

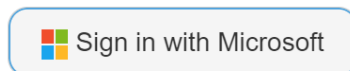
# YMCA Canada LMS Getting Started User Guide

## YMCA of Eastern Ontario

### Signing in or Creating an Account

**Users With a Microsoft YMCA Email:** (e.g. *janedoe@ytr.ymca.ca*) You will be able to sign in using your Microsoft 365 credentials without the need to set up a separate account. To log in, visit our LMS login page:

<https://learn.ymca.ca/topclass/login.do> and click this button:

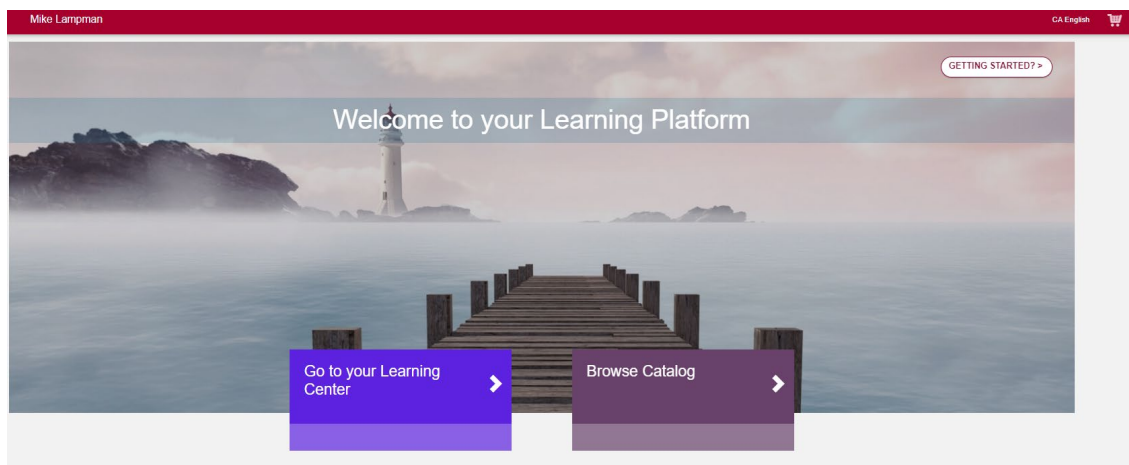


### Users With a Personal Email:

 (e.g.  *johndoe@gmail.com*)

Users without a YMCA email address must register for an account before accessing the LMS login page. To register an account, follow this link that is unique to users in your association: [https://learn.ymca.ca/topclass/login.do?partition=eo\\_ymca\\_ca&register=true](https://learn.ymca.ca/topclass/login.do?partition=eo_ymca_ca&register=true)

Once you complete these steps, you will now be brought to your LMS home screen, shown here:

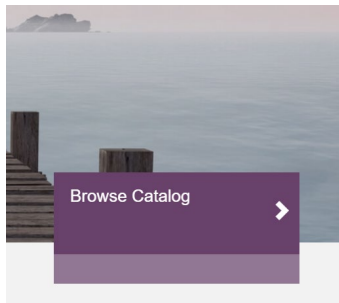


## Signing Into Your Account:

Once you have created an account, you can log in via the bottom section of this page: <https://learn.ymca.ca/topclass/login.do>

## Accessing Courses:

To begin accessing courses, go to Browse Catalog:



From here, you can search for courses using the search bar at the top or by filtering from the Category menu on the left.

Shine On Michael Lampman

Search Catalog

Browse by

- Category
- Child Care
- Child Safety and Protection
- French
- General
- Health Fitness & Aquatics
- HFA Fitness Continuing Education Credit Online Courses
- Membership Growth Services

Featured All

Your search returned 76 results

**Cycle Instructor Pilot 2024**

ONLINE

★★★★★ (0)

This is the newest version of the Cycle Instructor course. We are piloting this course for Fall 2024.

This Cycle Instructor stream combines online self-directed learning and practical in-person learning. This base certification qualifies you to design and deliver your course.

