Emergency Instructors

This Quick Reference Card provides step-by-step instructions on registering for a course, creating an account and launching your online training.

Course Registration and Account Creation

1. From the **Emergency Instructors catalogue**, click on the course title.



2. The course information appears. At the bottom of the page, click **Register**, lower right corner.

Working Together (Online) Cours	· Course Information	and suger s manie	And a second second		in them too	
instructional Media: Competency: Credit Options:	York Region District Schoo Online Compliance None The Accessibility for Orchar Dooffer Rovards cristione	s Board V	DA) and the Ontario Har	ther (Online) an Both Code (the Code) are key offers This module cullines how the differt the teaming and working end	accessibility standards und	
	This module consists of a YRDSE Introduction video followed by a 5 part video series developed by the Ontario Human Rights Commission (OHRC).					
	Approximate Run Time: 25 minutes					
	Technical Support Documents: Dealer on-us Diober to lanct an online source mine source buildents of two					
Credit Weight: Expectations:	1 Target Group: One-time r	required training for all eta	π.			
Sessions	Start Date *	End Date MMCONYYYY	Location	Price		
PD-AODAWTStudent A	09/03/0919	99/23/2921	N/A.	Free More In	fo Register	

3. When prompted, click **OK**.



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

Shopping Ca	art			
Catalogue	Registration (Pricing will be finalized upon check-out, if applicable)			
Courses	hom	Status	Total	
Account Creation	0 1 HS-COOP2918-P CO-OP Health & Safety Awareness	Pending A	count Creation	50.00
Additional Information			Subtotal	50.00
Processing Request		Not Applicable	Continue Shopping	Next
Registration Summary Rem(s) Subtotal 50 00		-		-

5. You will be prompted to create an account by filling out all details of the **Account Creation** page and then click **Next**.

Catalogue	Registrant Account Information: NOTE Permanent YRDSB Staff Of		
1 Courses	To create an account, complete the top right.	fields below. If you have an	account, click the Login button on the
2 Account Creation	Community Name:	Public	
Additional Information	* Creale User Name:		(e-mail address)
Processing Request	* First Name:		
egistration Summary	* Last Name:		
item(s) Subtotal \$0.00	* Password:		(max 10 characters)
	* Verify Password.		
	Challenge Phrase:		
	Challenge Phrase Answer.		
	* Language:	English	
	* Email		
	Email (Alternate):		
	Registrant Information:		
	* Work/Home/School/Company Name:		
	* Address 1		
	Address 2		

6. Select **Student** in the **Title/Position** drop-down menu. Click **Next**.



7. The Shopping Cart will appear. Click Process Request.



8. A **Receipt of Transaction** page will appear, displaying a fee of \$0.00

Receipt of Transaction Thank you This is confirmation that your request was completed successfully.

This is confirmation that your request was completed successfu Please print a copy of this receipt for your records! Client Jane Doe

Payment Type: External Free Course	Order Number: PUBLIC-0	Date: 08/16/2018 10:3	7:31 AM
Item		Status	Total
1 - HS-COOP2018-P CO-OP: Health & Safety	Approved	\$0.00	
		Total	\$0.00
Your username and password will be sent to yo Please print a copy of this receipt for you		r future registrations.	

9. VERY IMPORTANT!

You must now LOGIN to view the online training you have just registered for and to continue registration into the other courses using the account you just created and in order to view.

Click Login at the top right corner.

Connect2Learn	R	Logon Boardh
	Course Registration	
	Catalogue	
Receipt of Transaction		

10. The **Login** window appears. Enter the user name and password you just created.



11. A) Access your **Learning Plan** to **Launch** your online learning.

Course Registration	Learning Plan	Achievement Reco
	Learning Activities Calend	dar
Learning Activities		
Views 🔺 🎸	Accessibility and Human Rights: Workin	g Together (Online) (A)
Current Training	Status: Approved	0
A 11.17.11		1 (0 P 1(A)

B) Access the **Course Registration** tab to access **Emergency Instructors catalogue** and register for your other training.

NOTE: As you are now logged-in, you will not be prompted to create an account once clicking on **Register.**



