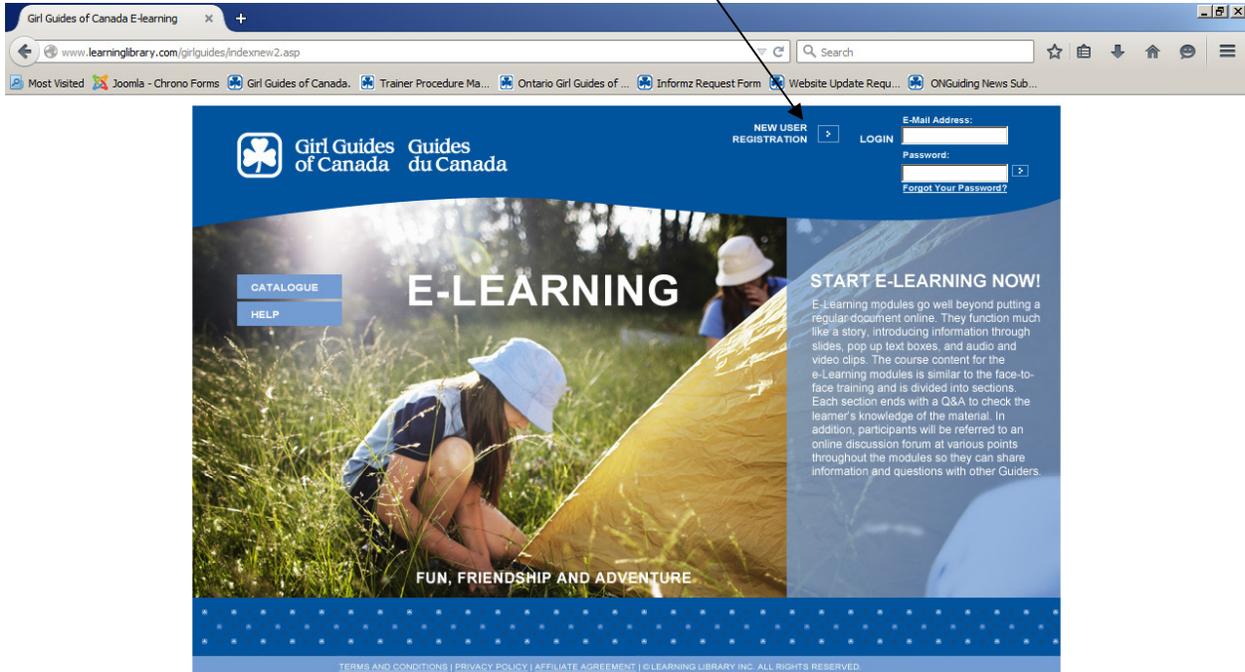# How to create an account with the Learning Library

1. From the Learning Library site, click on the "New User" link located at the top of the screen.

2. Complete the "Account & Contact Info" and the "Billing Info" sections.

Note: Although you are not paying for the training, you are required to complete this step in order to create your account.

