Connect2Learn - Quick Reference Card

Public Course Registration

This Quick Reference Card provides step-bystep instructions for anyone external to YRDSB who wishes to register for a course.

Accessing Connect2Learn:

1. Click on the registration link provided to you. The course information page appears.

Connect2Le	m Ra	Lign
	Course Registration	
	Catarogue	
Courses / Regist	ration	
Catalogue + Course Offerings St	Agent + Stress Lessons Training Sessions Course + Course Information	View Cart
Stress Lessons Training Course Information Delivery Provider Namer Instructional Media Compressory Civell Options: Descriptions	Beasions York Right Dakid School Roard (Daw Kore) Seld-school Lange New Physiology Foundation of Canada's Streng Lossons: Tools for Beallency Westshop	
	Stotert Serios and Curticular and Instructional Services are inviting teams of 3 classroom teachers. Teams will consist of one Create 9 Iteath and Physical Education teachers and two of the following: a learning Stategies teacher, and/or a Social Sciences and Humanities teacher.	to attend a full-day training session. a Grade 10 Career Studies teacher, a
	This full-day training session is also available to social workers, psychologists, and nurses.	

2. Click the **Register** button at the bottom of the page to begin the registration process and click **OK**.

Sessions	Start Date *	End Date MMIDDYYYYY	Location	Price	
CIS-WD & Stress A Educators	03/25/2015	03/25/2019	Newmarket Demenunby Centre and Liona Hall - 209 Drug Duncen Dr.	free	More Info Register
CIS-W8 & Stress A Support Staff	03/25/2019	03/25/2019	Newmarket Cemmunity Centre and Lons Hall - 208 Doug Duncan Dr.	Free	More Infla Register

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

Shopping Ca	irt			
Catalogue	Registration (Pricing will be finalized upon check-out, if applicable)			
Courses	hera	Status	Total	
Account Creation	O 1. CIS-MB & Stress Elessons Training Sessions	Pending Acce	unit Crastion	50.00
Additional Information			Subtotal	50.00
O Processing Request				_
Registration Summary		Not Applicable C	onlinue Stopping	Next

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

Catalogue	NOTE: Permanent YRDSB Staff O	NLY use Connect2Learn via Bi	WW.
Courses	To create an account, complete th the top right.	e fields below. If you have an a	ccount, click the Login button on
2 Account Creation	Community Name	Public	
Additional	* Creale User Name		(e-mail address)
Information	* First Name.		
Billing Information	* Last Name		
O Payment Method	* Password		(max 10 characters)
O Procession Remiest	* Verify Password		
· Processing respirat	Challenge Phrase		
Registration Summary	Challenge Phrase Answer		
1 1011(2) 300001 213 20	* Language	English	
	* Email		
	Email (Atternate)		

5. Select your **title** in the **Title/Position** field and click **Next**. (if not listed, select "Other")

Catalogue	Title/Position	• Title/Position:	Student Teacher		
Account Creation					
Additional Information	* Required Selds			Click NEXT to continue.	Next
Billing Information					
O Payment Method					
6 Processing Request					
Registration Summary 1 item(s) Subtotal \$15.00					

6. 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.

Shopping Ca	rt	
Courses	You must click the "Process Request" button to COMPLETE your registration.	Precess Request
Account Creation	Registration	
Additional	(Pricing will be finalized upon check-out, if applicable)	
entormation	Account Information	
Oilling Information	Comments Name: Public	
B Payment Method	Create User Name: TEST@TESTca	
O Processing Request	Passuot. ***	
Registration Summary	Email TESTINTESTO	
1 ilem(s) Subtotal \$15.00	Job Position: Group Information Not Available	

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

Receipt of Transaction		
This is confirmation that your request was completed succ Please print a copy of this receipt for your records! Client: TEST TEST 1 Yonge Street Newmarket Ontario Canada L4G 3P8 9057271234	essfully.	
Payment Type: Credit Card Order Order Number: PUBLIC-31600	Date: 09/21/2016 10:	:34:01 AM
Item	Status	Total
1 - LD-VPSP:RW Vice-Principal Selection Process Stage 1: Preparing Your Application	Approved	\$15.00
	Total	\$15.00
Your username and password will be sent to your email address. It will be required Your payment will be processed and will appear as YRDSB - Connect2Learn on y Please print a copy of this receipt for your records.	for future registrations. our credit card statement.	Print

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

