# CDLI Self-Registration Course Tutorial

This tutorial is broken into **three** parts:
- Part 1: Creation of a CDLI account (necessary in order to enroll in the courses).
- Part 2: Self Registration courses and how to access them (2A and 2B)
- Part 3: Learning Resources Materials

Part 1: Creating a CDLI Account

1. Open your internet browser and visit CDLI's website https://www.cdli.ca
2. Near the top right of the page are the words "Sign Up" (see below). **Click on it**.
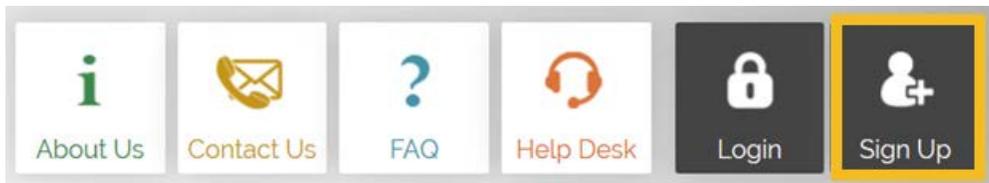
3**.** Enter a **valid** email address in the box and click "Create My Account"

A new window should appear similar to the one below

4. **Check your email account and look for an email from CDLI.** *Be sure to check your "Junk or spam" email folder as the email may have went there.* (See image below)

   Click on the link in the email to complete the next step.

| ☐ CDLI | [CDLI] Account Creation Request | 2 minutes ago |

Your email should look something like the image below.

Inbox:

To:
From: CDLI <do_not_reply@cdli.ca>
Message Id: 1478020353-1000732104-
Subject: **[CDLI] Account Creation Request**
Received: Tue Nov 01 2016 14:42:33 GMT-0230 (Newfoundland Daylight Time)

Click this link or copy and paste it into your internet browser

text/plain ▼

Show Json

Thank you for your interest in CDLI! Your request to register an account has been granted, and you may continue with your registration via the URL below (Please note that this link will expire after 24 hours):

https://my.cdli.ca/index.php?PID=AccountManagement/RequestAccount/step2&Request=CF520EA4B9245857

If you have any difficulty accessing the above link or with creating your account please contact the CDLI Help Desk:

Telephone: 1-877-CDLI-123 (Toll Free)
1-709-864-3559 (St. John's)
Online: https://my.cdli.ca/index.php?PID=SupportDesk/RequestHelpPub

5. The link will bring you to the Customize your Profile Page. Complete all necessary fields and then click on "**Create Your Account**".

Customize Your Portal Account
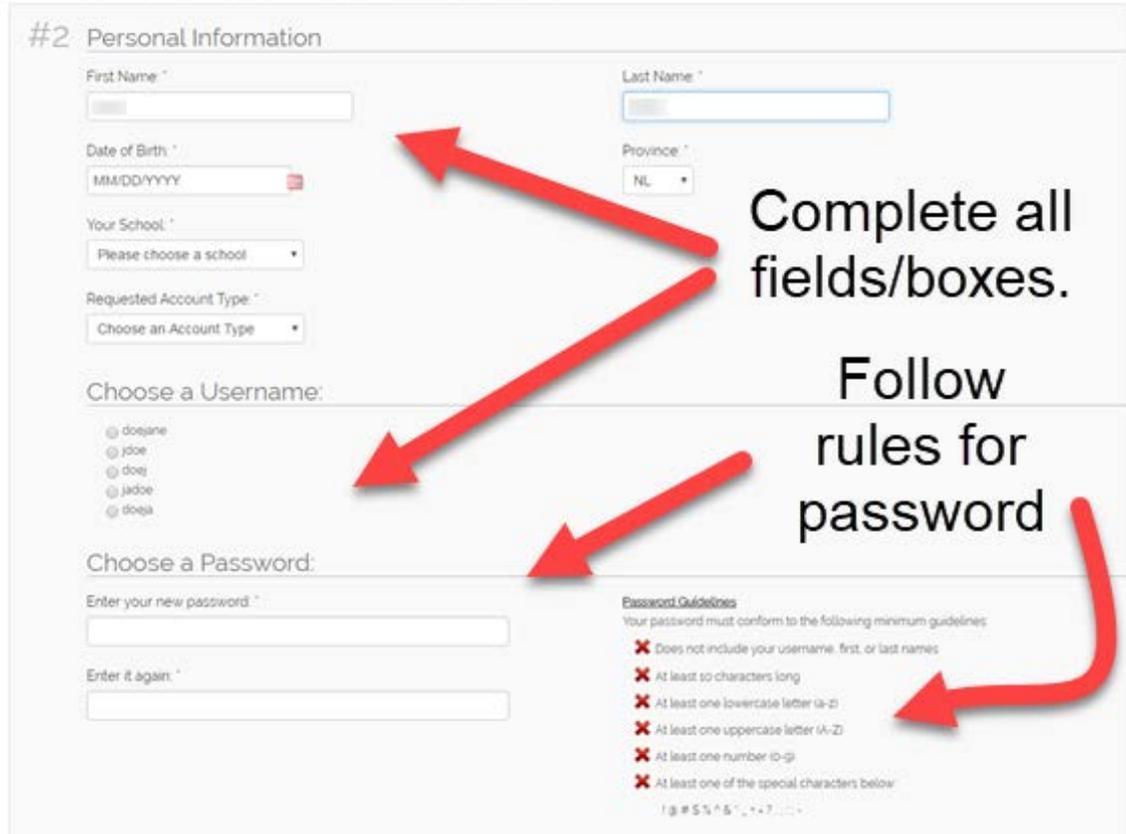
#2 Personal Information

