

Welcome to Werklund School of Education's Virtual Teaching Across Borders!

1. To start, click our [Fall Virtual Teaching Across Borders Course](#)

<https://conted.ucalgary.ca/search/publicCourseSearchDetails.do?method=load&courseId=63079370>

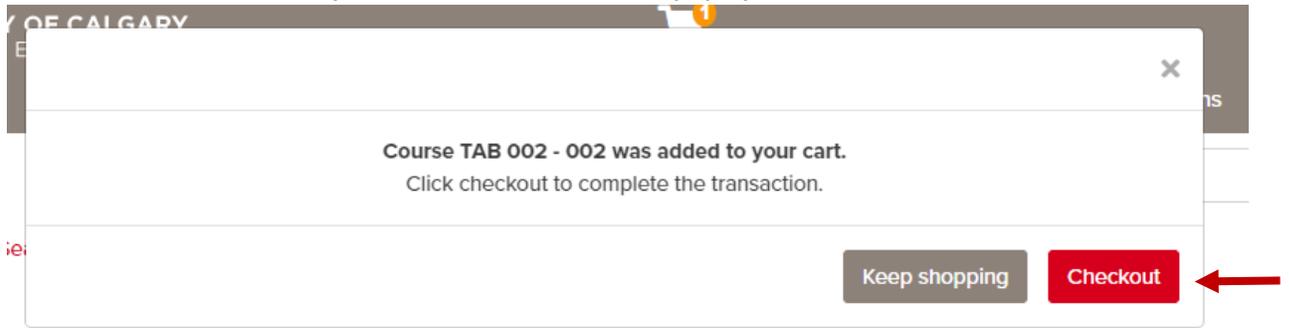
You should then see this:

The screenshot shows the University of Calgary Continuing Education website. At the top, there is a navigation bar with the university logo, a shopping cart icon with a '0', and a 'Login' dropdown. Below the navigation bar is a search bar with the text 'Search:'. Underneath the search bar, there are links for 'Search Results' and 'Search Again'. The main content area displays the course title 'TAB 002 Virtual Teaching Across Borders' with a sub-header 'Teaching Across Borders'. To the right of the title are icons for email and print. Below the title, there is a description of the course. To the right of the description is a section titled 'CHOOSE A SECTION...' with a table containing one row: 'TAB 002 - 002 Available' with a date of 'Sep 17, 2022' and a plus sign icon. A red arrow points to the plus sign icon.

2. Click on the plus sign (or anywhere in the box) and you should see a drop down:

The screenshot shows the same course page as above, but with the dropdown menu open. The dropdown menu is titled 'CHOOSE A SECTION...' and contains the following information: 'TAB 002 - 002 Available' with a date of 'Sep 17, 2022' and a minus sign icon. Below this information is a red 'Add to Cart' button. A red arrow points to the 'Add to Cart' button. Below the button, there is a table with the following information: 'Type: Class', 'Days: Sa', 'Time: 9:30AM to 12:00PM', 'Dates: Sep 17, 2022 to Oct 29, 2022', 'Schedule and Location: View Details', 'Hours: 12.0', and 'Course Fees: Tuition non-credit \$0.00'.

3. Click on "Add to Cart" and you should see this window pop up:



Virtual Teaching Across Borders

4. Next click on "Checkout" and this screen should appear, click on "Checkout" again:

Cart (1 Item)

Keep shopping Checkout

Item	Options	Quantity	Subtotal
 Course Virtual Teaching Across Borders TAB 002 - 002 Fee: \$0.00 Teaching Across Borders Remove	Fee : Tuition \$0.00	1	\$0.00
Subtotal			\$0.00
Total			\$0.00

Keep shopping Checkout

5. Under “I am a new Destiny One user” enter your email twice and click “Create Account”.

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CONTINUING EDUCATION



Checkout

[Log In](#) / [My Profile](#) / [Payment](#) / [Receipt](#)

Log In or Create an Account

Please select one of the following options

I have a Destiny One account already

I am a new Destiny One user

[Forgot Username](#)

UCID (8 digits)

[Forgot Password](#)

Password (case sensitive)

[Log In](#)

If you cannot remember your login details, please do not create a new account. You can try the [Forgot UCID](#) or [Forgot Password](#) links. You may also call the IT Support Centre (403-210-9300) for assistance. Be sure to specify that you are logging in to your Destiny One account.

