

# Registering for a Yakimovich Wellness Center (YWC) Learning Session

## Quick Reference Guide

Applies to:	People who wish to register for a Yakimovich Wellness Center Session through the LMS Learning Hub.
Purpose:	To learn how to register online for a Learning Session. Before this step can be attempted you must have created a LMS Learning Hub Account.

The LMS Learning Hub is a secure website providing account users the ability to register for Learning Sessions offered by the YWC. Registration for the offered Learning Sessions secures your seat in the session and provides you with information on how to access and participate in the session when it is time.

There are two ways to connect to the Learning Hub account so you can register for Learning Sessions:

1. Access Learning Hub [here](#) to log in, or
2. Open the email from the YWC Coordinator that describes the offered Learning Sessions, and select the Learning Hub link there to log in.

Once on the Learning Hub login page, you can bookmark the page so that you have easy access to this page in the future.

In this document, you will learn how to:

- Register for YWC Learning Session(s) using your Learning Hub user account.
- Access support for assistance or questions.

**IMPORTANT:** Currently, the YWC Learning Session seats will be awarded with preference to those that live on Vancouver Island and Gulf Islands.

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## How to Register

**Ensure the necessary requirements are complete, before you register for YWC Learning Session:**

1. A valid Learning Hub user account has been created
2. You are logged in to your Learning Hub account

**To register for a session:**

- From a computer, mobile device or tablet connected to the internet, access the Learning Hub email from YWC Coordinator, with the description of the offered Learning Sessions. (or click on the link above to connect to the Learning Hub main page)
- Log-in to your account by following the prompts:
  - Input your email address
  - Input your password you use for Learning Hub

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## Quick Reference Guide

Once logged into to your account, to register:

- use the **search bar** to find a course offered through the Yakimovich Wellness Centre (YWC)
  - i. type in **YWC** or
  - ii. the title of the session or
  - iii. the corresponding course number and **hit enter**
- The session will appear and you can view the course description.
- At the bottom of the page you will see a RED register button:
  - i. click on the Register button

The screenshot displays the user interface for registering for a learning session. On the left, a sidebar contains a prominent orange 'View Sessions' button and links for 'Course Overview', 'Available Sessions', and 'Contact Info'. The main content area is titled 'Available Sessions' and lists a session: 'YWC - Introduction to Advance Care Planning Part 1'. Below this, it provides the 'Date/time' (Oct 15, 2020, 1:30pm - 3pm) and 'Location' (Zoom meeting). A red arrow points to an orange 'Register Session' button. Below the session details is a 'Contact Info' section for Elizabeth M. McCarter, including her email address.

- ii. You will receive an immediate email confirming your registration for your chosen Learning Session.

- **To cancel a session:**
  - Log on to the [Learning Hub](#)
  - Be sure to use your email and password to log on
  - You will find the course on your main page
  - Click on remove course
  - Once you click on **Remove Course** – you will receive an email from LMS Learning Hub saying that your name has been removed from the course

This screenshot shows a course card for 'YWC: Three Decades of Novel Coronaviruses: What we have Learned and Future Challenges'. It is identified as a 'Classroom Course' and includes a 'Remove Course' button highlighted with a red box. The course ends on May 13, 2021, and is available via a Zoom link. A calendar icon shows the date 'MAY 13' at '2pm', with a 'Reschedule' link below it.

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## Quick Reference Guide

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- Log out of LMS-Learning Hub
  - In the upper right corner you will see your name
  - Take your mouse or tap (if using an iPad) on your name and a drop down menu (a box will show a list of actions) – at the bottom of the list you will see **log out** – click or tap on log out.
  - Once you click/tap on log out you are now out of the LMS system
  - Each time you log into LMS-Learning Hub you must also log out.

## Contacts for Assistance

If you need assistance with your YWC Learning Session Registration, please contact Liz McCarter, ([Elizabeth.McCarter@viha.ca](mailto:Elizabeth.McCarter@viha.ca)).