First Name: *

Last Name: *

Date of Birth: *

MM/DD/YYYY

Province: *

NL

Your School: *

Please choose a school

Requested Account Type: *

Choose an Account Type

Choose a Username:

- doejane
- jdoe
- doej
- jadoe
- doeja

Complete all fields/boxes.

Follow rules for password

Choose a Password:

Enter your new password: *

Enter it again: *

Password Guidelines
Your password must conform to the following minimum guidelines:

✖ Does not include your username, first, or last names

✖ At least 10 characters long

✖ At least one lowercase letter (a-z)

✖ At least one uppercase letter (A-Z)

✖ At least one number (0-9)

✖ At least one of the special characters below:

! @ # $ % ^ & * , . - ? . : ; -

Part 2A: *Self Registration Courses*

To register for a course, follow the steps below.

1. Log in to your CDLI account by going to https://www.cdli.ca and clicking on "**Login**". Enter the Username and password created during Part 1 above. Your username and password would have been sent to your email.

2. After you log in you will be presented with a screen similar to the one noted below.
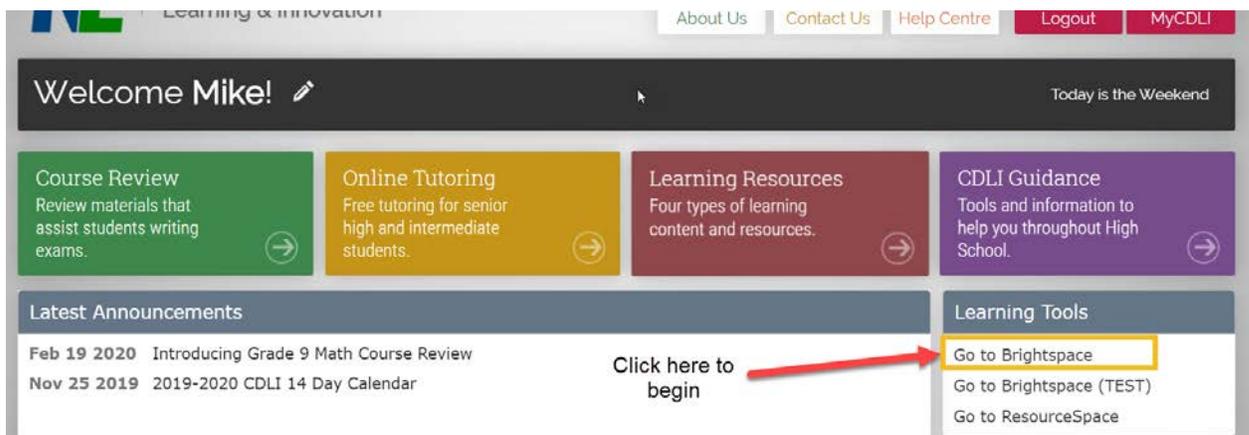
3. Click, **Go to BrightSpace.**

   A new window similar to the one below will open.

