



QUICK GUIDE FIND AND ENROLL IN A COURSE



YMCA
Learning Hub

All Learners

1 Select a Course

Use the main **Search Bar** to find available **courses** and **learning plans**

LEARNING FORMATS

ILT/VILT

Live or virtual sessions scheduled on specific dates.

ELEARNING

Self-paced online training.

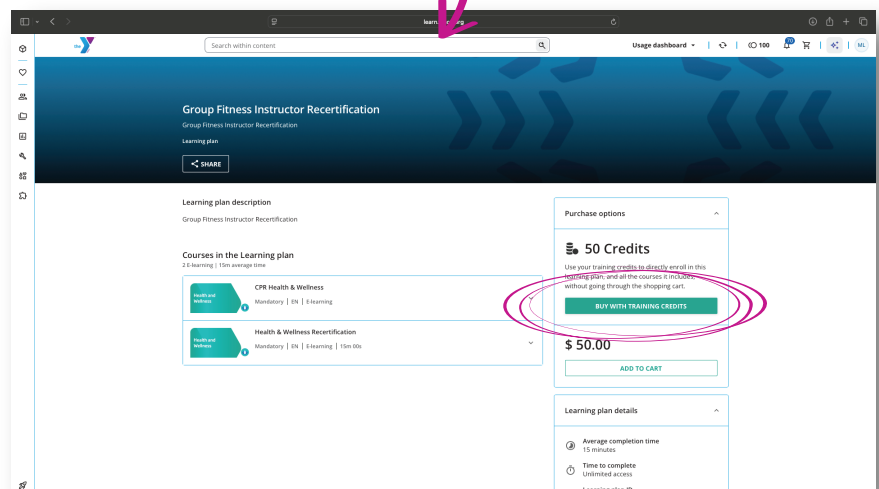
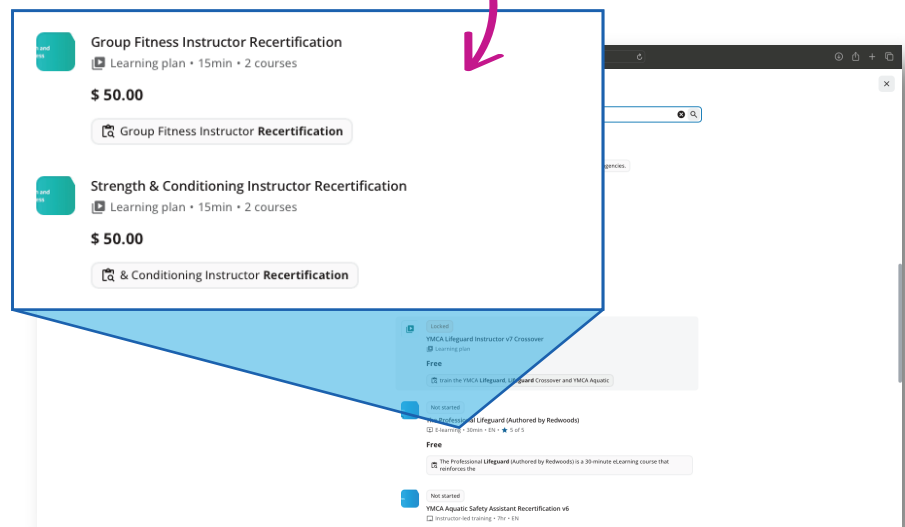
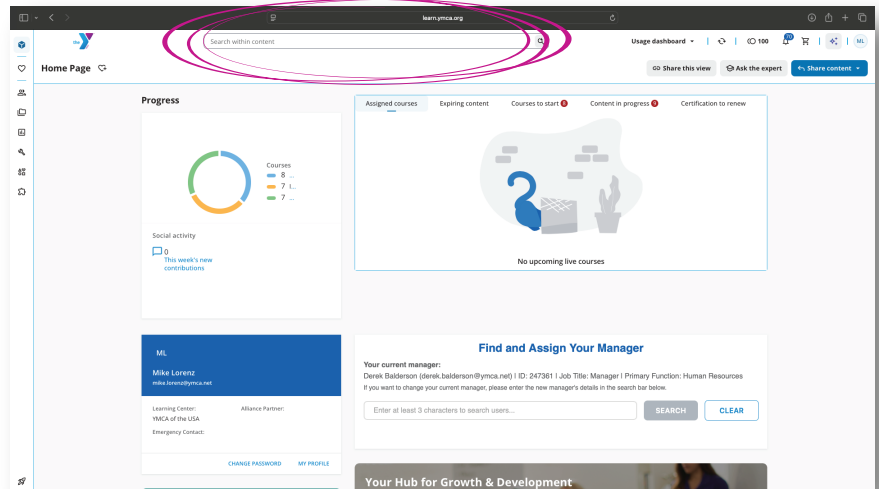
LEARNING PLANS

A structured group of courses that create a pathway for learning.

If a **price** is associated with the course, it will appear in the description.

