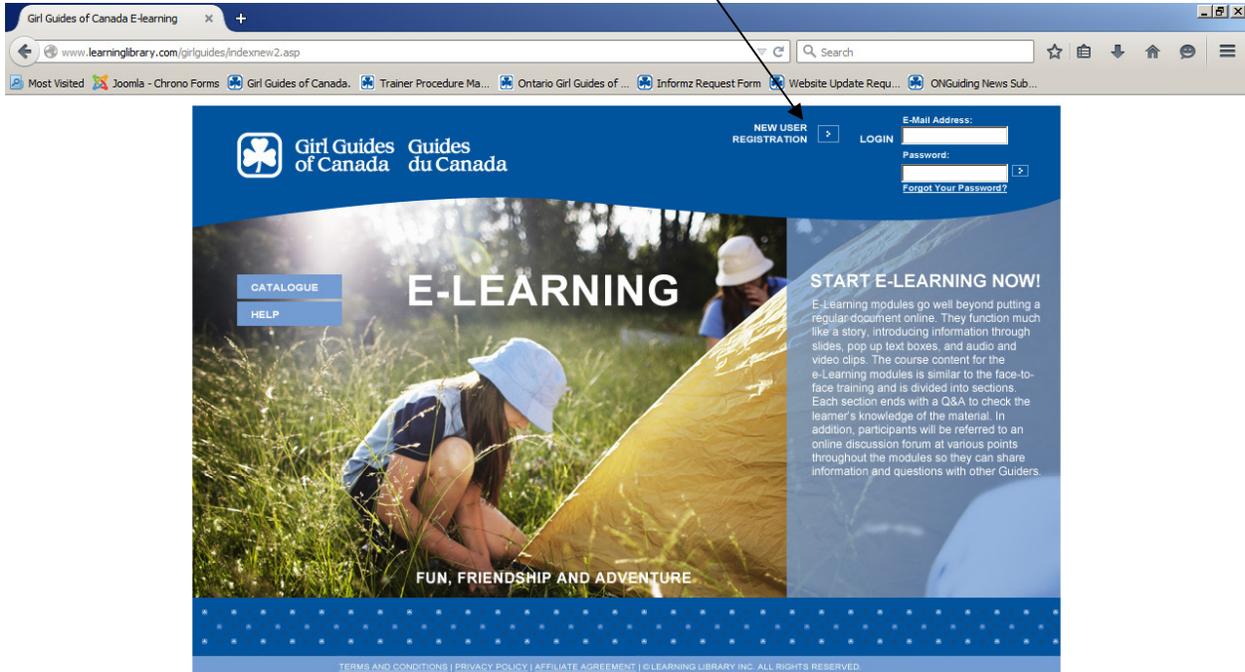


How to create an account with the Learning Library

1. From the Learning Library site, click on the “New User” link located at the top of the screen.



2. Complete the “Account & Contact Info” and the “Billing Info” sections.

Note: Although you are not paying for the training, you are required to complete this step in order to create your account.

Girl Guides of Canada E-learning

https://www.learninglibrary.com/GirlGuidesCatalog153/createaccount.aspx?checkout=False&skinid=153

Most Visited Joomla - Chrono Forms Girl Guides of Canada Trainer Procedure Ma... Ontario Girl Guides of ... Informz Request Form Website Update Requ... ONGuiding News Sub...

Guides du Canada

You have 0 item(s) in your [Shopping Cart](#)

Now In: Account Information

ACCOUNT & CONTACT INFO

Your Account & Contact Information is used to login to the site. Please save your password in a safe place.

*Your First Name:

*Your Last Name:

*Your E-Mail:

*Create a Personal Password: (at least 5 chars long)

*Re-Enter Your Password:

*Phone:

*Membership Identification # (MIS #):

*OK To EMail: Yes No
(Can we contact you with product updates/information, etc.)

BILLING INFO

Enter your billing address below, it must be the same address that receives your credit card statement. This is required for credit card verification. (Same as account info above)

*First Name:

*Last Name:

*Phone:

Company:

Address Type: Residential

*Address1:

Address2:

Suite:

*City or APO/AFO:

*Country: United States

*State/Province: SELECT ONE

Product Catalog

Search GO

Browse By

[Learner Home](#)

[Categories](#)

[Customer Service](#)

Help & Info

Technical Support:

Phone:
1-877-762-9322

Email:
support@learninglibrary.com

Support Hours:

Weekdays:
9:00 AM - 9:00 PM EST

Weekends:
9:00 AM - 5:00 PM EST

- Once you have entered in all relevant information, click on the “Create Account” button at the bottom of the screen.

