
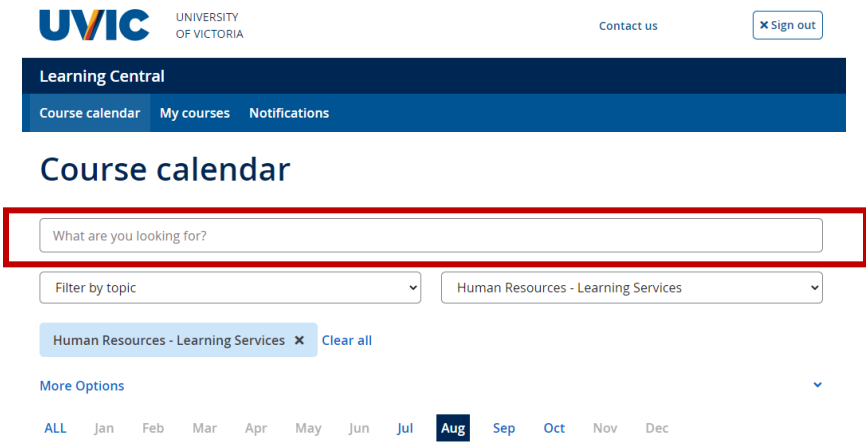
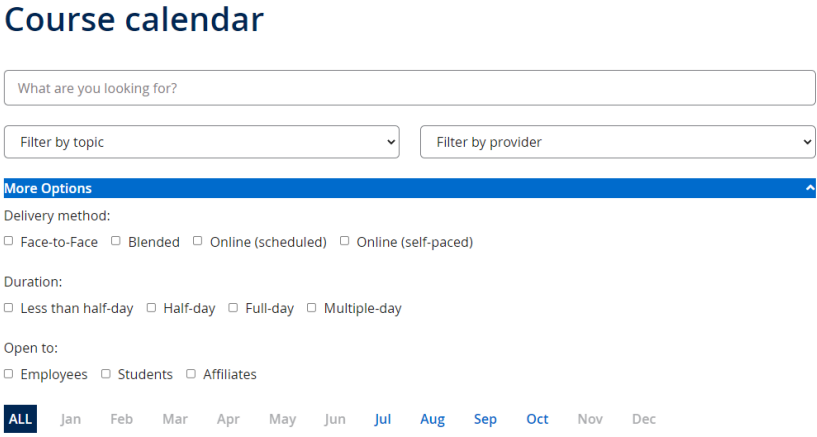
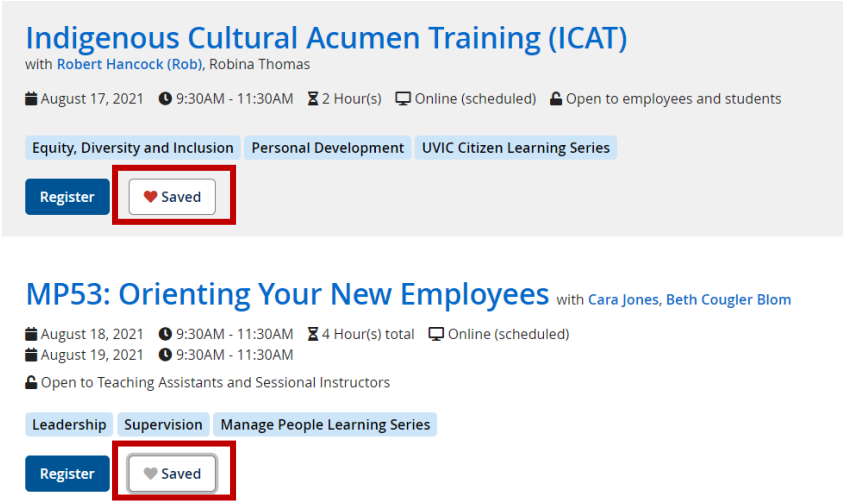
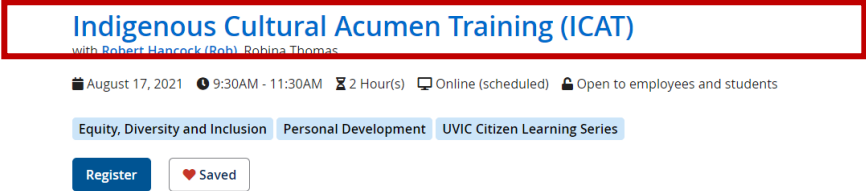

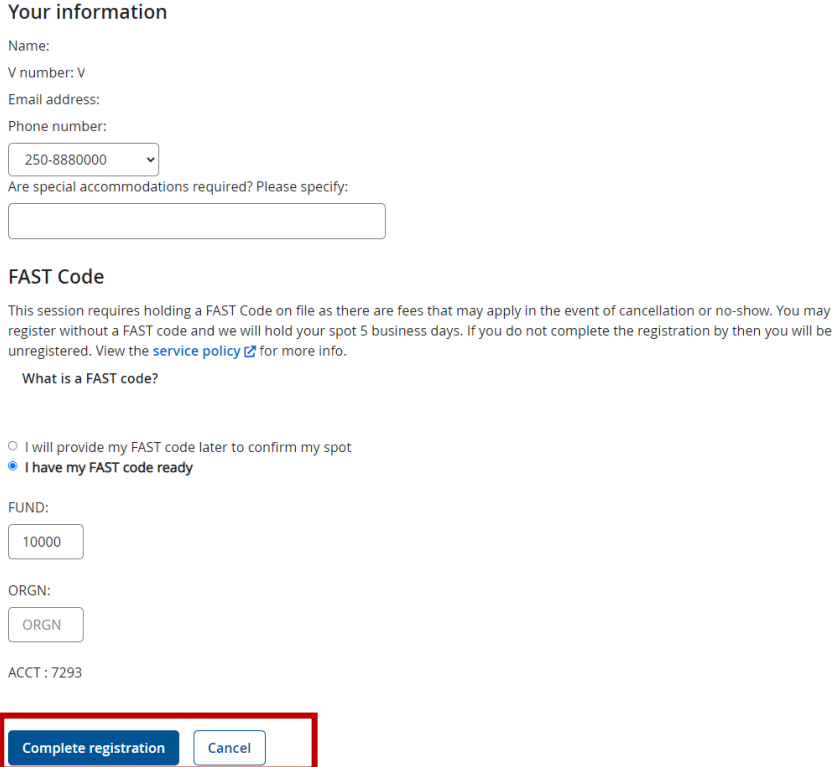
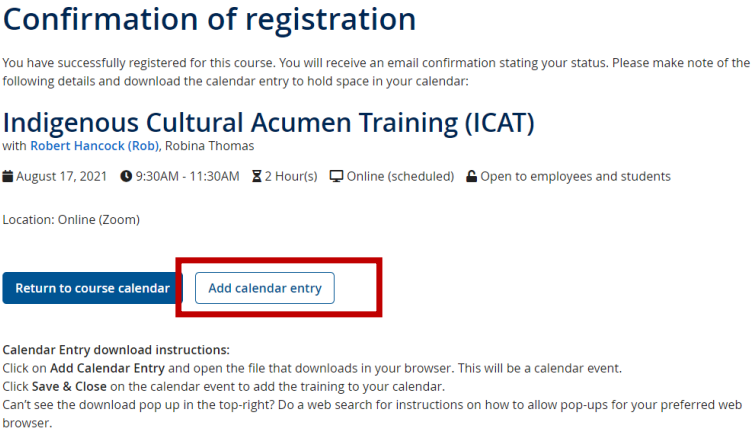


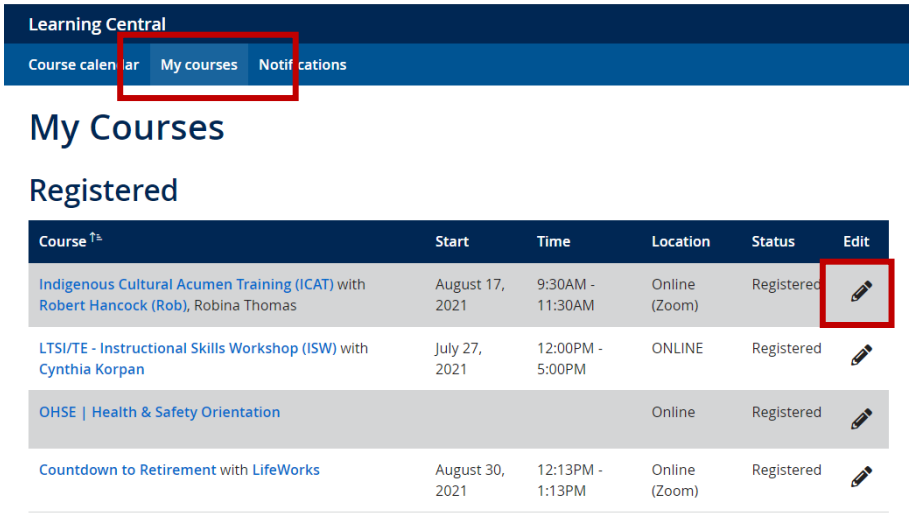
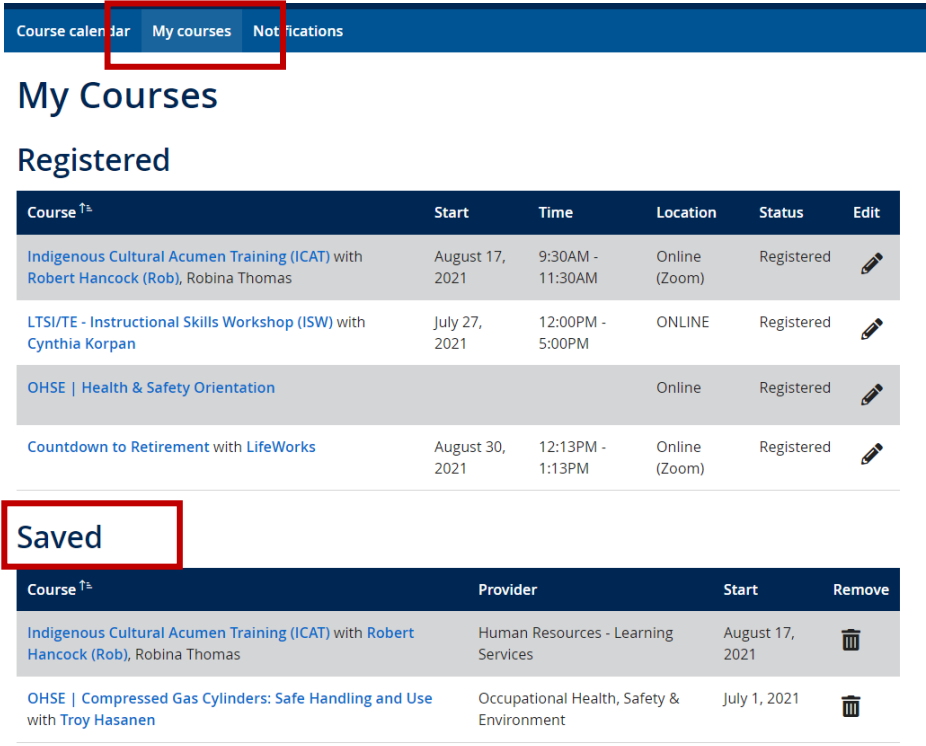
HOW TO REGISTER FOR A COURSE

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

#	Instructions	Screenshot
1	Log in to Learning Central	<p>You can login two ways:</p> <ul style="list-style-type: none">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	

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

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7	<p>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.</p>	 <p>The screenshot shows the 'Learning Central' header with navigation tabs for 'Course calendar', 'My courses', and 'Notifications'. The 'My courses' tab is highlighted with a red box. Below the header, the page title is 'My Courses' and the section is 'Registered'. A table lists courses with columns for Course, Start, Time, Location, Status, and Edit. The 'Edit' column contains pencil icons, with one icon highlighted by a red box.