



LEARNING MANAGEMENT SYSTEM

How-To Guide

LOGGING IN

1. Go to <https://www.yvrtraining.ca/>
2. Please use the email you registered with to access the site.
3. For first-time existing users: If you've used the previous LMS but haven't used the new LMS yet, please reset your password with the "Forgot Password" link.

NAVIGATION BAR

Dashboard

My Itinerary: See what courses that you have registered for or been assigned that need to be completed.

Record

Scorecard: See your total completed/registered courses, as well as your completed certificates.

***Existing Users:** Your training history and completions should have been automatically transferred to the new site.

Catalogue

Categories: Discover all available courses under Compliance.

GETTING HELP

Need a password reset? Can't find the course you're looking for? Reach out to an Administrator, at mylearning@yvr.ca

COURSE REGISTRATION

Searching for a course:

Utilize the search bar in the top right corner or under "Catalogue".

Launching a course:

Once you find a course that you'd like to take, click the **Launch** button on the course title (either in the **Catalogue** or under your **My Itinerary**).

Requesting a course:

Some courses will require manager approval - in order to register for that course, click "**Request**" in the bottom right of the course title. The course will show up in your "**My Itinerary**" under your **Dashboard**.

