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 and/or launching.

Accessing Connect2Learn:

 Go to yrdsb.ca, click Careers, then Professional Learning, then click Casual Employees Training. Click on the course you wish to register for.



The course information appears. Scroll down to the bottom and view all the available session dates and locations.

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|--|--------------------------------------|---|---|
| Connect | 2Learn | E Land | User: Anonymous - User Area |
| Conf | erence Registration | Course Registration | Help |
| | Search by: 6 | earn Track Registration | |
| Courses / Registration | | | |
| | | | View Cart |
| Cognitive Coaching SM F | oundations | | |
| Delivery Provider Name: | York Region District School Board (S | Show More) | |
| Instructional Media: Competency: Credit Options: | Self-Directed - Developing the Organ | nization | |
| | The mission of Cognitive Coaching is | s to develop cognitive capacities for self-dir research-based model which capitalizes up | ectedness independently and in on and enhances cognitive |

 Click the Register button to begin the registration process and click OK.

| Sessions | Start Date MM/DD/YYYY | End Date MM/DD/YYYY | Location | Price | |
|---------------------------------|--------------------------|------------------------|---|-------------------------|----------|
| LD-CCF- EXTERNAL Cohort 1 | 07/03/2012 | 12/11/2012 | Community Educ Centre - North - 130 Carlson Drive | \$500.00 (More Info | Register |
| LD-CCF- EXTERNAL Cobort 2 | 02/19/2013 | 07/04/2013 | Centre for Leadership & Learning > 300 Harry Walker Parkway S | eurh \$500.00 More info | Register |

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

| 0 | Catalogue | Registration (Pricing will be finalized upon check-out, if applicable) | | | |
|----|--------------------------------|---|--------|-----------------------------|----------|
| | Courses | Item | | Status | Total |
| 2) | Account Creation | C 1. LD-CCF-EXTERNAL Cognitive Coaching ^{SH} Foundations | | Pending Account Creation | \$300.00 |
| 9) | Additional Information | | | Subtotal | \$500.00 |
| 0 | Billing Information | | Remove | (Continue Shopping | (Nex |
| | Payment Hethod | | | | |
| 9 | Processing Request | | | | |
| R | E item(s) Subtotal \$500.00 | | | | |

Create an account by filling out all details of the Account Creation page and then click Next.

| Catalogue on the | ate an account, complete the fiel top right. Forgot Password? Use ord will be sent to your email ac | the option at the I | |
|--------------------------------|---|---------------------|---------------------|
| Courses | Community Name: Pu | blic | |
| Account Creation | * Create User Name: | | (e-mail address) |
| Additional | * First Name: | | |
| Information | * Last Name: | | |
| Billing Information | * Create Password: | | (max 10 characters) |
| Payment Method | Verify Password: | | |
| Processing Request | Challenge Phrase: | | |
| Registration Summary | Challenge Phrase Answers | | |
| 1 item(s) Subtotal \$500.00 | * Language: E | nglish | |
| | * Email: | | |
| | Email (Alternate): | | |

 Enter your title in the Title/Position field and click Next.

<u>NOTE:</u> If the course has no fee attached, please skip to step 9.

| To cre | | omplete the fields b | | ck the Login button on the top rig rd will be sent to your email acco | |
|--------|------------------|----------------------|--------------------|--|-------|
| 0 | Catalogue | Title/Position: | * Title/Position:: | | |
| 0 | Account Creation | * Required fields | | Click NEXT to continue. | (Next |

7. Review the Billing Information and click Next

| hopping Cart | Na AV. | | |
|---------------------------------|--|--------------------------|-----|
| Catalogue | Registration (Pricing will be finalized upon check-out, if applicable) | | |
| Courses | * Name: | Schemo Schemo | |
| Account Creation | * Address: | 10 yonge street | |
| Additional | Address 2: | | |
| Information Billing Information | * City | Toronto | |
| | * Country: | Canada | * |
| Payment Method | * State / Province: | Ontario | |
| Processing Request | * ZIP / Postal Code | 121.004 | |
| Registration Summary | * Telephone Number | | |
| 1 item(s) Subtotal \$500.00 | | 905-123-1234 | |
| | Telephone Number Euti | | |
| | Fac | schemo.schemo@schemo.com | |
| | Email a copy of the receipt to the following address: | | |
| | | | |
| | | | |
| | * Secured fields | | fat |

Enter your Mastercard or Visa information and then click Next

| 0 | Catalogue | Registration (Pricing will be finalized upon check-or | ut, if applicable) | | |
|----|---------------------------|--|--------------------|---|---|
| | Courses | Mathodo | Credit Card | | |
| | | Card Type: | Mastercard | * | |
| 8) | Account Creation | Name on Card | | | |
| | Additional Information | * Credit Card Number(No Spaces): | | | |
| 9 | Billing Information | * Expiration (mm/yy): | / | | |
| | Payment Hethod | * Required fields | | | G |

9. 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.

| | to be runy regiotered. | |
|--|---|-----|
| Shopping Cart | | |
| (Courses | You must click the "Process Request" button to COMPLETE your registration. | est |
| Account Creation Additional Information | (Pricing will be finalized upon check-out, if applicable) | |
| Processing Request Registration Summary 1 item(s) Subtotal 50.00 | Community Name: Public Create User Name: ABCD Name: AB CD Create Passandr **** | |
| Information Processing Request Registration Summary | Account Information Cameusity Name: Public Create User Name: ABCD Name: ABC CD | |

The Receipt of Transaction window appears.

| Receipt of Transaction | | | |
|--|-------------------------------|---------------------|----------|
| Thank you | | | |
| This is confirmation that your re Please print a copy of this recei | | ccessfully. | |
| Clients AB CD 300 harry Newmarket Ontario Canada AAA BBB | | | |
| Payment Type: External Free Course | Order Number: PUBLIC-0 | Date: 04 | /20/2012 |
| Item | | Status | Total |
| 1 - LD-CCF-EXTERNAL Cognitive Coaching SM Four | ndations | Approved | \$0.00 |
| | | Total | \$0.00 |
| Your username and password will be sent to your Please print a copy of this receipt for | | uture registrations | |
| | | | Print |
| Congratulations! Your user account h | as been successfully created. | | |
| Click the Login menu item in the top ri | aht corner above to test your | username & p | asswor |

- 11. If you wish to print your receipt, click the **Print** button at the bottom of the window.
- 12. Launching: In order to launch your course, you must login using top right button (the **Login** button is located in the top right corner of the screen when viewing a course). Use your username and password that you just created.



York Region District School Board March 2015