

# How to Become a Member

**Step 1:** Go to <http://preprod.campusdirect.gc.ca>



Canada School  
of Public Service

École de la fonction  
publique du Canada



## Campusdirect

E-learning for the Public Service • L'apprentissage en ligne dans la fonction publique

English

Français

Canada

[Important Notices](#)

[Avis importants](#)

**Step 2:** Click on the **LOGIN** button on the top navigation bar.



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## Campusdirect

### Welcome

#### Great news!

The Canada School of Public Service is very pleased to announce that, as of April 1<sup>st</sup>, 2006, all of the online products that are available in Campusdirect's e-learning catalogue are available free of charge to federal public service employees. Click on the Free Access link at right to consult the list of eligible organizations. For public service employees that are not eligible, Campusdirect's full e-learning library will still be available for purchase at the organizational or group level. [<click to read to more... >](#)

Campusdirect is the online campus of the Canada School of Public Service. A key player in the Government of Canada's new Learning Framework, we offer a comprehensive set of online resources selected and designed by the public service, for the public

#### Coming back to continue an activity?

[Click here to login](#), or use the Login button on the top menu bar.

#### Access and print an updated catalogue listing.

[Click here](#) to see the latest list of products in our catalogue.

Campusdirect  
for You... as a

- » Learner
- » Learning Specialist
- » Manager

Resources

Products & Services

About Membership

Canada School of  
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### Step 3: Click on Register Now!

The screenshot shows the Campusdirect website interface. At the top, there are navigation links for Français, Contact Us, Help, Search, and Canada Site. Below this is a secondary navigation bar with Home, About Campusdirect, What's New, and Login. The main header features the Campusdirect logo and the title "Campusdirect Login Page".

On the left side, there is a vertical menu with the following items: "Campusdirect for You... as a", "» Learner", "» Learning Specialist", "» Manager", "Resources", "Products & Services", "About Membership", and "Canada School of Public Service".

The main content area is titled "Not yet a member?". It includes a thank-you message and a list of user guides in PDF format. Below this, it lists two guides that will help federal public service employees get started with Campusdirect:

1. How to Become a Member [\[HTML format\]](#) [\[PDF format\]](#)
2. How to Find and Add Products from the Core Library [\[HTML format\]](#) [\[PDF format\]](#)

It also provides information for public service employees from organizations that are not eligible for free access and lists the steps to become a member:

1. Click **Register Now!**
2. From the *Organization* dialogue box, select your organization from the drop down menu, and click **Continue**.
3. Read the Privacy Statement, and if you wish to consent, click **Agree**.
4. Create a profile in our system by completing the registration

On the right side, there is a "Become a Member" section. It features a photo of a man at a laptop and a "Register now!" button, which is highlighted with a red arrow. Below this is a login section with fields for Username and Password, and a "Submit" button. There is also a "Forgot your Password?" link with a sub-link "Click here to receive your password by e-mail".

### Step 4: Select your Department or Agency and click on Continue.

The screenshot shows the "Become a Member" page on the Campusdirect website. The layout is similar to the previous page, with navigation links at the top and a vertical menu on the left.

The main content area is titled "Become a Member". It includes a welcome message and information about the benefits of membership. It also provides contact information for questions and feedback.

At the bottom of the page, there is a registration form. It includes a text input field for "Organization" and a dropdown menu for "Organization / Division". A red arrow points to the dropdown menu. Below the form are "Continue" and "Back" buttons, with a red arrow pointing to the "Continue" button.

## Step 5: Read the Privacy Statement and if you consent, click Agree



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### Become a Member

**Campusdirect Membership Privacy Notice Statement**

Campusdirect collects, uses and discloses your personal information in accordance with the federal *Privacy Act*. In order to register you as a member of Campusdirect, we require certain personal information from you. This Statement explains the purposes, use and disclosure of your personal information. Once membership is completed and you have logged in as a member, this Statement is available by clicking on the Privacy Notice link at the bottom of each page on this site.

Only information needed for member registration will be requested. A small "need to know" group at CSPS will use or have access to the information you provide for the following purposes: your identification as a member; communications between Campusdirect and you; and generation of membership data at an aggregate level for Campusdirect statistical information.

Campusdirect will not disclose your membership personal information to anyone unless you specifically request or consent to the disclosure. Campusdirect may report aggregate membership information to government bodies and others for statistical purposes in a way that does not allow individual identification.

