

Connect2Learn - Quick Reference Card Public Course Registration

This Quick Reference Card provides step-by-step instructions for anyone external to YRDSB who wishes to register for a course.

Accessing Connect2Learn:

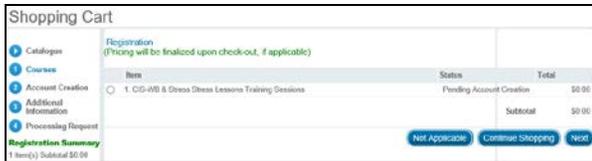
1. Click on the registration link provided to you. The course information page appears.



2. Click the **Register** button at the bottom of the page to begin the registration process and click **OK**.

Sessions	Start Date - MM/CC/YYYY	End Date - MM/CC/YYYY	Location	Price	More Info	Register
CIS-WB & Stress A Educators	03/25/2015	03/25/2015	Neermarket Community Centre and Lions Hall - 200 Doug Duncan Dr.	Free	More Info	Register
CIS-WB & Stress A Support Staff	03/25/2015	03/25/2015	Neermarket Community Centre and Lions Hall - 200 Doug Duncan Dr.	Free	More Info	Register

3. Step 1 of the Shopping Cart appears. Click **Next**.
NOTE: If the course has no fee, it will display \$0.00



4. Create an account by filling out all details of the **Account Creation** page and then click **Next**.

The screenshot shows the 'Account Creation' page. It includes a sidebar with navigation options: Catalogue, Courses, Account Creation (selected), Additional Information, Billing Information, Payment Method, and Processing Request. The main form has fields for: Community Name (Public), Create User Name (with a note to use Connect2Learn via BWW), First Name, Last Name, Password (with a note 'max 10 characters'), Verify Password, Challenge Phrase, Challenge Phrase Answer, Language (English), Email, and Email (Alternate). A 'Next' button is at the bottom right.

5. Select your **title** in the **Title/Position** field and click **Next**. (if not listed, select "Other")

The screenshot shows the 'Account Creation' page with the 'Title/Position' dropdown menu open, showing 'Student Teacher' selected. A 'Next' button is visible at the bottom right.

6. Click the **Process Request** button at the top or bottom of the screen to complete your registration!

NOTE: Please ensure you complete this step in order to be fully registered.

The screenshot shows the 'Shopping Cart' page with the 'Process Request' button highlighted in orange at the top right. The cart contains one item: '1. CIS-WB & Stress A Educators' with a total of '\$0.00'.

7. The **Receipt of Transaction** window appears.

The screenshot shows the 'Receipt of Transaction' window. It includes a 'Thank you' message, a confirmation that the request was completed successfully, and a 'Print' button. The receipt details include: Client: TEST TEST, 1 Yonge Street, Neermarket, Ontario Canada, L4G 3P8, 9057271234. Payment Type: Credit Card Order, Order Number: PUBLIC-31600, Date: 09/21/2016 10:34:01 AM. The receipt table shows one item: '1 - LD-VPSP:RW Vice-Principal Selection Process Stage 1: Preparing Your Application' with a status of 'Approved' and a total of '\$15.00'. A 'Print' button is at the bottom right.

8. If you wish to print your receipt, click the **Print** button at the bottom of the window.