



Maricopa County Air Quality Department

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Maricopa.gov/AQ

MCAQD Online Dust Control Training Classes

How to create an account, purchase classes, and assign classes to employees

Maricopa County Air Quality Department

April 2021

Creating an Account

Navigate to Mcaqd.learningcart.com and select **My Account** at the top of the page.

The screenshot shows the 'My Account' page. At the top, there is a navigation bar with 'HOME', 'CLASSES', 'CALENDAR', 'RESOURCES', and 'ABOUT US'. Below this, the page title is 'My Account'. The main content area is titled 'EXISTING USERS' and contains a login form with 'User Name' and 'Password' input fields, a 'Login' button, and a 'Forgot Your Password?' link. A 'Register for an Account' link is highlighted with a blue box. To the right of the login form, there is a message: 'To view your order history or access your files and training, please login to your account.'

If you are a first-time user, select **Register for an Account**.

Fill in the user information and billing address information.

Review the Terms and Conditions, select **Yes**, then select **Submit**.

The screenshot shows the 'User Profile' page. The page title is 'User Profile'. The form is divided into two sections: 'User Information' and 'Billing Information'. The 'User Information' section includes fields for 'First Name*', 'Last Name*', 'Email Address*', 'User Name*', 'Password*', and 'Confirm Password*'. The 'Billing Information' section includes fields for 'Address*', 'Address 2', 'City*', 'State*' (a dropdown menu with '--select one--'), 'Region Province', 'Zip*', and 'Country*' (a dropdown menu with 'United States of America'). At the bottom of the form, there is a checkbox for 'I agree to the Terms and Conditions*' and a dropdown menu with '--select one--'. A 'Submit' button is located at the bottom right of the form.

Purchasing Classes

After creating an account, or after logging in to an existing account, review the information about the types of classes offered. Select a course name, either from the table on the home page or from the classes dropdown menu. Select the icon to view more information.

Add seats to your cart by entering the number of seats you wish to purchase and selecting **Add**.

Home / Product Details

Rule 310 Basic Dust Control Training

This class provides an overview of dust control rules and regulations for the construction industry in Maricopa County. This course is the minimum requirement for water truck drivers and site superintendents responsible for worksites between 1 and 5 acres in size. This class takes approximately 3 hours to complete.

Price: \$50.00

Seats

You can add seats from multiple class types to a single order. You can view your shopping cart at any time by selecting **Cart** at the top of the screen.

Maricopa County AIR QUALITY DEPARTMENT

> Contact Us (602) 506-6010 My Account **Cart** Log Out Search...

HOME CLASSES CALENDAR RESOURCES ABOUT US

Home / Shopping Cart

Shopping Cart

Item Description	Quantity/Seats	Amount	Sub Total	Remove
Rule 310 Basic Dust Control Training - Basic Dust Control Class Certification	<input type="text" value="1"/>	\$50.00	\$50.00	<input type="checkbox"/>
Rule 310 Comprehensive Dust Control Training - Comprehensive	<input type="text" value="3"/>	\$125.00	\$375.00	<input type="checkbox"/>

Review the type and number of registrations you wish to purchase. If you need to change the number of seats, enter the new number, and select **Update**. Select **Next** to purchase the courses.

When you purchase one virtual seat in a class, even as part of an order with other classes, the system will automatically assign that class to the account that completed the purchase.

In the example above, the Basic Dust Training Class would be assigned to the user who is logged in, and the three Comprehensive Classes would be provided as registration codes that can later be assigned to other employees.

You will be redirected to confirm your user profile before entering payment information. Ensure your information is up to date and select **Submit**.

I agree to the [Terms and Conditions*](#)

Review the order information and select **Pay Now**.

Home / Payment Method

Payment Method

Please click the Pay Now button to be redirected to our secure payment page. Upon payment completion, you will be redirected to our site.