Newfoundland & Labrador
English School District
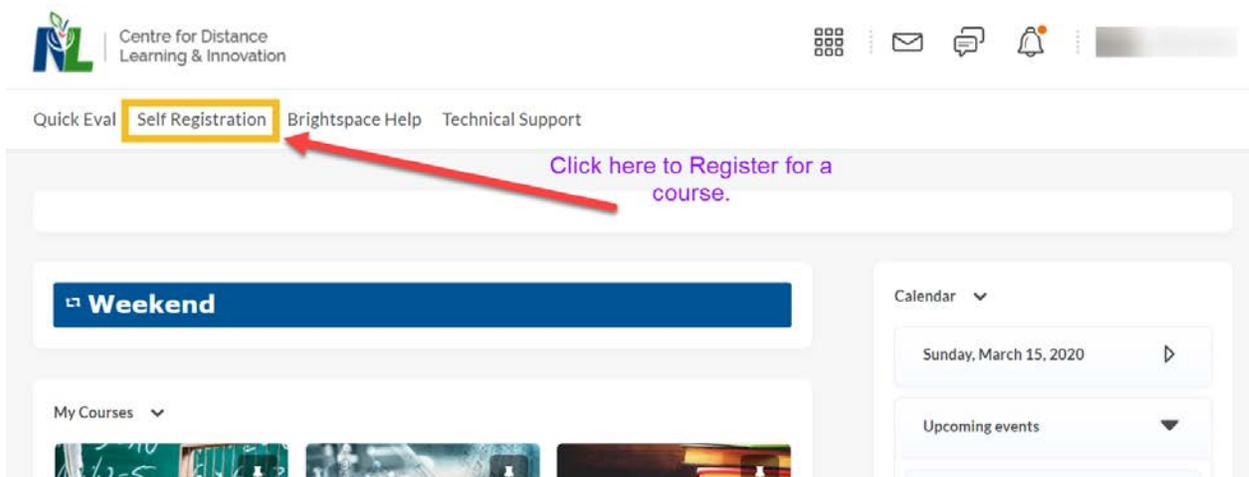
4. Click on **Self Registration**. A new window appears (see below).

5. Click the <u>Thumbnail</u> of the course in which you wish to enroll or alternatively, click in the search box to look for a course (if you do not see a thumbnail). See pic above.

   For the purposes of this tutorial, we have chosen to enroll in World History 3201.

