IDCEC

INTERNATIONAL DESIGN
CONTINUING EDUCATION COUNCIL

MOBILE APP GUIDE
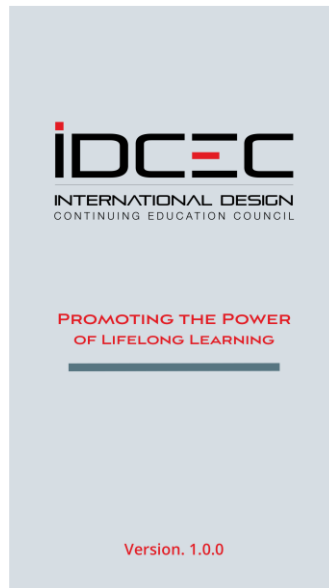
Contents

Pre-requisites for This App

Before you install this app, you will need to ensure that you have access to:

- A high-speed internet connection.
- An active IDCEC account and IDCEC number.
- Access to the App Store that provides you with the application.
- Download the app to your phone.

Loading Screen

When the application is launched, you will see the loading screen which is only visible for a few seconds.

Latest Version/Internet Connection

The IDCEC logo and version of the app will be displayed. If the version that you have already installed on your device does not match the latest version of this app, you will be asked to install the newest version. Click the "Update" button.

If you are not connected to the internet on your device, you will see a "Retry" link and the connection will be tested again. You will not be able to get past this point if you do not have an internet connection.

Login Screen
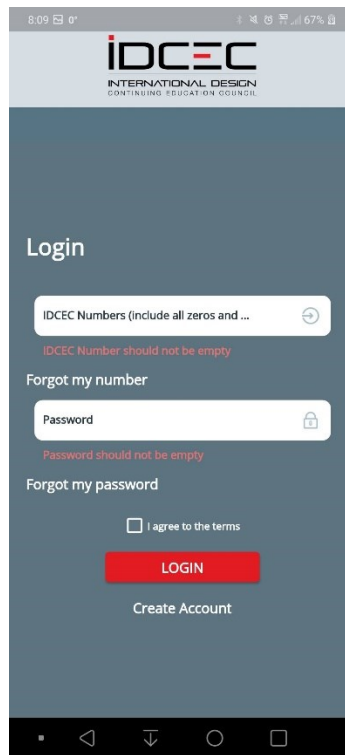
On the login screen, there are multiple options to choose. All of them are required to move forward with usage of the app.

Login Number

This is the 10-digit IDCEC Number that starts with 21-000XXXXX. Include the hyphen and zeros.

You can click on "Forgot my number" to retrieve your IDCEC number if you have misplaced or forgotten your IDCEC number.

Login Password

Your complete and accurate password will be required. If you cannot remember your password, you can click on "Forgot my password" to be taken to a page that will allow you to reset your password.

Please note that the temporary password will only be sent to the email address we have on your IDCEC account. Check your spam folder if you do not see the password reset notification in a few minutes.

Terms of Use

To read the Terms of Use, click on the word "Terms" to be able to read the full terms on your device. You can scroll through the terms and close the new window when you have reviewed the 'Terms of Use'. Please check the box to continue.

Creating a New Account

A learner who would like to use the central registry but does not belong to ASID, IIDA or IDC can create an IDCEC account free of cost. There is a $5 fee for each continuing education activity you record in the IDCEC registry.

Do not create a new account if you belong to ASID, IIDA or IDC and have misplaced or forgotten your IDCEC identification number. Please use the 'Search my Number' function to look up your IDCEC number.

If you do not belong to ASID, IIDA or IDC, and would like to create a new account please click on
https://www.idcec.org/pages/forms/public/Registry/RegistryBase.aspx?category=learner

