



Client Login Instructions to Complete Online Training

[NORCAT.org](https://www.norcat.org)

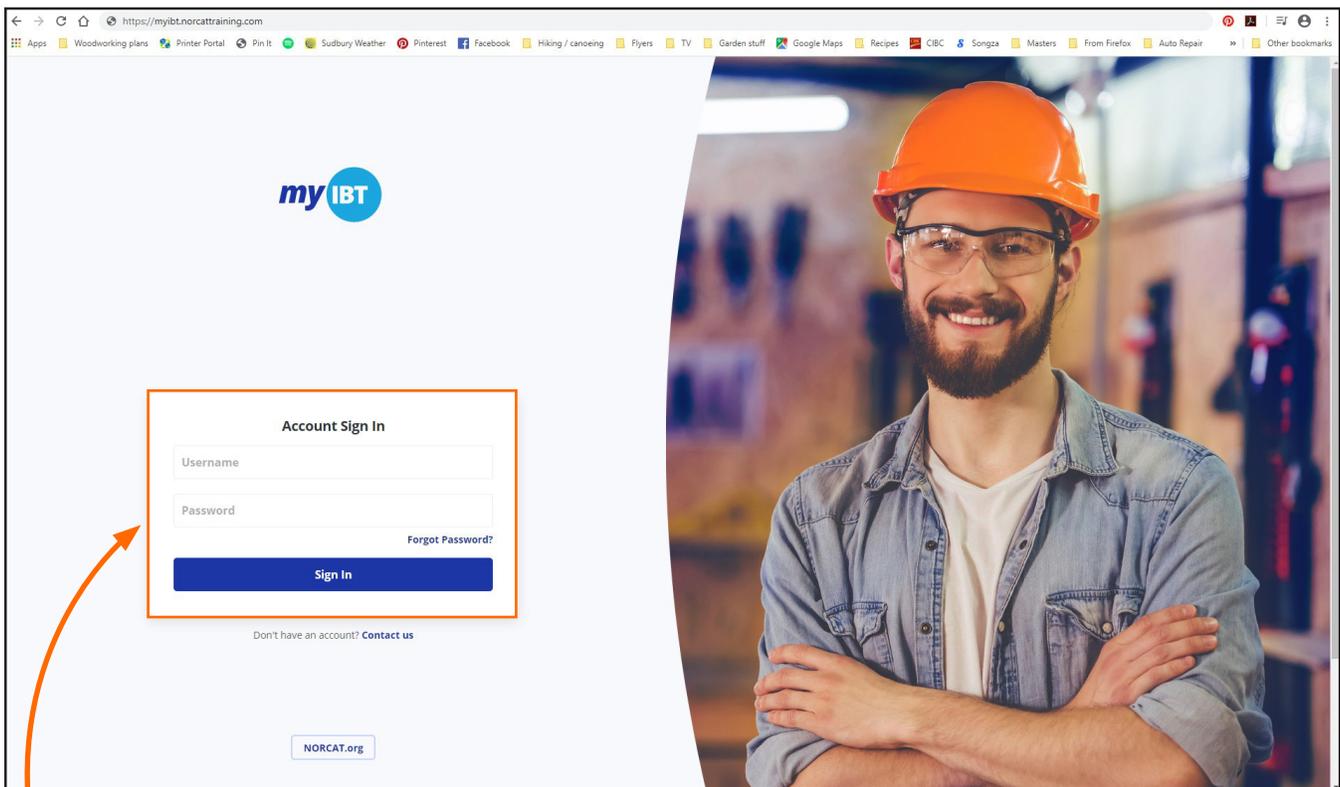
NORCAT Client Login Instructions to Complete Online Training

The following programs must be used in order for the NORCAT programs to run successfully. Our programs are not compatible with Apple products.

