
BRITISH COLUMBIA	175604					
	First name:*		Middle Initial(s)	Last name:*		
😤 Home						
Training Activities	Email	Telephone		Preferred	Contact Method	
Tertificates				Email		~
Training Records	Country:	Province/State:	City:		Zip:	
Account Settings	Please Select 🗸					
🕪 Log Out	Gender:			Age:		
your e-learning site User: 175604						
	Save Cancel					

**Step 5:** Enter your current password, and your new password (and confirm your new password) **(A)**, then click **"Change Password" (B)**.

#### Account Settings

Insurance Council BRITISH COLUMBIA	Profile       Change Password         Use the form below to change your password.       Setup Security Question for your account so you can reset your password if you forget your password.         *New passwords are required to be a minimum of 8 characters in length	
	Current password*	
	L	
☆ Home	New password*	
Training Activities		
Tertificates	Confirm new password*	
Training Records		
🗱 Account Settings 🛛 🖪		
	Change Password	
🕞 Log Out		

your e-learning site User: 175604

#### **Resetting your Password in the Learning Management System**

Should you forget your changed password for the learning management system you will need to reset your password using the following steps. If you have not changed your initial password it will be your birthdate (YYYYMMDD).

Step 1: Click on "Forgot Password" on the sign in page of the Learning Management System.

Insurance Council BRITISH COLUMBIA KANAGEMENT SYSTEM					
Username					
Password					
Organization Identifier	ICoBC				
Language	English (United States)				
	To sign-in to another organization Click Here Login Forgot Password				

#### Step 2: Enter your username (A) and click "Email Me a Reset Link" (B).

Your username was provided in the registration email (as seen in step 1 of "Accessing and Completing your course" above). If you cannot remember your username, please email <u>education@insurancecouncilofbc.com</u>.

# Insurance Council BRITISH COLUMBIA

## **Forgot Password**

Please input your user name. You can reset your password by using the reset link that will be emailed to you.

Email Me a Reset Link

#### Step 3: You will receive an email with a link. Click the link.

Your your e-learning site password



CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Thank you for your password request. Please click the link below to reset your password.

https://lms.udutu.ca/LMSPortal/Account/ResetPasswd?uid=196864&Token=7AFE2426E7FFE9A4CE808A8FBB9518166AC09542

Thank you for using Udutu LMS.

Note: This is an automated message. Please do not reply.

Step 4: Enter your new password and confirm same (A). Then click "Change Password" (B).

# Reset Password Use the form below to change your password. \*New passwords are required to be a minimum of 8 characters in length Account Information New password Confirm new password Change Password B

Once your password has been successfully changed, you will be redirected to the login page.

3