

How to access your short course

Important:

- Bouverie Centre short courses are hosted on the La Trobe University learning management system (LMS).
- You will need to create an account (register) to access your short course (you will *not* become a student of the university by setting up this account).

To register for the course:

- Click “Register Now” on the short course webpage
- Select Option 1 and click Continue
- You will see a Review Course page. Click Next
- Fill in the Learner Details in Section 1 – this information is *not collected or used for any purpose other than to create the account*
 - In “Workplace/position”, type whatever is most relevant
 - In “How did you hear about this training” choose most relevant
 - Choose Yes for I have read the T&Cs
- Section 2 Payment: Add/Apply a promo code if you were given one
- Click Pay or Submit Registration
 - If you have any issues please email Bouverie Training:
bouverie.training@latrobe.edu.au

To access the course:

- Once registered, you will receive an email from this La Trobe Uni address:
executive_professional_education@latrobe.edu.au
- Check spam if you don’t see it
- Follow the instructions carefully in that email to set up a password and access the course
 - Choose the link for “new to LMS” users to reset your password
 - Write down your username and password and bookmark the login page
 - When logging in, go to the **Other Users** section and select **Short Course**

We do hope you enjoy the course.

If you have any further access queries please contact

bouverie.training@latrobe.edu.au

Healthy relationships in families, organisations and communities