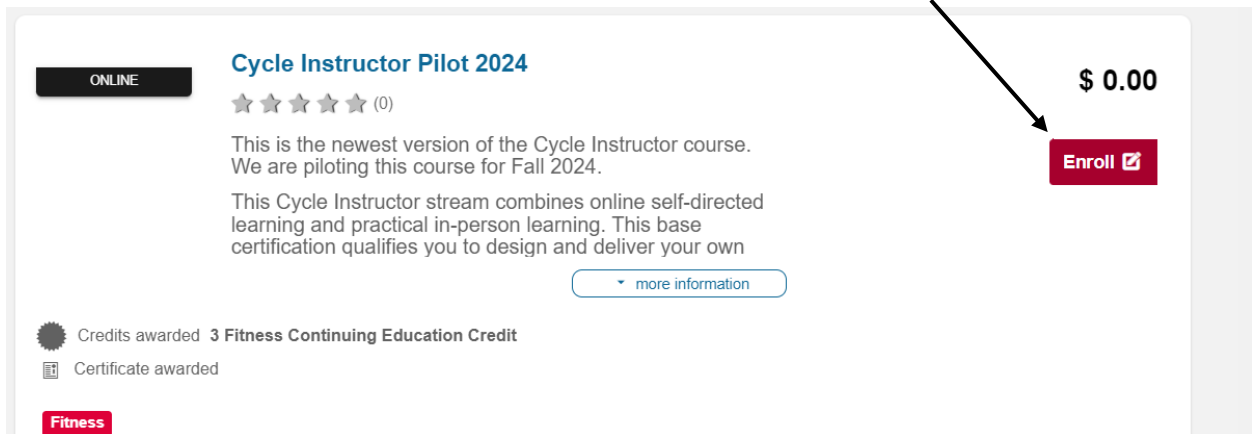
more info

Credits awarded 3 Fitness Continuing Education Credit

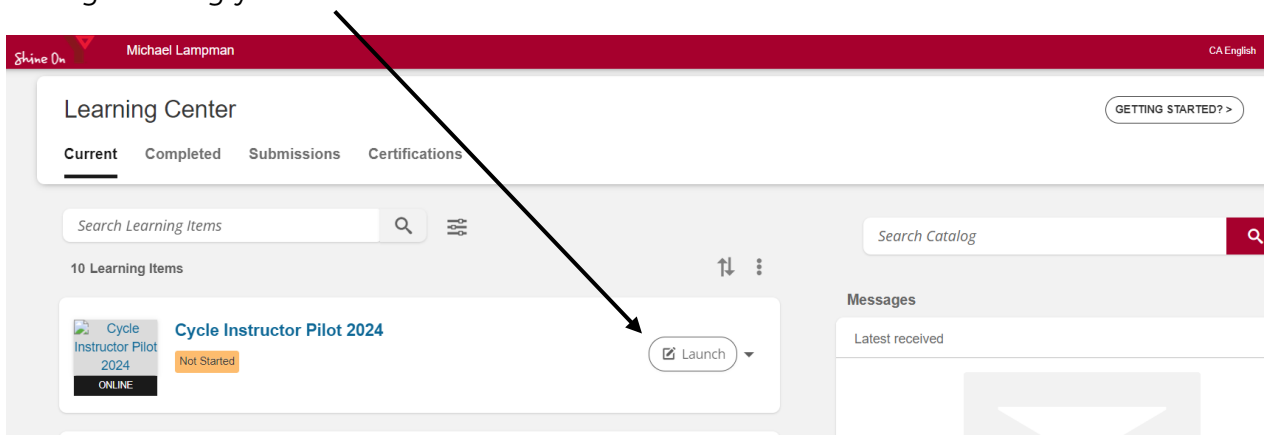
Certificate awarded

Fitness

For free courses, you can purchase them by simply clicking “Enroll”:

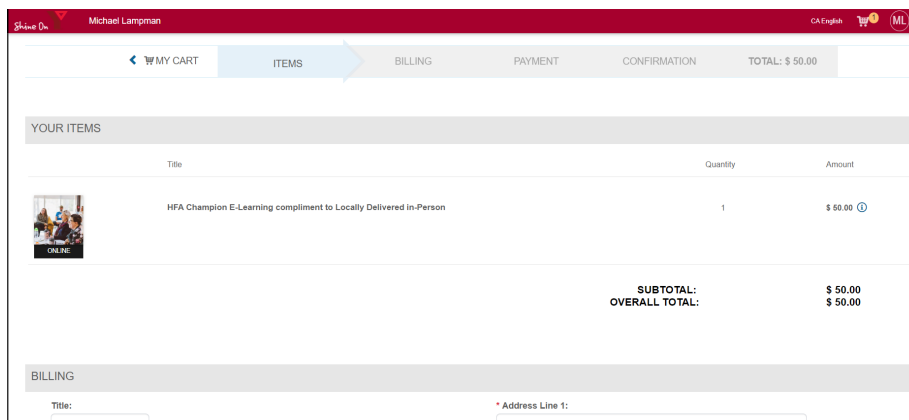


After clicking Enroll it will add it to your Learning Centre and bring you to your learning centre. Your new course will show first on your list. Click the Launch button to begin taking your course.