The screenshot shows a web browser window with the URL <https://www.learninglibrary.com/GirlGuidesCatalog153/createaccount.aspx?checkout=False&skinid=153>. The page features a blue sidebar on the left with a "Help & Info" section containing technical support details. The main content area is a registration form with the following fields:

- *Re-Enter Your Password: [password field]
- *Phone: 416-920-6666
- *Membership Identification # (MIS #): [text field]
- *OK To EMail: Yes No

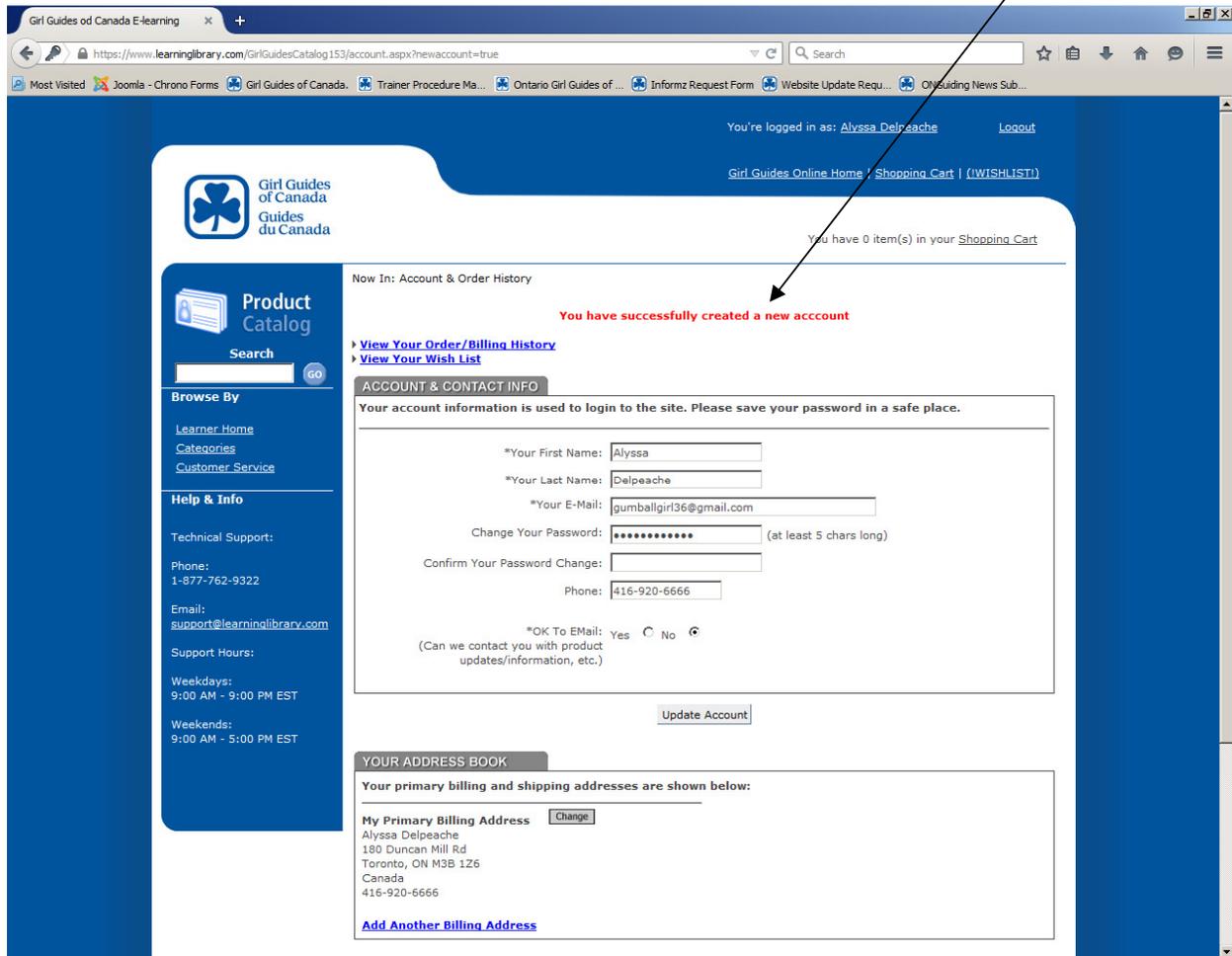
Below this is a "BILLING INFO" section with the instruction: "Enter your billing address below, it must be the same address that receives your credit card statement. This is required for credit card verification. (Same as account info above)".