Shopping Cart

Rule 310 Basic Dust Control Training - Basic Dust Control Class Certification Quantity: 1	\$50.00
Rule 310 Comprehensive Dust Control Training - Comprehensive Quantity: 3	\$125.00
Grand Total	\$425.00

Discount Code

Customer Profile

S

[Edit Profile](#)

Billing Address
3800 N. Central Ave.
Suite 1400
Phoenix Arizona 85012

You will be redirected to the payment page. Select your payment type (click on the field and a dropdown will appear) Enter your credit card or eCheck information and select **Continue**.

MARICOPA COUNTYAZ FIS Biller Solutions

Payment Entry

Payment Method: [Select payment method here](#)

Bank Account Information

Type of Check

Routing Number

Account Number

Re-enter Account Number

echeck

Billing Information

Name

Address

City


State

Zip

Phone






Email

Please print a copy of your receipt for your records.

MARICOPA COUNTY AZ 

Payment Entry

Payment Method:

Card Information	Billing Information
Card Number <input type="text"/>	Name <input type="text" value="S"/>
Expiration Date <input type="text" value="Month"/> <input type="text" value="Year"/>	Address <input type="text" value="3800 N. Central Ave. Suite 1"/>
Card Identification Code <input type="text"/> 	City <input type="text" value="Phoenix"/>
   	State <input type="text" value="Arizona"/>
	Zip <input type="text" value="85012"/>
	Phone <input type="text"/>
	Email <input type="text"/>

You will be asked once more to review the information you entered before selecting **Process Payment**. After payment is processed, you will receive an email receipt and be redirected back to an order confirmation page on the MCAQD Learning Cart site.

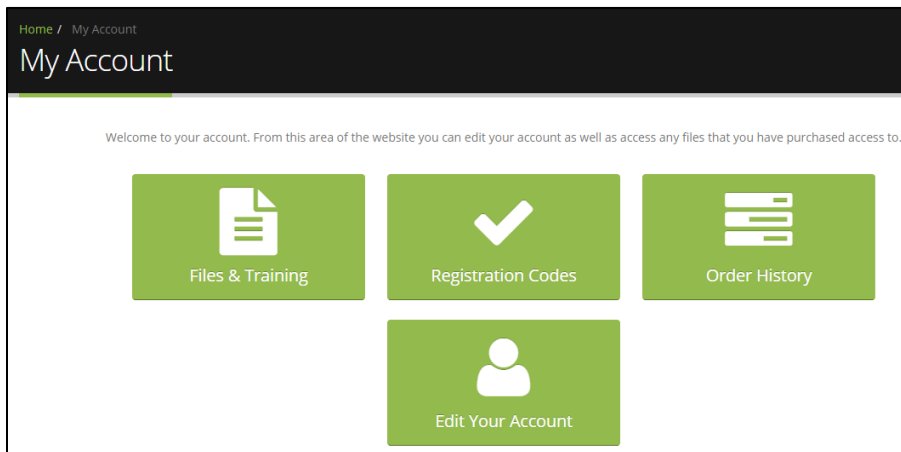
Assigning Courses to Others

If you purchased one virtual seat in a course, it will automatically be assigned to your account. There is no way to reassign this.

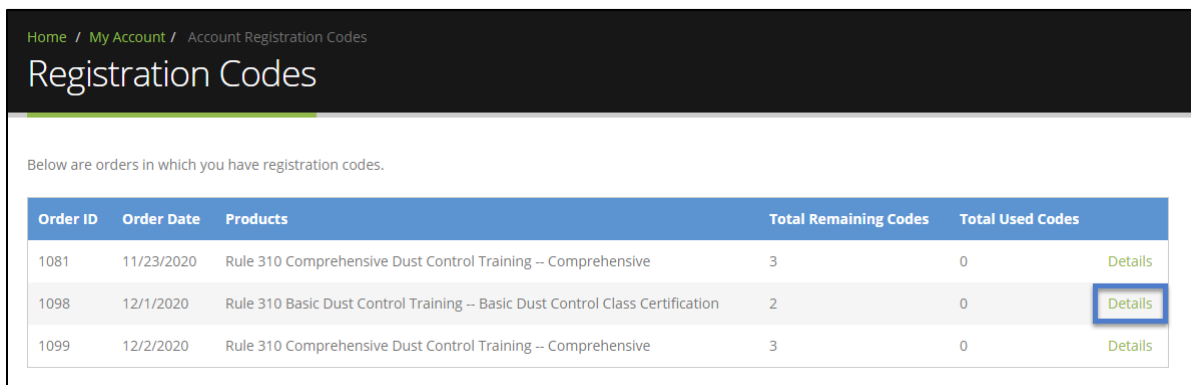
If you purchased more than one seat and would like to assign these to other employees, log in to your account and select **My Account** at the top of the page.