Search IDCEC Number

If you have forgotten your IDCEC number, you can search for it by entering your first name and last name.
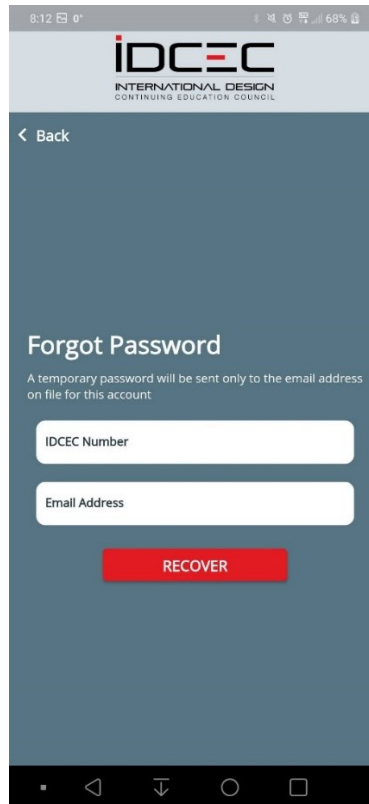
After clicking on the Search button, any matching results will be displayed including the first name, last name, city, and IDCEC Number. Click on the IDCEC Number with your name, you will be re-directed to the login screen.

Forgot Password

To retrieve your password, you will need your IDCEC Number, and the email address that belongs to that account. Please enter them, correct any error message, and then click "Recover".

When you have correctly entered both fields, you will need to check your email for the password notification. Once you have your temporary password, you can return to the app and enter the password with your IDCEC number.

Please note that the temporary password will only be sent to the email address we have on your IDCEC account. Check your spam folder if you do not see the password reset notification in a few minutes.

Dashboard Screen
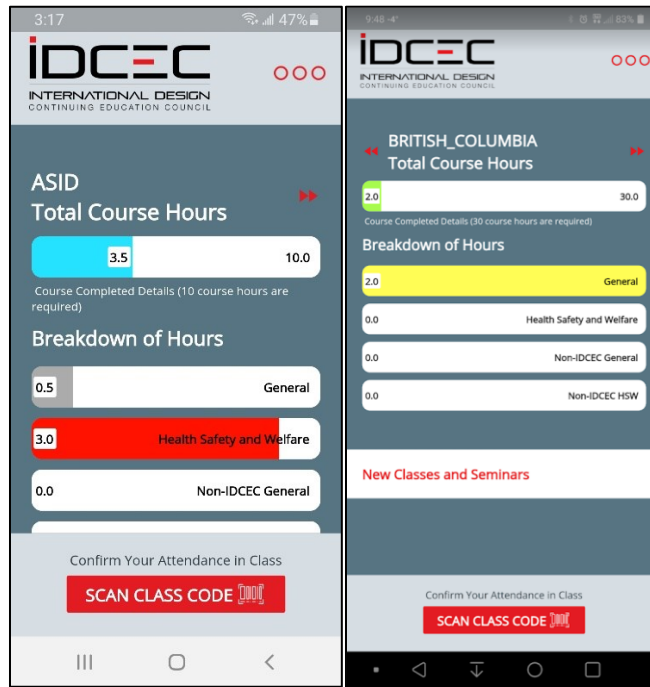
The home page contains several elements. If you are a member of multiple Membership Organizations, then you will see red scroll arrows on either side of the organization name. You can scroll left and right to view the different Membership Organizations that you belong to.

If you belong to a single organization, you will not see the red scroll arrows.

Total Course Hours

This displays the total number of completed course hours. The coloured meter will move towards the total hours required by your organization for the current reporting cycle. The required hours will be shown to the right of the bar.

If you <u>do not</u> belong to ASID, IIDA or IDC where the reporting cycle is not determined. The total required hours will not be displayed, and the hours completed will be shown based on the calendar year.

Breakdown of Hours

The completion of hours is broken down by category. The categories are, General, Health Safety and Welfare, Non-IDCEC General, Non-IDCEC HSW. The hours will only be displayed if the reported CEU has a validated certificate of attendance attached to the record. Incomplete credits will not be displayed.

