



Registration - How to Register for an Education Course

To register, you must first log into your BCNPHA account by clicking the green button, “Login to account” at the top of the course page (or create an account if you do not have one [here](#)). Once you are logged in, you can register for courses through their respective pages. You can also register for someone else (or multiple people) at the same time during the registration process. Check out our simple step-by-step process below:

How to register (step-by-step)

- 1) Review our courses and decide what you want to register for by going to the respective course page.
- 2) Log into your BCNPHA account. [Forgot your password?](#)
- 3) Click the large green button that says “Click here to enroll”
- 4) Click “Register Myself” or “Register Someone Else”

*To register others from your organization, you will need to be logged in and you will see a **Register Someone Else** button (green) right below the **Register Myself** button (red). There will be an option to select someone who is already in our database (click on the blank text field and select the person’s name from the dropdown menu), or the option to add someone new to our database if they are not listed. **Important:** Please make sure you include their email address so that they can receive further correspondence regarding the course.*

- 5) If applicable, answer the mandatory questions and click “save” to store your answers.
- 6) Click the “Proceed to Checkout” button on the bottom of the page.
- 7) Review your items and total fees.
- 8) If paying by credit card, select “Pay Now” in the payment details section and complete your payment details, otherwise if you are paying by cheque or prefer to be invoiced, please select the “Pay Later” option. An invoice or receipt will be emailed to you automatically depending on the payment method selected.
- 9) Click the “Submit Order” button to complete your registration.
- 10) An automated registration confirmation email will be sent to you. If paying by cheque, please forward it at your earliest convenience to secure your seat.
- 11) You will then receive a welcome email from HousingU (learn@bcnpha.ca) with course details and login information before your course begins.

Instructions on how to access HousingU will be emailed to you 1 week prior to the course start date from learn@bcnpha.ca. If you do not receive the welcome email 24 hours prior to your course starting, please contact learn@bcnpha.ca.

- 12) Access your course using the Housing U login details provided in your welcome email.

Need help?

- Having problems with your account? Email webfeedback@bcnpha.ca.
- Having problems completing your online registration? Email events@bcnpha.ca.
- Having problems accessing HousingU (online course)? Email learn@bcnpha.ca.