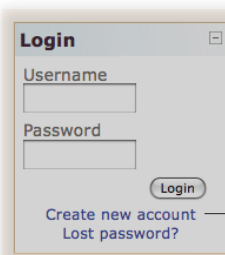# How to register and enroll in a course
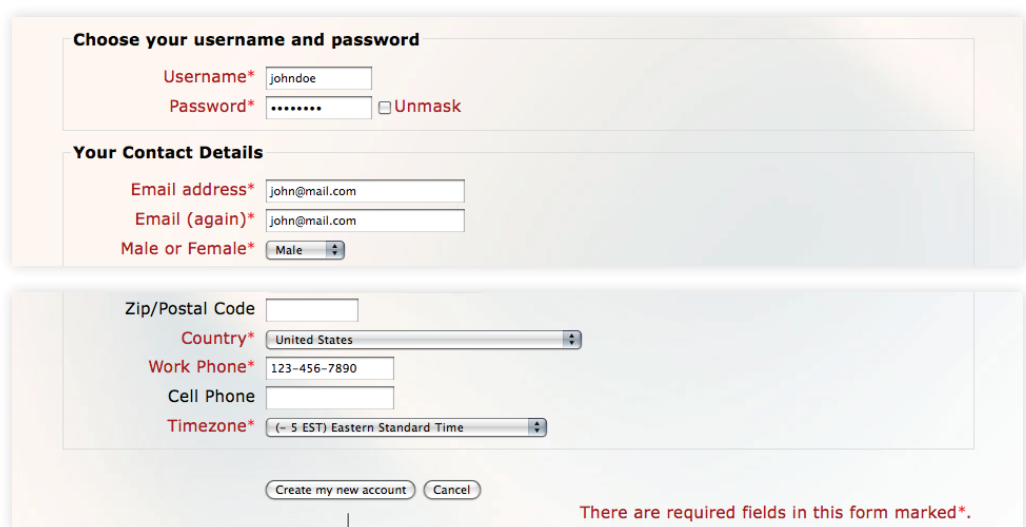
How to register

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 located at http://www.center4si.com/learning click on the "Create new account" link located within the Login field.
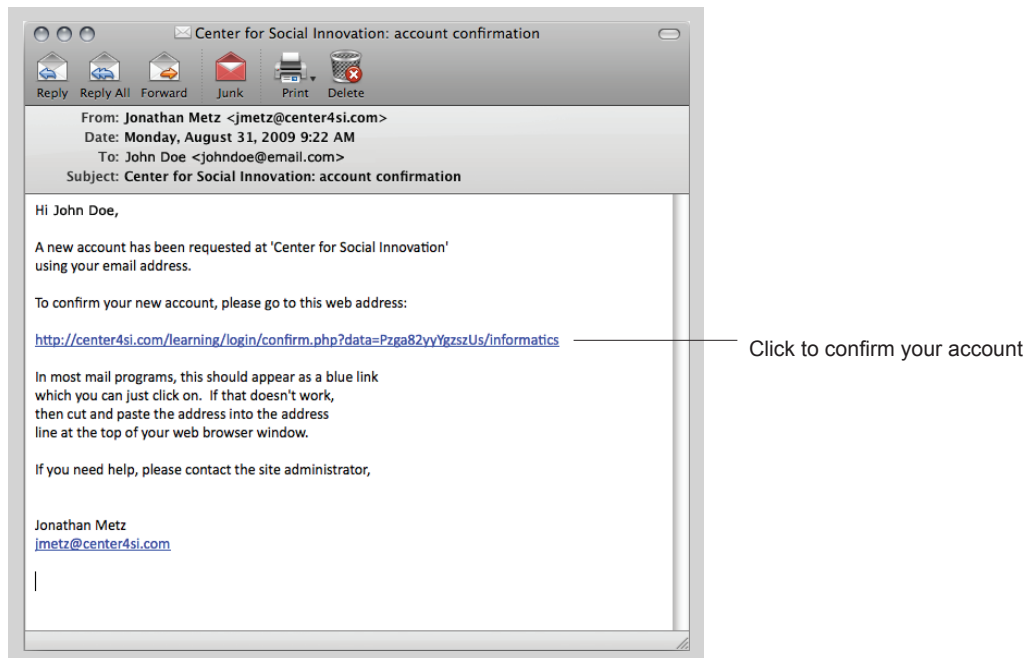

Click to create a new account

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.

Click to submit your information and create your account

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.
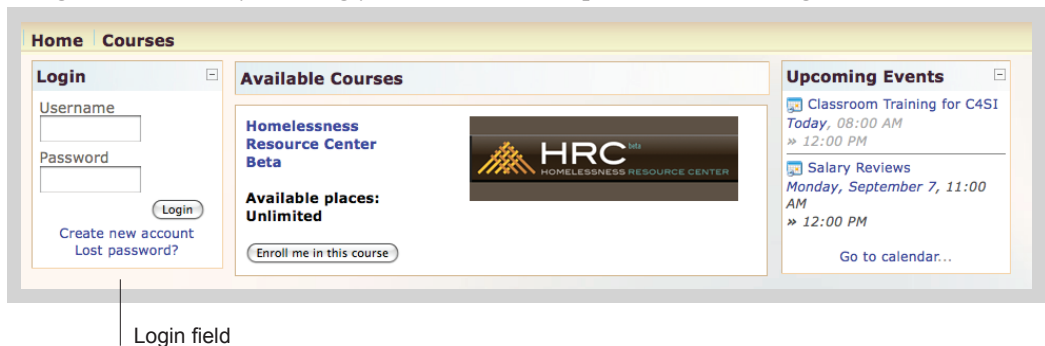

Click to confirm your account

Your account will now be activated and you will be logged in.
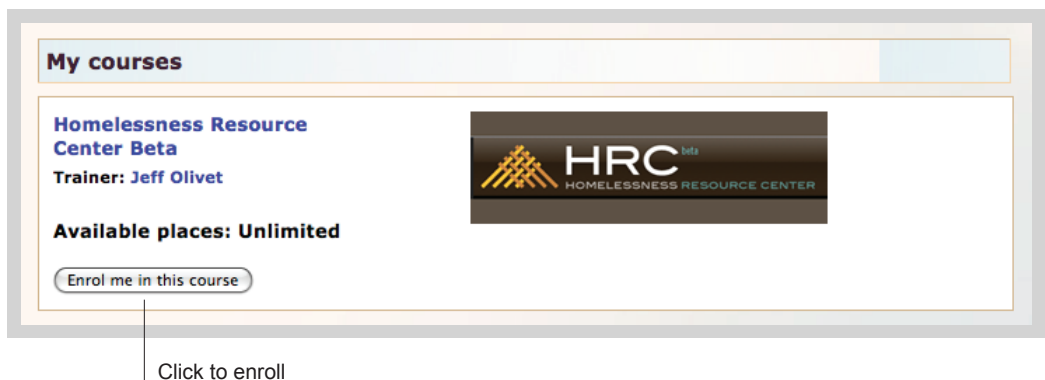
How to enroll in a course

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.

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.

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.

Accessing a Webcast

You can access the webcast directly from the course website.

Step 1: Click on the globe graphic under Course Information

Step 2: The webcast will open in a separate window and look similar to the picture below:

Step 3: Look for the conference call phone number and pass code displayed in the webcast window. Dial into the conference call.

You have now successfully logged into the webcast and called into the conference call.

You are ready to being your webcast.