MCAQD Online Dust Control Training Classes

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

Maricopa County Air Quality Department
May 2021
Creating an Account

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

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, and select Submit.
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.

You can choose to purchase seats for yourself or others using the dropdown. If in doubt, select Others. It is much easier to assign yourself a class later than to unassign a class you purchased for yourself. Click Add.

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

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**.
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 to an order confirmation page on the MCAQD Learning Cart site.
Assigning Courses to Others

If you would like to assign classes 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 to 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 the User Accounts

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.

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.

An email address is not required but is recommended. If no email address is entered, the user will not be notified of the class assignment and will not receive password reset notifications or reminders about class deadlines.

It will be your responsibility to notify the user that you have created their profile, provide them their user name and password, and have them log in and update their information as necessary.
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. Enter one email address per line and use the “+” symbol to add more lines. Enter additional text as needed and select **Send Email**.

You can 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.

This option can also work if the user already has an account. Following the email link will take the recipient to a webpage to login 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 the course. Do not follow the link from the email if you were not the intended recipient.

![Email Invite](image)

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](image)
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.
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 purchases 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.

Proceed through the purchase process as you normally would, but do not select Pay Now when you get to the Payment Method page. Instead, select the green text that says Discount Code. A field will appear to enter the discount code provided and select Apply. This will finalize the order and assign the class to the user or create registration codes to be assigned.

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