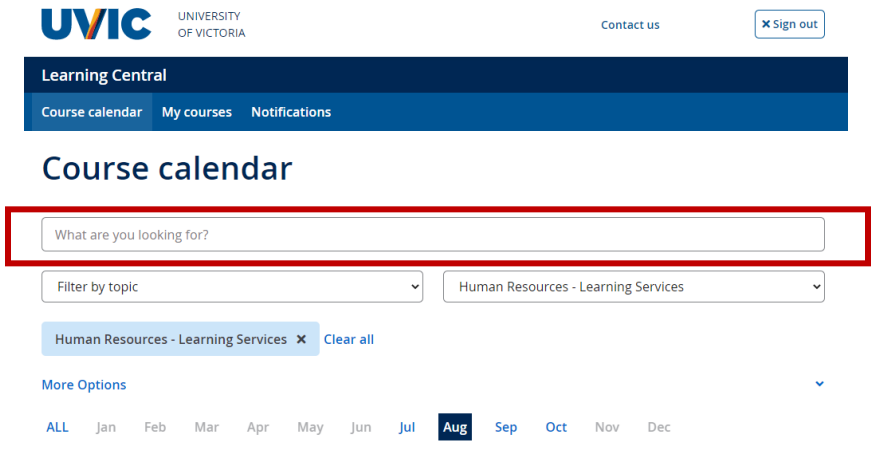
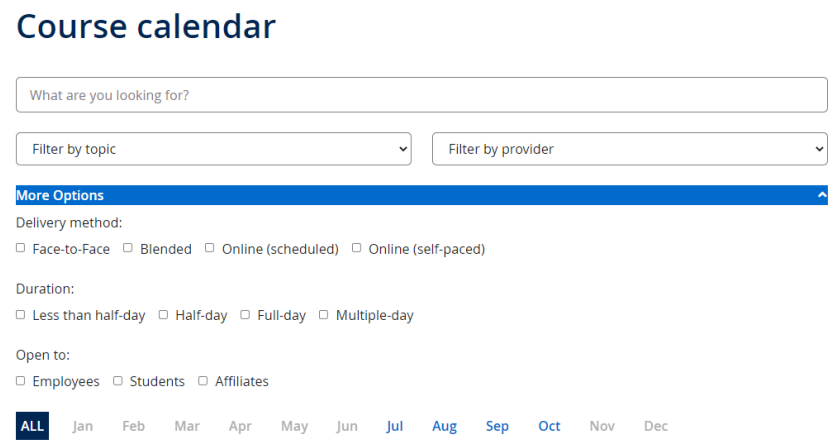
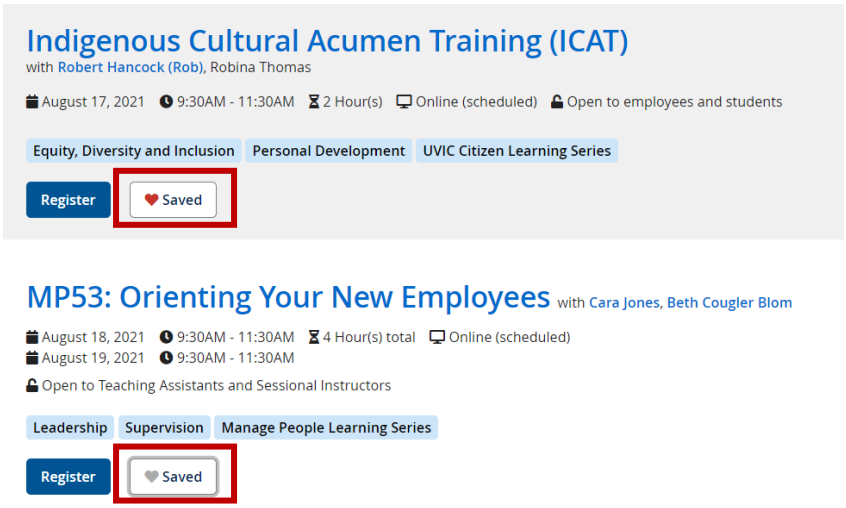
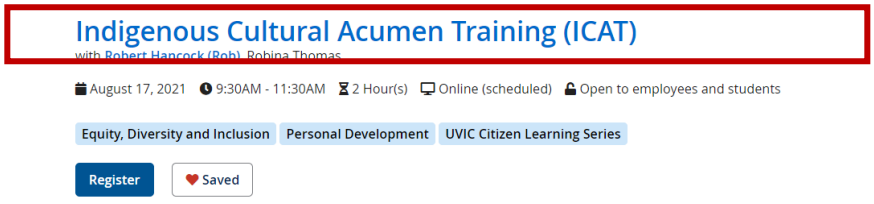
HOW TO REGISTER FOR A COURSE

This document describes how to register for a course in Learning Central.

