

HOW TO REGISTER FOR GEOSPATIAL TRAINING

Follow the instructions below to get set up

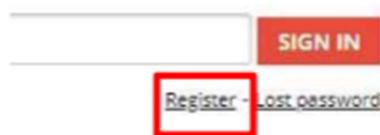
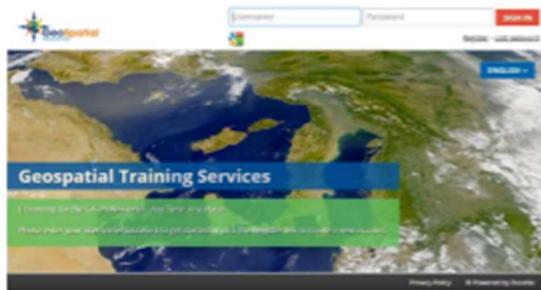
STEP 1 – NAVIGATE TO...

Go to

<http://geospatialtraining.docebosaas.com>

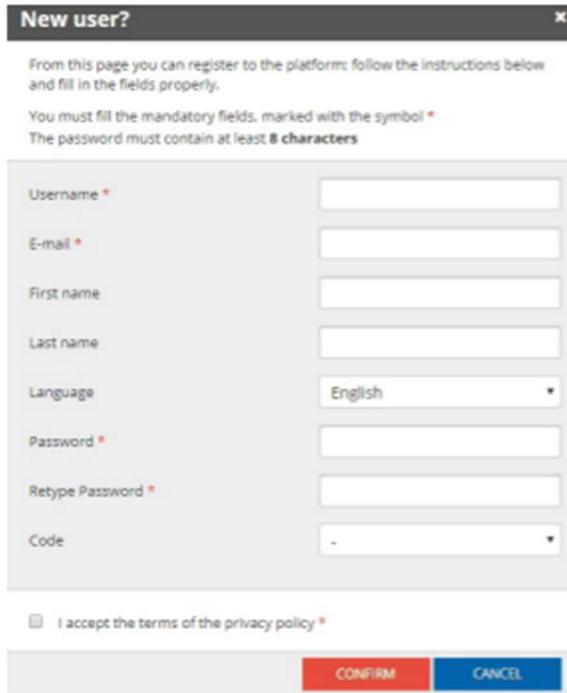
STEP 2 – GO TO REGISTER

Register (look under the “sign-in” button)



STEP 3 – COMPLETE REGISTRATION FORM

Enter a **username**.



The screenshot shows a registration form titled "New user?". It includes instructions: "From this page you can register to the platform; follow the instructions below and fill in the fields properly." and "You must fill the mandatory fields, marked with the symbol *". A note states "The password must contain at least 8 characters". The form fields are: Username *, E-mail *, First name, Last name, Language (dropdown menu with "English" selected), Password *, Retype Password *, and Code (dropdown menu with "-" selected). At the bottom, there is a checkbox for "I accept the terms of the privacy policy *" and two buttons: "CONFIRM" (red) and "CANCEL" (blue).

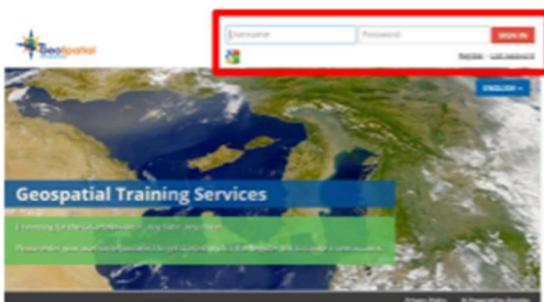
For email address you **must** use your corporate email address (ex. @york.ca) to have your training recorded in York Region's LMS.

STEP 4 – CONFIRM

You will be sent a confirmation link. Once you confirm, you can go to the address below and sign in:

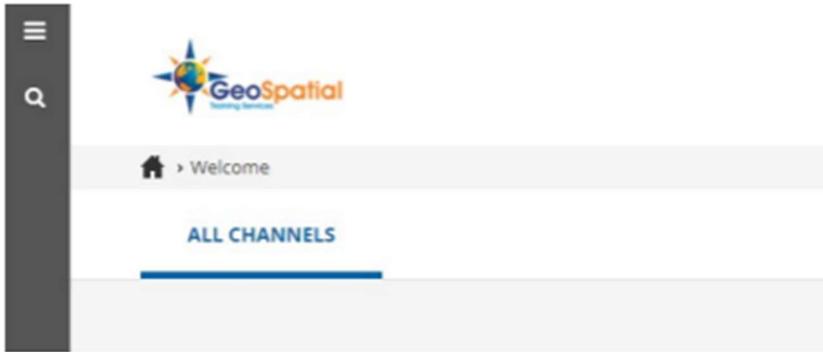
<http://geospatialtraining.docebosaas.com>

