

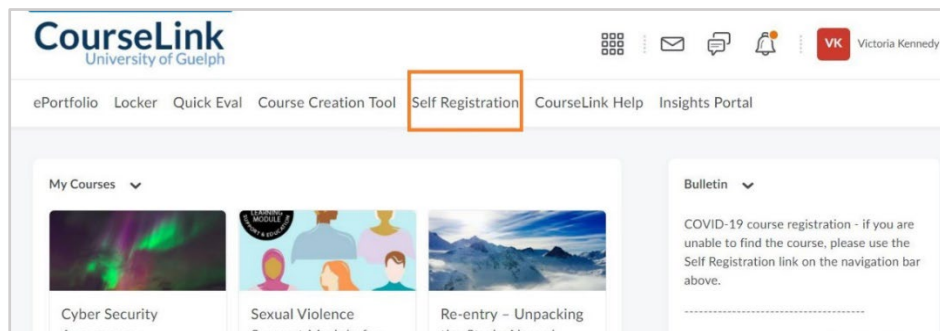
Innovation TOOLKIT

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 *Innovation Toolkit* 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	Brain Food Workshops		Not Enrolled
Campus_Resources_Referrals	Campus Resources and Referrals for Student Helpers and Leaders		Not Enrolled
CBS_TEMPLATE	CBS Template		Not Enrolled
COURSE_TEMPLATE	Course Template		Enrolled
COVID-19_IPCA	COVID-19 Infection Prevention and Control Awareness		Enrolled
Data_Skills_Bootcamp	Data Skills Immersion		Not Enrolled
ELH_CAREER_DEV_MODULES	Career Advising from the Experiential Learning Hub		Not Enrolled
Experiential_Learning_Guide_Students	Experiential Learning Guide for Students		Not Enrolled
Grad_Pathways_What_path_will_you_take	Grad Pathways: What path will you take?		Not Enrolled
identity_unconscious_bias_internal	Identity and Unconscious Bias at Work		Not Enrolled
InnovationToolkit_Open	Innovation Toolkit		Not Enrolled
Living_in_Guelph	Living Off Campus in Guelph		Not Enrolled

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

The screenshot shows a web page titled "Description". At the top, there is a breadcrumb trail: "Course Offering List > Course Offering Description". Below this, it says "Step 1: View Course Offering Information". A grey box contains the following information: "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". At the top, there is a breadcrumb trail: "Course Offering List > Course Offering Description > Registration Form". Below this, it says "Step 2: Enter Registration Information". A grey box contains the following information: "Required fields are marked with a *", "* 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". At the top, there is a breadcrumb trail: "Course Offering List > Course Offering Description > Registration Form > Confirmation". Below this, it says "Step 3: Confirmation". A grey box contains the following information: "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". It contains 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.