Select **Registration Codes**.

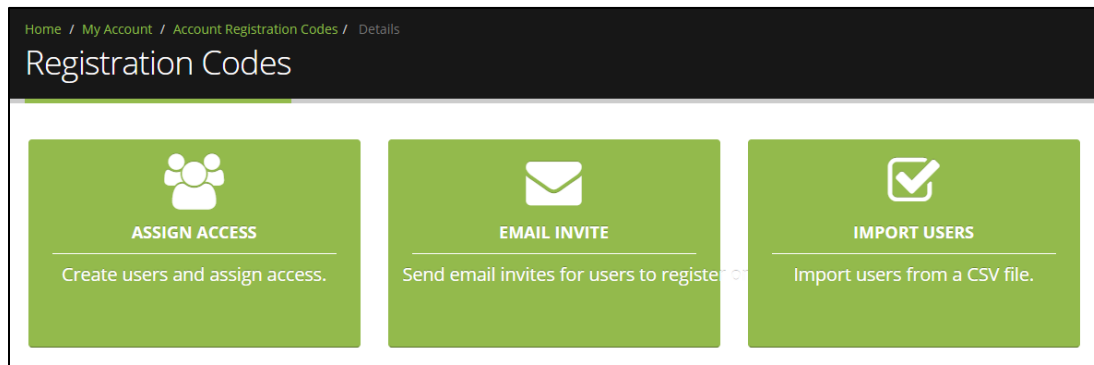


You will see a list of the courses you have purchased. Select **Details** to assign the registration codes.



There are three ways to assign access to a person:

- Create an account for them so they can log in and take the course.
- Send an email invitation to the person, which will contain a link to register for an account and access the course.
- Upload a CSV file to create user profiles in bulk.



Option 1: Create an Account

The left box, **Assign Access**, will take you to a page where you can create usernames and passwords for the class participants. Select the “+” symbol to add more lines. If there are existing users assigned to your company, you can select them from the list. Select **Submit** when you are finished.

The screenshot shows the 'Assign Access' form with the following elements:

- Header: Home / My Account / Account Registration Codes / Details
- Title: Registration Codes
- Section: Assign Access
- Instruction: Please enter the email, first name, and last name of the user you would like to grant access to this training.
- Form Fields: Two rows of input fields for User Name, Password, First Name, and Last Name.
- Action: A green “+” button to add more rows.
- Existing Users: A section titled 'Below are existing users. Check any users you would like to assign access, and hit the submit button when done.' with a message: 'You do not have any existing users to assign registration codes.'
- Buttons: 'Back' and 'Submit' buttons at the bottom right.

Although not required, it is good practice to create a username that uses the participant’s name followed by a few numbers (i.e. GusTBreeze2004). It is also advised to have the user change their password when they log in for the first time.

NOTE: This assignment method will not send an email to the user to notify them. It will be your responsibility to notify the user that you have created their profile, and to have them log in and update their information as necessary. This includes adding an email address and updating the password.

Option 2: Send an Email Invitation

The second option, **Email Invite**, will send an email to one or more email addresses inviting them to create an account. Only enter one email address per line and use the “+” symbol to add more lines. Enter additional text as needed and select **Send Email**.