As a member of Campusdirect, you may take free courses. Campusdirect may report aggregate information on free courses in a way that does not allow identification of the individuals taking the courses.

The personal information collected by the membership form by Campusdirect is processed automatically by computer and becomes your member profile. You can access all of this information, and can make corrections or changes to most of it, by clicking on the My Profile link once you log on to Campusdirect as a member.

For participating members, the information is retained on the Campusdirect database as long as the Campusdirect program exists. Should the program be discontinued, the information will not be disposed of for at least five years. While memberships may be deactivated after a period of prolonged inactivity, members will be notified prior to the deactivation and can request the reactivation of their membership at any time by calling the Campusdirect Contact Centre at (613) 992-5344.

If you require assistance in filling out the form, have any questions about the membership process, or require assistance in changing or accessing any of your personal information, please contact the Campusdirect Contact Centre using the Contact Us link at the top of each page of this site or by phone at (613) 992-5344.

The Canada School of Public Service (CSPS) has applied for registration of a Personal Information Bank to describe the collection, use, disclosure and retention of personal information collected under Campusdirect. Further information on Campusdirect privacy practices and your rights under the *Privacy Act* is available at the Important Notices link at the bottom of each page of this site.



To minimize the risk of identity theft, it is recommended that you use a unique username and keep it confidential. Your initial password will be generated automatically by Campusdirect. It is also recommended that once you become a member you change this initial password to another unique one of your choice and maintain its confidentiality.

By pressing the "Agree" button, you are confirming that you have accessed this Privacy Notice Statement and are ready to provide your personal information in accordance with it.


Once you have entered the membership form, you may cancel at any time by hitting the "Back" button and none of the information you enter to that point will be retained. You may re-enter the membership process through the Campusdirect Log In Page.



## Step 6: Fill in the Registration Form and click on Save



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### Become a Member

Access Privileges : Employee  
Organization : Canadian Environmental Assessment Agency

First Name :

Last Name :

Initial :

Preferred Language : English

Classification

Employee Number (PRI) :

Group : Not available

Sub-group :

Level :

Addresses

1. Address :

Address Type : Office


Country : CANADA

Province / State : Alberta

E-mail :  @

Primary Address :

City :



Your email address extension will appear in this pull-down menu.

Postal/ZIP Code  \*

Phone  \*

Extension

Fax

**Campusdirect reference**

How did you hear about Campusdirect?

**Newsletters**

Please select the Newsletters you would like to receive

**This data is collected for Newsletter distribution only and will not be used for any other purpose**

**CampusXpress- Your Virtual Community**  
This newsletter is a practical resource to help you plan your e-learning activities.


**User name**

Enter a username containing a minimum of 6 letters or numbers. No special characters or spaces are allowed. Please use lowercase characters, as the system is case sensitive.

Username  \*


Your secret question

Your answer



**Step 7:** Check your office email. Your username and password will be sent to you in a few minutes. If you do not receive the email, please call or send an email to the **Campusdirect Contact centre: 613-992-5344** or [questions@campusdirect.gc.ca](mailto:questions@campusdirect.gc.ca)

**Step 8:** Once you have received your password click on the **LOGIN** button and enter your username and password in the appropriate text fields. Click **SUBMIT**



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## Campusdirect Login Page

Not yet a member?

Thank you for your interest in becoming a member of Campusdirect. If you need help, we have prepared a series of user guides in PDF format on the following topics:

The following two guides will help federal public service employees get started with Campusdirect:


1. How to Become a Member [\[PDF format\]](#)
2. How to Find and Add Products from the Core Library [\[PDF format\]](#)

Public service employees from organizations that are not eligible for free access will be required to purchase the Core Library or take advantage of our collection of free products.

To become a member, complete the following steps:

1. Click **Register Now!**
2. From the *Organization* dialogue box, select your organization from the drop down menu, and click **Continue**.
3. Read the Privacy Statement, and if you wish to consent, click **Agree**.
4. Create a profile in our system by completing the registration form that will be displayed by clicking **Agree** on the consent

Become a Member



If you are not already a member :

Register now!

Already a member?

The Username field is case sensitive.

Username:

Password:

Submit

Forgot your Password?

[Click here to receive your password by e-mail](#)