STEP 5 – SIGN IN

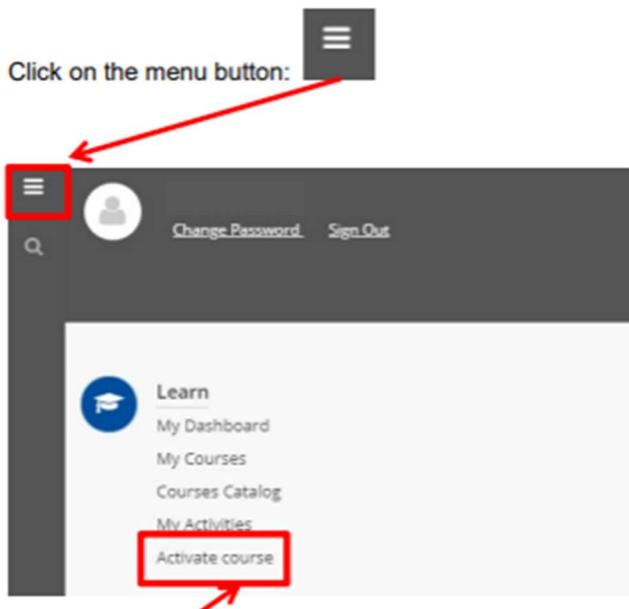


Enter your username and password to sign in.

You should see this:



STEP 6 – GETTING SET UP

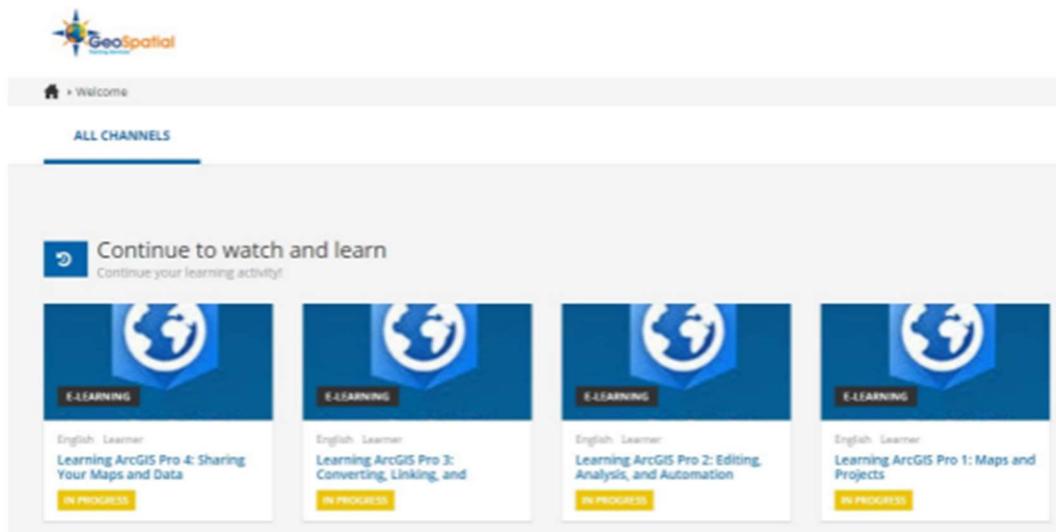


Choose **Activate Course**

In the next window enter the following codes in bold below for the courses you will take. For a complete list of possible courses, please refer to (<https://geospatialtraining.com/self-paced-courses/>):

Course	Code
Learning ArcGIS Pro 1: Maps and Projects	25NICJQ2Woy
Learning ArcGIS Pro 2: Editing, Analysis, and Automation	tUh7rXJFq8C
Learning ArcGIS Pro 3: Converting, Linking, and Analyzing Data	SNkWYcAoSQD

After this your dashboard should look more like this. You may not have the same courses or the same number of courses (this is ok):



Questions? Reach out to DigitalAcademy@york.ca

