

How to Register for Multiple Classes in a Series

Log into the UHN eLearning Centre at: <http://intranet/education/elearning/>.

Search for the Instructor Led Class that you would like to register for by entering the name of the class or the course code in the **Search** field and clicking **Go**.

You can also search under the categories in the Catalogue.

Once you have located the Instructor Led Course, highlight the course name so that it appears in blue and then click the **Register** button.

Note: Clicking the Register button does not mean that you are registered as you still have to pick your Instructor Led Class Offering.

Home > Search

Search:
UHUHWTEST2
Advanced Search | Search tips

Learning activities(1)
▸ Categories (1)
▸ Activity Type (1)

1 search results found
Expand an activity structure to view child activities that match your search criteria.

Activity Name ^	Activity Type	Code
▶ Enroll in a Series - Cooking with Chef Kyle	Instructor Led Course	UHUHWTEST2

Make sure the Instructor Led Course is highlighted in Blue!

1+1 Enroll in a Series - Cooking with Chef Kyle

Click the radial button next to the ILT Class to open up the list of available classes to choose from in the series.

Select the classes (sessions) that you would like to attend in this series by checking the box next to each class.

Click the **Submit** button.

Instructor Led Course : Enroll in a Series - Cooking with Chef Kyle

Required: At least 1

Instructor Led Class : Enroll in a Series - cooking with Chef Kyle
December 23, 2010 12:10:00 PM EST - December 30, 2010 1:10:00 PM EST

Recommended: 1

Session : Yummy Desserts
December 23, 2010
12:10:00 PM EST - 1:10:00 PM EST

Session : Delicious Salads
December 24, 2010
12:10:00 PM EST - 1:10:00 PM EST

Session : Soups & Sauces
December 29, 2010
12:10:00 PM EST - 1:10:00 PM EST

Session : Cookies
December 30, 2010
12:10:00 PM EST - 1:10:00 PM EST

To register, select your options. When you have finished, click Submit or if payme

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Review the details and click Done to complete the Registration process.

If you have already Registered for one or more of the classes (sessions) in the series and you have decided that you would like to register for an additional one, follow these steps to add them to your registration:

Go to your "To Do" list on the main page after you log in.

Click the Instructor Led course to highlight it in blue and click the Other Actions button. You will see the option to Register. Click the **Register** link.

Next training activity
23/12/2010 12:10:00 PM EST
Yummy Desserts

Training activities

Activities related to your training

Activity Name	Action	Assignment Type	Start Date	Priority	Deadline	Status
Enroll in a Series - Cooking with C...					--	Regist

Make sure the Course is highlighted in Blue!

Enroll in a Series - Cooking with Chef Kyle
Type: Instructor Led Course

View Details (1-1) of 1 records
Other actions
Cancel Registration
Register
View activity details
Add to Favourites

You will see the Registration Details page again, expand the icons next to the Instructor Led Course and then the Instructor Led Class.

You will see that it says that your registration status is already processed for the previous class that you registered for.

<input checked="" type="checkbox"/> Instructor Led Course : Enroll in a Series - Cooking with Chef Kyle	Available Capacity: Unlimited	Status: Registration already processed
Required: At least 1		
<input checked="" type="checkbox"/> Instructor Led Class : Enroll in a Series - cooking with Chef Kyle	Available Capacity: 8	
December 23, 2010 12:10:00 PM EST - December 30, 2010 1:10:00 PM EST		
Recommended: 1		
<input checked="" type="checkbox"/> Session : Yummy Desserts	Available Capacity: 8	Status: Registration already processed
December 23, 2010 12:10:00 PM EST - 1:10:00 PM EST		
<input type="checkbox"/> Session : Delicious Salads	Available Capacity: 10	
December 24, 2010 12:10:00 PM EST - 1:10:00 PM EST		
<input type="checkbox"/> Session : Soups & Sauces	Available Capacity: 10	

Check the box next to the new class or classes that you want to register for and you will get the message, that registration is allowed.

Click the **Submit** button.

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<input checked="" type="checkbox"/> Instructor Led Course : Enroll in a Series - Cooking with Chef Kyle	Available Capacity: Unlimited	Status: Registration already processed
Required: At least 1		
<input checked="" type="checkbox"/> Instructor Led Class : Enroll in a Series - cooking with Chef Kyle	Available Capacity: 8	
December 23, 2010 12:10:00 PM EST - December 30, 2010 1:10:00 PM EST		
Recommended: 1		
<input checked="" type="checkbox"/> Session : Yummy Desserts	Available Capacity: 8	Status: Registration already processed
December 23, 2010 12:10:00 PM EST - 1:10:00 PM EST		
<input checked="" type="checkbox"/> Session : Delicious Salads	Available Capacity: 10	Status: Registration allowed
December 24, 2010 12:10:00 PM EST - 1:10:00 PM EST		
<input checked="" type="checkbox"/> Session : Soups & Sauces	Available Capacity: 10	Status: Registration allowed
December 29, 2010 12:10:00 PM EST - 1:10:00 PM EST		
<input checked="" type="checkbox"/> Session : Cookies	Available Capacity: 8	Status: Registration already processed
December 30, 2010 12:10:00 PM EST - 1:10:00 PM EST		
To register, select your options. When you have finished, click Submit or if payment is required, click Purchase.		
<input type="button" value="Submit"/>		

Review the details and click the **Done** button to confirm your registration.

You will now be taken back to the main Learner page where you can see the classes that you have registered for in your "To Do" List.

Note: If you need to cancel your registration you can also do this clicking the "**Other Actions**" button and choosing the **Cancel Registration** option.