

## Agent Training Course | Registration and Access Instructions

### Part A: Register for the Agent Training Course

1. Go to our website: <https://continuingstudies.uvic.ca/elc/agents-partners/agent-training-course>
2. Register in the course using the **ADD TO SHOP CART** button.
3. Go to your cart using **PROCEED TO SHOP CART** button.

**Item added to Shop Cart**

Note: You will be asked to sign in or create an account to register and pay for this course.

[CONTINUE BROWSING](#)

[PROCEED TO SHOP CART](#)

4. Sign in to your account using **NEXT: SIGN IN/CREATE ACCOUNT**.

ITEM	PRICE	TAX	TOTAL	
Agent Training Course ELTR001 2021S D01 Online Asynchronous Jan. 1 - Dec. 31, 2021	\$0.00	\$0.00	\$0.00	x

Promo code

Enter promo code

[UPDATE](#)

Total: \$0.00

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[NEXT: SIGN IN/CREATE ACCOUNT >](#)

5. Click on **SIGN IN WITH EMAIL** and sign in to your account using the email address that is on file.

The image displays two side-by-side screenshots of the UVic account management interface. The left screenshot, titled "My account", shows a "SIGN IN WITH EMAIL" button highlighted with a red box. Below it are fields for "Email" and "Password", a "SIGN IN" button, and a "Forgot your password?" link. The right screenshot, titled "New to UVic?", shows a "CREATE ACCOUNT" button.

6. Once you have signed in, please answer the agency questions and complete your registration.

7. After your registration is complete, you will receive a registration receipt by email. In your registration receipt, please note your **V Number**. Your V Number begins with "V00" and you will need it in the next part.

## Part B: Apply for your NetLink ID (UVic identification)

1. Go to the UVic website: <https://www.uvic.ca/uvicid>
2. Follow the steps to get your **NetLink ID**:
  - a. Add your name, birth date, and V Number (from your registration receipt).
  - b. Choose your NetLink ID and create a passphrase/password.
  - c. Select or provide an email address for your account.
  - d. Read and agree to the Policy agreement.
  - e. Enter the verification code that was sent to the email address for your account.
3. For a demonstration, watch this video:  
<https://www.youtube.com/watch?v=uMKivIq65ok>

## Part C: Access the Agent Training Course Site

Please note: It may take 24 hours before you can sign in with your NetLink ID and access the course site.

1. Go to our website: <https://continuingstudies.uvic.ca/Account>
2. Use your **NetLink ID** to sign in to your account.
3. Under **Active Courses**, find the Agent Training Course.
4. Below the course details, use the **COURSE SITE | BRIGHTSPACE** button.
5. In Distance Moodle, complete the course: **Agent Training | ELTR 001 | YYYY**