3. Once you have entered in all relevant information, click on the "Create Account" button at the bottom of the screen.

4. Your will see a message in red at the top of the screen indicating that you have successfully created your account.
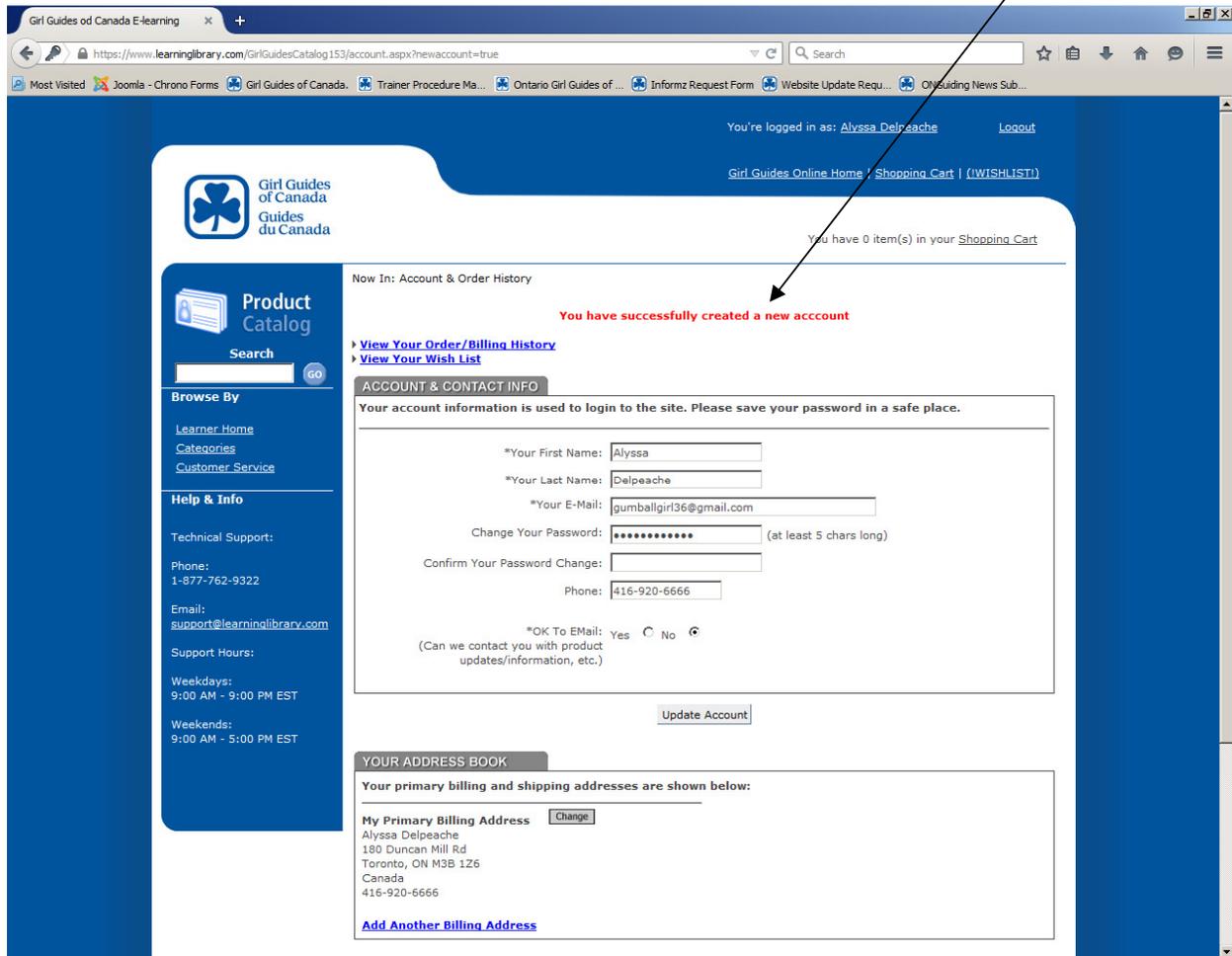
Once you have created your e-Learning account you can either log out or you can proceed to purchase your e-Learning modules using an Ontario Council issued PIN.

Note: e-Learning PINS can be requested at from the GGC, Ontario Council website at http://www.girlguides.ca/web/on/

How to use an e-Learning PIN

1. Once you log into the Learning Library you will be brought to your "Learner Home" page. To view and purchase e-Learning modules, click on the "Course Catalog" tab.

2. Under the "Course Catalog" tab the various modules available for purchase will be listed.

3. To select the modules you wish to purchase, simply click on the course title (highlighted in blue).

4. Clicking on the title will bring you to a purchase page, click on the "Add to Cart" button to add the module to your shopping cart.

5. Once you have clicked the "Add to Cart" button, you will be brought to your shopping cart screen. At this point you can either proceed to check out or continue shopping. To add more modules to your cart, click on the "Continue Shopping" button.

6. By clicking on the "Continue Shopping" button it will bring you back to the module screen you just added to your cart. Here you will need to click on the "Categories" link to the left of the screen and click on the type of training you wish to purchase.

7. Once you have selected the category, the available modules will appear. Select your module and follow the steps above until you have selected all the modules you wish to purchase with your PIN.

8. Once you have all the modules that you would like to purchase in your shopping cart, you can proceed to check out. At this point, you would add your PIN # to ensure payment of the modules is $0.00. Input the PIN in the box titled "PIN #" and click on update cart.

9. Click on "Update Cart" to bring the sub total of your cart to a $0.00 balance.

10. Once your sub total is a $0.00 balance, proceed to check out by clicking on the "Checkout Now" button.

11. This will bring you to the payment information screen. Review and ensure that you have added the modules you wish to complete. Place a check mark in the "Terms & Condition" check box and click on the "Continue Checkout" button.