The billing form includes the following fields:

- *First Name: Alyssa
- *Last Name: Delpeache
- *Phone: 416-920-6666
- Company: [text field]
- Address Type: Residential (dropdown)
- *Address1: 180 Duncan Mill Rd
- Address2: [text field]
- Suite: [text field]
- *City or APO/AFO: Toronto
- *Country: Canada (dropdown)
- *State/Province: SELECT ONE (dropdown)
- *Zip: M3B 1Z6

At the bottom of the form is a yellow "Create Account" button, which is pointed to by a black arrow from the text above. The footer contains "POWERED BY LEARNING LIBRARY" and "Terms and Conditions | Privacy Policy | © Learning Library Inc. All Rights Reserved."

4. You will see a message in red at the top of the screen indicating that you have successfully created your account.



Once you have created your e-Learning account you can either log out or you can proceed to purchase your e-Learning modules using an Ontario Council issued PIN.

Note: e-Learning PINS can be requested at from the GGC, Ontario Council website at <http://www.girlguides.ca/web/on/>

How to use an e-Learning PIN

1. Once you log into the Learning Library you will be brought to your “Learner Home” page. To view and purchase e-Learning modules, click on the “Course Catalog” tab.

The screenshot shows the 'Learner Home' page for Theresa. The page includes a navigation menu with the following tabs: LEARNER HOME, COURSE CATALOG, LEARNER LOG, LEARNER REPORTS, and PROFILE. The 'COURSE CATALOG' tab is highlighted, and an arrow points to it from the text above. Below the navigation menu is a table of e-learning modules:

| Title | Date Started | Date Completed | LAUNCH |
|--|--------------|----------------|--------|
| 1A - Sparks: About the Girl | 02/05/2015 | 02/09/2015 | LAUNCH |
| Building Unit Guider Skills | 02/05/2015 | | LAUNCH |
| Safe Guide - 2013 | 01/29/2015 | | LAUNCH |
| Girl Guides Bias Awareness/Equity Training | 07/09/2008 | | LAUNCH |

At the bottom of the page, there is a footer with the text: TERMS AND CONDITIONS | PRIVACY POLICY | ©1998-2010 LEARNING LIBRARY INC. ALL RIGHTS RESERVED. The footer also includes the 'POWERED BY LEARNING LIBRARY' logo.

2. Under the “Course Catalog” tab the various modules available for purchase will be listed.

The screenshot shows the Girl Guides of Canada E-learning website. The page title is "Girl Guides of Canada E-learning". The URL is "https://www.learninglibrary.com/GirlGuidesCatalog153/c-1--all-courses-.aspx". The page is logged in as Theresa Delpeache. The main content area is titled "Product Catalog" and shows a grid of course thumbnails. The courses listed are:

- [1A - Sparks: About the Girl](#) Price: \$5.00
- [1B - Brownies: About The Girl](#) Price: \$5.00
- [1C - Guides: About The Girl](#) Price: \$5.00
- [1D - Pathfinders: Relating with Pathfinders](#) Price: \$5.00
- [2A - Sparks: Programming for the Girl](#) Price: \$5.00
- [2B - Brownies: Programming for the Brownie Girl](#) Price: \$5.00
- [2C - Guides: Programming for the Girl](#) Price: \$5.00
- [2D - Pathfinders: Programming for Girls, by Girls](#) Price: \$5.00

An arrow points to the course title "2C - Guides: Programming for the Girl".

3. To select the modules you wish to purchase, simply click on the course title (highlighted in blue).

4. Clicking on the title will bring you to a purchase page, click on the “Add to Cart” button to add the module to your shopping cart.

The screenshot shows a web browser window displaying the Girl Guides of Canada e-learning catalog. The page is titled "2B - Brownies: Programming for the Brownie Girl". The user is logged in as Theresa Delneache. The page features a navigation menu on the left with options like "Product Catalog", "Search", "Browse By", "Learner Home", "Categories", "Customer Service", "Help & Info", "Technical Support", "Phone: 1-877-762-9322", "Email: support@learninglibrary.com", "Support Hours", "Weekdays: 9:00 AM - 9:00 PM EST", and "Weekends: 9:00 AM - 5:00 PM EST". The main content area displays the product details for "2B - Brownies: Programming for the Brownie Girl", including a thumbnail image, a price of \$5.00, and an "Add to Cart" button. A black arrow points from the instruction text above to the "Add to Cart" button. Below the product details, there is an "Overview" section stating "This module is presented by the Girl Guides of Canada." and an "Author Overview" section providing information about the Girl Guides of Canada organization and its members.

