

Saga Universal Training Corp.

Student Group Registration

Go to: www.sagatraining.ca and click on "Student Portal"



- CONTACT
- LOCATIONS
- COURSES
- ABOUT US
- STUDENT PORTAL**
- INSTRUCTOR PORTAL
- Shopping cart icon with a '0' notification

Welcome to Saga Universal Training Corp.

Our Company provides high quality training to help the workforce meet their OH&S requirements.

We offer entertaining and flexible programs via an online format. Using your computer or smart device you can train in the comfort of your home; at your workplace or when traveling. Wherever you have access to the internet, you have access to Saga training. Let us "entertrain" you. To learn more about Saga, click ["About Us"](#).

We invite you to explore our website. The following links will help you navigate through the saga site:

Get Started: Review available courses
My Saga Account (log-in): If you are a returning user and would like to review your account
Classroom Training: Learn about available classroom learning
Become a Trainer: If you would like to explore becoming a Saga Trainer

Thank you for visiting the Saga website.

- Get Started
- My Saga Account
- Classroom Training
- Become a Trainer

You will see a login screen where you enter your username and password and verify you are not a robot.

Login

Username or Email Address *

Password *

I'm not a robot

Remember me

Log In



[Register](#) | [Lost your password?](#)

At the bottom of the screen you will click "Group Registration"

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[About Us](#) [Become a Trainer](#) [Contact](#) [Courses](#) [Locations](#) [Delivery Policy](#) [Privacy Policy](#) [Course Disclaimer](#) [Group Registration](#)

The "Group Registration" page will look like this:

Group: Users Registration Left: 2

Associated Courses

Confined Space Entry - Alberta

[Enrolled Users](#) [Enroll New User](#) [Report](#)

Show Users

Name	Email	Action
Marty Bester	marlyb@nuequest.com	Re-Invite Remove

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From the "Group Registration" home page, you will see:

All the Group names

Users available to register in that course (red arrow)

Number of people registered in the course (Enrolled Users)

CONTACT LOCATIONS COURSES MY COURSES ABOUT US LOG OUT

Group WCFF - Confined Space Users Registration Left: 2

Associated Courses
Confined Space Entry - Alberta

Enrolled Users Enroll New User Report

Show 10 Users Search

Name	Email	Action
[REDACTED]	[REDACTED]	[REDACTED]

1 - 1 of 1

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Click the drop-down arrow next to the group name to find your group

Group 

Group

- WCFF - Fall Protection
- WCFF - Confined Space
- WCFF - Detection and Control

Once you have your group, click on “Enroll New User” and enter their legal first name and last name plus their email address. If you need to add multiple users, click the green “+” sign (red arrow) to add more rows. Once you have all your users information entered click “Add Users”. Once all your users have been added you can click back on “Enrolled Users” to verify.



Group Users Registration Left: 2

Associated Courses

Confined Space Entry - Alberta

[Enrolled Users](#) [Enroll New User](#) [Report](#)

ADD USER

First Name	Last Name	Email	Action
<input type="text" value="First Name"/>	<input type="text" value="Last Name"/>	<input type="text" value="Email"/>	Clear 



You can also upload a list of users from an Excel Comma-Separated Values (csv) file. Make sure your csv files have the following headings:

	A	B	C
1	First Name	Last Name	Email

You can then upload the list by clicking on “Enroll New User”, then “Upload Users” and “Browse” for the file you created. Once you have found your file, click “Upload”

The screenshot shows the SAGA Universal Training Corp. user management interface. At the top left is the SAGA logo. The navigation menu includes CONTACT, LOCATIONS, COURSES, MY COURSES, ABOUT US, and LOG OUT. A shopping cart icon with a '0' notification is on the right. Below the navigation is a 'Group' dropdown menu set to 'WCF - Confined Space' and a 'Users Registration Left: 2' indicator. A section for 'Associated Courses' lists 'Confined Space Entry - Alberta'. Below this are tabs for 'Enrolled Users', 'Enroll New User' (highlighted with a red box), and 'Report'. The 'Enroll New User' tab contains an 'ADD USER' section with an 'UPLOAD USERS' button (highlighted with a red box). Below this is an 'Import Using csv:' field with a 'Browse...' button (highlighted with a red box) and a 'Download sample csv' link. At the bottom of the section is an 'Upload' button (highlighted with a red box). The footer contains copyright information and a list of links: About Us, Become a Trainer, Contact, Courses, Locations, Delivery Policy, Privacy Policy, Course Disclaimer, and Group Registration.

At anytime you can click on “Report” and view the progress of each user you registered. Click on “Report”, then “Select Course” to select which ever course you want to view and then click “Show Report” (red arrow)



Group Users Registration Left: 2

Associated Courses
Confined Space Entry - Alberta

[Enrolled Users](#) [Enroll New User](#) [Report](#)

Select Course **Show Report**

Show entries

	Name	Email ID	Course Progress	Rewards
▼	Marty Bester			-

Showing 1 to 1 of 1 entries Previous Next