

1. Go to <https://auma.skillbuilder.co/> and sign in
  - Find the “Sign In” link on the top right hand corner to log into your profile
  - You can also click on the mouse and book icon next to “Risk Managemet complete courses online” to access the course catalogue



Catalog Pages Help

  Sign In

## Welcome to Discover

### Risk Management information and education is at your fingertips!

Municipalities and not-for-profit organizations face unique risks. Providing the essential services required by citizens presents a wide range of risks, from governance and bylaws to roads and sewer systems. Complementing the essential services are recreational and educational activities, which all have risk.

Discover how you can make your municipality or not-for-profit organization a safer place to work, play and live!



**Risk Management**  
Complete courses online



**Toolkit**  
Access solutions-based toolkits



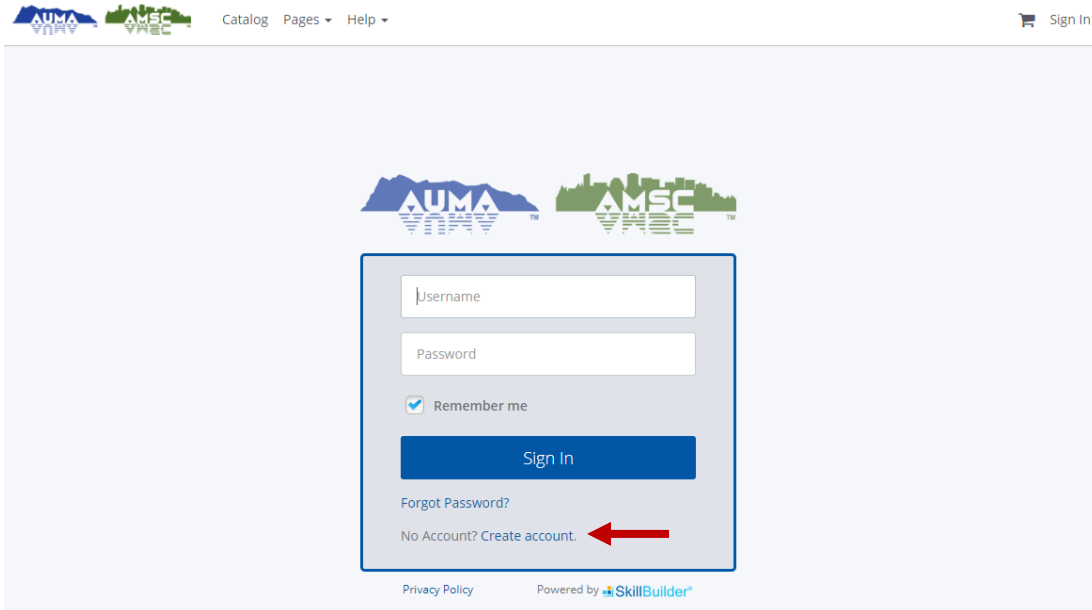
### FREE Online Courses for MUNIX Subscribers & AMSC General Insurance Members:

- Risk Management Modules 1-11
- WHMIS
- Transportation of Dangerous Goods for Municipalities
- Workplace Violence Prevention



2. Using Sign In and Create Account

- Enter your username (hint: it is usually your municipal or personal email address)
- Enter your password and click on “Sign In”
- If this is your first time using our e-Learning system, there are two ways to get started



- **If this is your first time using our e-Learning website**, you will need to click on “Create an Account”
- Fill in as much information as you can and ensure you add your member organization as you are likely eligible for free course content

Create Account

**Account Information**

Username \*

Email \*

Password \*

(Minimum 8 Characters Long, One Uppercase and One Lowercase Letter)

Confirm Password \*

**Personal Information**

First Name \*

Last Name \*

Phone 1

Organization Name \*

Enter your organization's name and then select from the filtered list



- When you have finished filling in all the fields, click on “Create Account”

Billing Information

Billing Address Line 1	<input type="text"/>
Billing Address Line 2	<input type="text"/>
City	<input type="text"/>
Country	-- Please select -- <span>▼</span>
Postal/Zip Code	<input type="text"/>

←

- If it is your first time signing in and you were **added in by an administrator**, you will receive an email addressed to you
- Use the “Choose Your Password” link to create your personal and private password

**Account Created!**

Hi **Your name**.

