

Student Worker Health and Safety Training

Online Registration Quick Reference

To Register:

Step 1: To access the Learning and Development Online Registration page, go to <http://hrs.humber.ca/H&S-Programs.html>



Learning & Development – Spring Program Offerings

Students are the heart of everything we do at Humber College. We are all engaged in supporting, promoting, and delivering an exceptional student experience, directly or indirectly.

The Learning & Development team supports this goal by researching best practices, and designing, developing, and delivering a wide variety of workshops, seminars, and professional development opportunities for all employees.

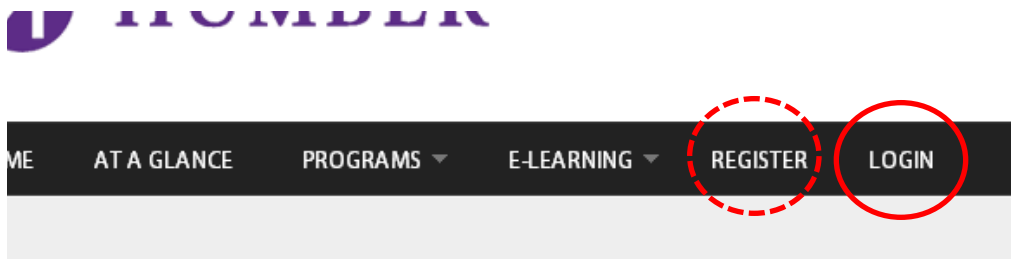
We strive to ensure that every workshop we offer is job-related, skills-based and delivered in an engaging, learner-centered manner. Workshops are led by either in-house facilitators or external consultants. Topics are modularized so they can be expanded if required to more fully meet the needs of the particular employee group. A mixture of classroom and online resources are available.

Humber's vision for the future is Leadership in polytechnic education. We invite you to participate in the professional development and training activities designed to help you be successful in making this vision a reality.

To view what is available, click on the menu tabs above, select the program and register online at: <http://hrs.humber.ca/learnmg/register>

If you need an alternate method, please contact learnmg@humber.ca and/or use the [offline catalogue](#).

Step 2: Click **LOGIN** at the top, enter your user name and password. Then proceed to step 8. If you do not have an account for this website, click **REGISTER** at the top to create a new account. (Ensure you use your humber.ca or guelphhumber.ca email.)



HOME AT A GLANCE PROGRAMS E-LEARNING REGISTER LOGIN

Step 3: To REGISTER, please fill in these mandatory fields:

- Username – create a username (i.e. janiston)
- E-mail address – type-in your Humber or Guelph-Humber e-mail address
- Employee ID – ask your manager if you do not know your Employee ID
- First name - type in your first name.
- Last name – type in your last name.
- Employee group – select “Student Employee”
- Status – select “Contract”
- Campus – select the applicable Campus you work out of.

Step 4: Click on the "Create new account" button to create your account.
A welcome message with further instructions will be sent to your e-mail address.

Step 5: Please check your e-mail and open the e-mail message from
*"learninghrs@humber.ca" <learninghrs@humber.ca> with subject "Account details for [your
username] at Spring Calendar 2015 (approved)".*

Step 6: Click on the link in the e-mail message or copy and paste it into your browser:
*This link can only be used once to login and will lead you to a page where you can set your
password.*

Step 7: Change and save your password.

Step 8: Place your mouse on the "Health & Safety" menu tab; the drop down menu will
display a list of Student Worker Health & Safety sessions. Select a session that fits your schedule.

Step 9: Scroll down to the bottom of the web page and click on the "Sign up" button under your
e-mail address to register for the session.

Step 10: Last step in the registration process is to click on "Logout."

Step 11: An acknowledgement message of your registration will be sent to your e-mail address.

Step 12: A confirmation message of your registration will be sent to your e-mail address after your pending
registration is approved by the site administrator.