### Purchasing Items with a fee:

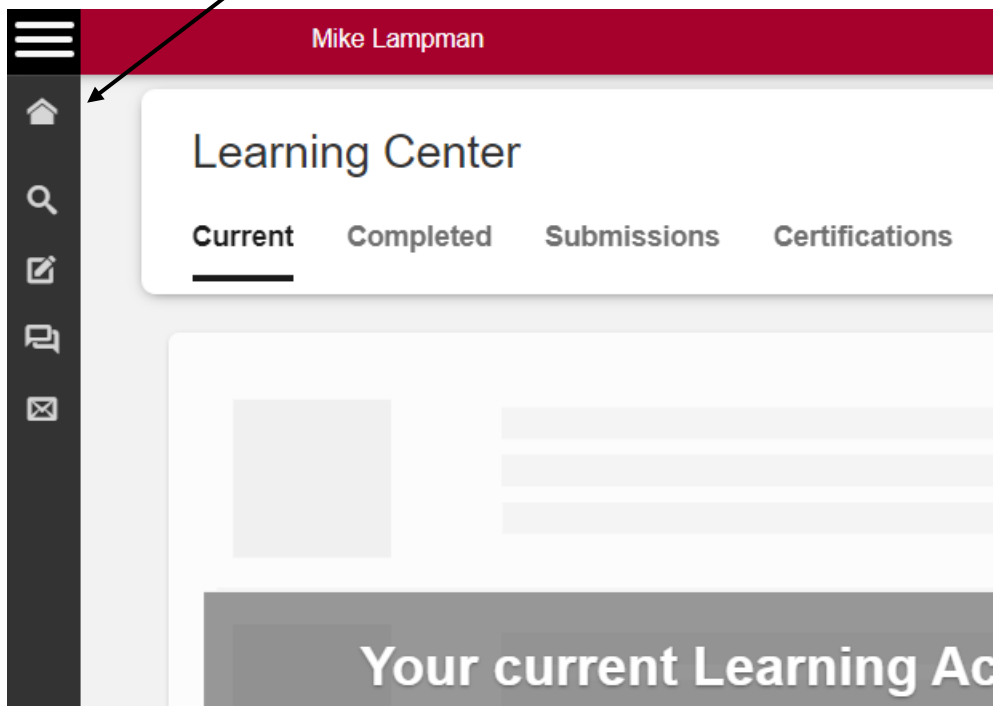
For courses with fees attached, you will add the item to your cart and then complete payment like in a traditional website purchase. This will require you to enter a credit card with a billing address for that card and complete the payment.



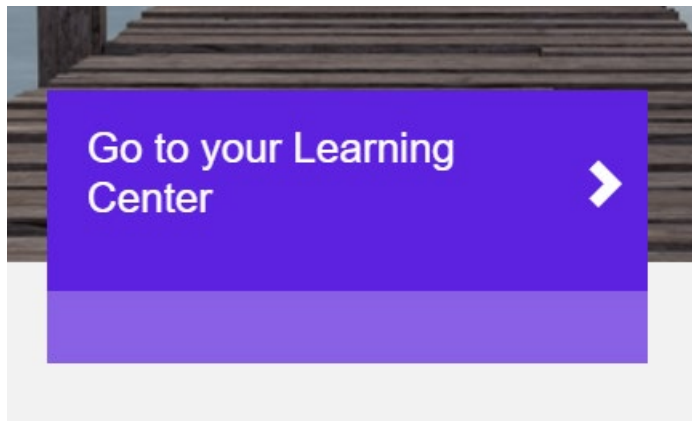
Once completed, the course will be added to your learning centre just like the free transaction noted above.

### Basic Navigation:

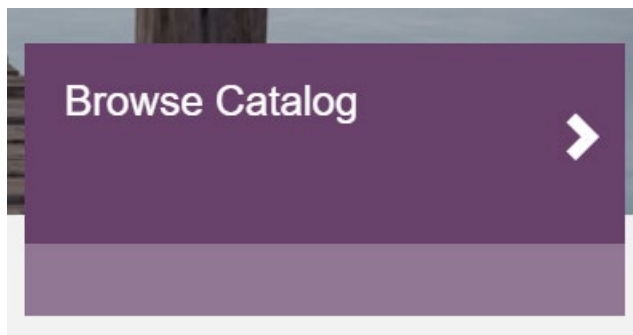
If you want to return to your Home page at any time, select the Home Icon shown along the left-hand navigation panel on your screen. This will bring you back to your home page, where you can choose to toggle between your Learning Centre or the Catalog.



To access courses, you have enrolled in or purchased, you will go to your Learning Centre, shown here:



To browse courses, you haven't purchased or enrolled in, you will go to Browse Catalog, shown here:



Should you require any assistance, please email [learningymca@ymca.ca](mailto:learningymca@ymca.ca) or contact your supervisor.