New Classes and Seminars

A list of the most recent classes and seminars that have been attended and scanned within the last 5 days will be displayed. After 5 days the list will disappear from the mobile app but will be retained on your account dashboard on the IDCEC website.
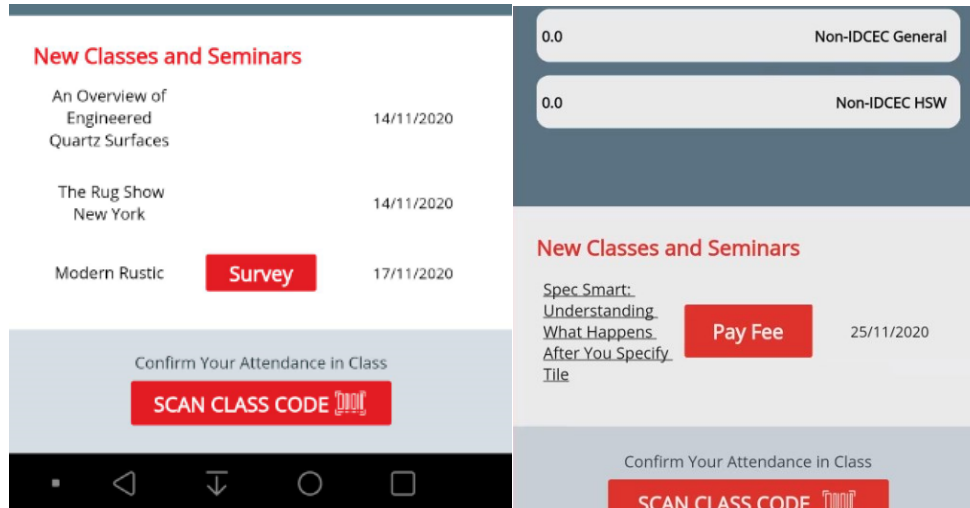
The name of the class or seminar will be displayed, followed by a button for either Payment, or Survey, and the date of the class.

The payment button will only appear if you <u>do not</u> belong to:

➢ American Society of Interior Designers (ASID).
➢ International Interior Designers Association (IIDA).
➢ Interior Designers of Canada (IDC)
➢ Canadian Provincial Associations. (IDAS, IDA, IDNL, IDNS, IDIBC, IDNB, PIDIM)
➢ The African Institute of the Interior Design Professions (IID).

Survey

The survey link will be displayed for a period of 3 days after which the system will override the survey option and issue the electronic certificate of completion. The course will disappear from the mobile app but will be retained on your account dashboard on the IDCEC website.

You will receive only one notification reminder if you have not completed the survey or made payment.

You may click 'Save' to submit your survey results, or cancel to return to the home screen, without submitting the survey. You may also click the Back button on the top of the screen to return to the home screen.

Scan Class Code
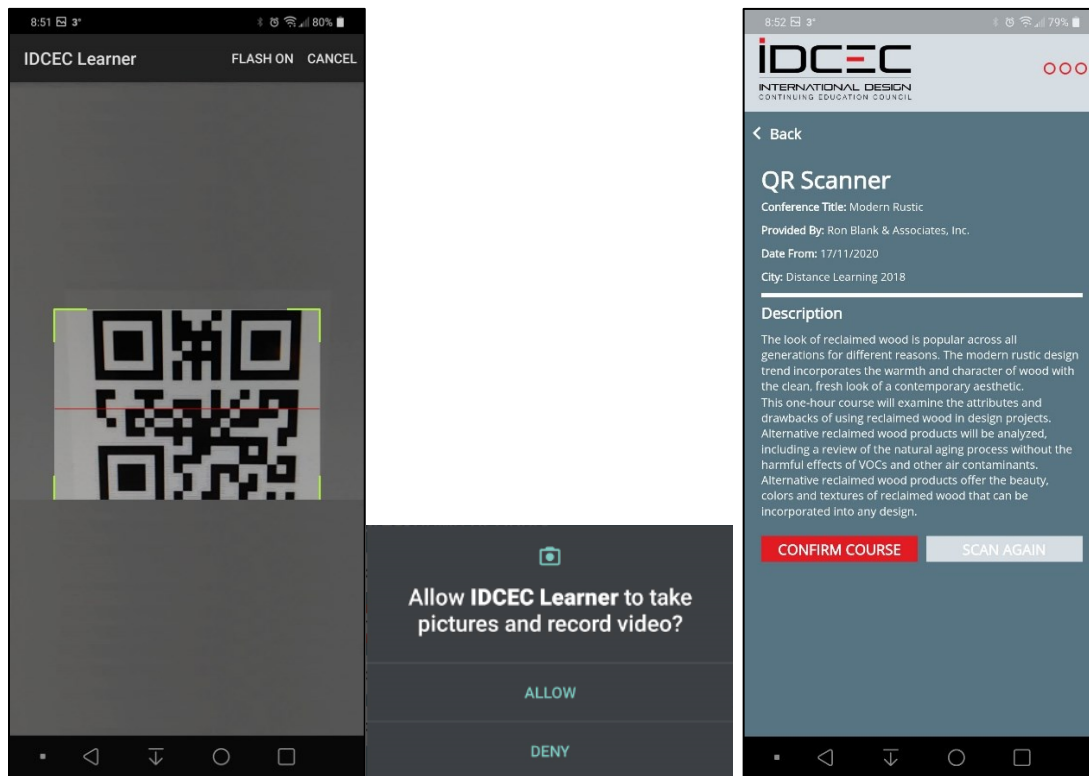
Pressing this button will trigger the built-in camera function on your phone. Doing this will also enable the QR code scanner so that you can scan the QR code that is provided after your class.