If you are a **UCalgary student or staff member** with an existing UCID, it will not work to generate a Destiny One account. You are considered a new user and must create a new account. Your existing UCID will then be matched to your new Destiny One account.

Email

Retype Email Address

[Create Account](#)



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Continuing Education
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CANADA

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6. You will not see "TEST" in the background of the screen like you do here. Fill in your First Name (your given name), your Last Name (your family name) and date of birth, Month/Day/Year, then scroll down.

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Log In / My Profile / Payment / Receipt

My Profile

Complete the following information to proceed with your request.

Contact Information

User Name and Password
The user name and password for your account will be generated and emailed to your preferred email after the account has been successfully created.

Personal Information

Salutation:

First Name* Middle Name:

Last Name* Suffix:

Other Names on Record (if any): Name to Appear on Printed Documents:

SIN (Social Insurance Number): Required to receive a T2202 Tuition Credit Tax Receipt for eligible programs:

Date of Birth (For UCID matching purposes only. Type the date in mm/dd/yyyy format)

Email Address

Email Address*

7. Chose the type of phone number “Home” is fine for either a mobile/cell phone or the phone in your house in your home country. Enter your country code (the country code for Australia is +61, Brazil is +55, Canada is +1, China is +86, Germany is +49, Italy is +39, Japan is +81, Spain is +34, the US is +1, Vietnam is +8). Then enter your address: Address 1 is your street address, Address (line two) is in case you need more space to write your address. Enter your City, State, Country and Postal/zip code, if those things apply to you. Then click “Continue Checkout”.

Email Address

Email Address:*

Telephone / Fax

You can provide multiple numbers. Fill out the information and click the "Add Another Telephone" button for each number.

Please include international dialing information in the area code field if applicable.

Type:

Country/Area Code:*

Number:*
Ext.:

Address

You can provide multiple addresses. Fill out the information and click the "Add Another Address" button.

Type:

Address 1 or Business Name:*

Address (line two):
City:*
Province/State:*
Other State:
Country:*
Postal Code/Zip Code:*

[Privacy Policy](#)

fields are indicated by*.



8. Click the box beside “I have read and understand...” and then click “Continue Checkout”. There is no cost for this course.

Log In / My Profile / Payment / Receipt

Payment

Cart

Item	Selected Options	Quantity	Subtotal
 Course Teaching Across Borders Incoming TAB 001 - 002 Teaching Across Borders	Fee: Zero Dollar Fee \$0.00	1	\$0.00
Subtotal			\$0.00
Total			\$0.00

Important Registration Information

By completing this purchase, you agree to an initial deposit and the future scheduled payments with the defined amounts, against the credit card provided. You are solely responsible for all fees charged to your credit card by the issuer bank or financial institution. Refunds are subject to our standard refund policy. You may cancel the scheduled payments at any time and fully pay all outstanding future payments.

I have read and understand the drop, transfer, refund, security, and privacy policies and approve the settlement of any amount owing with my chosen payment method. *

Required fields are indicated by *.

9. You should then see a screen that says Receipt with your details and the course details.

10. You should also receive four emails in the next few days:

- One that says “University of Calgary Account Confirmation”
- One that says “Teaching Across Borders Confirmation and Receipt”
- One with your UCID (University of Calgary Identification number).
- One email to set up your username and password. **Remember this username and password**, you will need it to access your course. If you have any problems creating a username and/or password, please contact us at tab@ucalgary.ca.