Students from Colleges & CO-OP Students Course Registration

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 Students from Colleges and Co-Op Students from Other Boards Catalogue, click on the course title.



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



3. When prompted, click OK.

connect2learn.yrdsb.ca says		
Are you sure you want to register? Click the "O.K." button to register, otherwise click "(Cancel"	
	OK	Cancel

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



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



 Select Other in the Title/Position drop-down menu. Click Next.



 The Shopping Cart will appear. Click Process Request.

Shopping Ca	art	
① Courses	You must click the "Process Request" button to COMPLETE your registration.	Process Request
Account Creation	Registration (Phoing will be finalized upon check-out, if applicable)	
Additional Information	Account information	
Processing Request	Community Name Public	
Registration Summary 1 Rem(s) Subtotal 50 00	Circular User Same stellersal/Offsethersal Ca Name Jaco Doo Passionot Seese Language English	

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

Receipt of Transaction Thank you	1		
This is confirmation that your req Please print a copy of this receipt Client: Jane Doe		essfully.	
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 A	wareness	Approved	\$0.00
		Total	\$0.00
Your username and password will be sent to you Please print a copy of this receipt for you		r future registrations.	Print

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

Course Registration

Crategore

Receipt of Transaction

That's you

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

User Name: Password:	
Password:	

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



B) Access the Course Registration tab to access Students from Colleges and Co-Op Students from Other Boards 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.**



