To browse and register for current instructor-led, blended and on-line workshops and courses:

Step 1 - On the menu bar select the "Courses/Registration" tab. New courses are added as they become available, so remember to check on a regular basis for new courses.

Step 2 – Select the Training and Development Catalogue.

Step 3a - **CLICK** on the Subject area or Department area you wish to browse.
                OR
Step 3b – **CLICK** the Advanced Search button (upper right hand corner), select the Training and Development catalogue from the pull down on the left, then enter the course title, or keyword etc. and **CLICK** the search button.

Step 4 – Courses available will be listed, simply **CLICK** on the name of the course to pull up specific course description information.

Step 5 - At the bottom of the description area, **CLICK** the "More Info" button to view the location & time of the session you have selected.

Step 6 - Registering On-line
When you **CLICK** the "Register" button you are automatically registered, and receive an instant confirmation, if spaces remain in the course, or a pending notification, if the session is full . A message confirming your registration is automatically sent to your personal **Message Centre** on the TDSB KEY to Learn. *If you do not read the message in your message centre, you will receive an email notification via your email account* **(see note)**, *reminding you that you have unread messages.*

Course information, or the launch point for ALL online courses, appear under your personal Learning Plan tab (click the GO TO button to launch your course).

Step 7 (if necessary) – If you cannot attend, you must cancel yourself so that the space will be made available to someone else. Go to your Learning Plan on the Menu Bar and **CLICK** on cancel, next to the relevant course. A cancellation message will be sent to your Message Centre.

* NOTE: CLICK on the "Profile" tab to type in an alternate e-mail address to receive your notification messages and to fill in your OCT # for the PLP process (including the additional information tab, which includes DOB, gender etc.).

TDSB KEY to Learn

Instructions for
ALL USERS
Quick Reference Guide

There are now 2 ways you can access instructor-led, blended and online professional development opportunities for TDSB staff.

The TDSB offers instructor-led, as well as online Professional Learning Program (PLP) courses on a variety of topics that meet the core requirements established by the College of Teachers.

Prepared by Isa Stauch, IT Training, and Karin Short, School Services
Draft, September 5, 2003

There are now 2 ways you can access instructor-led, blended and online professional development opportunities for TDSB staff.

Note: Use Internet Explorer 5.5+ or Netscape Navigator 4.7+

1. Through the TDSB Intranet
http://tdsbweb
-**CLICK** on the KEY to Learn icon

OR

2. Through the TDSB public website on the Internet http://www.tdsb.on.ca
-**CLICK** on the KEY to Learn icon
-**CLICK** on the TDSB Staff icon, 3rd button on the left-hand side of the page
-**CLICK** on TDSB Staff Login link

Either access method will bring you to the TDSB Staff Login screen.

Enter your Employee Number & Password & **CLICK** Enter

TDSB Staff Log In

www.tdsb.on.ca

Log in and learn with the **KEY to Learn!** You now have anytime/anywhere access to a wide range of courses in leadership, curricular, personal and skill development. Discover the benefits of on-line learning by registering on-line for instructor-led, on-line, or blended courses.

Once you have logged on, please click on "Profile" to verify your information. An alternate e-mail address can be used to receive messages about the courses you have registered for, when you are away from work.

Log in

Employee Number

Password   **Enter**

Password is case sensitive.

Change your password **here**.
Login Help.

NOTE:

First Time Users: If you **DO NOT** have a password (Network account), please use the following as your startup 8 digit
Password:
- last 4 characters of SIN   9999
-2 digit day of birth   22
-2 digit month of birth   05
(May 22 birthday)   E.g. **99992205**

If you have a Network Account (password): Use your employee number and your Network Password, to log in to the KEY to Learn.

KEY to Learn
Courses

Password Rules (if resetting your password):

-Passwords must be a minimum of eight characters in length.

-Passwords for MacIntosh computer users must be exactly eight characters in length.

-Passwords are case sensitive.   Always check the Caps Lock key has not been inadvertently left on – if it was on when you created the password it will be needed whenever you enter it.

-Passwords expire every 42 days and a new password must be entered. The system will not allow you to use the same password for the next 3 times, you need to change it yourself, or reset the password via the Enterprise Help Desk.

NOTE:

If you have trouble logging on, the Enterprise Help Desk provides technical support to the academic, administrative and facilities staff of TDSB regarding problems, questions or requests relating to their workstation, peripherals, software applications, operating systems and network connectivity (395-HELP), option 5.

NETg

Over 700 courses (some of which are PLP) which you register online and take online.

SkillSoft

Staff Development eSeries in partnership with SkillSoft

Message Centre: This is one of the most important parts of the **KEY to Learn**, it should be checked everyday if you have registered for a workshop. Located in the Message Centre will be your confirmation, and all the most up to date **change of information**, such as location, cancellation and/or date changes.