How to register for a course bundle on EDGE

1) If you don’t have an account yet on our learning management system, EDGE, please create one. After you log-in to your account, on your dashboard, you will have access to the catalog. Click on the “Catalog” tab.

2) Search for the name of the bundle you are interested in and click on the picture. Do not click on the “Enroll” button yet.
3) When you click on the name of the bundle, you will be able to see the different courses that are included in it. In the example below, the Project and time management course bundle is composed of:
- “Project and time management”, an instructor-led-course,
- “Spur up your project and time management skills”, an online course.
Click on the “Enroll” button.
4) After you click on the "Enroll" button, you will be automatically enrolled in the online and the instructor-led courses. The bundle will disappear from your dashboard, and the two courses mentioned earlier will appear in your list of courses, under the "My courses" tab on your dashboard.
5) The online course is a pre-requisite for the instructor-led one. You must take the online course first. Click on the “Start” button for the online course and start your course.

If you click on the instructor-led-course without completing the online course first, you will be able to see the list of sessions available in your region, but you won’t be able to register for one. The system will ask you to complete the pre-requisite first.

6) After you complete the online course, you will be asked to complete a short feedback survey. After you complete the course content and the course evaluation, your online course progress will be at 100%.
7) You can now register for a session for the instructor-led-course of the bundle. Go to “My courses” on your dashboard and click on the name of the instructor-led-course. Select the session that works best for you and click on the “Enroll” button.
8) Please note that:
✓ you can cancel your registration or choose another session up to seven days prior to the session’s date, by clicking on “Cancel” or “Change session” on the course page.
✓ all our instructor-led-courses are currently offered virtually, on Zoom. The Zoom link will appear on the session page six days before the session start date and after the registration closes. Only people who register for the session can see the link.
✓ after you complete the instructor-led-course, you will be asked to complete a short feedback survey to receive 100% completion for this course.

If you have any question or have issues with your EDGE account, please connect with our Training team at training@mitacs.ca.