

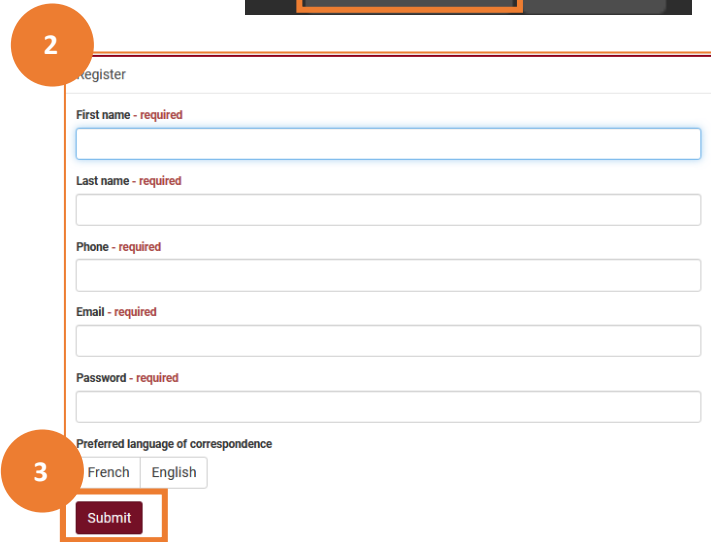
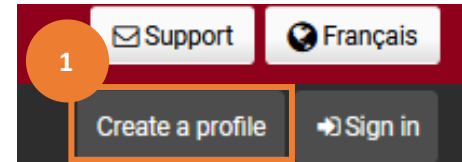
Create a Profile in the Human Resources' Learning System

Audience

This guide is designed for anyone who is neither a current employee or student at the University of Ottawa and who needs to register for a mandatory training on the Human Resources' Learning system.

Create a profile

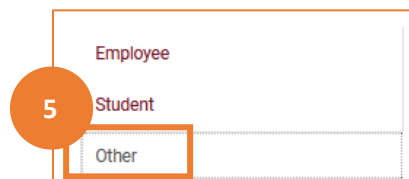
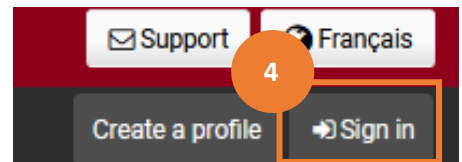
1. When you get to the following page <https://web47.uottawa.ca/en/lrs>, click the **Create a profile** button located in the upper-right corner of the page.
2. Fill in the form that appears on your screen with the following information:
 - Your first name
 - Your last name
 - Your phone number
 - Your email address
 - A password of your choice
 - Your preferred language of communication
3. Click the **Submit** button.

A screenshot of the registration form. The form is titled 'register' and contains several input fields: 'First name - required', 'Last name - required', 'Phone - required', 'Email - required', and 'Password - required'. Below these fields is a 'Preferred language of correspondence' section with radio buttons for 'French' and 'English'. At the bottom of the form is a 'Submit' button, which is highlighted with an orange box and a circled number '3'.

An Information Technology administrator will approve your request. You will then receive a confirmation email that will include your username and describe how to connect to the learning system.

Connect to the LRS

4. Once your profile is created, on following page <https://web47.uottawa.ca/en/lrs>, click the **Sign In** button located in the upper-right corner of the page.
5. Select the following option: **Other**.
6. Enter the **Username** provided in the confirmation email and the **Password** you chose when creating your profile.
7. Click the **Login** button.

A screenshot of a dropdown menu for user selection. The options are 'Employee', 'Student', and 'Other'. The 'Other' option is highlighted with an orange box and a circled number '5'.