

How to Enrol in a Course

From your Learning Centre home page, you can enrol in a course using the course catalogues, the *Enrol/catalogues* tab in the top menu bar or the Search function.

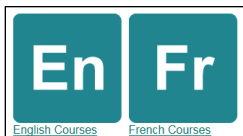
The screenshot shows the Learning Centre home page with a top navigation bar containing: Home, Enrol/catalogues, My learning plan, My shopping cart, and Connect. The main content area is titled "Home" and includes several sections:

- Enrol:** A search bar with "Search" text, and two buttons labeled "En" (English) and "Fr" (French) for course catalogues. Below this is a red notice: "In line with public health guidance related to COVID-19, we have cancelled all in-person workshops until further notice."
- Getting started:** A list of links: "How to Enrol Yourself in a Course", "How to Use the Knowledge Centre", "How to Complete a Course Evaluation", "How to Use Your Learning Plan", "How to Print a Course Certificate", "How to Use a Learning Summary", "How to Access Your Course Materials", and "How to Access Your Learning Centre Mailbox".
- Quick access:** Links for "My certificates", "My learning plan", "My records/transcripts", and "Accessibility request".
- Learner voice:** A bar chart titled "Approximately how often do you visit the Learning Centre?" with categories: "Once a year", "Once a quarter", "Once a month", and "My first visit". The x-axis shows percentages from 0% to 100%.
- Featured:** Three items: "Preparing for the v2022 Changes to Coding and Abstracting", "1189E-Learn More About the Changes to the MIS Standards 2022", and "2005E-Destination v2022 Canadian Coding Standards and Classifications".
- What's new:** "Summer courses now open for registration! View our recent releases in the [New](#) sub-catalogue!"

At the bottom, there are social media links for Facebook, Twitter, Instagram, YouTube, and LinkedIn.

CIHI's Learning Centre has 3 levels of catalogues

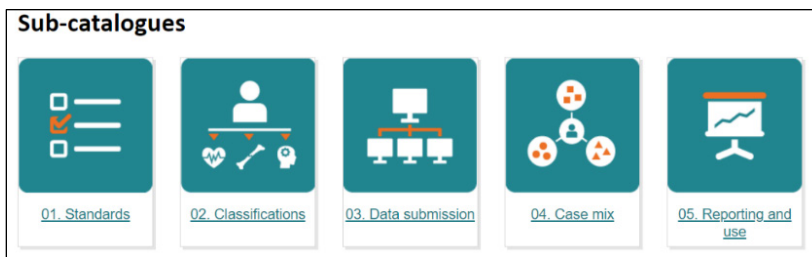
- Top-level catalogues group courses by language: English courses and French courses.



- Second-level sub-catalogues group courses by subject area: Acute care, Ambulatory care, Mental health, Rehabilitation, Home care, Continuing care, Population health, Financial, Resource library, New and Learning bundles.



- Third-level sub-catalogues group courses by topics: Standards, Classifications, Data submission, Case mix, and Reporting and use.



Enrol using the course catalogues

- In the Enrol pane on your home page, select the language catalogue you're interested in: English or French.
- Select the subject area sub-catalogue you want to browse.
- Select the course topic: Standards, Classifications, Data submission, Case mix or Reporting and use.
- From the list of available courses, click on the title of the course you are interested in.
- A course description window will open and display detailed information about the course. Click **Enrol now** at the bottom of the page. In the enrolment confirmation window, select **Confirm enrolment**, or **Cancel** if you have made an error.
- If your enrolment was successful, you will have the option of going to the Knowledge centre for the course immediately and you will receive a registration confirmation by email.

Enrol using the Search function

- In the Enrol pane on your home page, click **Search**.
- In the search field, search by title, course number or keywords.
- Select a course from the drop-down list or select **More Results** for the full search results.
- Click on a course title that interests you. A course description window will open and display information about the course. Click **Enrol now** at the bottom of the page. In the enrolment confirmation window that opens, select **Confirm enrolment**, or **Cancel** if you have made an error.
- If your enrolment was successful, you will have the option of going to the Knowledge centre for the course immediately and you will receive a registration confirmation by email.

Need help? Got questions? Contact us at education@cihi.ca.

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