

**ALBERTA DISTANCE LEARNING CENTRE**

**Job Safety Skills Society**

**HCS3000 WORKPLACE SAFETY SYSTEMS TRAINING**

**ENROLMENT PROCESS**

1. Complete the online registration form: [www.adlc.ca/registrationportal](http://www.adlc.ca/registrationportal)

Enter the following authorization code when prompted: \_\_\_\_\_

For assistance, call our Registrations Department: 1-866-774-5333 Ext 5360

2. Your username and password will be e-mailed to you. If you do not receive this information, please contact ADLC: 1-866-774-5333 – dial 0.
3. If you experience technical difficulties with your course, please contact our Help Desk for assistance: [techsupportstudent@adlc.ca](mailto:techsupportstudent@adlc.ca), or 1-866-774-5333 Ext 5322.

**If you have not taken an online course before, we suggest you complete the Introduction to Online Learning tutorial on the ADLC website prior to beginning the course.**

1. Go to ADLC's main website ([www.adlc.ca](http://www.adlc.ca)).
2. Find the "Registered Students" box in the blue column on the left-hand side of the page. Click "Online Course Login."
3. New page will appear. Log in to D2L using your username and password.
4. In the centre column, under the "News" section view "My Courses".
5. Click "Intro to Online Learning (ADLC)".
6. Follow the instructions given there.

**How to get started in this course:**

1. Follow steps 1 to 4, above.
5. Click the link to "enter course name here".
6. Once in the course, click "Content" tab near the top of the page.