## How to Register for a HousingU Education Course or Module



**Step 1:** Find your course or module by visiting the <u>HousingU home page</u>.

Step 2: Click on the course link or thumbnail.



Step 3: On the course information page, click "Register Now."



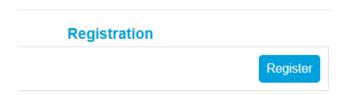
**Step 4:** Log in with your BCNPHA username and password. If you forget your details or don't have a BCNPHA account, click the respective links below. **You must have a BCNPHA account to register for and access any of the HousingU courses.** You will use the same information in your account to access the HousingU courses and modules which are hosted in the online Moodle Learning Management System (LMS).

Username	
Username	
Required	
Password	
Password	
Required	
Sign In	
Forgot username?   Forgot password?	
Create a new account	/

**Note:** All HousingU courses require **individual registration**, as our LMS tracks each participant's progress using their unique email address. If multiple people from the same organization want to take a course or module, each person needs to create an individual account and register separately. If your organization prefers one invoice for multiple people in a course, please contact <a href="mailto:learn@bcnpha.ca">learn@bcnpha.ca</a> for registration assistance.

When creating your account, you'll be asked to select your affiliated organization. Make sure to select the appropriate organization to get the correct BCNPHA member or non-member course fee. If you aren't part of an organization (for example, if you're a student or self-employed), please contact <a href="mailto:learn@bcnpha.ca">learn@bcnpha.ca</a>.

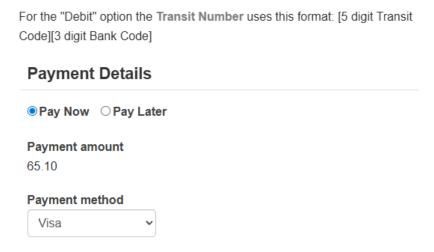
**Step 5:** Log into your BCNPHA account. Check that you are registered for the course that you want and select the "Register" option.



**Step 6:** Confirm all the registration details and course fees and select "Check Out & Confirm Registration."



Step 7: In your Shopping Cart, select your method of payment, and then "Submit Order."



**Step 8:** Watch for an automated registration confirmation email 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 <a href="mailto:learn@bcnpha.ca">learn@bcnpha.ca</a>.

**Note:** If someone else is paying the course fee on your behalf, you are welcome to forward them a copy of the invoice for payment (if you select the "Pay Later" option) or reimbursement (if you select the "Pay Now" option).

For any questions regarding HousingU course registration or access, contact <a href="mailto:learn@bcnpha.ca">learn@bcnpha.ca</a>.