Girl Guides of Canada
Guides du Canada

You're logged in as: Theresa Delneache [Logout](#)

[Girl Guides Online Home](#) | [Shopping Cart](#) | (WISHLIST)

You have 0 item(s) in your [Shopping Cart](#)

Now In: **** All Courses **** → 2B - Brownies: Programming for the Brownie Girl

2B - Brownies: Programming for the Brownie Girl

[E-mail this product to a friend](#)

SKU: 773
Duration: 90 Minutes
Preview Not Available
Provider: Learning Library Inc.

Price: \$5.00

Quantity: [Add to Cart](#) [Add to Wish List](#)

[View larger image](#)

Overview

This module is presented by the Girl Guides of Canada.

Author Overview

Girl Guides of Canada-Guides du Canada is the largest organization for girls and women in Canada, with over 160,000 Members - over 130,000 girls and over 28,000 adults. Guides Canada welcomes girls 5-17+ years old and women over 18 to be part of the following groups:

- Sparks - 5 and 6
- Brownies - 7 and 8
- Guides - 9 to 11
- Pathfinders -12 to 15
- Senior Branches - 15 to 17+
- Adults - as leaders, mentors, alumni, team members, and more.

Guiding provides opportunities for fun, friendship and adventures. Through our different imaginative and innovative activity choices, girls are encouraged to reach their potential, be independent, confident and caring. We empower them to give leadership and develop their decision-making and life skills. Guiding helps them connect with their community and with the wider world.

- Once you have clicked the “Add to Cart” button, you will be brought to your shopping cart screen. At this point you can either proceed to check out or continue shopping. To add more modules to your cart, click on the “Continue Shopping” button.

The screenshot displays the shopping cart interface for the Girl Guides of Canada e-learning platform. The page is titled "Now In: Shopping Cart" and shows a single item in the cart: "2B - Brownies: Programming for the Brownie Girl" with a quantity of 1 and a sub-total of \$5.00. The cart summary shows a sub-total of \$5.00, with shipping and tax calculated during checkout. There are buttons for "Continue Shopping...", "Checkout Now", "Update Cart", and "Get Estimates". A black arrow points to the "Continue Shopping..." button.

Girl Guides of Canada
Guides du Canada

You're logged in as: Theresa Deloache [Logout](#)

[Girl Guides Online Home](#) | [Shopping Cart](#) | (WISHLIST)

You have 1 item(s) in your [Shopping Cart](#)

Now In: Shopping Cart

[Our Return Policy](#)
[Your Privacy and Security](#)
[Edit Your Address Book](#)

[Continue Shopping...](#) [Checkout Now](#)

SHOPPING CART

| Product | Quantity | Sub Total: |
|---|--------------------------|------------|
| 2B - Brownies: Programming for the Brownie Girl SKU: 773 | 1 Delete | \$5.00 |

[Update Cart](#)

Sub Total: \$5.00
Shipping: Calculated During Checkout
Tax: Calculated During Checkout

[Get Estimates](#)

PIN #

Enter any special offer/discount/Pin# here:

[Update Cart](#)

ORDER NOTES

Enter any special instructions or notes about this order:

[Update Cart](#)

[Continue Shopping...](#) [Checkout Now](#)

6. By clicking on the “Continue Shopping” button it will bring you back to the module screen you just added to your cart. Here you will need to click on the “Categories” link to the left of the screen and click on the type of training you wish to purchase.

