



Getting Started

Introduction

Welcome to ComplianceAcademii. You have been registered in a Group.

As a group member you can visit [ComplianceAcademii.com](https://complianceacademii.com) and click on the ACCESS MY COURSES menu item in the top right corner of the navigation menu to access your course(s) you have been registered in.

After you log in you will be taken automatically to YOUR PROFILE.

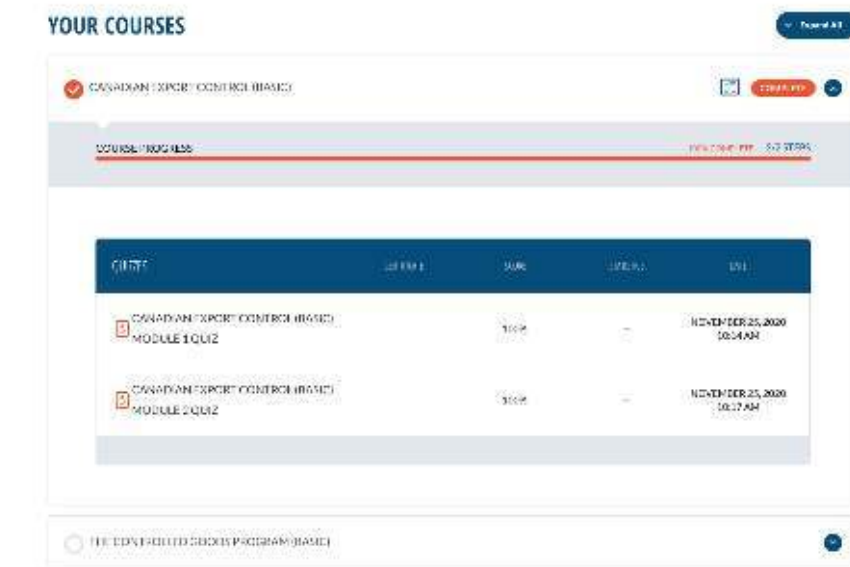
You can always access your courses and certificates from YOUR PROFILE (this will appear when you are logged in).

Logging in

With the login information you received in your group enrolment you may log into the Compliance Academii website (<https://complianceacademii.com>).

Once you are logged into the Academii you will be taken to directly to YOUR PROFILE. Here you will see what courses you are enrolled in.

YOUR PROFILE



COURSE INFORMATION

YOUR LIST OF COURSES AND THE PROGRESS OF THESE COURSES.
LIST OF COURSE CERTIFICATES

CERTIFICATES EARNED

THIS SECTION WILL SHOW YOU THE CERTIFICATES YOU HAVE EARNED FROM YOUR COMPLETED COURSES.
YOU CAN PRINT THESE CERTIFICATES.
SOME CERTIFICATES WILL REQUIRE ADDITIONAL INFORMATION TO BE COMPLETED BY YOUR EMPLOYER.

CERTIFICATES EARNED

Canadian Export Control (Basic)

Bilingual Website

ComplianceAcademii is a bilingual website (French and English). You can toggle between the two languages from the main navigation menu.



If you are unable to see your courses you can toggle between languages. If a course was purchased from the French side of the website it will be located under Your Profile under the French (Français) language tab.

Starting your course

1. From YOUR PROFILE you can click on the course you wish to begin. You will be taken to the Course Page.



2. Begin your course by clicking on the 1st Module. You will be taken to the Module 1 Page.

Some courses will have text to read though and some will have videos. Complete the required task for the module and you will be invited to continue on to the next step.

If your lesson is video based your quiz will appear automatically upon the completion of the video.

If your course is text based you will need to click the Mark Complete button at the end of the content.

This might be a quiz or progression to the next module in the course.