This option can also work if the user already has an account. Following the link from the email will take them to the page to either log in or create an account.

The email recipient must follow the link from the email to gain access. Simply logging in from a bookmarked page will not assign access. Do not follow the link from the email if you were not the intended recipient.

Email Invite

The following email will be sent to this address.

Email Address:

Default Email Text:
 S would like to allow you to access files/training. To gain access visit <http://mcaqd.learningcart.com/AccountLogin.aspx?r=XXXXX> and login or create a new account.

Additional Email Text:

You can also use this method if you wish to assign yourself a course with a code and did not do so when you first purchased the class.

Option 3: Upload a CSV File to Create User Profiles

The third option is to import users using a CSV file. This option is helpful if you have many users or courses to assign. The information must match the order and format of the template file exactly, and the file must be saved as a .csv file (not .xls or .xlsx).

Download the template file and save it to your computer. Enter the information and make sure it is saved as a .csv file. Select **Choose File** and find the file you wish to upload. Select **Upload** when you are finished.

Import Users

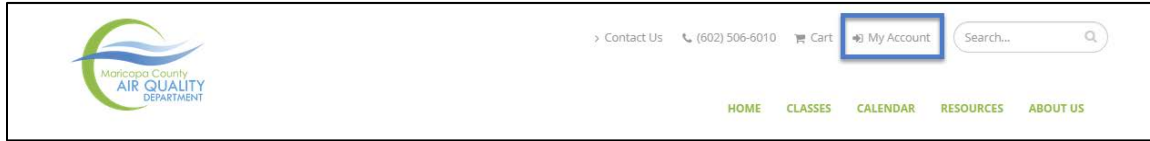
Bulk upload registration code users ([Download Template](#))

Email address, First Name and Last Name are required. Password will be randomly generated if left blank.

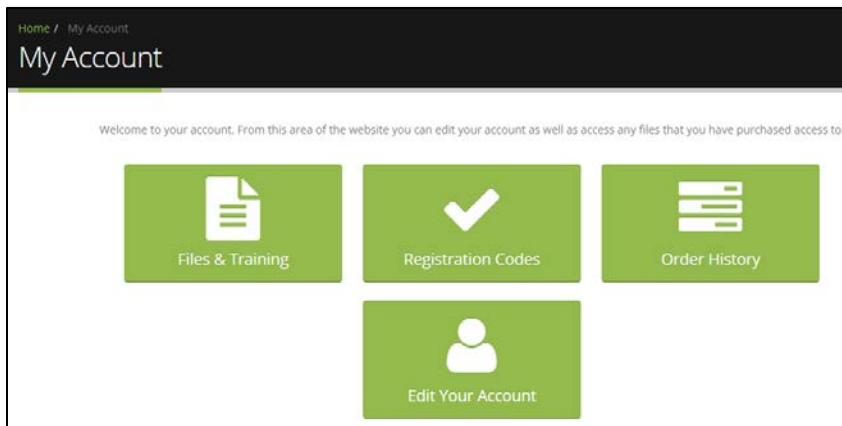
No file selected

Completing a Course

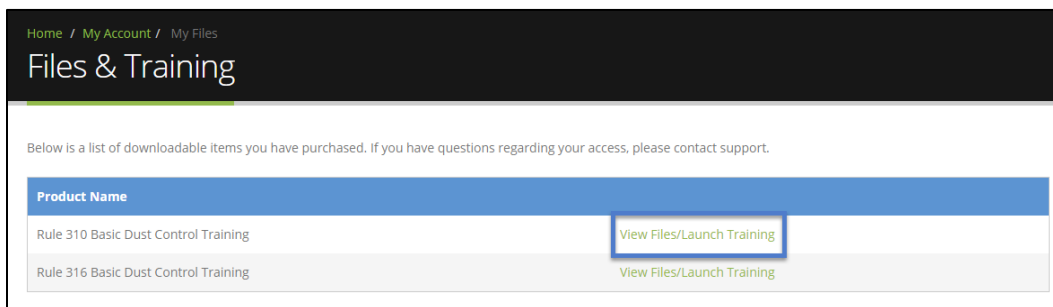
Once you have purchased a course or had a course assigned to you, you can access the online course immediately. Log in to your account and select **My Account** at the top of the screen.



