Register and Unregister for a Class

• This Job Aid provides “How To” instructions on how to
  o Add a course to your Courses in Progress
  o Register for an Instructor Led Class or a Virtual Class
  o Cancel your registration for an Instructor Led Class or a Virtual Class
  o Register for a different date/time for an Instructor Led Class or a Virtual Class
  o Sync your course calendar to your company or personal calendar

• You must have a Contractor Learning Account created to be able to register for a class. If you have not created an account, please see the Job Aid “Create Contractor Learning Account and Login”

Login into the Contractor Learning Academy

1. Go to [www.syncrude.ca](http://www.syncrude.ca)
   Hover your mouse over Our Company
   Select Contractor Learning

2. Click on the Red Login button
3. Click Login

4. Click on External Members

5. Enter your Email Address
   Enter your Contractor Learning Password
   Click Login
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Add a Course to your Training Profile

1. Click on Go to All Courses
   OR
   Click on Go to My Courses
   if you have already added the course to your Training Profile

2. Click on Type to Search
   Enter the Title of the Course or a word from the Title
   OR
   Scroll to find the course you are searching for
   Courses are listed in alphabetical order

3. Click on the Title of the Course
   OR
   or the Icon beside the Course Title
• Enrolling in a Course adds the course to your “Courses in Progress”.
• If the course includes an Instructor Led class, you must register for a class event, see instructions on registering for a class event on the next page.
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Register for an Instructor Led (or Virtual) Class Event

1. Click on the Course Title
   OR
   The Icon beside the title
   OR
   The Step Number

2. Click on Register
   For the date, time and location of class you wish to attend

- Note: You can register for a class event from My Courses or the Course Calendar on the Home Page.

- You will receive an email with your registration information if you confirmed your email address as part of creating your Contractor Learning Account.
You are successfully registered for the class event

Click **Home** to return to the Home Page

- Note, you can only register in one class event date/time i.e., you can not double book yourself into a course.

The course has been added to your **Courses in Progress**.

The class event you are **registered** in is displayed in **green**.

Course dates displayed in **blue** are the days that there are events **available to register in**.
1. Go to the Contractor Learning Home Page

Scroll to the Calendar

Click on the date (green) for the class you are registered in

OR

Go to My Courses

And search for the course you are registered in

2. Click on Details
3. Click on **Unregister**

4. After unregistering from a class all class events are available again.

   - If you want to reschedule to a different date
   - Scroll to find a new date/time
   - Click on **Register** for the new date/time

- Don’t forget to resync your updated course registration information to your company or personal email. See next page for instructions.
- Note: it is optional to sync your course registrations to a company or personal email for your convenience.
Sync your registered class events to your company or personal calendar (Optional)

- The Contractor Learning Academy provides you the ability to sync your course registrations to your company or personal calendar. This is an optional feature for your convenience.

1. Click on Sync Calendar

2. Deselect all categories except Registered to In-Class Training the deselected items will grey out

3. Click on Copy Link
You can now copy the link into your calendar including Outlook, iCalendar, Google Calendar etc.

Note: if you change your registration date/time for a class event you will need to sync your Calendar again with the updated information.