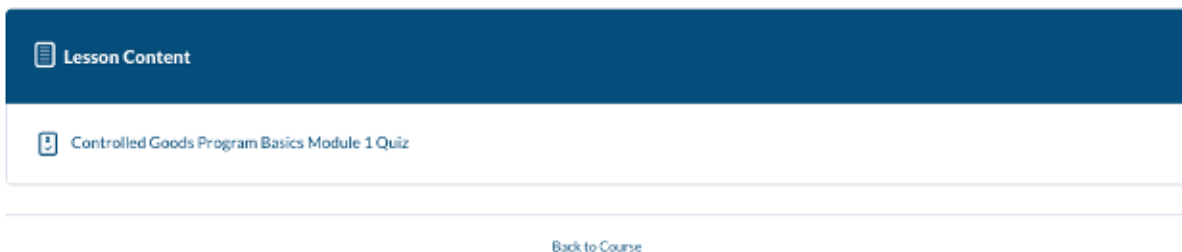
The screenshot displays a course interface. On the left is a navigation sidebar with a blue header and several menu items. The main content area is titled 'CONTROLLED GOODS PROGRAM (BASIC) MODULE 1' and features a video player with the title 'Introduction to the Canadian Controlled Goods Program (CGP)'. Below the video player is a 'Module 1' label. To the right of the video player is a 'PRODUCT CATEGORY' section. This section includes a sub-header 'Introduction to Product Environmental Conditions - Product Category', a paragraph of introductory text, and a list of four product categories: 'Restriction of substances in products', 'Obligation to declare substances in products', 'Combined requirements of both restrictions and declarations', and 'Others - relative to product characteristics, such as energy efficiency, the origin, or the nature of raw materials'. A diagram to the right of the list shows four overlapping circles labeled 'Product', 'Substances', 'Declarations', and 'Restrictions'. At the bottom right of the 'PRODUCT CATEGORY' section is a red 'Mark Complete' button.

Quizzes

Quizzes are a component of each Course. They may come at the end of a module or at the end of your course.

Most quizzes will require a certain score in order to move onto the next step of your course. If you do not reach this score you will be able to retake your quiz but there will be a limit to the number of retakes you can do. Some quizzes will also have a time limit to them. **Make sure you are ready to take your quiz prior to clicking the Start Quiz button.**

1. Once you have complete the Module the next step of your course will appear. In this example it is a Quiz.



2. Click on the Quiz section. Your Quiz page will appear. Once you are ready to begin you quiz you can click the Start Quiz button.



As you move through the Quiz you questions will appear.

CONTROLLED GOODS PROGRAM BASICS MODULE 1 QUIZ

The Controlled Goods Program (Basic) > Controlled Goods Program (Basic) Module 1 > Controlled Goods Program Basics Module 1 Quiz

Which of the following is NOT a responsibility of the Designated Officer?

- Keeping track of which employee took the course
- Writing security plans for the company
- Reporting any breaches, such as the loss of a controlled good
- Doing a security assessment of the products of the company

Next

These may be in the form of multiple choice questions, ordering questions, selection questions and long answer questions

- If you do not successfully complete the quiz you will not be offered the opportunity to continue on in the course. This is likely because you were required to pass with a certain score or in a certain period of time.

You will have the option to retake the quiz. Some Quizzes will allow you to view your correct and incorrect questions.

CONTROLLED GOODS PROGRAM BASICS MODULE 2 QUIZ

The Controlled Goods Program (Basic) > Controlled Goods Program (Basic) Module 2 > Controlled Goods Program Basics Module 2 Quiz

RESULTS

3 of 5 questions answered correctly

Your time: 00:00:08

You have reached 3 of 5 point(s), (60%)

View Questions Restart Quiz

- Once you have successfully completed all the components of your course you will be provided the Click Here to Continue button

CONTROLLED GOODS PROGRAM BASICS MODULE 2 QUIZ

The Controlled Goods Program (Basic) > Controlled Goods Program (Basic) Module 2 > Controlled Goods Program Basics Module 2 Quiz

RESULTS

5 of 5 questions answered correctly

Your time: 00:01:01

You have reached 5 of 5 point(s), (100%)

View Questions Restart Quiz Click Here to Continue

From here you will be returned to your course page.

Certificates

Certificates are awarded at the completion of your course. Some of these will be formal and have expiry dates associated with them. Some will require you to have additional fields completed by your employer and some are simply certificates of completion.

1. To access your certificates you may go to YOUR PROFILE.
2. You can view your certificates from two locations. The first is the small certificate icon within the course in Your Courses section of your profile.



Click on this icon and the associated certificate will open in a new window.

3. You can also access your certificate in the Certificates Earned section of your profile page. Clicking on the link here will also open your certificate in a new tab.

CERTIFICATES EARNED

The Controlled Goods Program (Basic)

4. You can print the certificates using a standard printer on letter sized paper.