</p> <table border="1"> <thead> <tr> <th>Course</th> <th>Start</th> <th>Time</th> <th>Location</th> <th>Status</th> <th>Edit</th> </tr> </thead> <tbody> <tr> <td>Indigenous Cultural Acumen Training (ICAT) with Robert Hancock (Rob), Robina Thomas</td> <td>August 17, 2021</td> <td>9:30AM - 11:30AM</td> <td>Online (Zoom)</td> <td>Registered</td> <td></td> </tr> <tr> <td>LTSI/TE - Instructional Skills Workshop (ISW) with Cynthia Korpan</td> <td>July 27, 2021</td> <td>12:00PM - 5:00PM</td> <td>ONLINE</td> <td>Registered</td> <td></td> </tr> <tr> <td>OHSE Health & Safety Orientation</td> <td></td> <td></td> <td>Online</td> <td>Registered</td> <td></td> </tr> <tr> <td>Countdown to Retirement with LifeWorks</td> <td>August 30, 2021</td> <td>12:13PM - 1:13PM</td> <td>Online (Zoom)</td> <td>Registered</td> <td></td> </tr> </tbody> </table>	Course	Start	Time	Location	Status	Edit	Indigenous Cultural Acumen Training (ICAT) with Robert Hancock (Rob), Robina Thomas	August 17, 2021	9:30AM - 11:30AM	Online (Zoom)	Registered		LTSI/TE - Instructional Skills Workshop (ISW) with Cynthia Korpan	July 27, 2021	12:00PM - 5:00PM	ONLINE	Registered		OHSE Health & Safety Orientation			Online	Registered		Countdown to Retirement with LifeWorks	August 30, 2021	12:13PM - 1:13PM	Online (Zoom)	Registered													
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8	<p>Did you 'scroll & save' your courses you were interested in registering in on the main page?</p> <p>View your Saved courses in 'My Courses' below your list of Registered courses.