The screenshot shows a web browser window displaying the Girl Guides of Canada E-learning website. The page is titled "2B - Brownies: Programming for the Brownie Girl". The left sidebar contains a "Product Catalog" with a search bar and a "Browse By" section. The "Browse By" section has a "Categories" link highlighted in yellow. Below it, there are links for "Learner Home", "Customer Service", and "Help & Info". The "Help & Info" section includes technical support information: phone (1-877-762-9322), email (support@learninglibrary.com), and support hours (Weekdays: 9:00 AM - 9:00 PM EST, Weekends: 9:00 AM - 5:00 PM EST). The main content area shows the product details for "2B - Brownies: Programming for the Brownie Girl". The product is priced at \$5.00 and has a duration of 90 minutes. There are buttons for "Add to Cart" and "Add to Wish List". The "Overview" section states that this module is presented by the Girl Guides of Canada. The "Author Overview" section provides information about the Girl Guides of Canada organization, including its membership and the groups it serves: Sparks (5 and 6), Brownies (7 and 8), Guides (9 to 11), Pathfinders (12 to 15), Senior Branches (15 to 17+), and Adults (as leaders, mentors, alumni, team members, and more). The "Guiding" section describes the organization's mission to provide opportunities for fun, friendship, and adventures, and to empower girls to reach their potential and develop their decision-making and life skills.

7. Once you have selected the category, the available modules will appear. Select your module and follow the steps above until you have selected all the modules you wish to purchase with your PIN.

8. Once you have all the modules that you would like to purchase in your shopping cart, you can proceed to check out. At this point, you would add your PIN # to ensure payment of the modules is \$0.00. Input the PIN in the box titled "PIN #" and click on update cart.

Girl Guides of Canada E-learning

https://www.learninglibrary.com/GirlGuidesCatalog153/ShoppingCart.aspx?add=true&ReturnUrl=showproduct.aspx%3FProductID%3D15

Search

Most Visited Joomla - Chrono Forms Girl Guides of Canada Trainer Procedure Ma... Ontario Girl Guides of ... Informz Request Form Website Update Requ ONGuiding News Sub...

Guides du Canada

You have 3 item(s) in your Shopping Cart

Now In: Shopping Cart

[Our Return Policy](#)
[Your Privacy and Security](#)
[Edit Your Address Book](#)

Continue Shopping... Checkout Now

Product Catalog

Search

GO

Browse By

Learner Home
Categories
Customer Service

Help & Info

Technical Support:

Phone:
1-877-762-9322

Email:
support@learninglibrary.com

Support Hours:

Weekdays:
9:00 AM - 9:00 PM EST

Weekends:
9:00 AM - 5:00 PM EST

SHOPPING CART

| Product | Quantity | Sub Total: |
|---|---|------------|
| 1D - Pathfinders: Relating with Pathfinders SKU: 550 | 1 <input type="button" value="Delete"/> | \$5.00 |
| 2D - Pathfinders: Programming for Girls, by Girls SKU: 977 | 1 <input type="button" value="Delete"/> | \$5.00 |
| 3D - Quick Start for Pathfinder Guiders SKU: 555 | 1 <input type="button" value="Delete"/> | \$5.00 |

Update Cart

Sub Total: \$15.00
Shipping: Calculated During Checkout
Tax: Calculated During Checkout

Get Estimates

PIN #

Enter any special offer/discount/Pin# here:

Update Cart

ORDER NOTES

Enter any special instructions or notes about this order:

Update Cart

Continue Shopping... Checkout Now

9. Click on “Update Cart” to bring the sub total of your cart to a \$0.00 balance.

The screenshot shows the Girl Guides of Canada e-learning shopping cart page. The page is titled "Shopping Cart" and shows a sub-total of \$0.00. A black arrow points to the "Update Cart" button. The page also includes a sidebar with a search bar, a "Product Catalog" section, and a "Help & Info" section. The main content area displays the shopping cart items and their sub-totals.

You're logged in as: Theresa Delpeache [Logout](#)

[Girl Guides Online Home](#) | [Shopping Cart](#) | [\(WISHLIST\)](#)

You have 3 item(s) in your [Shopping Cart](#)

Now In: [Shopping Cart](#)

[Our Return Policy](#)
[Your Privacy and Security](#)
[Edit Your Address Book](#)

[Continue Shopping...](#) [Checkout Now](#)

| Product | Quantity | Sub Total: |
|---|--------------------------|------------|
| 1D - Pathfinders: Relating with Pathfinders SKU: 550 | 1 Delete | \$5.00 |
| 2D - Pathfinders: Programming for Girls, by Girls SKU: 977 | 1 Delete | \$5.00 |
| 3D - Quick Start for Pathfinder Guiders SKU: 555 | 1 Delete | \$5.00 |

[Update Cart](#)

Sub Total (Including Discounts): \$0.00
Shipping: Calculated During Checkout
Tax: Calculated During Checkout

[Get Estimates](#)

