

Gaia College Registration Process



Welcome to Gaia College!

In order to access the online classroom, there are **four easy steps** to the registration process that you must complete. Read the directions on the pages carefully and follow the steps as outlined.

**Step 1: Enter the following URL in the search field of your browser
(Your instructor will have given you the full link in class)**

<http://www.gaiacollege.ca/>

Click on the “Register Now” button, which will take you to a confirmation page for the course you are taking. You will see the course information and payment information. Please disregard the \$0.01 balance owing.



Home	Continue			
Classroom Programs	Name	SKU	Price	Subtotal
Online Programs	Ecological Landscape Design - Burnaby - Semester 1 - Fall 2011	ELDBUR114	\$0.01	\$0.01
Registration and Locations			Subtotal:	\$0.01
			Tax Total:	\$0.00
			Total:	\$0.01

Address Information
Company:

Confirm that your contact information is correct, then click on the box to **Agree to the Terms of Service** and finally click the **Confirm Order** button at the bottom of the page.

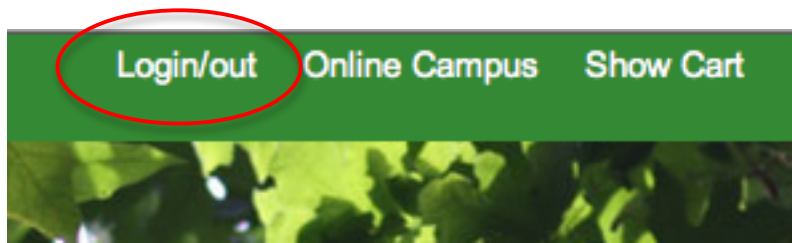
Feel free to leave us a note with any additional details:

[I agree to the Terms of Service](#)

Confirm Order

Step 2: Create an account with Gaia College.

Click on the **Login/out** link in the upper right-hand corner of the page to access the account registration page.



On the next page you will be given the opportunity to **create an account**.

Choose “**Register**” to create your student account.

If you have previously taken a course with Gaia College you will already have a student account and can now enter your username and password.

Password

[Forgot your password?](#)
[Forgot your username?](#)
[No account yet? **Register**](#)

Next, complete the account information page. Your Certificate of Completion will be made out to the name you include here, so please be sure it is correct as there is a \$20 fee to issue a duplicate certificate.

Click **Submit** at the bottom of the page to complete the process. Be sure to record the account name and password you created in the event that you forget them.

(* = Required)

Account Information

Email*

Register an Account?
This is REQUIRED for course registrations so that you can access your online resources when the course begins. Please remember your username and password. This is NOT REQUIRED if you are only purchasing books and videos.

Username*

Password*

Confirm Password*

Address

Company Name

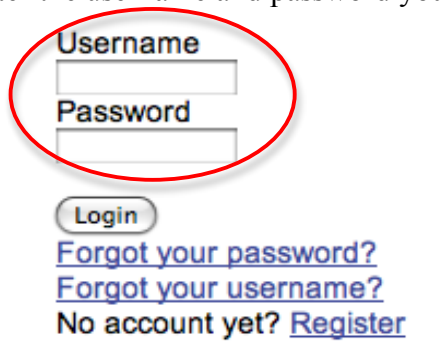
First Name*

Last Name*

Address 1*

Step 3: Register for online classroom access with your newly created student account.

Once again, click on the Login/out button in the upper right-hand corner of the page. Enter the username and password you just created.



The image shows a login form with two input fields: "Username" and "Password". Both fields are highlighted with a red circle. Below the fields is a "Login" button. Underneath the button are three links: "Forgot your password?", "Forgot your username?", and "No account yet? Register".

Choose your course from the “Currently in Session” list.



The image shows a list of courses under the heading "Currently In Session". The list includes:

- Ecological Landscape Design
- Growing Food
- Organic Horticulture Specialist
- Organic Master Gardener
- Plant Knowledge For Organic Gardeners
- Soil Intensive - 3 Day
- Turf Intensive - 2 Day

If there are multiple locations for the course, you’ll be prompted to choose the location for which you’re registered.

Step 4: Get started!

Now you have access to all the course materials. The top window shows the course calendar and the weekly topics.

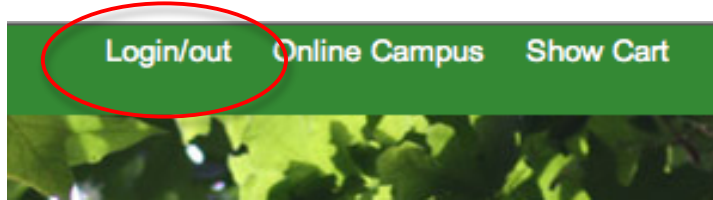
The **Before You Start** section provides important information on how to navigate the course site and make the most of your online experience.

We encourage you to review all the elements on the course website, get comfortable with the online environment, sign-up for Forums, and utilize the extensive resources available to you.

Be sure to **log-out** at the end of each session. Keep these instructions near your computer or with your course materials until you’re comfortable with the log-in process.

From now on it is easy to log in to the classroom:

Step 1: Go to the Gaia College website at: <http://www.gaiacollege.ca/>
Click on the **Login/out** link in the upper right-hand corner of the page to access your account.



On the next page you will be presented with the login screen. Enter your account name and password that you created when you registered for the course. Click the **Login** button.

A screenshot of the login screen. It features two input fields: 'Username' and 'Password'. Both fields are circled in red. Below the fields is a 'Login' button, also circled in red. Underneath the button are three links: 'Forgot your password?', 'Forgot your username?', and 'No account yet? Register'.

Step 2: Click on the **Online Campus** button.



Step 3: Select your course from the **Currently in Session** list.

Course categories

Currently In Session

[Ecological Landscape Design](#)

[Growing Food](#)

[Organic Horticulture Specialist](#)

[Organic Master Gardener](#)

[Organic Master Gardener Online](#)

  [Organic Master Gardener Online - Fall 2011](#)

[Plant Knowledge For Organic Gardeners](#)

[Soil Intensive - 3 Day](#)

[Turf Intensive - 2 Day](#)

Need help?

If at any time you need assistance with technical issues, please contact either of the Gaia College webmasters, Phil Nauta or Michael Hermary, at: assistance@gaiacollege.ca