</p> <p>Select the title of the course you want to register for and follow steps 4-6 to confirm your registration.</p>	 <p>The screenshot shows the 'Learning Central' header with navigation tabs for 'Course calendar', 'My courses', and 'Notifications'. The 'My courses' tab is highlighted with a red box. Below the header, the page title is 'My Courses' and the section is 'Registered'. A table lists courses with columns for Course, Start, Time, Location, Status, and Edit. Below this table, there is a 'Saved' section with a red box around the header. The 'Saved' section has a table with columns for Course, Provider, Start, and Remove.</p> <table border="1"> <thead> <tr> <th>Course</th> <th>Start</th> <th>Time</th> <th>Location</th> <th>Status</th> <th>Edit</th> </tr> </thead> <tbody> <tr> <td>Indigenous Cultural Acumen Training (ICAT) with Robert Hancock (Rob), Robina Thomas</td> <td>August 17, 2021</td> <td>9:30AM - 11:30AM</td> <td>Online (Zoom)</td> <td>Registered</td> <td></td> </tr> <tr> <td>LTSI/TE - Instructional Skills Workshop (ISW) with Cynthia Korpan</td> <td>July 27, 2021</td> <td>12:00PM - 5:00PM</td> <td>ONLINE</td> <td>Registered</td> <td></td> </tr> <tr> <td>OHSE Health & Safety Orientation</td> <td></td> <td></td> <td>Online</td> <td>Registered</td> <td></td> </tr> <tr> <td>Countdown to Retirement with LifeWorks</td> <td>August 30, 2021</td> <td>12:13PM - 1:13PM</td> <td>Online (Zoom)</td> <td>Registered</td> <td></td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th>Course</th> <th>Provider</th> <th>Start</th> <th>Remove</th> </tr> </thead> <tbody> <tr> <td>Indigenous Cultural Acumen Training (ICAT) with Robert Hancock (Rob), Robina Thomas</td> <td>Human Resources - Learning Services</td> <td>August 17, 2021</td> <td></td> </tr> <tr> <td>OHSE Compressed Gas Cylinders: Safe Handling and Use with Troy Hasanen</td> <td>Occupational Health, Safety & Environment</td> <td>July 1, 2021</td> <td></td> </tr> </tbody> </table>	Course	Start	Time	Location	Status	Edit	Indigenous Cultural Acumen Training (ICAT) with Robert Hancock (Rob), Robina Thomas	August 17, 2021	9:30AM - 11:30AM	Online (Zoom)	Registered		LTSI/TE - Instructional Skills Workshop (ISW) with Cynthia Korpan	July 27, 2021	12:00PM - 5:00PM	ONLINE	Registered		OHSE Health & Safety Orientation			Online	Registered		Countdown to Retirement with LifeWorks	August 30, 2021	12:13PM - 1:13PM	Online (Zoom)	Registered		Course	Provider	Start	Remove	Indigenous Cultural Acumen Training (ICAT) with Robert Hancock (Rob), Robina Thomas	Human Resources - Learning Services	August 17, 2021		OHSE Compressed Gas Cylinders: Safe Handling and Use with Troy Hasanen	Occupational Health, Safety & Environment	July 1, 2021	
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