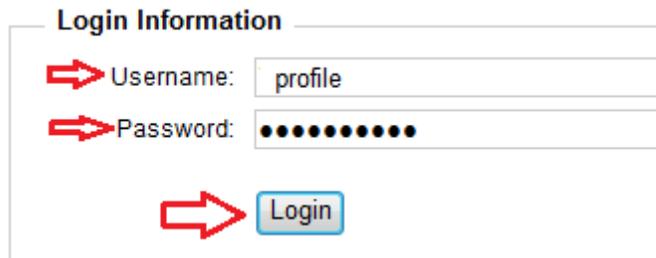


Registering for Technical Training Online

1. Go to www.accessmanitoba.ca.
2. Click on Login to *AccessManitoba*.
3. Enter your user name and password and select login.



Login Information

➔ Username:

➔ Password:

➔

4. From the left hand navigation bar select Services for an Individual.



5. Under the Training heading select Becoming Trade-certified as an Apprentice.

Training

[Becoming Trade-certified as an Apprentice](#)

[Becoming Trade-certified based on Previous Experience](#)

[More...](#)

6. Under Technical Training select Buy.



Technical Training

Click Buy to register and pay for technical training.

Note: If you are a current apprentice and have submitted a change of employer application that is in process you will receive a system message.



Technical Training

You currently have an apprenticeship application in progress and cannot book training until the application is processed.

Please contact Apprenticeship Manitoba at 204-945-3337 or toll free 1-877-978-7233.

Note: If your course is not available you will receive this system message.

(insert pic)

7. On the Apprenticeship Technical Training page select the course you wish to attend.

Course #	Course Description	Delivery Details	Cost	Location
<input type="radio"/> 4703	Plumber - Level 1	2012-09-04 to 2012-11-09 010 WEEKS Mon-Fri	\$250.00	Red River College, NOTRE DAME
<input checked="" type="radio"/> 4704	Plumber - Level 1	2012-09-04 to 2012-11-09 010 WEEKS Mon-Fri	\$250.00	Red River College, NOTRE DAME
<input type="radio"/> 4705	Plumber - Level 1	2012-09-10 to 2012-11-16 010 WEEKS Mon-Fri	\$250.00	Red River College, NOTRE DAME

If you do not see the course you are looking for please contact Apprenticeship Manitoba at 204-945-3337 or toll free 1-877-978-7233.

8. Select the Pay Now Option at the bottom of the page.

9. Enter the payment details in the spaces provided.

Please complete the following details exactly as they appear on your credit card.
Do not put spaces or hyphens in the credit card number.

 Cardholder Name:

 Credit Card Number:

 Expiry Date: /

10. Select Process Transaction.

Click 'Process Transaction' to charge your credit card. Only click the button once. Using the 'Back', 'Refresh' or 'Cancel' button after you press the 'Process Transaction' button will not stop the transaction from being processed and may result in a double charge.

11. This page is your confirmation. We recommend that you print this for your records.

Apprenticeship Technical Training – Paid and Registered

Payment approval code: **007364**

Order ID: **0006007693**

Amount paid: \$ **250.00**

Course Selected: **Plumber - Level 1**

Your payment was successfully processed. You may wish to print and retain this page for your records. You have reserved a seat in the course. Click finish to return to the previous menu.

You will receive an email confirming payment details and your course details. A reminder will be sent to you approximately six (6) weeks before your course start date. The reminder will contain information you need to have before you attend training. If you do not receive this reminder, [contact us](#).

12. Select Finish.

Finish