Base Corp. uses SkillBuilder® LMS! To access your account, click the link below and choose a password:

[Choose Your Password](#)

This link will expire in 24 hours. If it is already expired, you can request a new link here:

[Request A New Link](#)

After you choose a password, you can access your account at:  
<http://auma.skillbuilder.co>

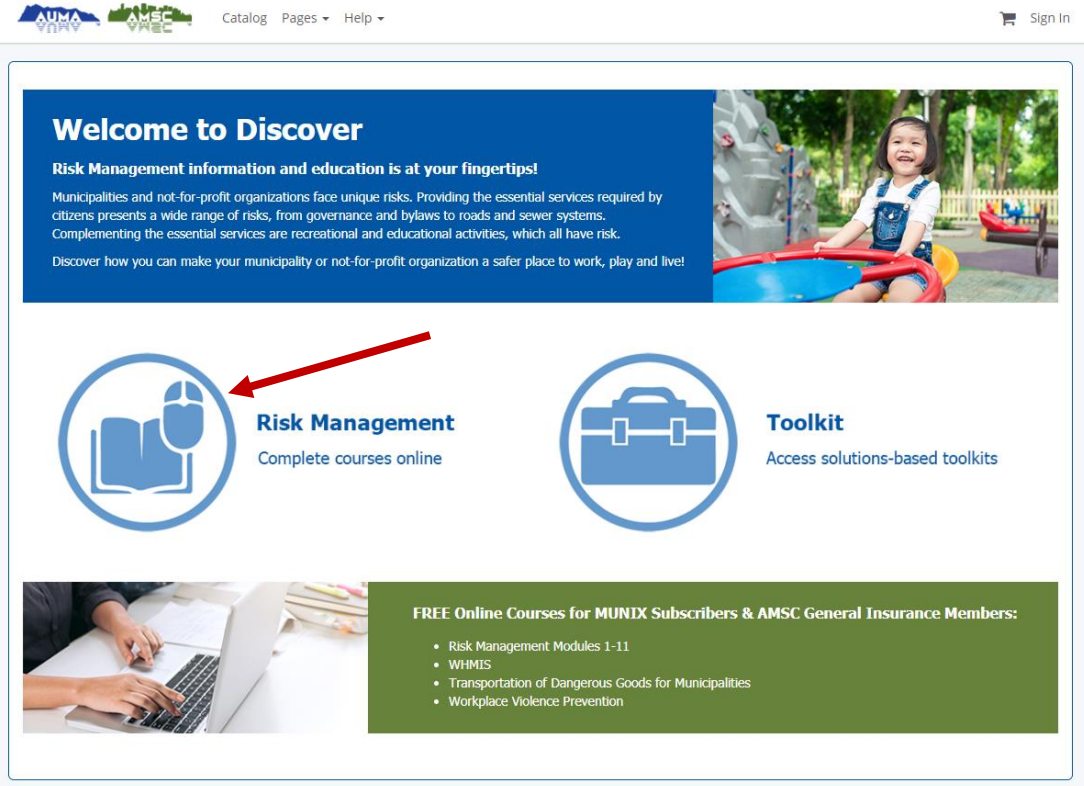
User Name: **Your.name@email.com**

Thank you,

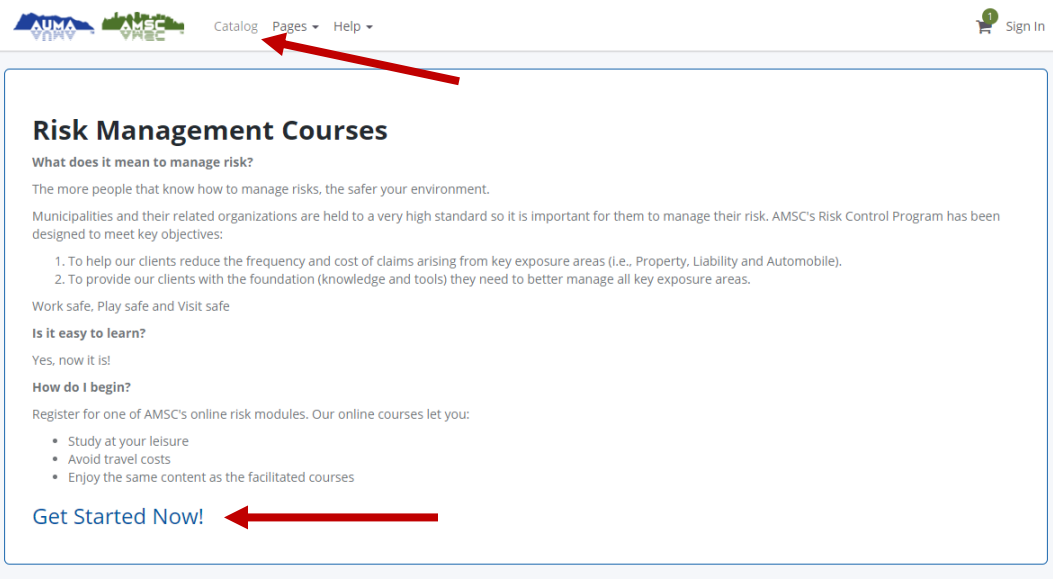
Base Corp.  
<http://auma.skillbuilder.co>

Powered by SkillBuilder®

