

Registering for An ESRI Virtual Campus Course on the University of Guelph CCS Download Web Site:

1. Using a web browser navigate to the Computing and Communications web site - <http://www.uoguelph.ca/ccs/>.
2. Click on *Software* in the Menu Bar and click on the link *Download Software Now* in the right sidebar. Click on *Click here to go to the University of Guelph Software Distribution Site*.
3. Click the *Sign in* button in the top right corner and login with your UofG login and password.
4. Click on *Institutional Use Only Software* and scroll down to Environmental Systems Research Institute (ESRI). Click on the Virtual Campus Web Courses icon.
5. Scroll down to locate the course you want. Click on *Add to Cart*. Note: the price is Free.
6. Click on *Check Out*.
7. A screen will show customer information. You are required to add your UofG email address. Click Next.
8. The Receipt will display the results of your transaction. The activation code will appear on the Receipt and/or an email will be sent containing the activation code. The activation code will also appear on the Your Account screen, accessible from the top right corner of the screen.
9. Copy the 14-character activation code. It will look like this – VCQWMAMFRWJVBB. Go to the ESRI Virtual Campus and add your course's activation code.

Creating and Using an ESRI Global Account to Complete a Virtual Campus Course

1. Go the ESRI Virtual Campus Website – <http://training.esri.com>.
2. Click on the link *My Training* in the horizontal Menu Bar.
3. Click on the link to *My Virtual Campus Training*.
4. Click on the link *Need an ESRI Global Account?* and fill in the form. You will be asked to create a login name and password. Click the *Create Account* button at the bottom. [Note that the login does not have to be the same as your UofG login.]
5. Enter your password to login to your new ESRI Global Account.
6. On the My Virtual Campus Training screen, paste or type your course's activation code into the *Start a New Web Course* box in the upper right corner and click *Go*.
7. The online course provides lecture notes, exercises, exercise data and exams to test your knowledge.
8. After successfully completing the online course you can print a certificate of completion.