## School Assistants 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 School Assistants Catalogue, click on the course title.



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

Courses / Regist	ration				
School Assistants Catalogue » 0	Course Offerings Subject	· Ergonomics for the Con	sputer User (Online) Co.	urse » Course Information	View Cart
Instructional Media: Competency: Credit Options:	York Region District School Christe Self-directed Learning None Learn how to adjust your w	orkatation/ These 7 modules		who use a computer. Whether you she alive staffs, you will benefit from	
Overviews	Topics covered in this co	ics covered in this course:			
	introduction to engr.     Adjusting your char     Keyboard and roou     The monitor     Other equipment     Laptops     The summary				
9	A workstation checklist and	suggested stretches are als	o included:		
Expectations:	Target Group: All staff				\
Sessions	Start Date ** MMGDDYYYY	End Date MM/DD/YYYY	Location	Price	7
LD-ECU A	11/02/2011	07/28/2019	TBA	Free More	Info 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 clic	ck "Cancel"	
	ОК	Cancel

 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**.



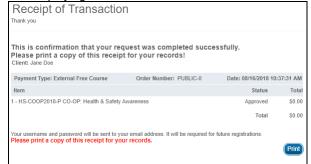
 Select Other in the Title/Position drop-down menu. Click Next.



 The Shopping Cart will appear. Click Process Request.



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



## 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
Cristogue

Receipt of Transaction
Thats you

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

User Name:	
Password:	

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



B) Access the **Course Registration** tab to access **School Assistants 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.** 



