



How to register and enroll in a course

How to register

To access the online courses you will need to create an account for yourself. The following are the steps in creating your account:

1. From the Learning home page, click on the “Create new account” link located within the Login field.

Login

Username

Password

[Create new account](#)
[Lost password?](#)

Click to create a new account

2. Fill out the “New Account” form with your personal information. Once your information has been entered, click on the “Create my new account” button.

Choose your username and password

Username* johndoe
Password* Unmask

Your Contact Details

Email address* john@mail.com
Email (again)* john@mail.com
Male or Female* Male

Zip/Postal Code
Country* United States
Work Phone* 123-456-7890
Cell Phone
Timezone* (- 5 EST) Eastern Standard Time

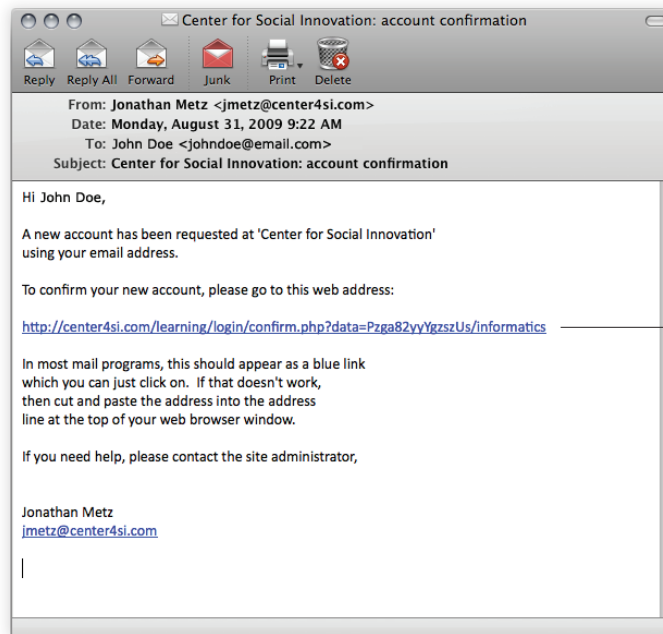
There are required fields in this form marked*.

Click to submit your information and create your account



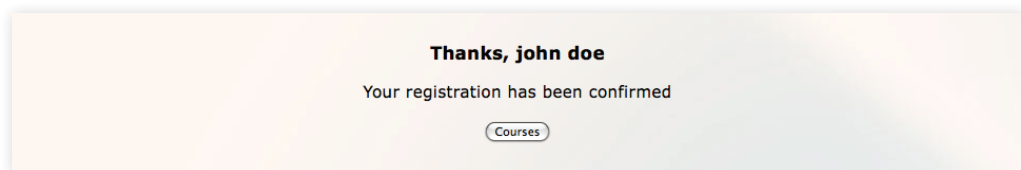
HOMELESSNESS RESOURCE CENTER

3. Once your details are submitted, an email will be immediately sent to your email address. Read your email and click on the web link it contains to confirm your new account.



Click to confirm your account

Your account will now be activated and you will be logged in.





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How to enroll in a course

Once you have created an account, you are ready to enroll in a course.

1. Log in to the site by entering your username and password in the Login field.

The screenshot shows the 'Home' and 'Courses' tabs at the top. The 'Login' section includes fields for 'Username' and 'Password', a 'Login' button, and links for 'Create new account' and 'Lost password?'. The 'Available Courses' section features the 'Homelessness Resource Center Beta' logo, the text 'Available places: Unlimited', and an 'Enroll me in this course' button. The 'Upcoming Events' section lists 'Classroom Training for C4SI Today, 08:00 AM' and 'Salary Reviews Monday, September 7, 11:00 AM', both with '12:00 PM' end times and a 'Go to calendar...' link.

Login field

2. Once logged in, you will see a listing of the available courses. Select the course you want to participate in by clicking on the “Enroll me in this course” button. If you are prompted to enter an “Enrollment key” - use the one that your teacher has given you.

The screenshot shows the 'My courses' section with the 'Homelessness Resource Center Beta' course listed. It includes the course name, 'Trainer: Jeff Olivet', the 'Homelessness Resource Center' logo, and the text 'Available places: Unlimited'. An 'Enroll me in this course' button is visible at the bottom.

Click to enroll

3. You are now enrolled and can now access the full course. You only need to enroll in a course one time. Once you have enrolled in a course, you will be able to access it whenever you log in to the site.