#	Instructions	Screenshot
1	Log in to Learning Central	You can login two ways: A. Via direct link: https://learningcentral.uvic.ca/ B. Via the HR Learning & Development website: https://www.uvic.ca/hr/learning-development/learning_central/index.php
2	Use the search function or scroll down on the main landing page to find the course you wish to register for.	

#	Instructions	Screenshot
2.a.	Select the 'More options' button to view a number of different search and filtering options	
2.b.	You can also use our new and improved **'Saved'** button to select courses you might be interested in as you scroll.	
3	Click on the title of the course you would like to register in	

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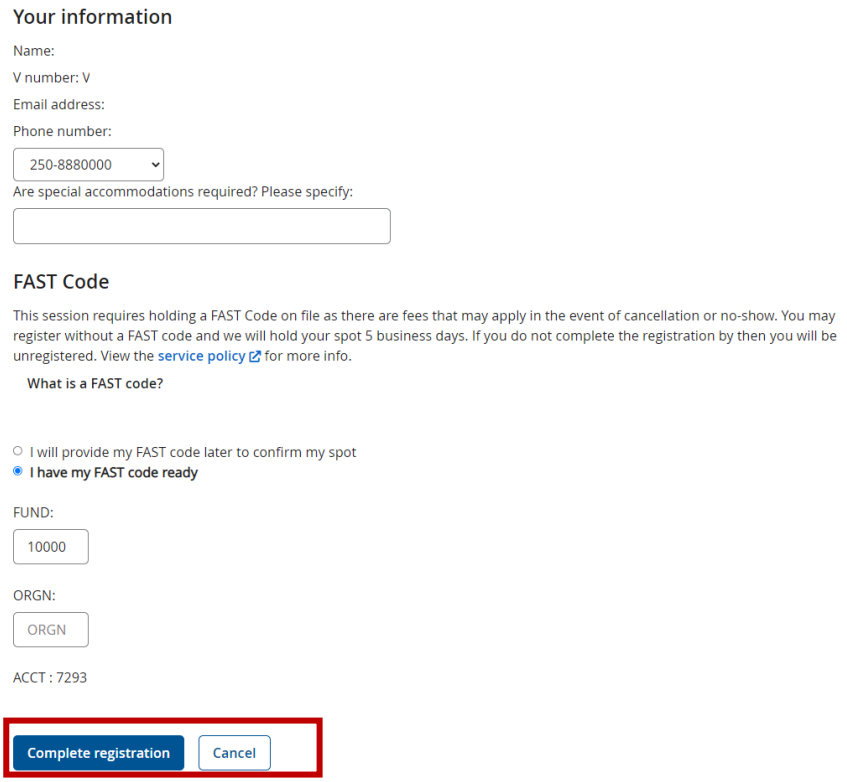
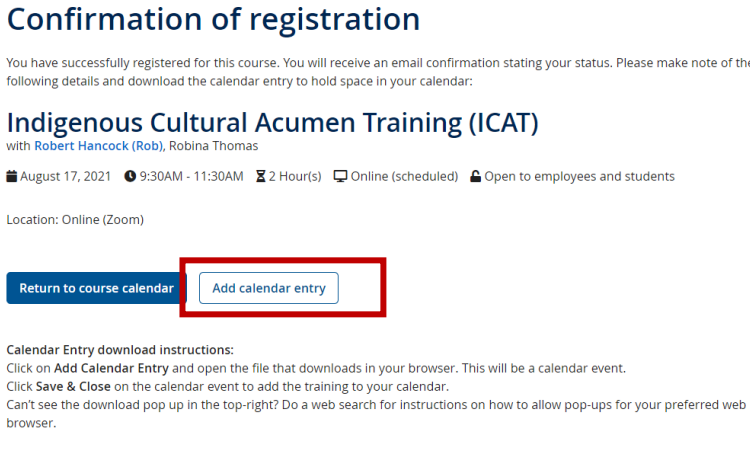
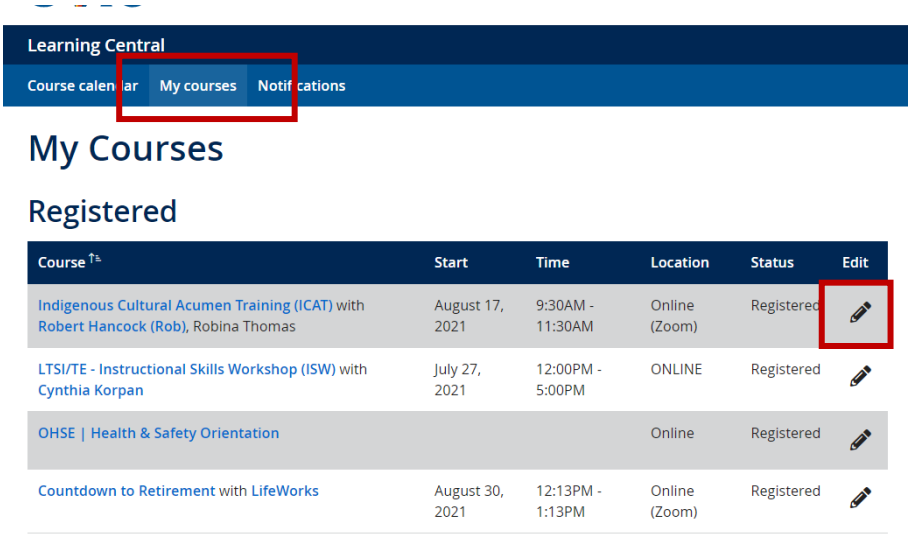
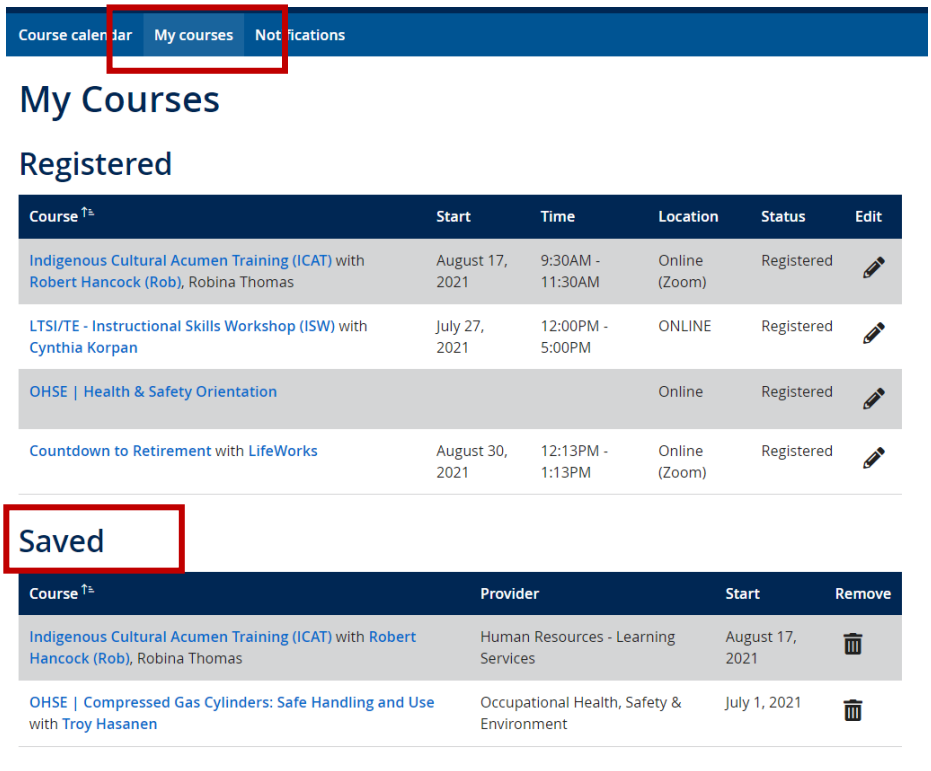
4	The registration information page will open; *please read and confirm the course details suit your needs.*	
5	**Confirm your details:** some courses require a FAST code to hold your reservation in case of no-show. Select the **'Complete Registration'** button	
6	View confirmation of registration page and **add the calendar entry** to your outlook calendar. You should also receive an email confirmation of your registration.	

#	Instructions	Screenshot
7	**Change or update your registration** at any time by visiting '**My Courses**' in the top navigation bar and selecting the pencil icon next to the course of your choice.	
8	Did you *'scroll & save'* your courses you were interested in registering in on the main page? **View your Saved** courses in **'My Courses'** below your list of Registered courses. Select the title of the course you want to register for and **follow steps 4-6** to confirm you registration.