- Google Chrome
- Adobe Flash Player

On a desktop or laptop, open Google Chrome and in the top address bar type: <https://myibt.norcattraining.com>

Once the page loads, you will see the login area:



Enter **Username** and **Password** provided by NORCAT, click on SIGN IN.

Note: You may have been given several usernames and passwords. Any of the code sequences will allow you to enter into the myIBT portal. These codes are unique identifiers we create to tie the course to your NORCAT ID.

Once signed in you will see **My Training Details** page.

- Find your course in enrollment area, select the



myIBT Welcome, Dayle Laura Cecchetto
 My Training My Account Logout

MyIBT > My Training Details

My Training Details

Profile Details
 Name: Cecchetto, Dayle Laura
 NORCAT ID: 692000
 Company: Northern Centre For Advanced Technology Inc.

Enrolled Courses

WHMIS Legacy Download

In Session Courses
 No Results

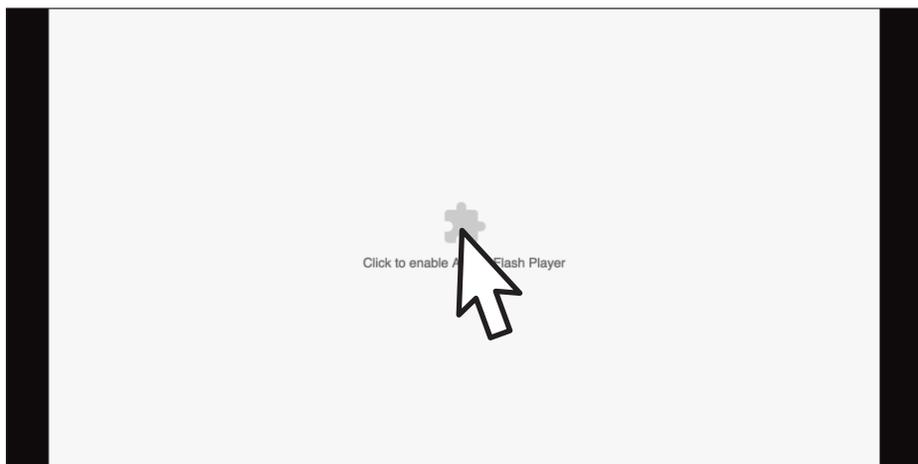
Completed Courses
 Show my expired training records

Course Name	Completed Date	Expiry Date	Downloads
Intentional Youth Development	Jul 25, 2019	Jul 25, 2020	Downloads ▼
YES - Outdoor Environmental Safety Awareness	Jun 29, 2019	Jun 29, 2020	Downloads ▼
Confined Space Awareness	May 11, 2019	May 11, 2021	Downloads ▼
Train the Trainer	May 02, 2019	May 02, 2069	Downloads ▼
WHMIS	Apr 07, 2019	Apr 07, 2020	Downloads ▼

You can modify your details here and review your personal data.

Hit Legacy, NOT Download. If you need to download, you need to follow the instructions further on in this document.

