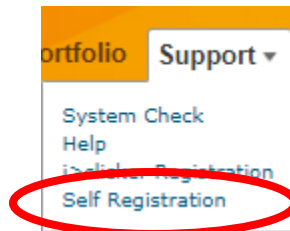


## Accessibility Training (Customer Service) Self Registration Guide

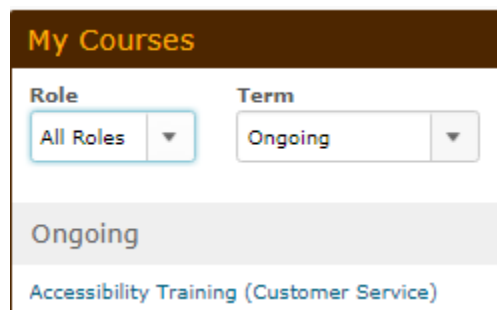
1. Visit UMLearn and login with your UMnet ID (same one you use for your U of M email)
2. Click "Support" then select "Self Registration" (as shown below):



3. Click on "Accessibility Training (Customer Service)" (as shown below):

Self Registering Course Offerings			
<u>Course Offering Code</u> ▼	<u>Course Offering Name</u>	<u>Course Offering Cost</u>	<u>Enrollment Status</u>
ALC_CHT_CO	<a href="#">Academic Learning Centre: Content Help &amp; Tutors</a>		Not Enrolled
AMA_OHRCM_CO	<a href="#">Accessibility Training (Customer Service)</a>		Not Enrolled

4. Click "Register"
5. Click "Submit"
6. Click "Finish"
7. Click "Done"
8. The course will now appear under "My Courses" section. Click on the link and enjoy!



9. Once you have completed all three modules, you will receive a completion certificate via email within a couple of days.