PIN #
Enter any special offer/discount/Pin# here: [Update Cart](#)

ORDER NOTES
Enter any special instructions or notes about this order:

10. Once your sub total is a \$0.00 balance, proceed to check out by clicking on the "Checkout Now" button.

The screenshot shows a web browser window with the URL <https://www.learninglibrary.com/GirlGuidesCatalog153/ShoppingCart.aspx?add=true&ReturnUrl=showproduct.aspx%3FProductID%3D15>. The page features a blue sidebar on the left with a search bar and navigation links. The main content area displays a shopping cart with three items:

| Product | Quantity | Sub Total: |
|---|---|------------|
| 1D - Pathfinders: Relation with Pathfinders SKU: 550 | 1 <input type="button" value="Delete"/> | \$5.00 |
| 2D - Pathfinders: Programming for Girls, by Girls SKU: 977 | 1 <input type="button" value="Delete"/> | \$5.00 |
| 3D - Quick Start for Pathfinder Guides SKU: 555 | 1 <input type="button" value="Delete"/> | \$5.00 |

Below the cart items, there is a "Sub Total: \$15.00" and "Shipping: Calculated During Checkout" and "Tax: Calculated During Checkout". A "Get Estimates" button is also present. A "PIN #" field contains the value "ON101020141550". An "ORDER NOTES" field is empty. At the bottom, there are "Continue Shopping..." and "Checkout Now" buttons. The "Checkout Now" button is highlighted in yellow. The page footer includes "POWERED BY LEARNING LIBRARY INC." and "© Learning Library Inc. All Rights Reserved."

11. This will bring you to the payment information screen. Review and ensure that you have added the modules you wish to complete. Place a check mark in the “Terms & Condition” check box and click on the “Continue Checkout” button.

Girl Guides of Canada
Guides du Canada

You're logged in as: Theresa Deloache [Logout](#)

[Girl Guides Online Home](#) | [Shopping Cart](#) | (WISHLIST)

You have 3 item(s) in your [Shopping Cart](#)

Now In: Payment Information

1 SHOPPING CART → 2 ADDRESS BOOK → 3 SHIPPING OPTIONS → 4 PAYMENT INFO → 5 ORDER CONFIRMATION → 6 ORDER COMPLETED

No payment information is required, as your order total is zero.

I agree to terms and conditions below. ****NOTE**** If you click the "Continue Checkout" button before this checkbox, you will have to go back to your Shopping Cart before you can proceed.
By clicking on this checkbox, you acknowledge that you have read and agree to the [Terms and Conditions](#).

[Continue Checkout](#)

PIN #

Coupon Entered: ON101020141550

ORDER SUMMARY [To edit your order, click here](#)

| Product | Quantity | Sub Total: |
|---|----------|------------|
| 1D - Pathfinders: Relating with Pathfinders SKU: 550 | 1 | \$5.00 |
| 2D - Pathfinders: Programming for Girls, by Girls SKU: 977 | 1 | \$5.00 |
| 3D - Quick Start for Pathfinder Guiders SKU: 555 | 1 | \$5.00 |

Sub Total (Including Discounts): \$0.00
Tax: \$0.00
Total: \$0.00

POWERED BY

Note: should you wish to edit your purchase go to the “Order Summary” section and click on the “click here” link. This will bring you back to your shopping cart, where you can edit your purchase.

12. On the order confirmation screen, you have one last opportunity to make any changes to your purchase (under the “Order Summary” section). Click on the “Place Order” button to proceed.

Now In: Please confirm your order

1 SHOPPING CART → 2 ADDRESS BOOK → 3 SHIPPING OPTIONS → 4 PAYMENT INFO → 5 ORDER CONFIRMATION → 6 ORDER COMPLETED

You are now ready to complete your order. Please review your order below, and then click the 'Place Order' button only once below to process your order.

Place Order

Billing Address:
Theresa Delpeache
Girl Guides of Canada, Ontario Council
14 Birch Ave
Toronto, ON M4V 1C8
Canada
416-920-6666

Payment Method:
No payment information is required, as your order total is zero.