Once the QR code has been scanned successfully, you will see a page that shows you the Class/Seminar details. This information is displayed so that you can confirm that you are in the right class, or that the presenter has displayed the correct QR code for the class. You must click the 'Confirm Course' button to register the course. If unsuccessful the first time you may use the 'Scan Again' button.

To enable scanning on your device, please grant the IDCEC app any permissions that are required. If you do not enable these features, you will not be allowed to use the automated scanning feature for this app.

Menu Options

On the top right of the app screen, there are three red dots. Clicking on the dots will reveal the menu options that are available to you.
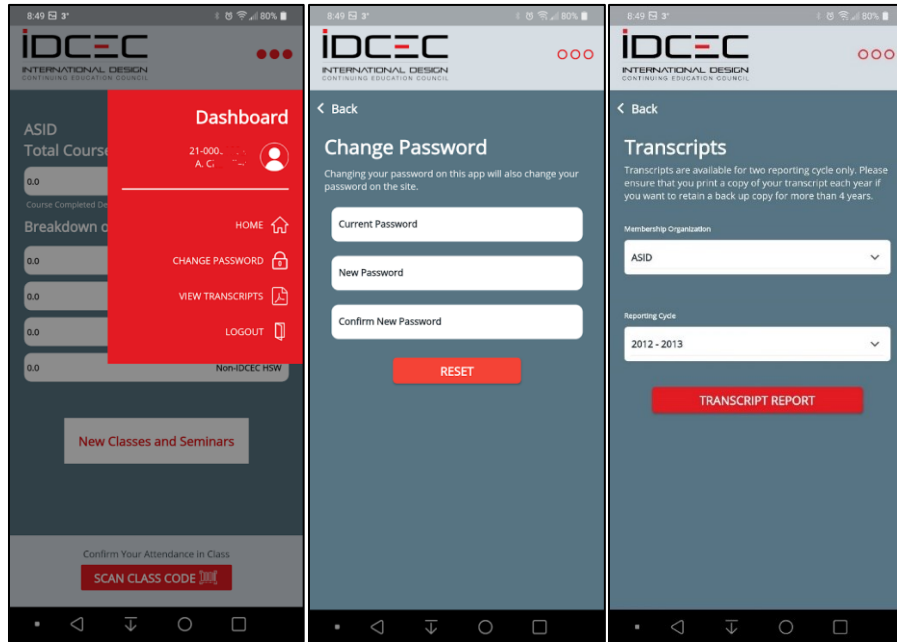
Home

Pressing this option will take the user back to the dashboard from wherever they are within the app.

Change Password

To change your IDCEC password, please enter your current password, and then enter your new password twice to confirm the change. It is important for your own security that you know your current password. This helps to prevent unauthorized actions in your account. If you do not remember your current password, please logout and reset it.

View Transcripts

Transcripts are only available for viewing one at a time. When you select the "View Transcripts" option, you will be taken to a screen that will let you select from the different membership organizations that you belong to. You may then select the reporting cycle for that membership organization. You can only view your transcript through the mobile app. Please log into your account on the website if you need to print a copy of your transcript.

Logout

Pressing the logout button will immediately log you out and send you back to the login screen.