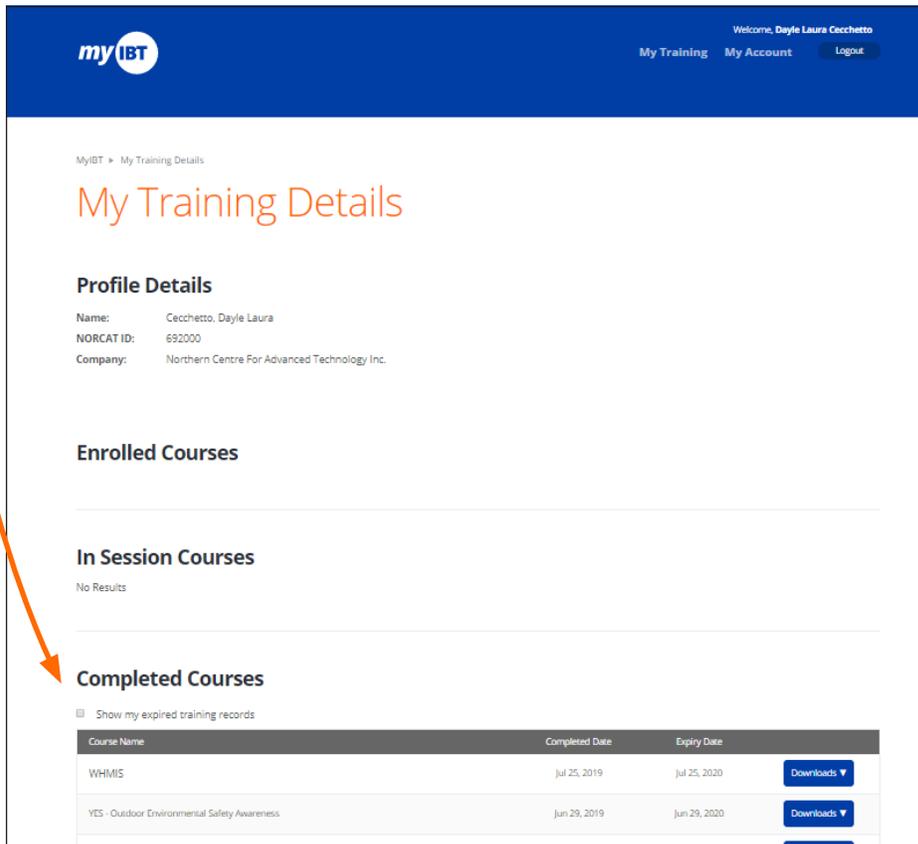
If you receive a white/black screen, click the centre to enable Flash.



Begin your training!

Once complete return back to [My Training Details](#) page (close window tab with course).

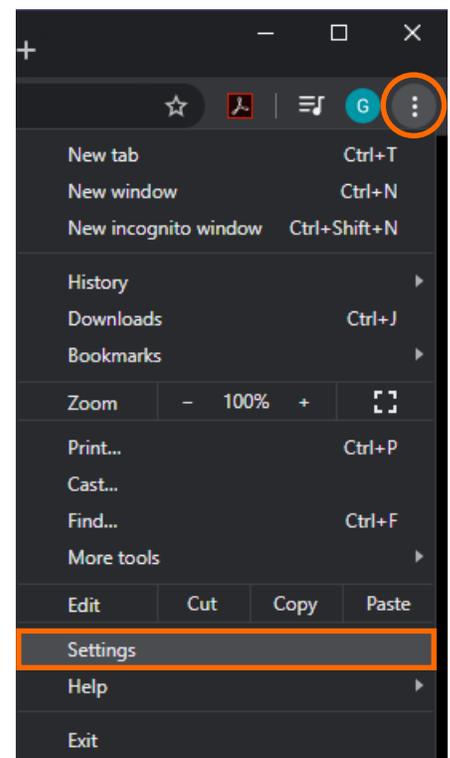
Refresh the [My Training Details](#) page. You will see your completed course is now listed under **Completed Courses**.



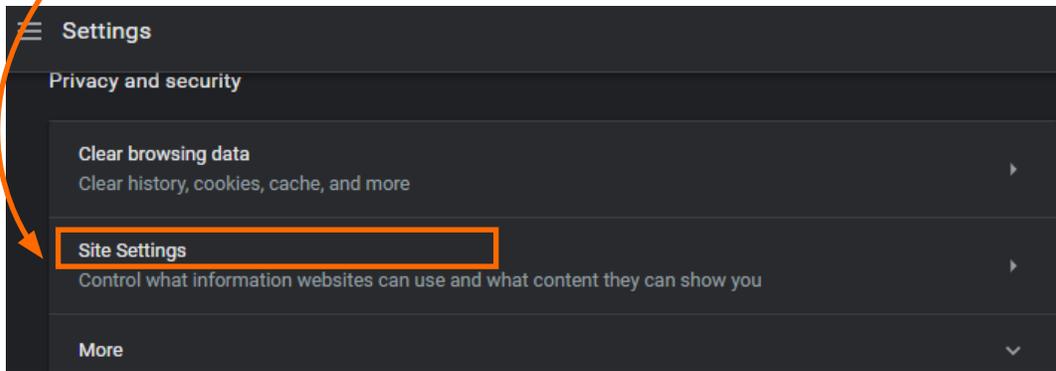
Click on **Downloads** this will show you options: **Transcripts, Cards, Certificates.** This is where you would select print proof of training.