Note: should you wish to edit your purchase go to the "Order Summary" section and click on the "click here" link. This will bring you back to your shopping cart, where you can edit your purchase.

12. On the order confirmation screen, you have one last opportunity to make any changes to your purchase (under the "Order Summary" section). Click on the "Place Order" button to proceed.

13. Your purchase is now complete! Your will receive an email confirmation of your purchase to the email address you entered when setting up your Learning Library account.

At this point you can choose to log out and return later when you are ready to begin a training module.
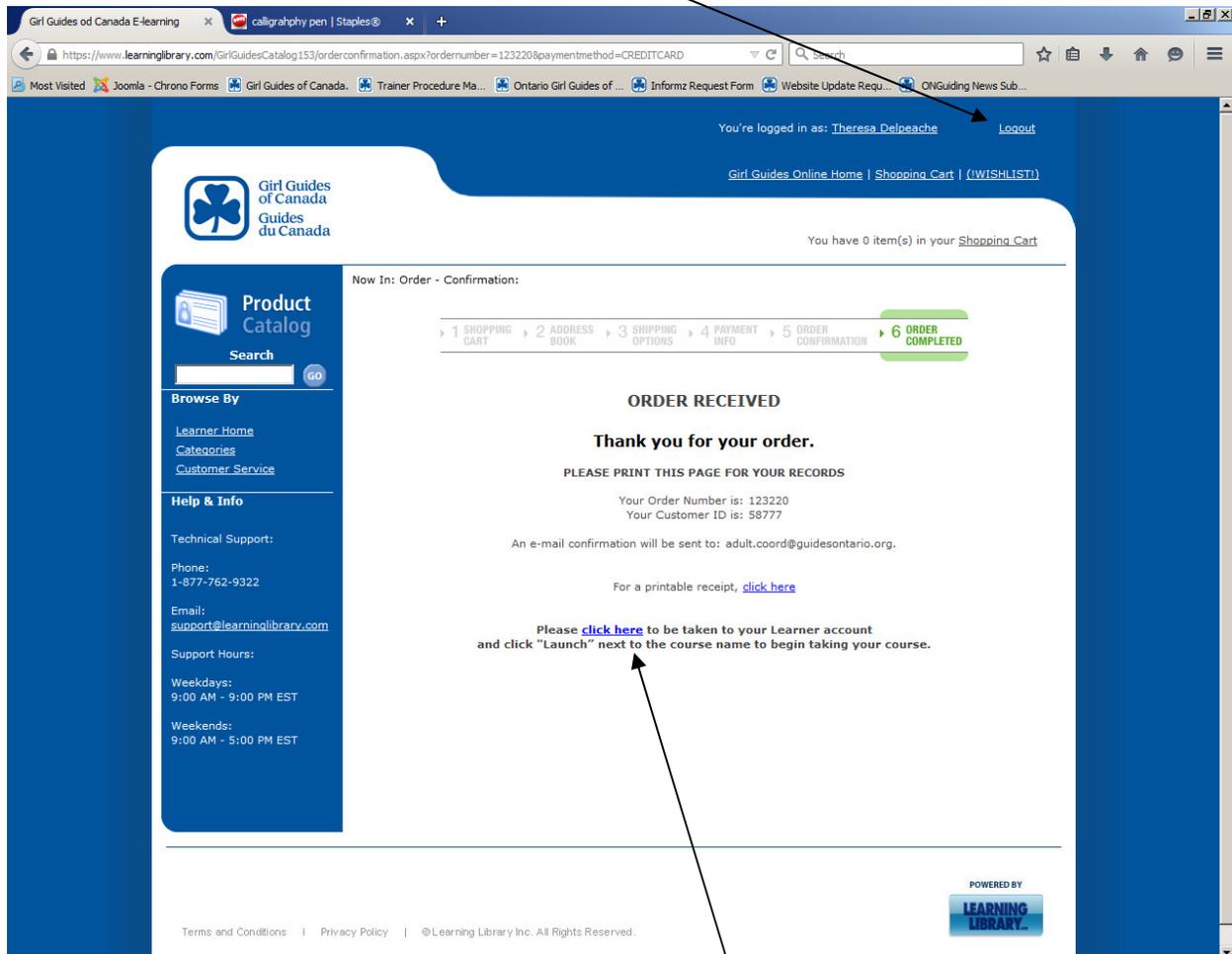
Or you can begin a training module by clicking on the "click here" link at the bottom of the screen. This will take you to your "Learner Home" page where you can begin your training module.