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For tracking purposes, The FREE Downloadable Standards must be 'ordered' prior to viewing/printing them. The following steps will lead you through the process.

- In your internet browser, go to www.emerit.ca and select English or French
- On the blue side bar on the left side of the screen, click on **Order/Learn Now**
- Click on **Manitoba**
- Scroll down and click on **National Occupational Standards**
- Scroll down until you find the Standard you wish to download (make sure it is the **Downloadable Version**, the price should read **\$0.00**)
- In the white box next to the \$0.00 price, enter the number **1**
- Scroll to the bottom of the page and click on **Add selected items to shopping cart**
- The screen will pop you back to the start of the menu, scroll back down to the bottom and click **Check out** (under the add selected items to shopping cart button)
- Enter your username and password into the appropriate boxes and click **Log in**, if you have not registered, please see the following page.
- Your shopping cart will show your selected items. If the list is correct, press **Process order**. You will receive an order confirmation.
- Then, on the blue side bar on the left, click on **My Campus** or **My Orders**. Both buttons will connect you to your selected downloadable products. **My Campus** will list all of your on-line learning, and **My Orders** gives you descriptions of the items you have ordered.
- Click on **View Downloadable Products**.
- A list of your downloadable products will appear. Click on the downloadable product you wish to view or print.
- A link to the file will appear in green, to view and/or print it, click on it, to save it, right click on it and select **save target as**. You can also save the file while you are viewing it. To do this, once the file has popped up in its box, click on the **File** menu at the top of the box and select **Save**. If the computer asks you to insert a disk in to drive D and you would like to save the file on a CD, insert a disk, if you would prefer to save the file to your computer, press **Cancel**. The save menu will then appear and you can select where you would like to save the file and the file name.

How to register at www.emerit.ca

- Go to www.emerit.ca
- Select your language preference.
- Click on **Order/Learn Now** (in the blue bar on the left side of the screen)
- Click on **Join Now** (in the blue bar on the left side of the screen)
- Click on **Register Now** (in green at the bottom of the text)
- Enter your information and click **Submit** (at the bottom)
- Confirm your information and click **Submit** (at the bottom)
- Congrats! You are now an emerit on-line member! You now have access to National Occupational Standards, Professional Certification programs, training and learning resources, all only a mouse click away!
- To explore the site, click on one of the links on the blue bar at the left side of the screen.