Flash Troubleshooting

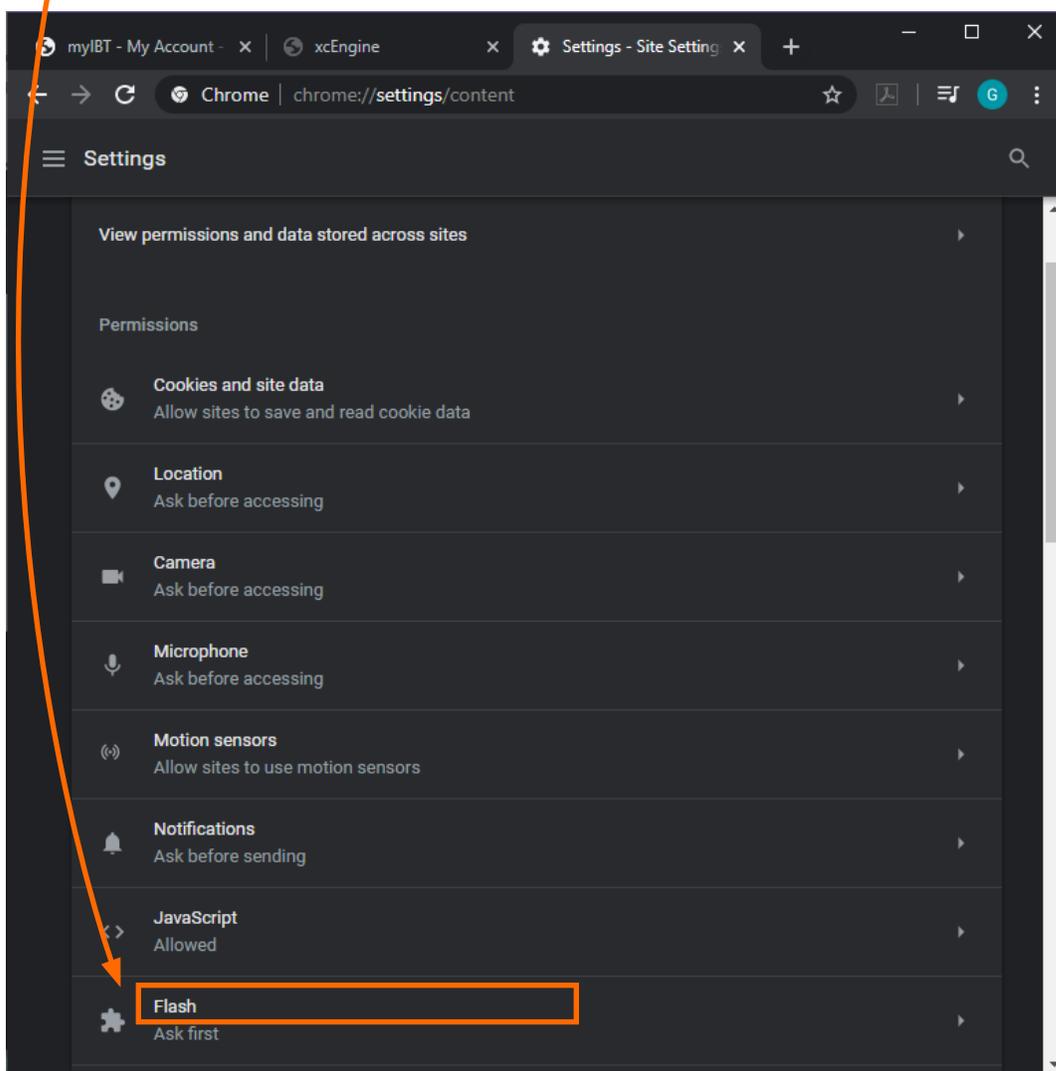
If you receive a white/black screen and do not get the prompt, you can also enable Flash in the settings. In the top right corner, click the three dots then select **Settings**.



