Teacher Candidate/External Hire LTO Teacher Training

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

 From the Teacher Candidate/External Hire Long Term Occasional Teacher Catalogue, click on the course title.

Courses / Regis	stration
Teacher Candidate/External Hir	e Long Term Occasional Teacher Catalogue » Course Offerings Subject » Course List
Courses	
Teacher Candidate/External LTO:	Health & Safety - Key Messages 2023
Teacher Candidate/External LTO:	Health & Safety Awareness
Teacher Candidate/External LTO	Professionalism Introduction/Key Messages (Online)
Teacher Candidate/External LTO:	Violence & Harassment: Health & Safety (Online)
Teacher Candidate/External LTO:	WHMIS PSHSA (Online)
Teacher Candidate/External LTO:	WHMIS YRDSB 2022 (Online)

2. The course information appears. At the bottom of the page, click **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



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

Catalogue Courses	Registrant Account Information: NOTE: Permanent YRDSB Staff ON To create an account, complete the too right.	ILY use Connect2Learn via BW\ fields below. If you have an acco	N. punt, click the Login button on the
2 Account Creation	Community Name:	Public	
3 Additional	* Create User Name:		(e-mail address)
Information	* First Name:		
Processing Request	* Last Name:		
1 item(s) Subtotal \$0.00	* Password:		(max 10 characters)
	* Verify Password:		
	Challenge Phrase:		
	Challenge Phrase Answer:		
	* Language:	English	Ŧ
	* Email:		
	Email (Alternate):		
	Registrant Information:		
	* Work/Home/School/Company Name:		
	* Address 1:		
	Address 2:		

6. Select **Teacher Candidates** 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

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

Payment Type: External Free Course	Order Number: PUBLIC-0	Date: 08/16/2018 10:37	:31 AM
Item		Status	Total
1 - HS-COOP2018-P CO-OP: Health & Safety	Awareness	Approved	\$0.00
		Total	\$0.00
Your username and password will be sent to yo	ur email address. It will be required fo	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	Search
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 Record
	Learning Activities Calend	ar
Learning Activities	\sim	•
Views •	Teacher Candidates: Health & Safety Aw	Link:
Current Training	Status: Approved	Add N
Completed Training		
LearnTracks		
Personal Achievements		

B) Access the **Course Registration** tab to access **Teacher Candidate/External Hire Long Term Occasional Teacher Catalogue** and register for your other training.

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

Connect2Leam		
Course	s / Registration	
Catalogue Li	st	
Public Courses	3	
Admin/Clerical	Summer Student / Student Peer Mentor	
School Assista	nts	
Students from	Colleges and Co-Op Students from Other Boards	
	K	

Print