- Clicking on the mouse and book icon next to “Risk Managemet complete courses online” on <https://auma.skillbuilder.co/>



- It will take you to page where you can access our e-Learning offerings and shopping cart two ways via the “Catalog” or “Get Started Now!” links





- You will find to our current e-Learning offerings
- Select the desired modules you would like by clicking “Add to Cart” marked in blue below the price
- When you complete your selections, go to the shopping cart to complete the transaction

Home / Catalog

Catalog Pages Help

Search

Categories

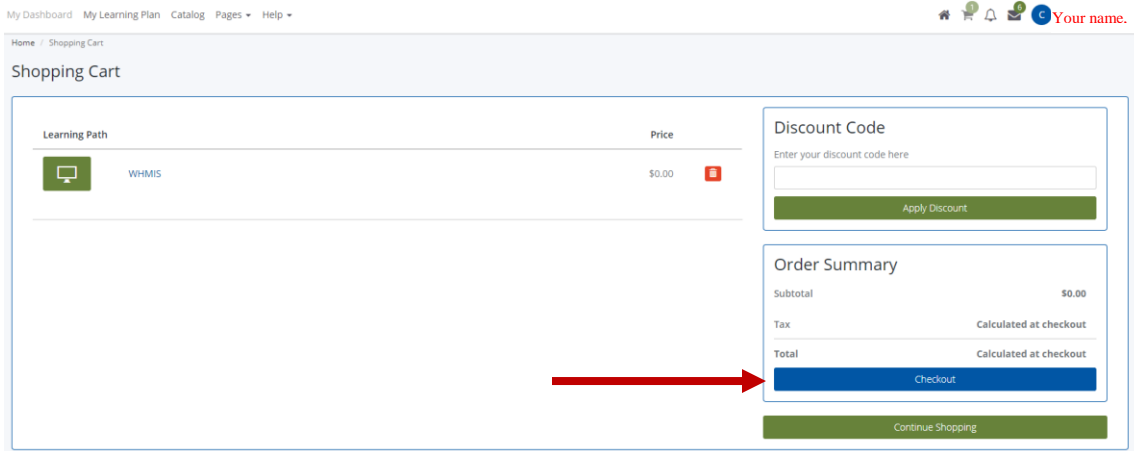
- Risk Management Series
- General Safety Courses