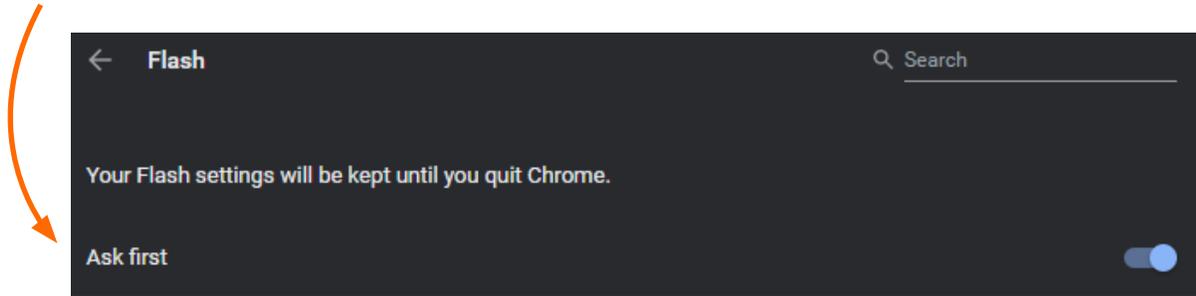
Click on **Site Settings** under Privacy and security section.



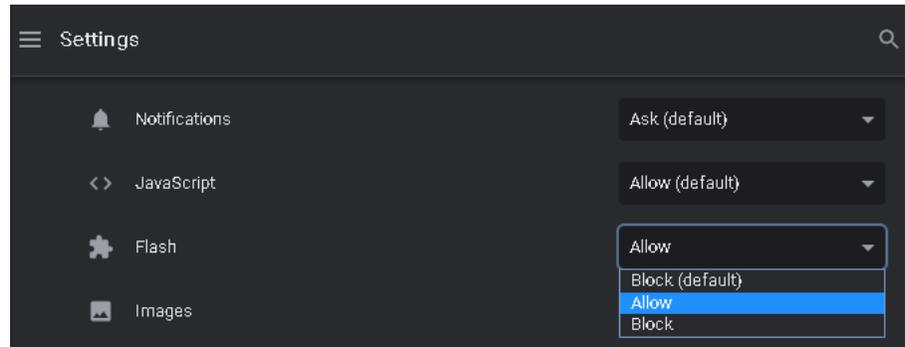
Click on **Flash**.



Click on the bar to the right of **“Block sites from running Flash”**. The text should change to **“Ask first”**.