PIN #
Coupon Entered: ON101020141550

ORDER SUMMARY [To edit your order, click here](#)

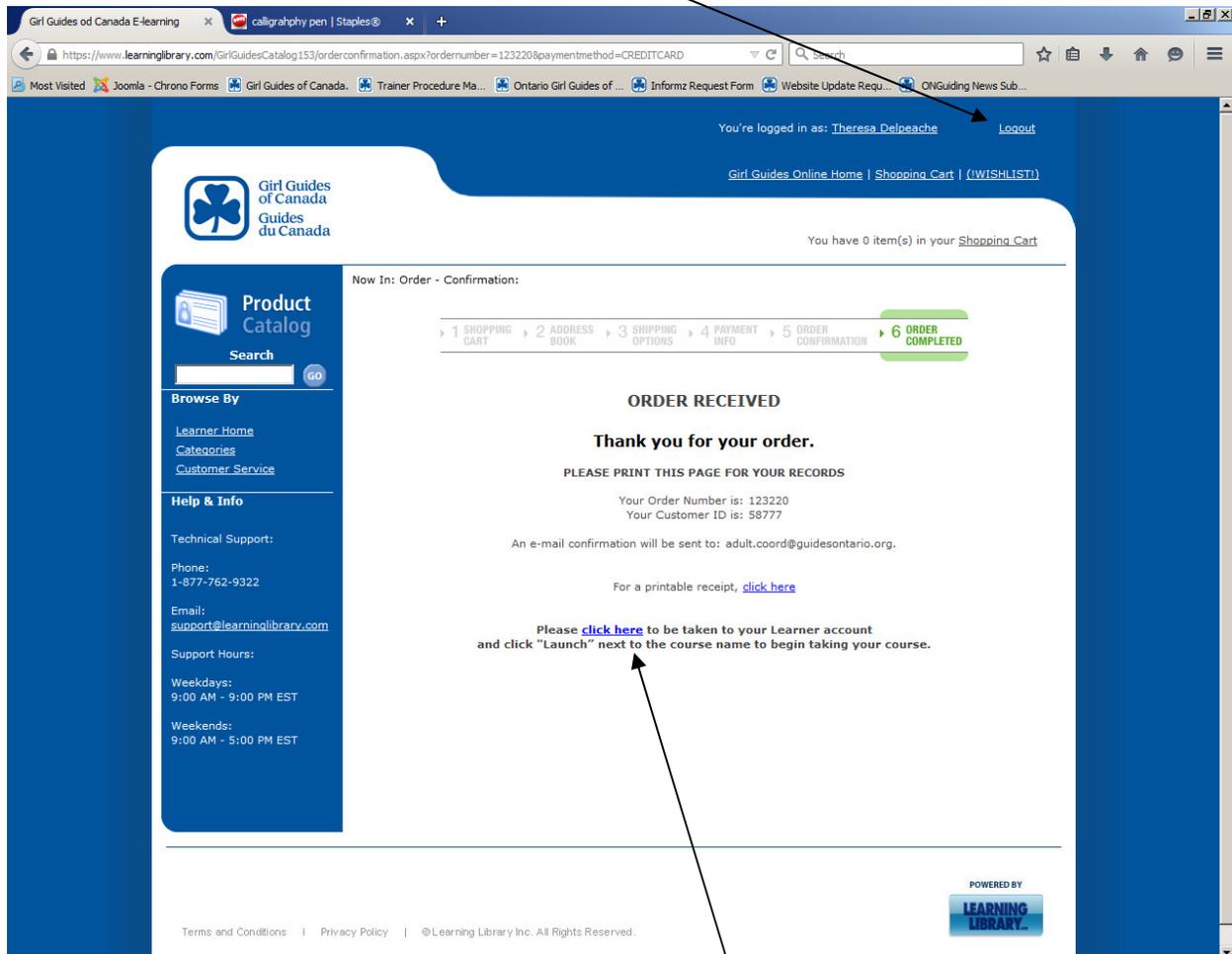
| Product | Quantity | Sub Total: |
|---|----------|------------|
| 1D - Pathfinders: Relating with Pathfinders SKU: 550 | 1 | \$5.00 |
| 2D - Pathfinders: Programming for Girls, by Girls SKU: 977 | 1 | \$5.00 |
| 3D - Quick Start for Pathfinder Guiders SKU: 555 | 1 | \$5.00 |

Sub Total (Including Discounts): \$0.00
Tax: \$0.00
Total: \$0.00

Place Order

13. Your purchase is now complete! You will receive an email confirmation of your purchase to the email address you entered when setting up your Learning Library account.

At this point you can choose to log out and return later when you are ready to begin a training module.



Or you can begin a training module by clicking on the “click here” link at the bottom of the screen. This will take you to your “Learner Home” page where you can begin your training module.