How to Register for Training

REGISTRATION

Pre-registration is important. In the unlikely event of a workshop cancellation, pre-registered persons will be notified directly. Workshop enrollment is limited and early registration will insure your place in high-demand classes.

How to Register On-Line

1. Connect to Internet
2. TYPE http://LearningPartnership.elearning.networkofcare.org
3. If you need to create a USER ID and PASSWORD press "Start Here," then complete the information needed to complete account.
4. To LOG IN, on the top right side of the screen, click on the yellow "Login" button.
5. Use your LOGIN NAME (USER ID) and PASSWORD to LOG IN.
6. If you forgot your Login Name (User ID) and Password, click on "Forgot your password," enter your email address and it will be sent to you.
7. Once logged in, my eLearning homepage appears and below you will see the list of courses for the Fall. Click on the course you are interested. Once the course information appears, on the right side enter "1" in the Quantity box, click "Add items to Cart," and then click "Complete Order" to complete the registration process
8. To verify you are registered click the Home button on the top left of the page, then select "My Courses" to view your pre-registered courses.
9. If you were successful in registering for the course, you will receive an e-mail notification to confirm your registration. Please make sure your e-mail address is correct.
10. If you still need help, please call Learning Partnership at (408) 792-3900 and staff will be happy to assist you.