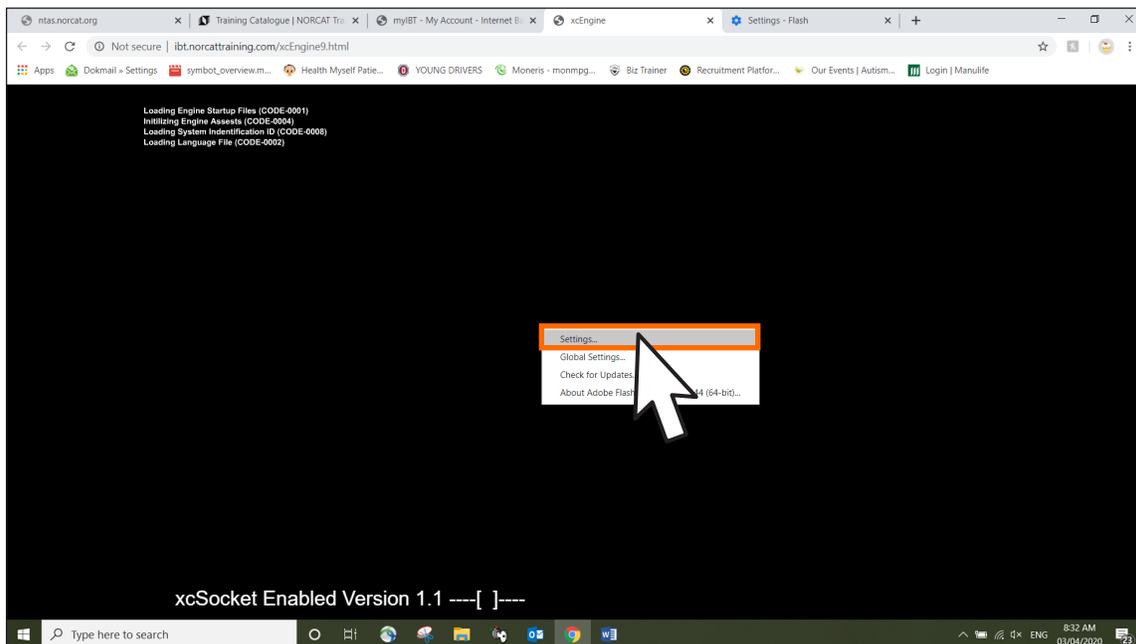
Note: At this stage, you may have a drop down option. The default setting is **“blocked”**. Click the drop down and click **“Allow”**.



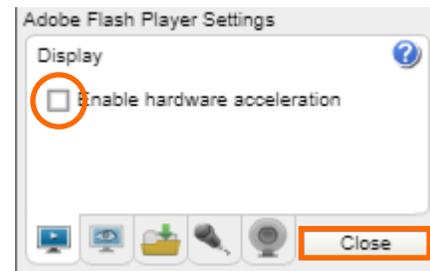
Close all tabs **except** “My IBT – My account page”.

Relaunch the training engine, by hitting 

If after enabling Flash, you are still stuck on the below screen, please right click on your mouse while on this black screen and click the word **“Settings”**.

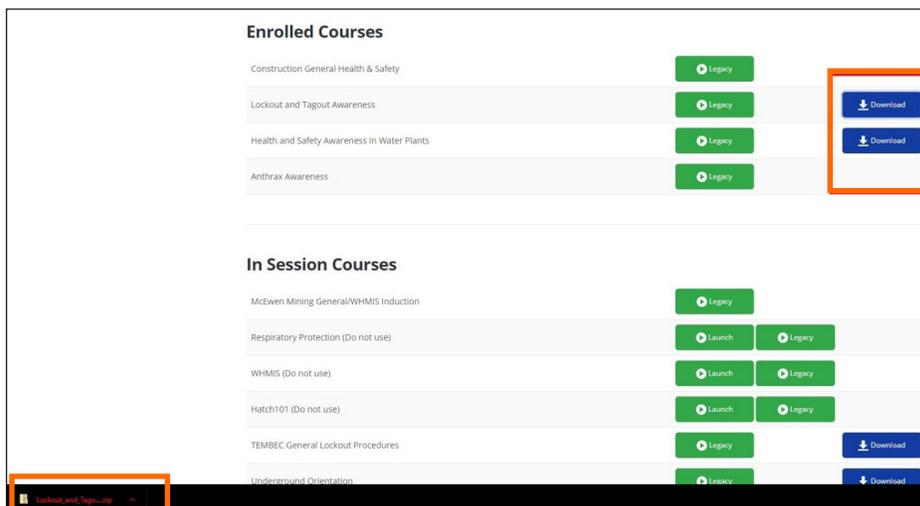


Unclick the box **“Enable Hardware Accelerator”** and hit **Close**. Then relaunch the training program.



