

How to Register for a HousingU Education Course or 30-Day Module



Step 1: Locate your course or module by visiting the [HousingU home page](#).

Step 2: Once you have decided on your course, click on its REGISTER link.

HOUSINGU

SEPTEMBER 28 – DECEMBER 15, 2023

Ready, Set, Build! – Fall (Sept) 2023

This 12hrs-over-six-weeks course includes both self-facilitated learning and facilitator-led instructional activities. You will have the opportunity to virtually discuss course materials with other learners and an instructor multiple times during the course – all from the comfort of your office or home.

[REGISTER](#)

Step 3: This will take you to the course details page. Click on the Register button in the blue box.

Details

Date: September 28 - December 15, 2023

Cost: \$139 plus GST

Member Cost: \$119 plus GST

Registration Start/End Date: Registration now open! Registration closes September 27 at noon PDT.

[REGISTER](#)

Step 4: After you select register, you will be required to log in to your BCNPHA account with your username and password. If you forget your username and/or password, or don't have a BCNPHA account, click the respective links below.

 **BCNPHA**
BC Non-Profit Housing Association

[Sign In](#) [My Account](#)

[BACK TO BCNPHA.CA](#)

Username

Password

[Sign In](#)

[Forgot username? | Forgot password?](#)
[Create a new account](#)

Note: You must have a BCNPHA account to register for and access any of the HousingU courses. You will use this same information to access the HousingU courses and modules which are hosted in the Moodle learning management system.

If you are creating a new account, make sure to select the correct organization you are affiliated with to get the accurate course fee (i.e., BCNPHA member or non-member rate).

Step 5: Once you log into your account, you will see the course and fees that you are registering for. Select the register myself option.



Note: All HousingU courses are **single-user registration only** as our learning management system requires a unique email address for each participant. If you have 2 or more participants from the same organization who want to register for a course or module they will each be required to set up an account and register individually.

Step 6: Review all the details and then select the “Proceed to Checkout” button on the bottom of the page.

Step 7: Review your items and total fees. If paying by credit card or debit, select “**Pay Now**” in the payment details section and complete your payment details; otherwise select the “**Pay Later**” option. An invoice or receipt will be emailed to you automatically depending on the payment method selected.

Step 8: Click the “**Submit Order**” button at the bottom of your shopping cart page to complete your registration.



Step 9: An automated registration confirmation email will be sent to you upon completion of your order. If paying by cheque, please forward it at your earliest convenience to secure your spot. You will also receive a welcome email from HousingU (learn@bcnpha.ca) with course details and access information before your course begins. For 30-day modules you will receive access instructions on the day you register. If you do not receive the welcome email 24 hours prior to your course start date or upon module registration, please contact learn@bcnpha.ca.

- Having problems with your BCNPHA account? Email webfeedback@bcnpha.ca
- Having problems completing your online registration or with payment? Email events@bcnpha.ca
- Having problems accessing the HousingU courses or modules? Email learn@bcnpha.ca