6. A new window appears. Click **Enroll in Course.**

7. Confirm your registration in the course and click **OK**.
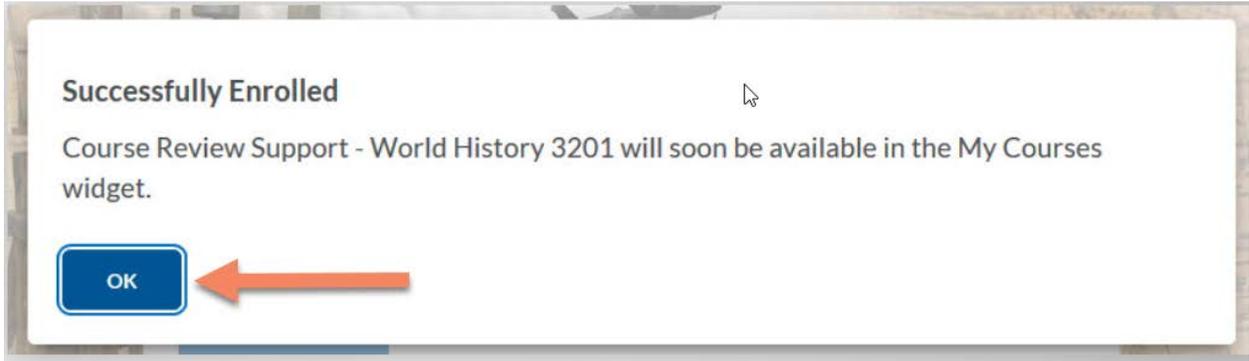
8. Return to the **BrightSpace** homepage (Click on the Centre for Distance Learning and Innovation words at the top of the screen)
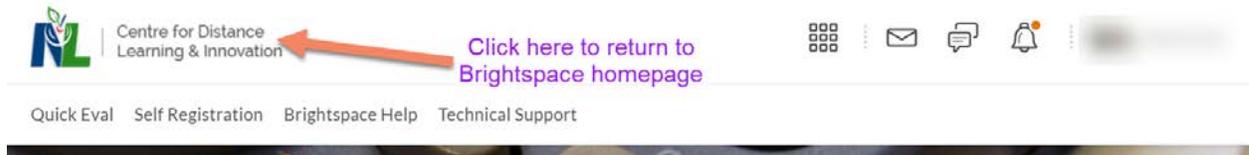
9. You should now see your new course in the **My Courses** area.
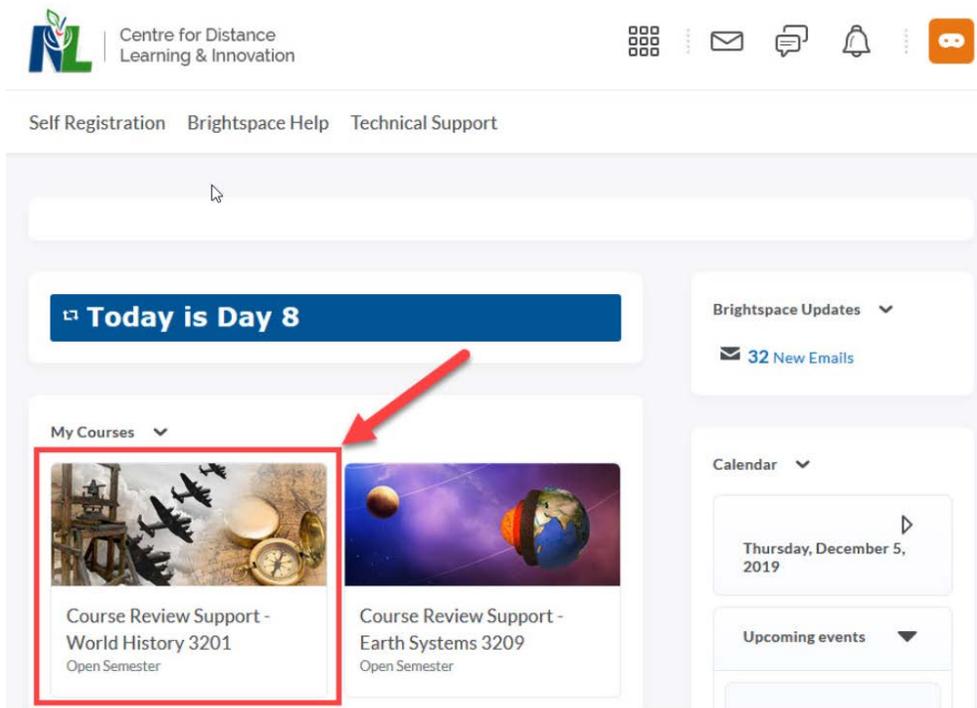
Part 2B: *Accessing Course Content/Lessons*

To gain access to lessons follow the steps below.

