

# 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 LearningHub.
Purpose:	To learn how to register online for a Learning Session. Before this step can be attempted you must have created a LMS LearningHub Account.

The LMS LearningHub 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 three ways to log in to your LearningHub account so you can register for Learning Sessions:

1. Access LearningHub [here](#) to log in, or
2. Search LearningHub using your computer or mobile device search engine (i.e. Google) and log in, or
3. Open the email from the YWC Coordinator that describes the offered Learning Sessions, and select the LearningHub link there to log in.

In this document, you will learn how to:

- Register for YWC Learning Session(s) using your LearningHub 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 LearningHub user account has been created
2. You are logged in to your LearningHub account

**To register for a session:**

1. From a computer, mobile device or tablet connected to the internet, access the LearningHub email from YWC Coordinator, with the description of the offered Learning Sessions. Once on the Learning Hub main page bookmark the page so that you have easy access to this page in the future. (or click on the link above to connect to the Learning Hub main page)
2. 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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- Once Logged into to your account – you can use the **search bar** to find a course offered through the Yakimovich Wellness Centre, by typing in YWC or the title of the session or the corresponding course number and hit enter
  - The session or course will show up and you read about the course- at the bottom of the page you will see a RED button with Register – click on Register- once you click Register an email will be automatically be sent to you confirming your registration and information about the course, including the zoom link for virtual sessions.
- OR** Click on the title of the Learning Session that you would like to register for, and open the link.
  - The session description opens up within the LearningHub catalogue.

The screenshot shows the LearningHub interface. At the top, there are navigation links for 'My Courses' and 'Learning History', the 'LearningHub CCRS Integrated' logo, and a search bar. The search bar contains the text 'YWC: Introduction to Advance Care Planning – Part 1'. Below the search bar, there is a 'View Sessions' button. The main content area displays the course title 'YWC: Introduction to Advance Care Planning – Part 1' along with icons for 'Classroom Course', '1 hr 30 mins', and 'Health, Safety & Wellness'. The course description includes questions about health care decisions and advance care planning, and mentions that the course is offered by Island Health.

- Click on the orange **View Sessions** button to see which date and times that Learning Session is being offered.

The screenshot shows the 'Available Sessions' section of the LearningHub interface. It features a 'View Sessions' button with a red arrow pointing to it. Below the button, there are links for 'Course Overview', 'Available Sessions', and 'Contact Info'. The 'Available Sessions' section lists the course 'YWC - Introduction to Advance Care Planning Part 1' with a 'Register Session' button. The session details include the date and time 'Oct 15, 2020, 1:30pm - 3pm' and the location 'Zoom meeting'. The 'Contact Info' section includes the name 'MCCARTER, ELIZABETH M (Elizabeth (Liz))' and the email address 'Elizabeth.McCarter@viha.ca'.

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6. Select the **Register Session** button beside the Session you plan to attend.

**View Sessions**

Course Overview

Available Sessions

Contact Info

**Available Sessions**

YWC - Introduction to Advance Care Planning Part 1

**Register Session**

**Contact Info**

MCCARTER, ELIZABETH M (Elizabeth (Liz))

Elizabeth.McCarter@viha.ca

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

### To cancel a session:

1. Click on link provided in email from Coordinator of Yakimovich Wellness Centre for the LMS Learning Hub
2. Sign in onto LMS Learning Hub and use the search bar to find the course that you had registered for
  - a. In the search bar you can find the course by typing in YWC or the course name or use the code number assigned to the course
3. See the picture below – click on remove course (in the below example, “Remove Course” is highlighted with a red box)
  - a. 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

**YWC: Three Decades of Novel Coronaviruses: What we have Learned and Future Challenges**

Classroom Course

Ends on May 13, 2021

via zoom link

**Remove Course**

MAY 13

2pm

Reschedule

4. Log out of LMS-Learning Hub and your course cancellation is complete.

## 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)).