Risk Management Series

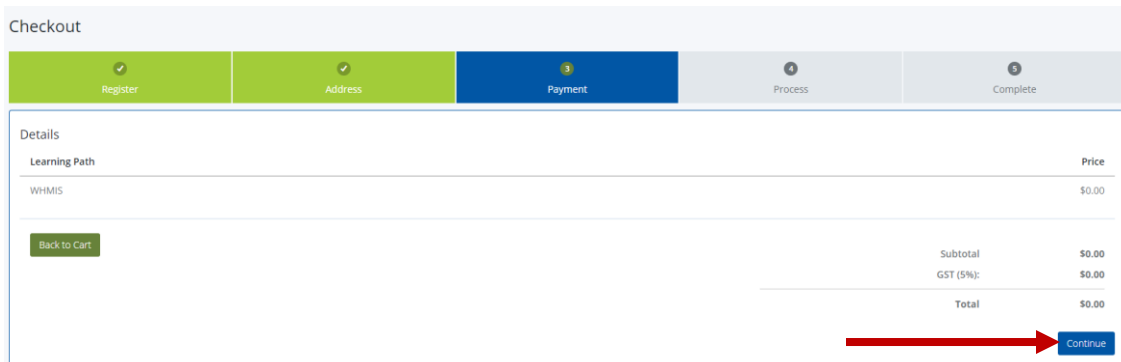
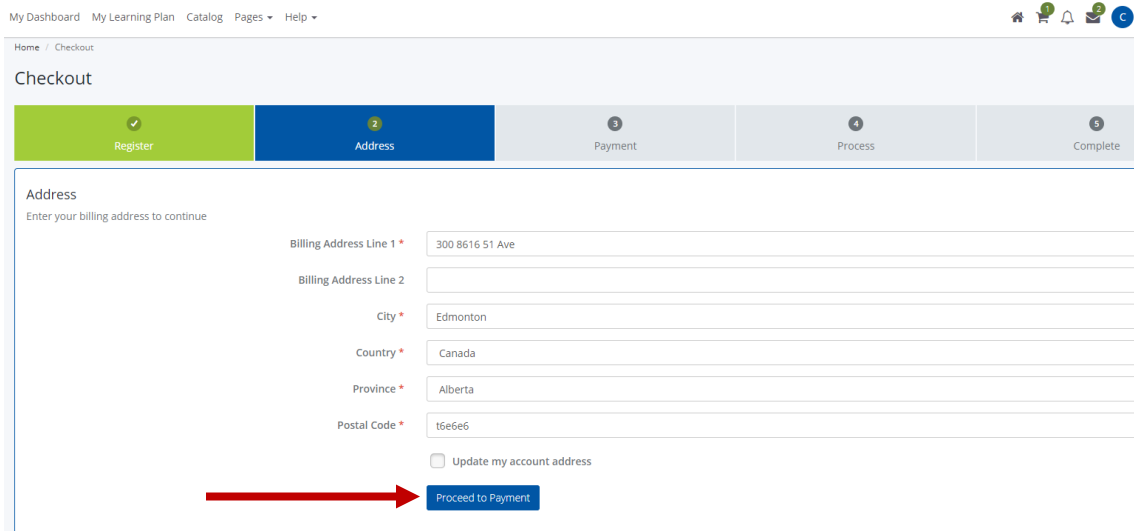
Course Title	Price	Action
<b>RM 1 - Essentials of Municipal Risk Management</b> This course describes risk and how it can be proactively managed to reduce a municipality's exposure... more	\$225.00 FREE for AMSC Insurance Program Subscribers \$0.00	Add to cart
<b>RM 2 - Liability Loss Control - Public Works</b> Public works represents a significant area of potential liability for municipalities. A solid unders... more	\$225.00 FREE for AMSC Insurance Program Subscribers \$0.00	Add to cart
<b>RM 3 - Fleet and Equipment Loss Prevention</b> Fleet safety is important because it reduces the liability of the municipality arising from accident... more	\$225.00 FREE for AMSC Insurance Program Subscribers \$0.00	Add to cart
<b>RM 4 - Liability Loss Control - Parks and Recreation</b> For municipalities, risk includes a broad range of possibilities of exposure to loss. Risks range fr... more	\$225.00 FREE for AMSC Insurance Program Subscribers \$0.00	Add to cart

