

How to register for a package in your ILMS account

Steps to follow:

1. Go to the School's website and select MyAccount (<https://papp.csps-efpc.gc.ca/Saba/Web/Main>). Enter your Username and Password, accept the Terms and Conditions, and then click Log In.

The screenshot shows the 'MyAccount' login page of the Canada School of Public Service. The page features a header with the Government of Canada logo and navigation links. A large banner with a woman's image and the text 'MyAccount' is prominent. Below this, a welcome message is followed by a 'Using MyAccount' section with two numbered steps. To the right, a login form contains fields for 'Username' and 'Password', a checkbox for 'I accept the Terms and Conditions', a 'Log In' button, and links for 'Forgot your password?' and 'Forgot your username?'. Red callout boxes with arrows point to the 'Terms and Conditions' checkbox, the 'Log In' button, and the 'Username' and 'Password' fields, providing instructions for each.

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Canada School of Public Service

Canada

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Home > MyAccount

MyAccount

MyAccount

Welcome to MyAccount, the doorway to the Canada School of Public Service's Learning Management System. All online and classroom courses are managed through this system.

Using MyAccount

1. Log in to MyAccount (box on the right-hand side of the screen), enter your username and password, and then register for learning products.
2. If you forget your username or password, use the links to retrieve them.

☐ I accept the [Terms and Conditions](#).

Log In

[Forgot your password?](#)
[Forgot your username?](#)

Enter the Username and Password you have been provided

Click in the box to accept the Terms and Conditions

Click on Log In

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2. Go to Catalog Search and select Packages in the drop-down list of the Learning catalog, and then click on Search.

The screenshot displays the ILMS account interface. The top navigation bar includes links for 'Home', 'My Learning Planner', 'My Learning', 'My Skills and Competencies', and 'My Network'. A search bar at the top right contains the text 'Enter keyword, ID or Description' and a 'Browse' button. The main content area is divided into several sections:

- Welcome to the Canada School of Public Service!**
- My Plans**: A section with a 'No items found.' message and an 'Add Activity' button.
- Knowledge Base Search**: A section with a search bar, a 'Show exact matches only' checkbox, and a 'Search' button.
- My Communities**: A section with a welcome message and a table of communities.

The **Catalog Search** section is highlighted with a red box. It features a dropdown menu for 'Learning Catalog' with the following options:

- Learning Catalog
- Courses
- Par téléphone
- Event
- Correction
- Classroom - Instructor Led
- Blended Offering
- Online - Self-paced
- Web Conference
- Online - Instructor-led
- Webcast
- Notice
- Multimedia
- Online - Scheduled
- Documentation
- Event workshop
- Certifications
- Curricula
- Packages**

A red callout box points to the 'Packages' option in the dropdown menu, stating: "Select Packages in the drop-down list". Another red callout box points to the 'Search' button, stating: "And then click on Search".

Name	Category	Owner
Parler pour apprendre B1...	CSPS - EFPC	Xxxx Xxxxxx
La communauté nationale d...	CSPS - EFPC	Xxxxx Xxx
R & D	CSPS - EFPC	Xxxxx Xxxxx
English Grammar and Writt...	CSPS - EFPC	Xx Xxx
Grammaire et expression é...	CSPS - EFPC	Xxxxx Xxxxx

At the bottom of the 'My Communities' section, there is a link for 'All Communities'.

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3. Locate the package French as a Second Language Programs – Levels A-B and C and click on Register.

The screenshot displays the ILMS Learning Catalog interface. At the top, there are tabs for 'All' and 'Learning Catalog Only'. Below this, it shows 'Showing 6 out of 6 results' with options for 'Page View', 'Table View', and 'Calendar View'. The results are sorted by 'Alphabetical' and show '10 results per page'. The first three results are visible:

- 2012 Communicators' Learning Summit**
Price: 225.00 CAD
[Register](#)
- English as a Second Language Programs - Levels A-B and C**
This package contains learning products in English as a second language at levels A, B and C, and suggests some exercises to prepare for Public Service Commission of Canada language tests.
Price: 0.00 CAD
- French as a Second Language Programs - Levels A-B and C**
This package contains learning products in French as a second language at levels A, B and C, and suggests some exercises to prepare for Public Service Commission of Canada language tests.
Topics in ...
Price: 0.00 CAD
[Register](#)

A red callout bubble with the text 'Locate the package in the list and click on Register' points to the 'Register' button for the 'French as a Second Language Programs - Levels A-B and C' package. To the right of the search results, there is a 'Refine/Expand search results' section with filters for 'Resource Type' (Packages), 'Price' (Any, Show free resources only), and 'Categories' (Any).

