



## Sign Up & Register to a Zero-cost Course

### Summary

This job aid captures the steps needed for a learner to register and take a zero-cost course.

**IMPORTANT:** Your organization has purchased LivingWorks Start licenses and the system has been configured so you do not have to pay when you register.

### Steps

Use the link provided by your organization to create your account in LivingWorks Learn.

Fill out the required fields and click “Sign Up”.

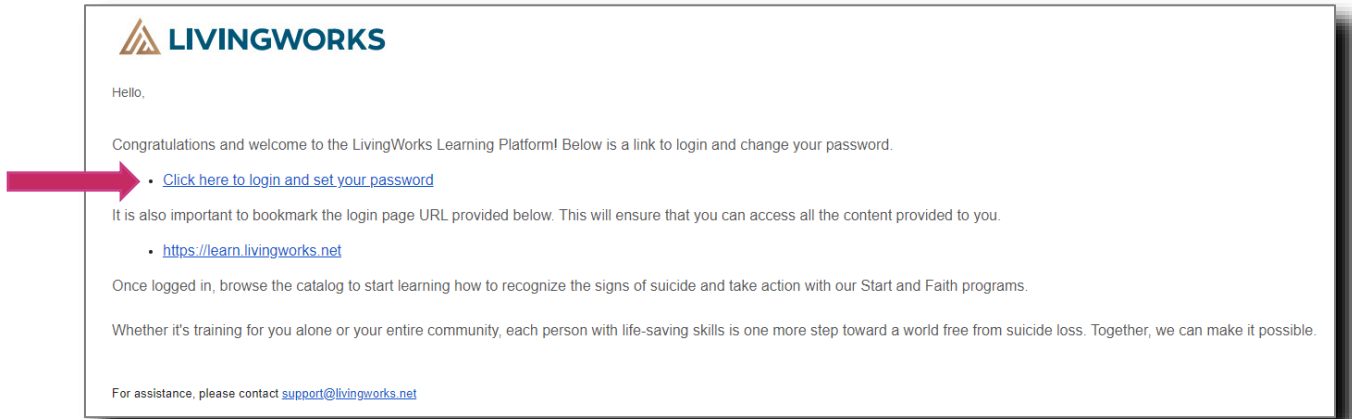
The image shows a registration form for LivingWorks. The form is titled "LIVINGWORKS" at the top. It contains several input fields and a "Sign Up" button. The form is annotated with numbered steps and a callout box:

- Step 1:** A pink teardrop shape with the number "1" points to the "First Name \*", "Last Name \*", and "Email Address \*" fields.
- Callout:** A pink box with the text "Your organization has a unique code." has an arrow pointing to the "Organization Code (Enter the code you were provided or leave blank)" field, which contains the text "ORGCODE".
- Step 2:** A pink teardrop shape with the number "2" points to the "Timezone \*" dropdown menu, which is set to "(GMT-07:00) Mountain Time (US & Canada)".
- Step 3:** A pink teardrop shape with the number "3" points to the "Sign Up" button.
- Consent:** Below the dropdown menus, there is a section for consent. It says "Select the LivingWorks region/country to setup default settings and available training. \*". Below this is a dropdown menu set to "Canada / International". Further down, it says "To create an account with LivingWorks, you must consent to the [Terms of Use](#) and [Privacy Policy](#). Check the box to provide your consent. \*". There is a checked checkbox next to this text.



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Check your mailbox. Click on “Click here to login and set your password”.