1. Login to our website www.cdli.ca using your username and password.
2. Click on "BrightSpace" link (top right of screen).
3. Select your course (thumbnail) from the My Courses widget/area. A new screen will appear. **We have selected World History for our course.**
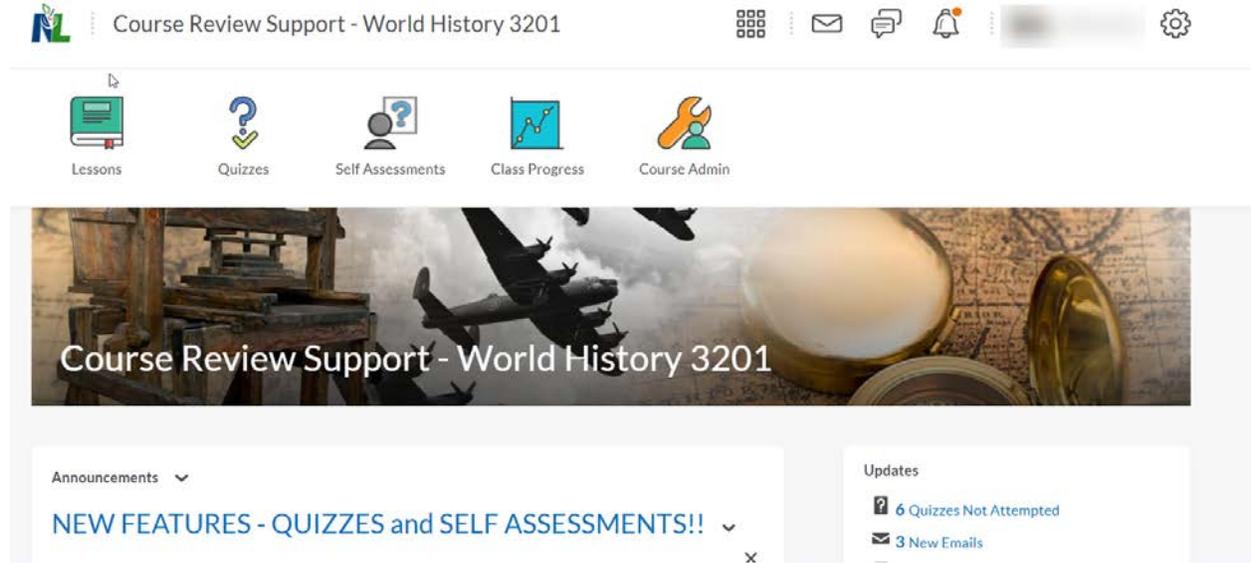
4. Click on **Lessons** near the top left of the page.
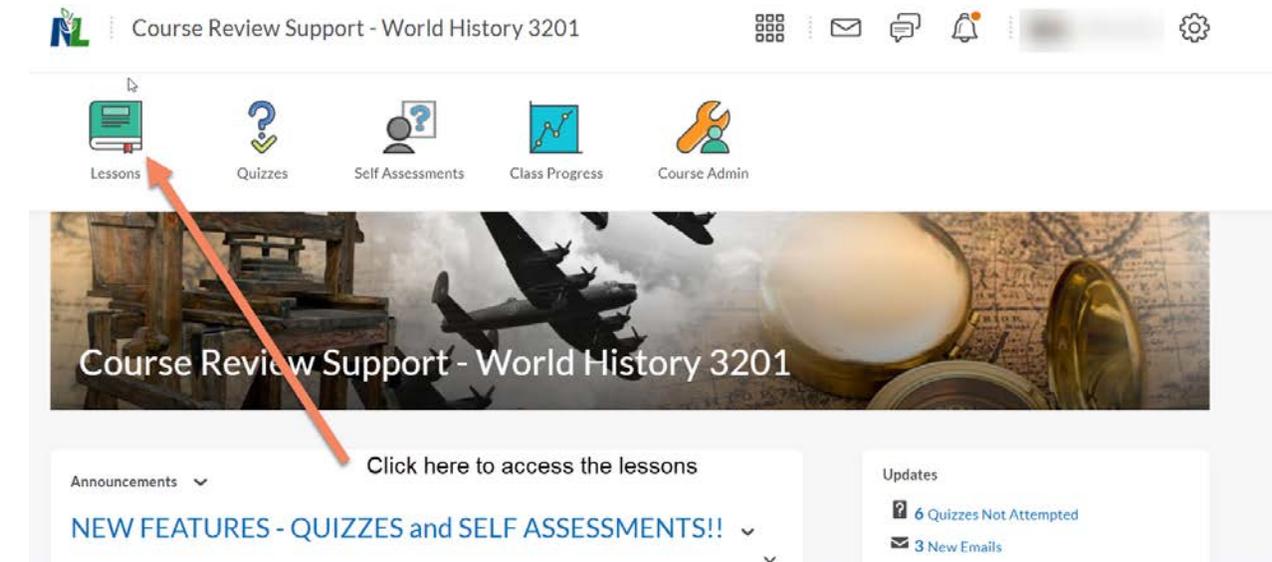