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4. The items in the package are automatically selected. Click on Next.

My Learning
Request History
Evaluations & surveys

Number: 00002080

Description: This package contains learning products in French as a second language at levels A, B and C, and suggests some exercises to prepare for Public Service Commission of Canada language tests. Topics include: • PFL2- Levels A-B and C: Classroom Material • PFL2- Levels A-B and C: Self-paced Material • PFL2- Levels A-B and C: Test Preparation Material

Price: 0.00 CAD

Training Units

Item 1: 1- PFL2 - Levels A-B and C: Classroom Material [Print](#) [Export](#) [Modify Table](#)

Select	Title	ID, Version	Type	Location	Language	Start Date	End Date	Actions
<input checked="" type="checkbox"/>	1- PFL2 - Levels A-B and ...	00044069, 1.0	Online - Self-paced		FSL/FLS			

Item 2: 2- PFL2 - Levels A-B and C: Self-paced Material [Print](#) [Export](#) [Modify Table](#)

Select	Title	ID, Version	Type	Location	Language	Start Date	End Date	Actions
<input checked="" type="checkbox"/>	2- PFL2 - Levels A-B and ...	00044075, 1.0	Online - Self-paced		FSL/FLS			

Item 3: 3- PFL2 - Levels A-B and C: Test Preparation Material [Print](#) [Export](#) [Modify Table](#)

Select	Title	ID, Version	Type	Location	Language	Start Date	End Date	Actions
<input checked="" type="checkbox"/>	3- PFL2 - Levels A-B and ...	00044084, 1.0	Online - Self-paced		FSL/FLS			

[Next](#) [Cancel](#)

Items in package are automatically selected

Click on Next

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5. At the bottom of the page Click on Place Order.

Learner	Status	Actions
Xxxx Xxxxxxx	Confirmed	Change Choice

Other Information

MOU Order? ☐

MOU Payment Required By Date

SAP Invoice Status

SAP Invoice Status Date

SAP Invoice #1

SAP Invoice #1: Price Adjustment

SAP Invoice #2

SAP Invoice #2: Price Adjustment

SAP Invoice #3

SAP Invoice #3: Price Adjustment

SAP Invoice #4

SAP Invoice #4: Price Adjustment

Order Total 0

Discount 0

Total 0

[Continue Shopping](#) [Place Order](#)

Place Order

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6. On the next page, "Registration Confirmation", click on Go to In-Progress Learning.

Order Status: Confirmed

Order Number: 00534914

Order Items

Title	Learners	Delivery Type	Status	Training Units	Actions	Price	Launch Content
French as a Second Language Programs - Levels A-B and C	Xxxx Xxxxxxx					0.00 CAD	
1- PFL2 - Levels A-B and C; Classroom Material		Online - Self-paced	Confirmed		Notes		Launch Content
2- PFL2 - Levels A-B and C; Self-paced Material		Online - Self-paced	Confirmed		Notes		Launch Content
3- PFL2 - Levels A-B and C; Test Preparation Material		Online - Self-paced	Confirmed		Notes		Launch Content

Order Total: 0
Discount: -
Total: 0
Total Payment Received: 0.00 CAD

[Go to In-Progress Learning](#)

Click on Go to In-Progress Learning

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- When you next open MyAccount, click on the tab My Learning on your Homepage to access the training products.

