



Registration - How to Register for the Capital Planning Course

To register, you must first log into your BCNPHA account (or create an account if you do not have one [here](#)). Once you are logged in, you can register for the Capital Planning 101 courses through the [course page](#). 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) Navigate to the [Capital Planning 101 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) Click the “Proceed to Checkout” button on the bottom of the page.
- 6) Review your items in your cart.
- 7) Click the “Submit Order” button to complete your registration.
- 8) An automated registration confirmation email will be sent to you.
- 9) 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 a welcome email 24 hours prior to your course starting, please contact learn@bcnpha.ca.

- 10) 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.