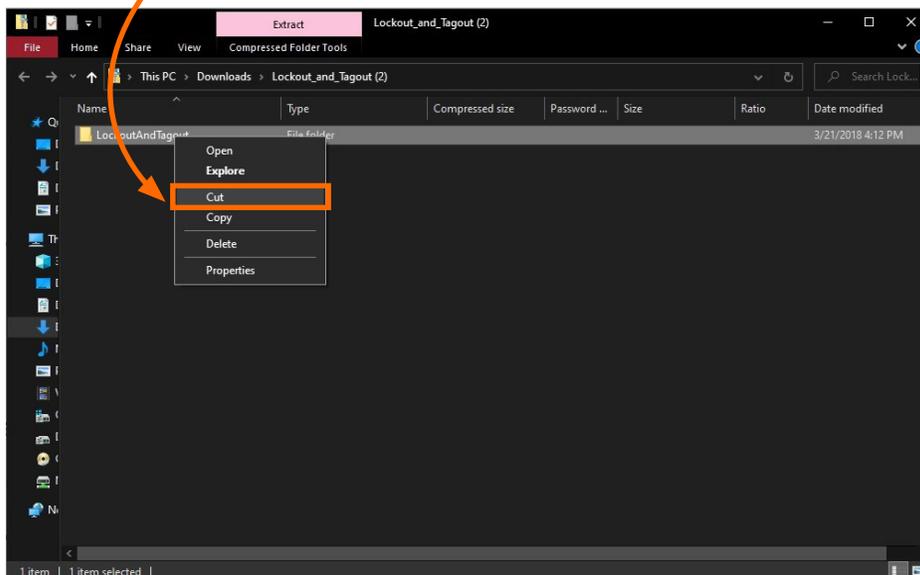
Extraction of Course

On the **My Training Details** page, find the course you are enrolled in, and click on



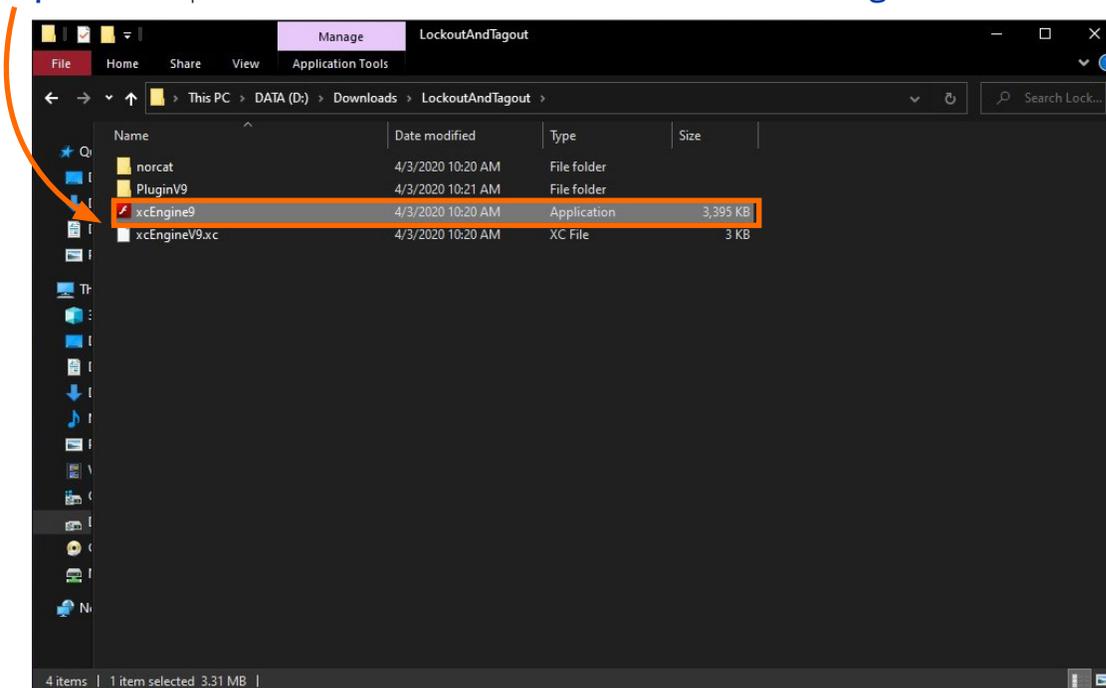
The downloaded compressed course will appear on the bottom of the page.