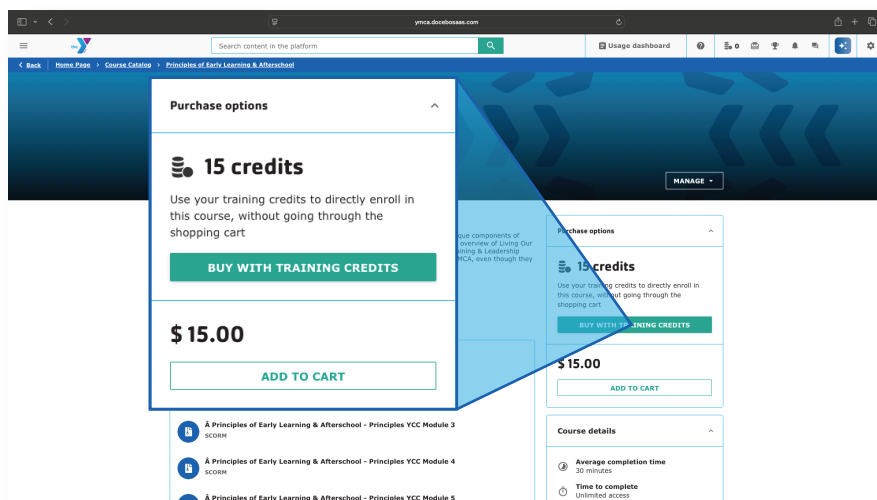
If the course is **free**, clicking **Enroll** will **grant access** to the course to start learning or prompt you to **select a session**.

If there is a **price**, clicking **Enroll** will prompt you to **pay** for the course.



2 Pay for a Course

If a course requires payment, you will either **purchase it with credits** or **add it to your cart** before enrollment is finalized.



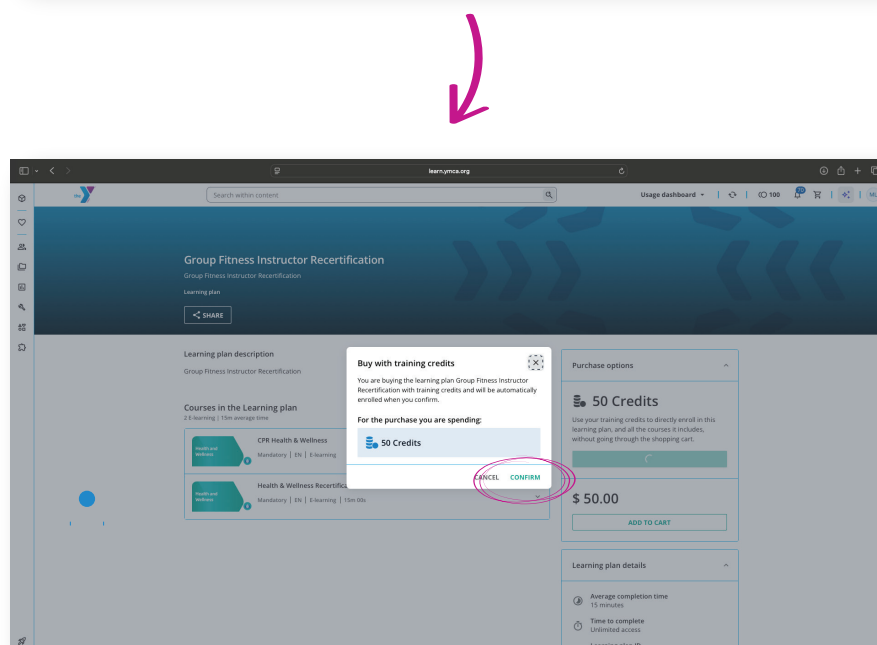
Option 1: Buy with training credits

Select **Buy with Training Credits** to immediately enroll using available credits.

You can purchase credits individually or work with **your Regional Learning Center** as needed.

Insufficient balance
You do not have enough training credits to purchase this course. Please acquire a training credit pack to increase your balance.

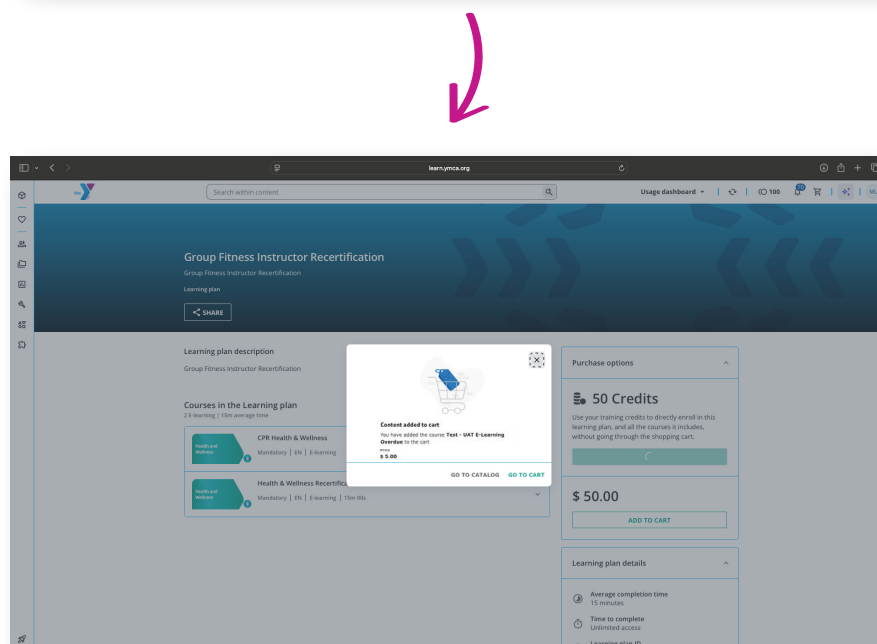
If you **do not have enough** credits, you will be prompted with an option to purchase more.



