

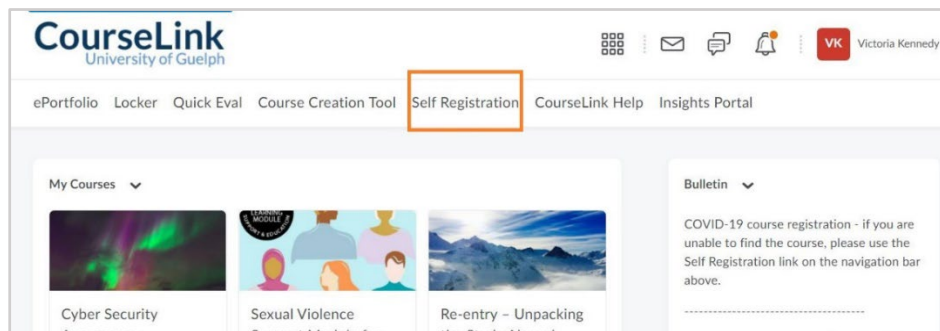
# Innovation TOOLKIT

## Self-Enrollment Guide for UofG Students, Faculty, and Staff

**Step 1:** Go to <https://courselink.uoguelph.ca> and click the orange Login button.

**Step 2:** If prompted, enter your Single Sign On credentials

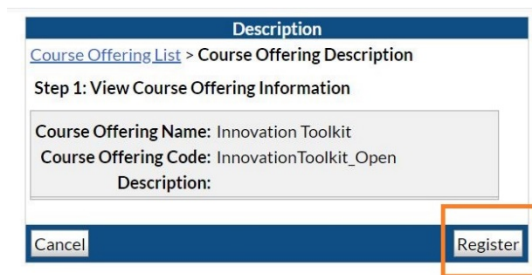
**Step 3:** Self Self-Registration from the navbar above your CourseLink home



**Step 4:** From the list of self-registration offerings, scroll to *Identity and Unconscious Bias at Work* and click on its name.

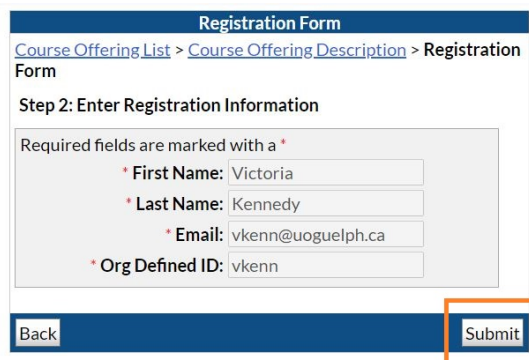
Self Registering Course Offerings			
Course Offering Code	Course Offering Name	Course Offering Cost	Enrolme Status
accessible_service_provision	Accessible Service Provision		Enrolled
Brain_Food_Workshops	<a href="#">Brain Food Workshops</a>		Not Enrolled
Campus_Resources_Referrals	<a href="#">Campus Resources and Referrals for Student Helpers and Leaders</a>		Not Enrolled
CBS_TEMPLATE	<a href="#">CBS Template</a>		Not Enrolled
COURSE_TEMPLATE	Course Template		Enrolled
COVID-19_IPCA	COVID-19 Infection Prevention and Control Awareness		Enrolled
Data_Skills_Bootcamp	<a href="#">Data Skills Immersion</a>		Not Enrolled
ELH_CAREER_DEV_MODULES	<a href="#">Career Advising from the Experiential Learning Hub</a>		Not Enrolled
Experiential_Learning_Guide_Students	<a href="#">Experiential Learning Guide for Students</a>		Not Enrolled
Grad_Pathways_What_path_will_you_take	<a href="#">Grad Pathways: What path will you take?</a>		Not Enrolled
identity_unconscious_bias_internal	<a href="#">Identity and Unconscious Bias at Work</a>		Not Enrolled
InnovationToolkit_Open	<a href="#">Innovation Toolkit</a>		Not Enrolled
Living_in_Guelph	<a href="#">Living Off Campus in Guelph</a>		Not Enrolled

**Step 5:** On the offering description page, click the **Register** button



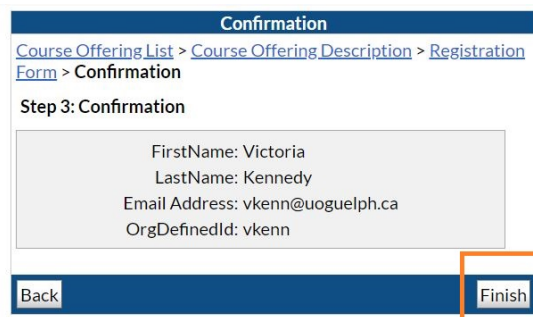
The screenshot shows a web page titled "Description" with a breadcrumb trail: "Course Offering List > Course Offering Description". Below the title, it says "Step 1: View Course Offering Information". A grey box contains the following text: "Course Offering Name: Innovation Toolkit", "Course Offering Code: InnovationToolkit\_Open", and "Description:". At the bottom of the page, there are two buttons: "Cancel" on the left and "Register" on the right. The "Register" button is highlighted with an orange border.

**Step 6:** Your information will auto-populate; check to ensure that your name, email address, and UofG username are listed correctly and then click **Submit**.



The screenshot shows a web page titled "Registration Form" with a breadcrumb trail: "Course Offering List > Course Offering Description > Registration Form". Below the title, it says "Step 2: Enter Registration Information". A grey box contains the text: "Required fields are marked with a \*". Below this, there are four input fields with the following values: "\* First Name: Victoria", "\* Last Name: Kennedy", "\* Email: vkenn@uoguelph.ca", and "\* Org Defined ID: vkenn". At the bottom of the page, there are two buttons: "Back" on the left and "Submit" on the right. The "Submit" button is highlighted with an orange border.

**Step 7:** You will be taken to a confirmation page. Click **Finish**. You will be taken to the Registration Summary page.



The screenshot shows a web page titled "Confirmation" with a breadcrumb trail: "Course Offering List > Course Offering Description > Registration Form > Confirmation". Below the title, it says "Step 3: Confirmation". A grey box contains the following text: "FirstName: Victoria", "LastName: Kennedy", "Email Address: vkenn@uoguelph.ca", and "OrgDefinedId: vkenn". At the bottom of the page, there are two buttons: "Back" on the left and "Finish" on the right. The "Finish" button is highlighted with an orange border.

**Step 8:** From the Registration Summary page, click the first link to go directly to the course website.



The screenshot shows a web page titled "Registration Summary". Below the title, there is a list of two links: "Go to course offering Innovation Toolkit" and "Register for another course". The first link is highlighted with an orange border. At the bottom right of the page, there is a "Done" button.