Sign In

4. Complete your transaction
  - At the checkout, AMSC members will have a \$0 total, but you still do need to complete the transaction by clicking on “Checkout”



- Confirm or enter in your address and click on “Proceed to Payment” and then “Continue” to add the modules to your Learning Path



5. Head to “My Learning Path” to work on your modules
  - Click on the “Go to my Learning Path” button or the “My Learning Path” tab at the top of the page to access the modules you have selected or are currently working on

My Dashboard My Learning Plan Catalog Pages Help

Register Address Payment Process Complete

Checkout Complete  
Your Order Has Been Successfully Processed

Order Information Printer Friendly

Order Information		Purchaser Information	
Order #	201901230001	Christine Maligec	
Order Date	Jan 23, 2019 8:23:50 AM	cmaligec@auma.ca	
Order Type	Purchase	300 8616 51 Ave	
Payment Status	Paid	Edmonton, Alberta t6e6e6	
Payment Method	Free	Canada	

Learning Path	Price
WHMIS	\$0.00
Subtotal	
\$0.00	
GST (5%):	
\$0.00	
Total	
\$0.00	

Go to my Learning Plan

- This is where you will find your completed modules marked in green and open modules in orange
- Click on the module you would like to work on to take you to activities

My Dashboard My Learning Plan Catalog Pages Help

Home / My Account / My Learning Plan

My Learning Plan

Search List View Tile View Legend Quick Links

Risk Management Series

Risk Management Series	RM 1 - Essentials of Municipal Risk Management	RM 2 - Liability Loss Control - Public Works	RM 3 - Fleet and Equipment Loss Prevention	RM 4 - Liability Loss Control - Parks and Recreation	RM 5 - Liability Loss Control - Contractual Issues	Control - Municipal Errors and Omissions	RM 7 - Environmental Risk Management Guidelines	RM 8 - Insurance 101: Basics for Beginners	RM 9 - Enterprise Risk Management	Planning and Business Continuity Planning
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- Inside each module, there is a “Learning Path” that will take you through activities and exams that will guide you through the learning experience
- The dotted lines and arrows will help you align each activity and exam
- It is recommended you follow the order
- Once complete, an electronic certificate of recognition will be issued when you click on the “Recognition” shield icon

My Dashboard My Learning Plan Catalog Pages Help

Home / My Account / My Learning Plan / RM 7 - Environmental Risk Management Guidelines

RM 7 - Environmental Risk Management Guidelines

Back

Assigned July 31, 2018 9:41 AM

Search List View Path View Legend

Path Information

RM 7.01 Introduction to AEPEA and... RM 7.01 Exam

RM 7.02 Solid Waste Management RM 7.02 Exam

RM 7.03 Wastewater Treatment... RM 7.03 Exam

RM 7.04 Roadways Operations RM 7.04 Exam

RM 7.05 Contaminated Sites RM 7.05 Exam

RM 7.06 Other Operations RM 7.06 Exam

RM 7.07 Auditing and Environmental... RM 7.07 Exam

RM 7.08 Enforcement RM 7.08 Exam

RM 7.09 Insurance Coverage and... RM 7.09 Exam

RM 7.10 Intensive Livestock Operations RM 7.10 Exam

Recognition