The screenshot shows the ILMS account homepage. At the top, there is a navigation bar with the logo 'LEARN APPRENDRE NETWORK RESEAUTER SUCCEED REUSSIR' and a 'Welcome XXXX XXXXXXXX' message. Below the navigation bar, there are several tabs: 'Home', 'My Learning Planner', 'My Learning', 'My Skills and Competencies', and 'My Network'. A red callout box with the text 'Click on the tab My Learning' points to the 'My Learning' tab. The main content area is divided into several sections: 'My Plans' (No items found), 'Knowledge Base Search' (with a search bar and filters), 'My Communities' (with a list of communities), 'Catalog Search' (with a search bar and filters), 'Learning Recommendations' (No items found), and a 'Welcome' message. The 'My Communities' section contains a table with the following data:

Name	Category	Owner
Parler pour apprendre B1...	CSPS - EFPC	XXXX XXXXXXXX
La communauté nationale d...	CSPS - EFPC	XXXX XXXX
R & D	CSPS - EFPC	XXXXXXXX XX
English Grammar and Writt...	CSPS - EFPC	XXXX XXXXXXXX
Grammaire et expression é...	CSPS - EFPC	XXXX XXXX

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8. You can sort the items in the order you wish using the drop-down list.
Click on the item of your choice or on Launch to the right of the item.

LEARN APPRENDRE
NETWORK RESEAUTER
SUCCEED REUSSIR

My Calendar Help

Welcome Xxxx Xxxxxxx

Home My Learning Planner **My Learning** My Skills and Competencies My Network

In-Progress Learning
Knowledge Center
My Learning
Request History
Evaluations & Surveys

My In-Progress Learning

Sort By Registration Date ☐ Group courses by certifications and curricula

3- PFL2 - Levels A-B and ... (00044084,Version:1.0)
Duration: 00:00 hours
Status: Confirmed (Registration Date: 27/06/2013)
Mandatory: No
Launch more actions

1- PFL2 - Levels A-B and ... (00044069,Version:1.0)
Duration: 00:00 hours
Status: Confirmed (Registration Date: 27/06/2013)
Mandatory: No
Launch more actions

2- PFL2 - Levels A-B and ... (00044075,Version:1.0)
Duration: 00:00 hours
Status: Confirmed (Registration Date: 27/06/2013)
Mandatory: No
Launch more actions

Virtual Language Training... (00008215,Version:1.0)
Duration: 500:00 hours
Status: Confirmed (Registration Date: 26/06/2013)
Mandatory: No
Launch more actions

You can sort the items in the order you wish using the drop-down list

Click on the item of your choice or on Launch

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9. Click Launch to the right of the course of your choice.

1- PFL2 - Levels A-B and C: Classroom Material (00044069, 1.0)

Delivery Type: Online - Self-paced
Description: This package item contains learning products for the classroom in French as a second language at levels A, B and C.

More Actions:
[Go to In-Progress Learning](#)
[Add to Plan](#)
[Request Offering](#)
[View Confirmation](#)
[View Audit Trail](#)

Completion Status: Not Evaluated
Score: 0

Module	Assignment Type	Requirement	Details	Completion Status	Completed On	Actions
C123 - Programme de français langue seconde - Niveaux A et B : Objectifs de formation 1 à 40	Training Content	Required	Attempts Allowed: Unlimited	Not Evaluated		Launch more actions
C124 - Consolidations	Training Content	Required	Attempts Allowed: Unlimited	Not Evaluated		Launch
C125 - Une saison au ministère de l'Habitation	Training Content	Optional	Attempts Allowed: Unlimited	Not Evaluated		Launch
C126 - Autoévaluation - Activités orales	Training Content	Optional	Attempts Allowed: Unlimited	Not Evaluated		Launch
C127 - Autoévaluation - Activités écrites	Training Content	Optional	Attempts Allowed: Unlimited	Not Evaluated		Launch
C165 - Programme de français langue seconde - Niveau C : Modules	Training Content	Required	Attempts Allowed: Unlimited	Not Evaluated		Launch
C226 - Session préparatoire 1 - Niveau C	Training Content	Required	Attempts Allowed: Unlimited	Not Evaluated		Launch
C227 - Session préparatoire 2 - Niveau C	Training Content	Required	Attempts Allowed: Unlimited	Not Evaluated		Launch

Click on Launch to launch the module of your choice