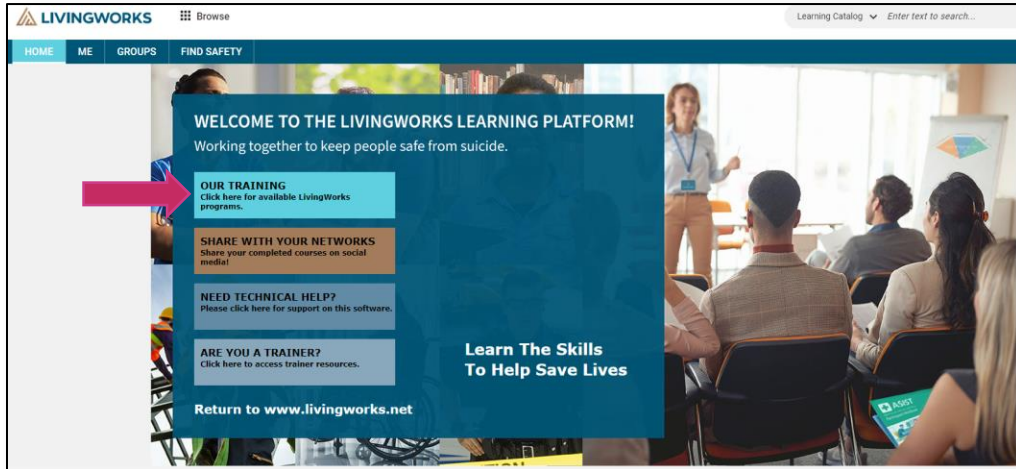
Type your password in the box.

The image shows a "Change Password" form. At the top, it says "Change Password" in a header. Below that, it says "Set your password to protect your account." The form has three input fields: "USER NAME" with the value "joe.public@demo.com", "NEW PASSWORD \*" (with a red asterisk), and "CONFIRM NEW PASSWORD \*" (with a red asterisk). A pink bracket with the number "1" points to the "NEW PASSWORD" and "CONFIRM NEW PASSWORD" fields. At the bottom of the form is a blue button labeled "SAVE". A pink callout with the number "2" points to the "SAVE" button.

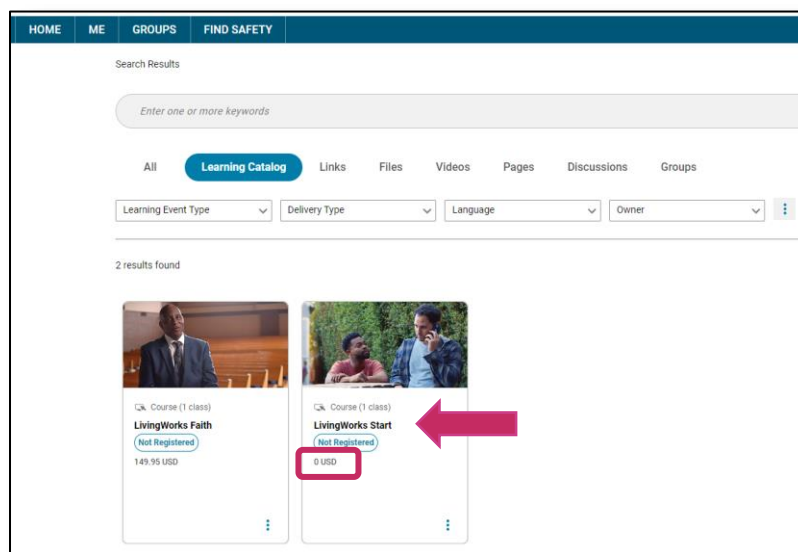


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Click on “Our Training”.



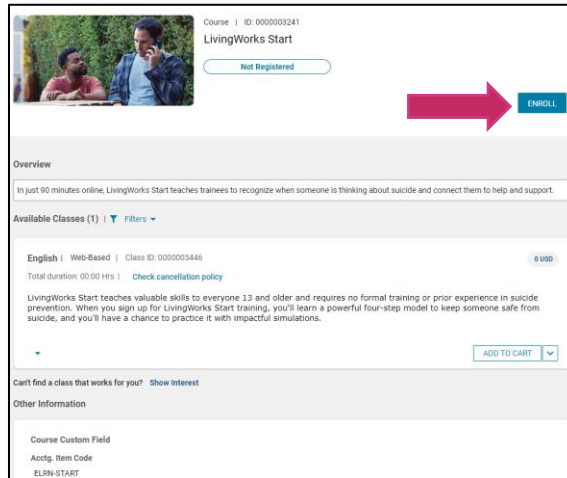
Click on the course with zero cost. For example, LivingWorks Start.





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Click “Enroll”.



Click “Start”.