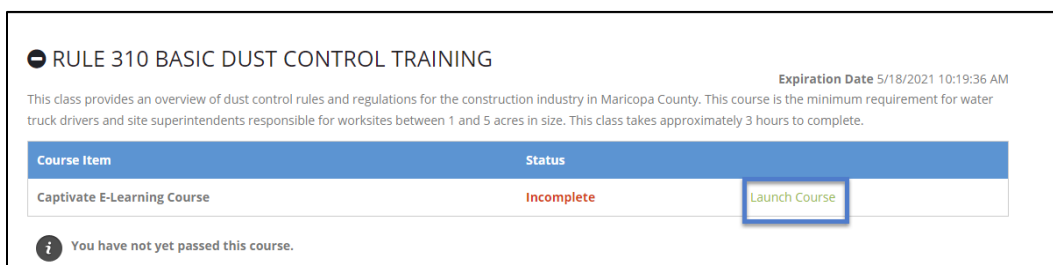
Select the tile that says **Files & Training**.



The next screen will show the courses you have access to. Access the class by selecting **View Files/Launch Training**.



Select **Launch Course** to begin or continue your online class. You must have popups enabled.




If the course does not launch, or you get a blank screen, try using a different web browser. Firefox, Chrome, and Edge typically work, while Internet Explorer tends to encounter errors and is generally not recommended.

The course will play as a slideshow with a voiceover. There may be quiz questions throughout the course and at the end.


Once you have completed the class, your certificate will be available on this screen. Training is valid for three years.


⊖ RULE 310 BASIC DUST CONTROL TRAINING

 1 of 1 Completed Expiration Date 4/7/2021 1:00:21 PM

This class provides an overview of dust control rules and regulations for the construction industry in Maricopa County. This course is the minimum requirement for water truck drivers and site superintendents responsible for worksites between 1 and 5 acres in size. This class takes approximately 3 hours to complete.

Course Item	Status
Rule 310 Basic Dust Control Training (Updated 15Dec20)	Completed Launch Course

 You have passed this course! [Click here](#) to view your certificate of completion.



Using a Discount Code

Discount codes are sometimes provided by MCAQD staff to purchase classes. This is commonly used for employees of government agencies who may take the Rule 310 Basic Dust Control Class at no charge. This can also happen if a user accidentally pays for the wrong class. MCAQD staff will unassign the incorrect class(es) and provide the discount code to purchase the correct one(s).

To use a discount code, log in to your account and add the class or classes to your shopping cart.

Item Description	Quantity/Seats	Amount	Sub Total	Remove
Rule 310 Comprehensive Dust Control Training - Comprehensive	3	\$125.00	\$375.00	<input type="checkbox"/>

[Update](#)
[Next](#)

Proceed through the purchase process as you normally would, but when you get to the Payment Method page, do not select Pay Now. Instead, select the green text that says **Discount Code**. A field will appear where you can enter the discount provided and select **Apply**. This will finalize the order and assign the class to the user (if a single class is purchased) or create registration codes to be assigned (if multiple registrations are purchased).

Please click the Pay Now button to be redirected to our secure payment page. Upon payment completion, you will be redirected to our site.

[Pay Now](#)

Shopping Cart

Rule 310 Comprehensive Dust Control Training - Comprehensive \$125.00
 Quantity: 6

Grand Total **\$750.00**

[Discount Code](#)

Customer Profile

Stephanie Whitney
 stephanie.whitney@maricopa.gov
[Edit Profile](#)

Billing Address
 3800 N. Central Ave.
 Suite 1400
 Phoenix Arizona 85012

NOTE: Applying a Discount Code will immediately finalize the order, so do not enter it until you are ready to check out.