Visit www.wpl.ubc.ca and you will see the screen below

Step 1: Type the course name in the search box or use the categories above to find your course

Step 2: Click on the course of interest

Note: This is just an example, the specific course of interest may not be the JOHSC Administrator Training.
Step 3: Click “Enroll” and you will see the screen in Step 4

Note: Clicking “Enroll” only gives you access to view all the available dates and times for this training. You are still not enrolled in any particular session for this course and must proceed with the remaining steps.

Step 4: Click “Sign-in here” and you will see the screen in Step 5

Step 5: Click “Login with CWL” and automatically land on the screen in Step 6
Step 6: Enter your credentials

Step 7: Complete 2 factor authentication and you will see the screen in Step 8
Step 8: Click “Enroll in Course” and you will see the screen in Step 9.

Note: After clicking “Enroll in Course” you will receive an email confirmation stating you are enrolled. In reality you are still not registered for a session yet!!

Clicking “Enroll in Course” gives you access to view all the available dates and times for this training. You still need to register yourself for a particular day and time otherwise you have not signed up for the course fully and your name won’t appear on the class list.

Step 9: Click “Go to your Dashboard” and you will see the screen in Step 10

Step 10: This is your dashboard. Click “Begin Course” or “Resume Course” if you are returning to complete it
Step 11: Click “Start” to begin the course

Step 12: Click “next” to view all the available dates and sign up for a session
Step 1

3: Dates that are in blue are available to sign up for. You can see more dates by clicking “After July 11, 2020” or equivalent. Click the date that works for and then you will see the screen in Step 14.
Step 14: Click on an available time that the training is offered (There may be only one time the training is offered or multiple times a day) and you will see the screen on Step 15
Sign up for the training

Please sign up for your session below.

1. Select a blue-colored date that you would like to attend the session.
2. Select the available time.
3. Enter personal information (please ensure you have entered the correct email).

After you booked a session, you will receive an email confirmation. Please keep this email and remember to add it to your calendar, as you will not be able to retrieve your booking information in this course.

Step 15: Complete the fields and then click the BLUE “Next” button
Step 16: Click the BLUE “Confirm” button
Step 17: You have now successfully signed up for a JOHSC Administrator training session.

Note: You will receive a confirmation email with the day, time and details of your training session along with a calendar invite. Save this email and add this invite to your calendar because you will not be able to login to www.wpl.ubc.ca to find out the day, time and details of your training session.