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.

4. Sign in to your account using **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.

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**

University of Victoria