

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 | End Date | Location | Price | |
|---------------------------------|------------|------------|---|-------|--|
| CIS-WB & Stress A Educators | 03/25/2015 | 03/25/2015 | Newmarket 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 | Newmarket 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**.

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

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.

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

| Item | Status | Total |
|---|----------|----------------|
| 1 - LD-VPSP-RW Vice-Principal Selection Process Stage 1: Preparing Your Application | Approved | \$15.00 |
| Total | | \$15.00 |

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