



REGISTRATION INSTRUCTIONS

A. IF Registering Someone Else or a Group

You do not need to create an account with 4PL. Download the [Registration Form](#) and email the completed document to request@4pointlearning.ca.

B. IF Registering Yourself

1) Click on the desired offering **link** listed under *Current Webinars, Courses & Resources* on the Four Point Learning home page. You will be directed to the login page.

❖ If you already have an account with 4PL

2) Once you are logged in, you will automatically be redirected to the Enrolment page of the webinar, course or resource you selected. Click on the "Send payment via PayPal" button to enrol. *Note that a PayPal account is not needed to pay by credit card.*

3) Once payment is completed, you will only need to log in with your username and password to access the webinar, course or resource you have enrolled in.

❖ If you do NOT have an account with 4PL

2) Click on the "Create new account" button. When you submit the New Account form, you will receive an email titled "Four Point Learning: account confirmation". Open the email and click on the web link it contains. Your account will be confirmed and you will be logged in. Click on the "Home" button to go back to the home page.

3) Select again the webinar, course or resource you want to access. You will automatically be directed to the Enrolment page of the webinar, course or resource you selected. Click on the "Send payment via PayPal" button to enrol. *Note that a PayPal account is not needed to pay by credit card.*

4) Once payment is completed, you will only need to log in with your username and password to access the webinar, course or resource you have enrolled in.

If you need technical assistance, [contact](#) the site administrator.