

How to Enrol in a Course Using an Enrolment Key

Scope:

Follow the procedure below to enrol in a course using the enrolment key provided.

CREATE A NEW ACCOUNT



1. Log into the BC Housing Learning Portal and scroll down to the **Course catalogue**.



2. Locate your course and click **ENROL NOW**.



- 3. Enter the Enrolment key that was provided to you. Click the ^O if you would like to view the text.
 Note: Some courses will not require an Enrolment key. This information will be indicated on the enrolment page.
- 4. Click Enrol Me.

5. The course modules are now available.

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	Introduction to HIFIS: Key Concepts	Getting Started in HIF15	Search for a Client and Enter a Basic Client Record	Enter Centributing Factors	Record a Client's Housing History	Enter a Good or Service	Enter a Service Restriction
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