# LEARNING MANAGEMENT SYSTEM

## How-To Guide

### COURSE REGISTRATION
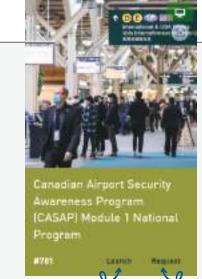
**Searching for a course:**
Utilize the search bar in the top right corner or under "**Catalogue**".

**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.

### LOGGING IN

1. Access the LMS through the **single sign-on link**

2. For new employees: Allow up to three (3) days from your start date for your account to be created.

### GETTING HELP

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

### 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 courses by category (e.g. Compliance, Health & Wellness, Leadership Development, Personal Development.