5. A new screen appears showing a table of contents for the lessons. Click on a section/lesson to open it.
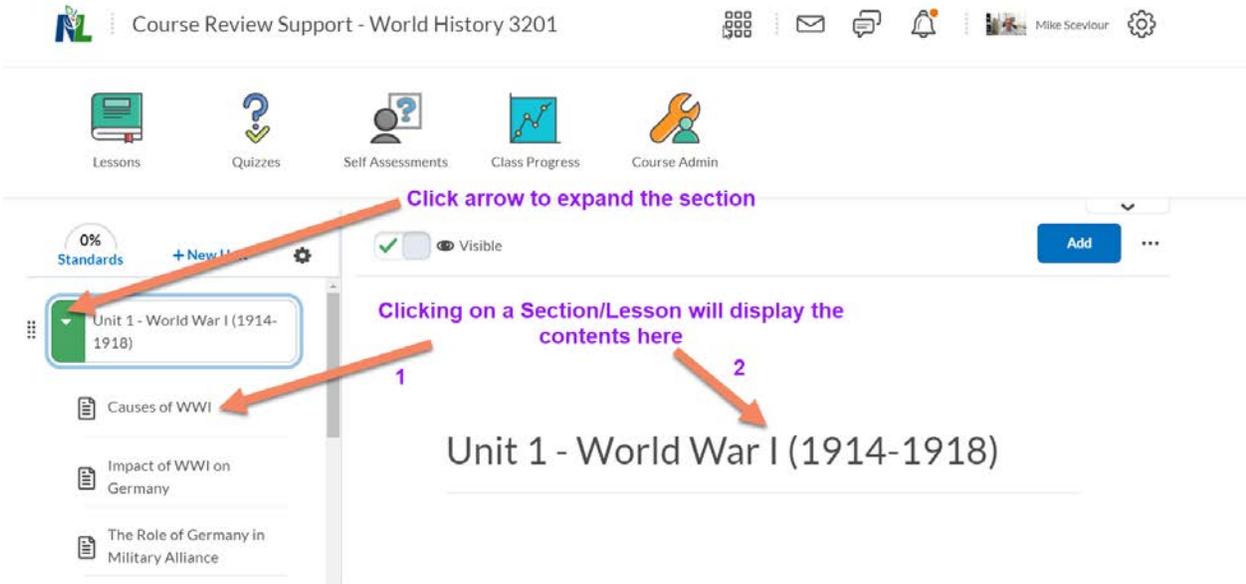
6. Your lesson should be visible or start to play.
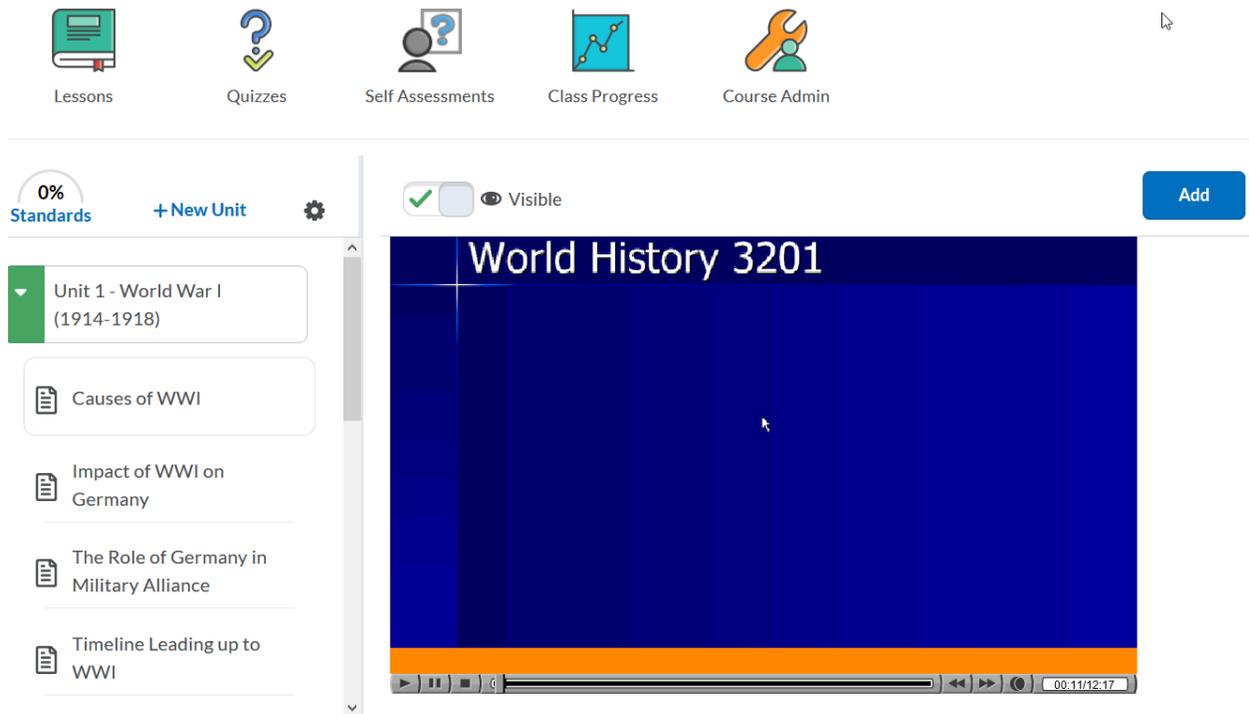
Note: If you see the screen below after clicking on a lesson, then do either of the following to correct issue:
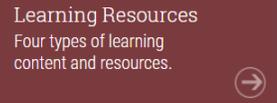
    a. Check to see if you have Adobe Flash Player installed and it is working.