Option 2: Add to cart

Select **Add to Cart**, then proceed to checkout to complete your purchase.

Enrollment will be confirmed once **checkout is complete**.



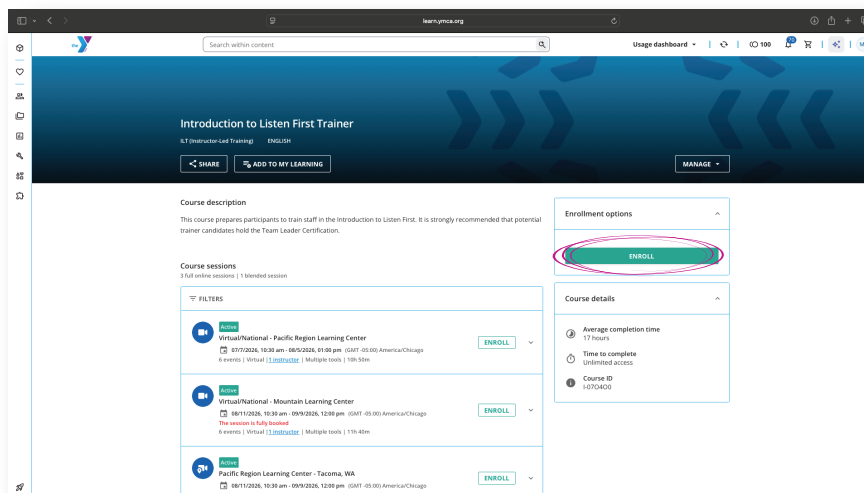
3 Select a Session (ILT/vILT)

Instructor-Led (ILT/vILT) courses require you to **select a session date** before enrollment is complete.

You can either:

Click **Enroll** next to a specific session

Click **Choose Session** from the right hand menu



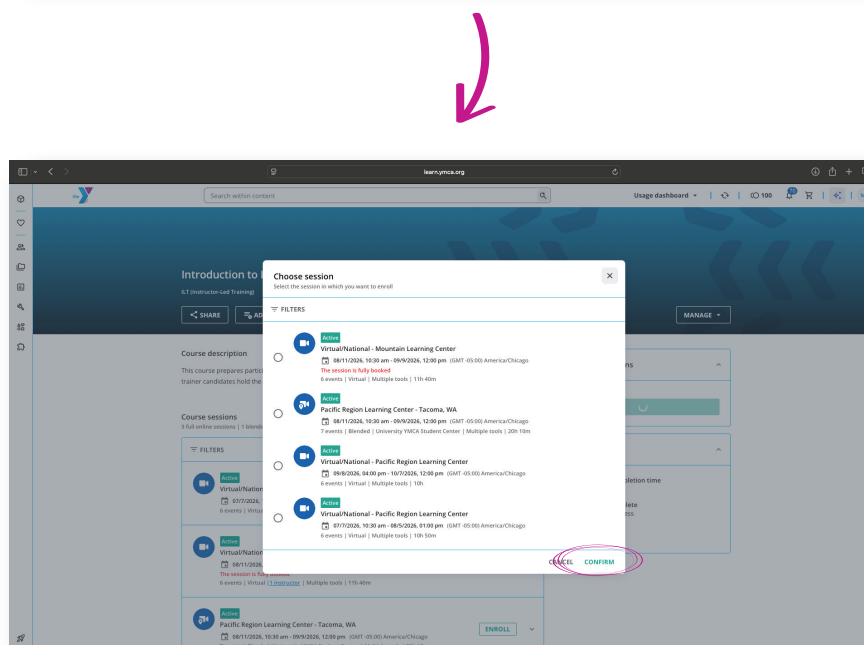
(**Choose Session** is pictured here)

Review session details, including:

- Date and time
- Location (in-person or virtual)
- Available seats

Select a **Session**

Click **Confirm**



Once confirmed, your session will appear in **My Courses** and **Learning Plans**.

Note: Session enrollment will close once capacity is reached.

In this case, you may be added to the waiting list.

