



Shared Travel Services Initiative (STSI)

Accessing the *Working with the EMT* Web-Based Training on *Campusdirect*

This document provides instructions to help you access the EMT Web-Based Training (WBT) course on the *Campusdirect* Web site.

NOTE: Click on the [Free Access](#) link on the front page of *Campusdirect* to check if your organization is eligible for free access to the online products that are available in *Campusdirect*'s e-learning catalogue.

Getting a *Campusdirect* username and password

In order to log in and use *Campusdirect* courses, you require a username and password.

1. Go to the *Campusdirect* Web site at <http://www.campusdirect.gc.ca>.
2. Click **English** or **Français**.
3. Click the **Login** link from the top navigation bar.
4. Click on the **Register Now** button in the **Become a Member** box on the right side of the page. The Become a Member page is displayed.
5. Choose your organization from the dropdown list at the bottom of the page and click **Continue**.
6. In order to continue, you are required to read and agree to the *Campusdirect* Membership Privacy Notice Statement. Click **Agree** to continue or **Back** to cancel. After clicking **Agree**, a membership application form is displayed.
7. Fill out the membership application form and click **Save**. Your membership is automatically approved, and your *Campusdirect* username and password are e-mailed to you. You will be asked to change your password when you log in for the first time.

Adding the EMT WBT to your list of learning activities

Campusdirect stores all the courses for which you have registered on your My Learning Activities page. To register for the EMT WBT:

1. Log in to the *Campusdirect* Web site using your username and password. Your My *Campusdirect* page is displayed.
2. In the **Search Catalogue** field on the left-hand side of the page, enter "Working with the EMT" or "EMT" and click **OK**.
3. Click **Working with the EMT** from the results list. The course description page is displayed.
4. Click **Add to Cart**. Your My Shopping Cart page is displayed.
5. To add the EMT WBT to your list of learning activities, click **Register**. The course is added to your My Learning Activities page, accessible from the left-hand menu.

Accessing the EMT WBT

To access the EMT WBT:

1. Log in to the *Campusdirect* Web site using your username and password. Your My *Campusdirect* page is displayed.
2. Click **My Learning Activities** from the left-hand menu. The list of learning activities for which you have registered is displayed.
3. Click **Working with the EMT** from the list. The Classroom page is displayed.
4. Click **Access the Activity** to launch the EMT WBT. The EMT WBT is displayed in a new window.