    b. Choose a different Browser (Firefox, Chrome etc) to see if it will work.

    c. Call 1-877-CDLI-123 or 1-877-235-4123 to request assistance.
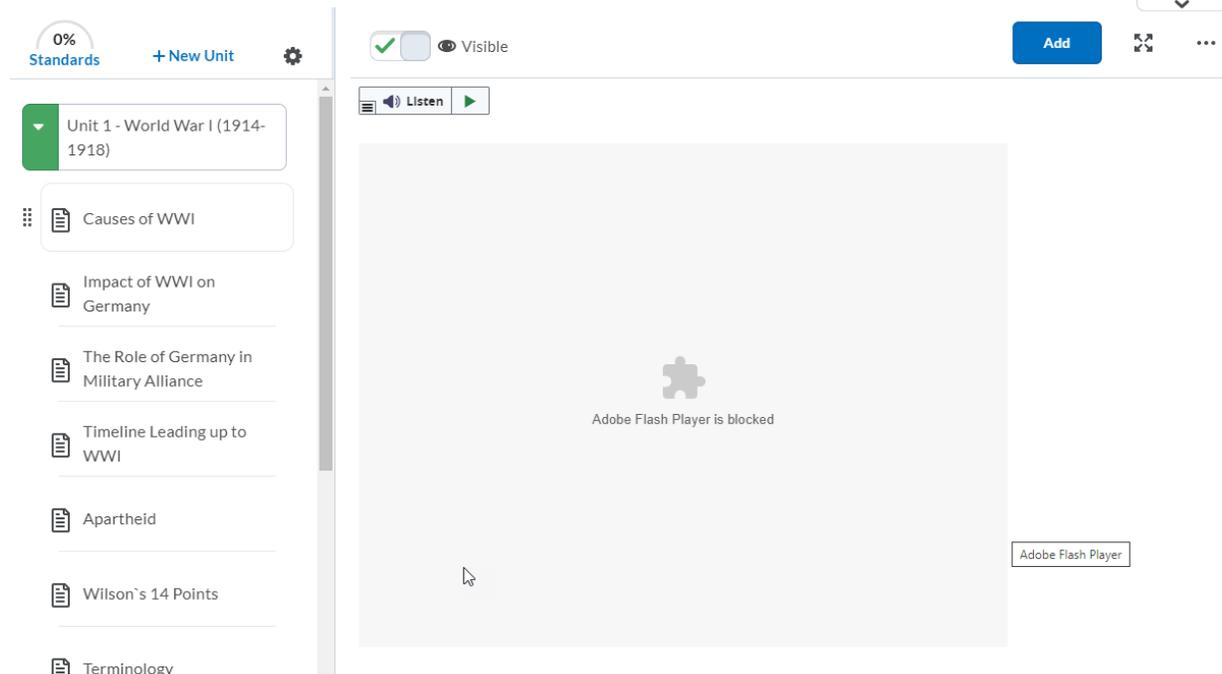
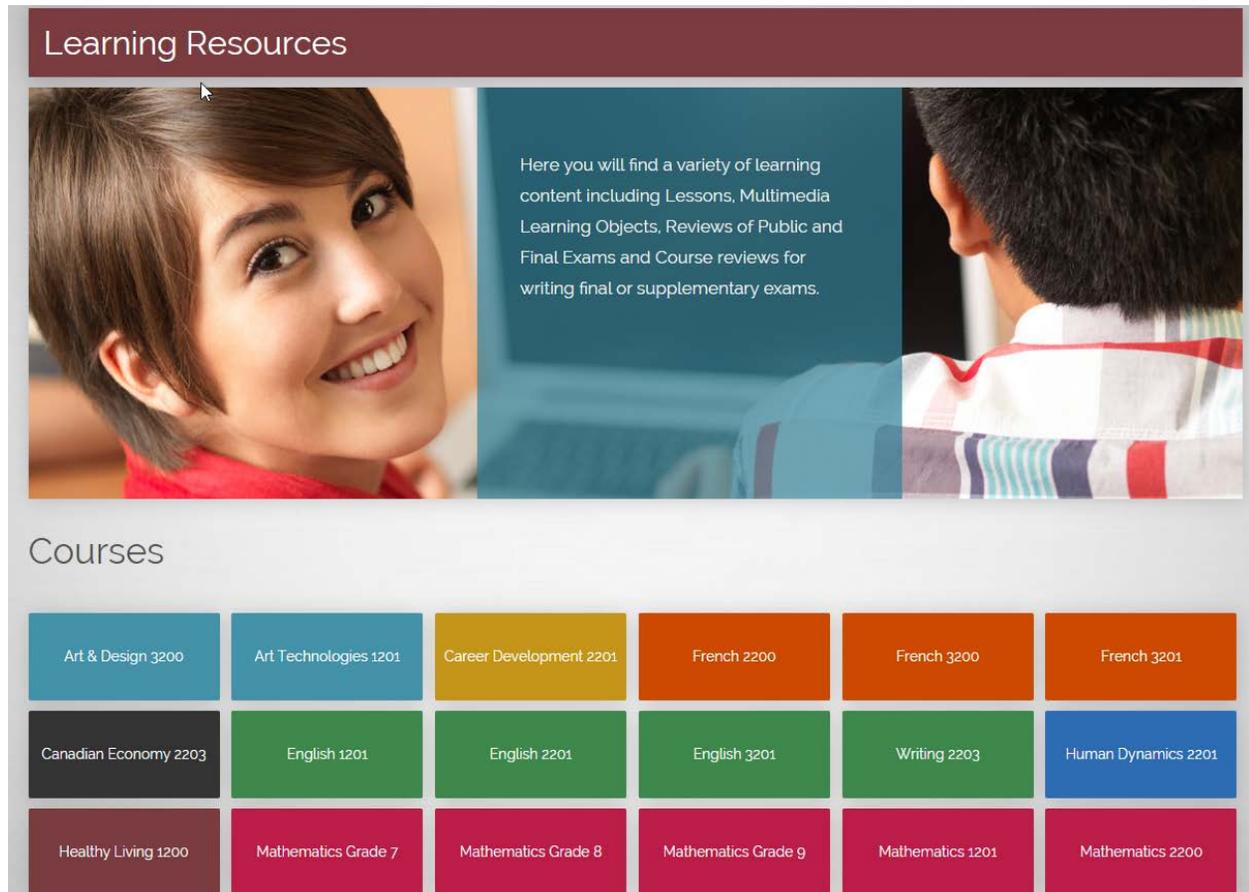Part 3:   Accessing Learning Resources

To access CDLI's learning resources follow these steps.

a.   Go to www.cdli.ca and login to your account.

b.   Click on the Learning Resources icon on the main screen. A new window will appear (see below) showing the various courses for which CDLI has additional learning resources.

c.   Clicking on a course button will open that particular course page. For these instructions, we will open **Biology 3201**. A new page will appear showing various links a person can click on to access learning resources/videos etc.(see below). **Note: Different courses have different types of resources so not all pages will look the same.**

Learning Resources

Home » Learning Resources » Science » Biology 3201

Biology 3201

- Lessons
- Course Review Materials
  - Self Paced Review
  - YouTube - Instructional Videos
- Public Exams
  - 2005 Review
  - 2007 Review
  - Public Exams and Answer Keys