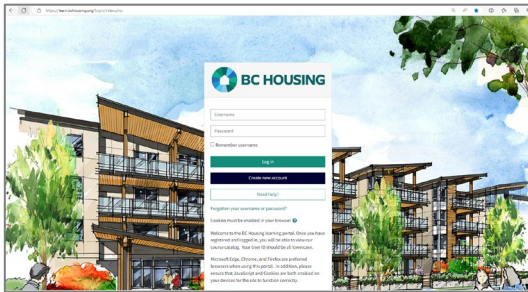


HOW TO REGISTER FOR THE BC HOUSING LEARNING PORTAL

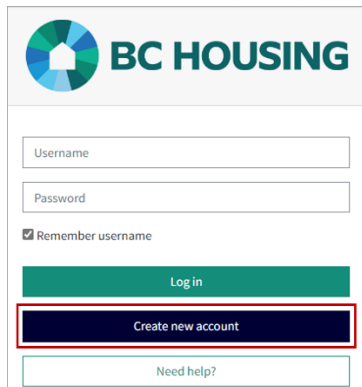
Scope:

The BC Housing Learning Portal is the platform from which HIFIS online training courses can be accessed. In order to complete the training, it is necessary to register for a portal account.

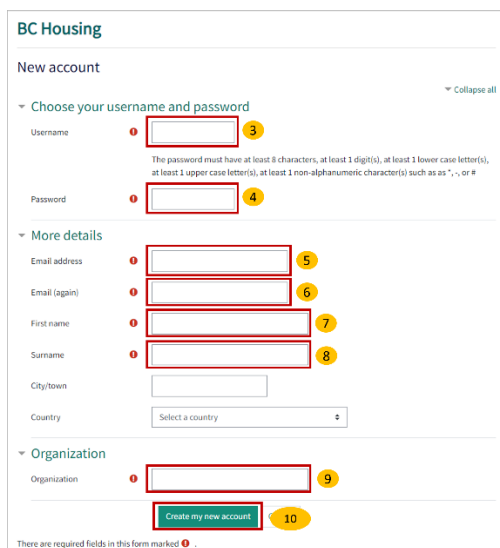
CREATE A NEW ACCOUNT



1. Open the BC Housing Learning Portal at learn.bchousing.org. Microsoft Edge, Chrome and Firefox are the preferred browsers for using this portal.



2. Click on the **Create new account** button.



BC Housing

New account ▼ Collapse all

▼ Choose your username and password

Username 3

The password must have at least 8 characters, at least 1 digit(s), at least 1 lower case letter(s), at least 1 upper case letter(s), at least 1 non-alphanumeric character(s) such as *, -, or #

Password 4

▼ More details

Email address 5

Email (again) 6

First name 7

Surname 8

City/town

Country

▼ Organization

Organization 9

10

There are required fields in this form marked 0

- Fill in all mandatory (!) fields.
3. Create a **Username**. It should be all lowercase.
 4. Create a **Password**. Be sure to include all the required characters as listed above.
 5. Enter your **Email address**.
 6. Re-enter your **Email address**.
 7. Enter your **First name**.
 8. Enter your **Surname**.
 9. Enter the name of the **Organization** that you are affiliated with.
 10. Click **Create My New Account**.