

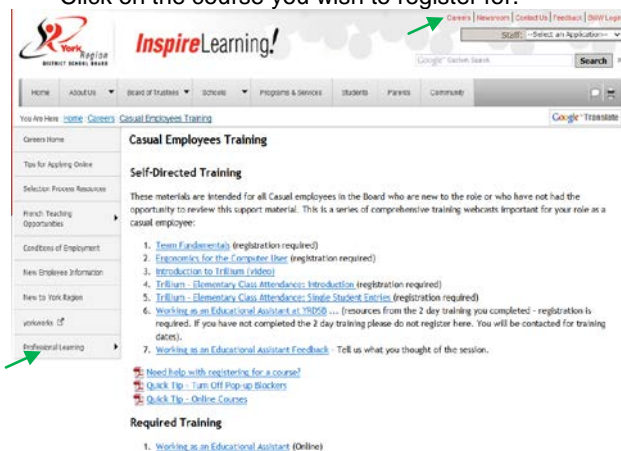
## Connect2Learn - Quick Reference Card

# Public Course Registration

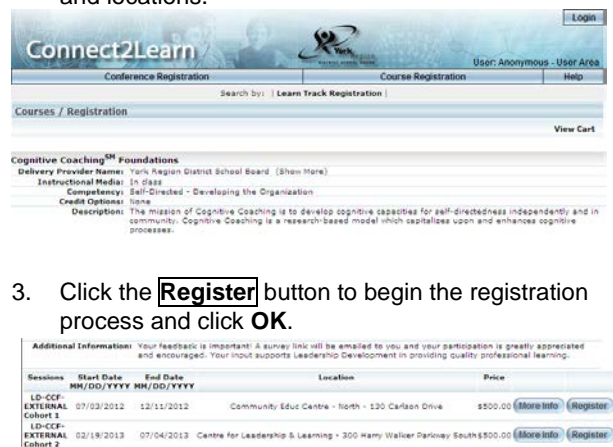
This Quick Reference Card provides step-by-step instructions for anyone external to YRDSB who wishes to register for a course and/or launching.

### Accessing Connect2Learn:

- Go to [yrdsb.ca](http://yrdsb.ca), click **Careers**, then **Professional Learning**, then click **Casual Employees Training**. Click on the course you wish to register for.

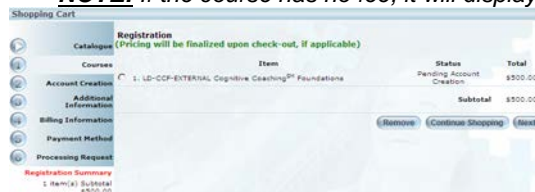


- The course information appears. Scroll down to the bottom and view all the available session dates and locations.

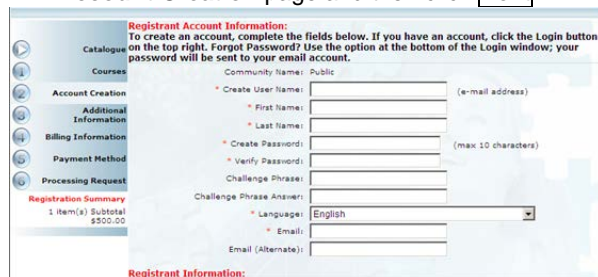


- Click the **Register** button to begin the registration process and click **OK**.

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



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

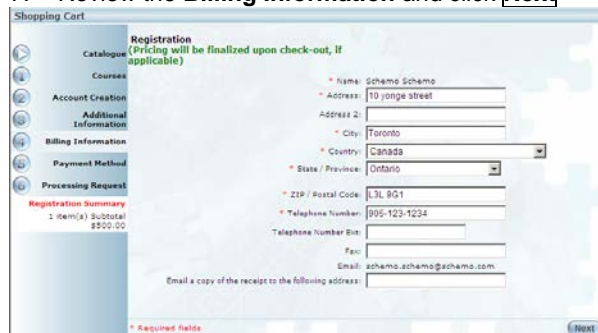


- Enter your **title** in the **Title/Position** field and click **Next**.

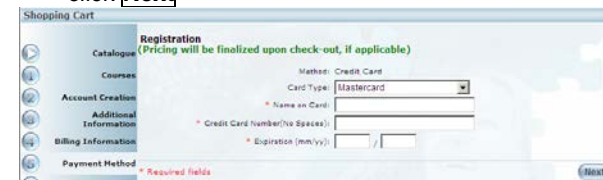
**NOTE: If the course has no fee attached, please skip to step 9.**



- Review the **Billing Information** and click **Next**

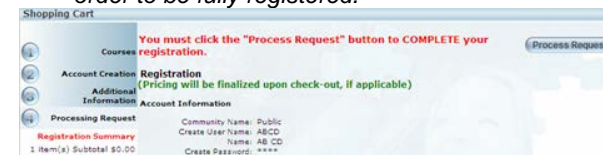


- Enter your Mastercard or Visa information and then click **Next**

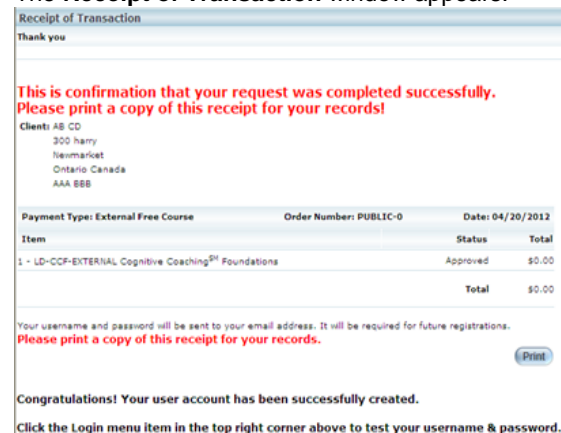


- Click the **Process Request** button at the top or bottom of the screen to **complete** your registration!

**NOTE: Please ensure you complete this step in order to be fully registered.**



- The **Receipt of Transaction** window appears.



- If you wish to print your receipt, click the **Print** button at the bottom of the window.

- 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.