HOW TO SELF-ENROLL INTO CONNECT COURSE “INTRO TO UBC ACCOUNTS PAYABLE POLICIES & PROCEDURES”

This course is available online through Connect. The course quiz has to be completed before attending the Introduction to Accounts Payable and Introduction to Smart Forms training sessions.

You will require two access codes:

- Access Code to enroll: **policy10**
- Password to take quiz: **policy-quiz**

To self-enrol:

1. Go to Connect Campus-Wide Login Authentication page.
2. Enter your CWL login name and password.
3. On the Self Enrollment screen, enter **policy10** in the Access Code field and click **Submit**.

4. A Self Enrollment confirmation page will appear. Click **OK** button in the bottom right corner of the screen to continue.

5. This will automatically redirect you to the course page. Please start by reading the document titled **Welcome and Instructions**, which provides instructions on how to access the quiz after you have read through all the required reading materials. Remember the password to take the quiz is **policy-quiz**.