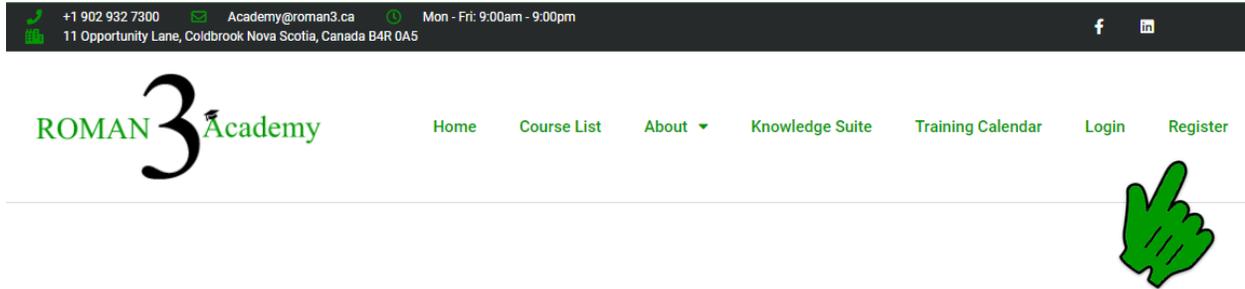


Accessing Sevenfold Recognition™ Step By Step Guide

This step by step guide is designed to help you navigate registration on Roman 3 Academy and accessing the Sevenfold Recognition™ online course.

STEP 1: Go to www.academy.roman3.ca and click on “Register”



Roman 3 Academy can help your business improve:

STEP 2: Create your Profile. Password needs to at least 8 letters, have at least one Capital Letter, one Lower Case Letter, and one Number (Example: Myp4ssword)

Register

Username

First Name

Last Name

E-mail Address

Password

Confirm Password

STEP 3: Now that you have an account, go to the Course List page.



cobymilne



cobymilne
View profile

-  Account >
-  Change Password >
-  Privacy >
-  Delete Account >

Account

Username

cobymilne

First Name

Coby

Last Name

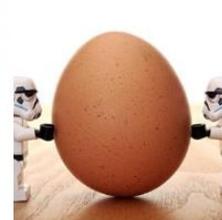
Milne

Email Address

info@roman3.ca

Update Account

STEP 4: Go to Page 2 of the Course List

 <p>Disengagement: Determining Your Vulnerability \$25.00</p> <p>Add to cart</p>	 <p>Getting Started with Inclusion Bundle \$550.00</p> <p>Add to cart</p>	 <p>Igniting Motivation™: The 8 Sparks of Purpose \$150.00</p> <p>Add to cart</p>	 <p>Improving Autonomy at Work \$125.00</p> <p>Add to cart</p>
 <p>Improving Employee Engagement \$125.00</p> <p>Add to cart</p>	 <p>Improving Mastery at Work \$125.00</p> <p>Add to cart</p>	 <p>Improving Purpose at Work \$125.00</p> <p>Add to cart</p>	 <p>Improving Recognition at Work \$125.00</p> <p>Add to cart</p>



1 2 →

STEP 5: Click “Add to cart” under the Sevenfold Recognition Course

Productivity Insulation Bundle \$775.00 Add to cart

Rethinking Inclusive Workplaces: Creating Belonging and Engagement \$99.00 Add to cart

Rethinking Labour Costs: Increasing Profits and Productivity \$0.00 Add to cart

Rethinking Your Workforce Appeal: Moving Beyond Compliance \$99.00 Add to cart

Sevenfold Recognition™: Lifting Workplace Morale \$150.00 Add to cart

SPECTrum™: A Catalyst for Increasing Team Performance \$150.00 Add to cart

The Autonomy Freeway™: The Road to Empowering Productivity \$150.00 Add to cart

Turnover: Determining Your Vulnerability \$25.00 Add to cart

STEP 6: Enter Coupon Code **NPRAIL2024-SFR** then click “Apply Coupon”

ROMAN3 Academy Home Course List About Knowledge Suite Training Calendar My Account Logout

Cart

✔ "Sevenfold Recognition™: Lifting Workplace Morale" has been added to your cart. [Continue shopping](#)

	Product	Price	Quantity	Subtotal
✕	Sevenfold Recognition™: Lifting Workplace Morale	\$150.00	1	\$150.00

NPRAIL2 [Apply coupon](#) [Update cart](#)

Cart totals

Subtotal	\$150.00
Total	\$150.00 USD

[Proceed to checkout](#)

STEP 7: Click “Proceed to checkout”

Cart

✔ Coupon code applied successfully.

	Product	Price	Quantity	Subtotal
×	 Sevenfold Recognition™: Lifting Workplace Morale	\$150.00	1	\$150.00

Coupon:

Cart totals

Subtotal	\$150.00
Coupon: nprail2024-sfr	-\$150.00 [Remove]
Total	\$0.00 USD



STEP 8: Fill out Required information for Checkou and click “Place order”

State

ZIP Code

Email address

Your order

Product	Subtotal
Sevenfold Recognition™: Lifting Workplace Morale × 1	\$150.00
Subtotal	\$150.00
Coupon: nprail2024-sfr	-\$150.00 [Remove]
Total	\$0.00 USD

Your personal data will be used to process your order, support your experience throughout this website, and for other purposes described in our [privacy policy](#).



STEP 9: Once the Order is received, click on “My Account”



Order received

To create a new account, go to “**Register**” in the menu. Once Checkout is complete, you can access your purchase from the “**My Account**” page.

Thank you. Your order has been received.

ORDER NUMBER: 5428 DATE: October 9, 2024 EMAIL: info@roman3.ca TOTAL: \$0.00 USD

Order details

Product	Total
Sevenfold Recognition™: Lifting Workplace Morale × 1	\$150.00
Subtotal:	\$150.00

STEP 10: On the “My Account” page, scroll down to the bottom and click on the Course

cobymilne



cobymilne
View profile

-  Account >
-  Change Password >
-  Privacy >
-  Delete Account >

Account

Username

First Name

Last Name

Email Address

Update Account

Your Courses

  Collapse All

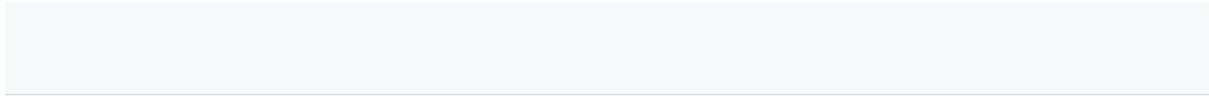


Sevenfold Recognition™: Lifting Workplace Morale

0% COMPLETE 0/1 Steps



STEP 11: Scroll past “ENROLL NOW” to the course name



ENROLL NOW

Already Enrolled? Select the course content below



Course Content

Sevenfold Recognition



STEP 12: You are in, so ENJOY!



0% COMPLETE 0/1 Steps

Mark Complete ✓

Sevenfold Recognition™: Lifting Workplace Morale <

Sevenfold Recognition

Sevenfold Recognition

Sevenfold Recognition™: Lifting Workplace Morale > Sevenfold Recognition
IN PROGRESS

Welcome to Sevenfold Recognition. This introductory course is designed to take about 1h and will introduce you to the core concepts of Recognition at Work. As you work through the videos and activity below keep in mind past examples of how recognition has been communicated in your workplace.