Payment of Fees
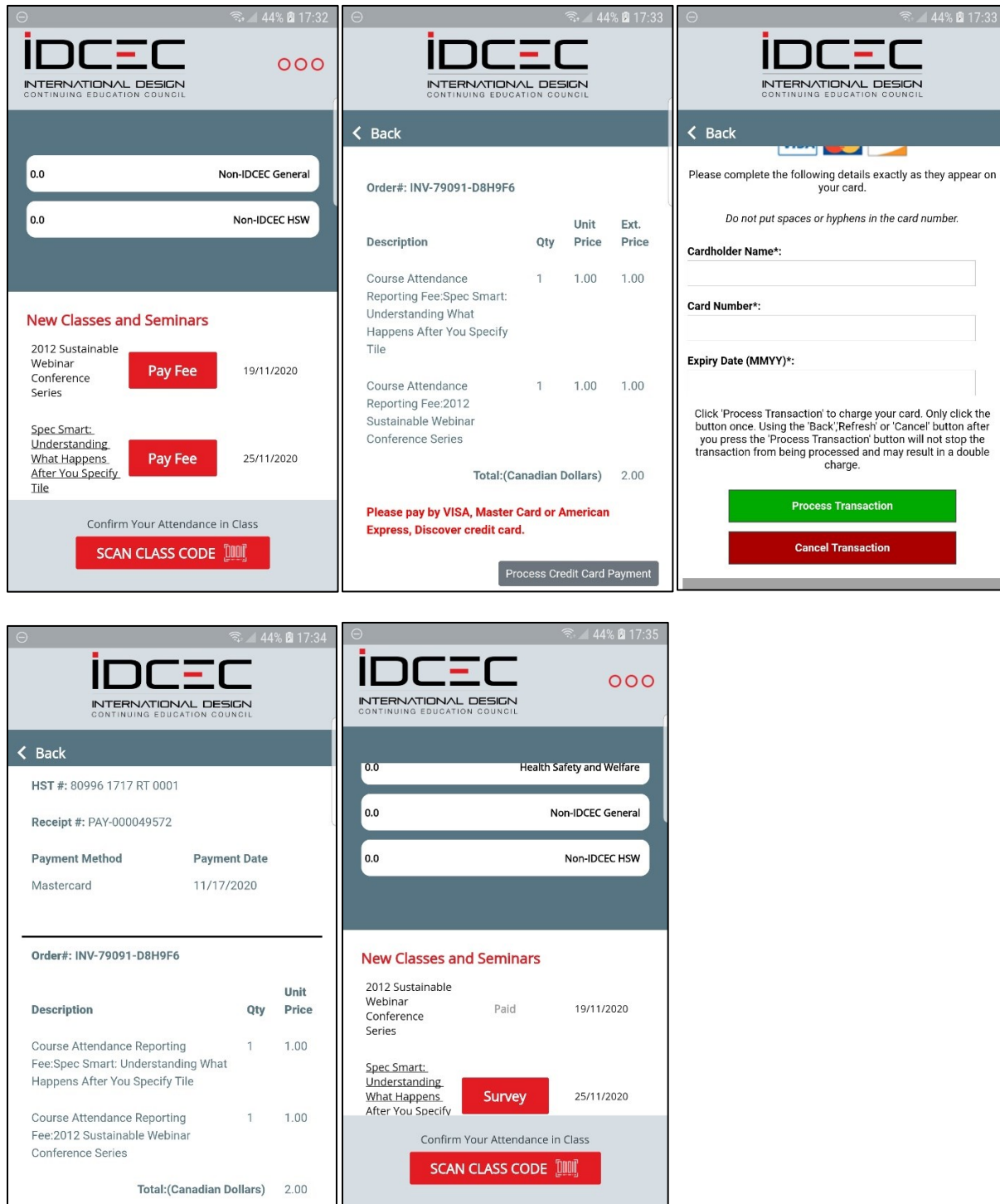
If you are not a member of an organization (ASID, IIDA, IDC, etc.), you are required to pay a fee for a class reported for you via the scan function. Click on the "Pay Fee" tab and perform the required steps. You will see a summary of the classes that require payment. You can pay by: VISA, Master Card, American Express, and Discover.

Enter the required information and click 'Process Transaction' to continue, or 'Cancel Transaction' to return to the previous page. IDCEC does not store credit card information. You will be required to enter the card information every time you attempt to make a payment.

When you complete the processing step, you will see a receipt for the transaction. Once the payment has been made, the "Pay Fee" tab will be replaced with the "Survey" tab. Courses will only show on your transcript when payment is completed.