Click on the downloaded file and the compressed course will open. Right click on the course folder and select **Cut**.

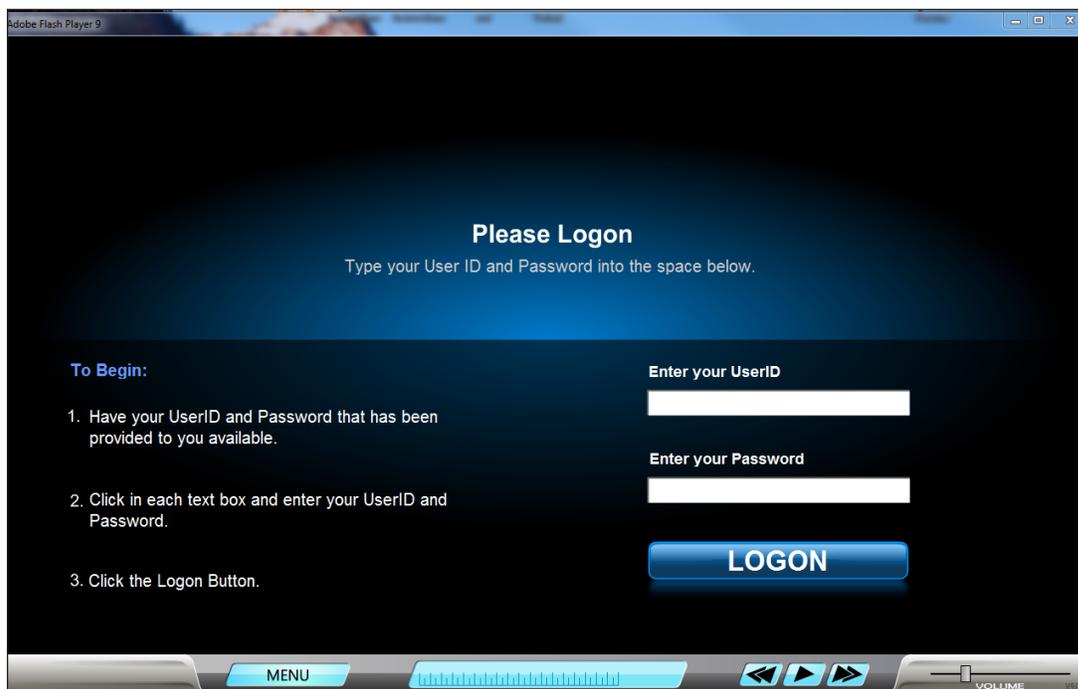


Then choose a location on your computer (Desktop, C: drive, My Documents, etc.) and right click and select **Paste**. Wait until it is done pasting the folder to the new location.

Now **Open** the copied course folder, and double click on the **xcEngine9** that has the red icon.



Once this runs you may get a black screen. If you get a black screen, hit **Esc** on your keyboard.



Enter the **UserID** and **Password** you were provided by NORCAT for the course you extracted. UserID and passwords are not interchangeable.

If after doing these steps, you are experiencing difficulties, please call **705-521-8324 ext. 450**.