



## 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**.

**Self Enrollment**

Cancel Submit

ENROLL IN COURSE: INTRO TO UBC ACCOUNTS PAYABLE POLICIES & PROCEDURES (FT\_POLICY\_REVIEW\_QUIZ)

Instructor:

Description: Get a basic understanding of UBC accounts payable policies and procedures. Completion of this course is a prerequisite for Introduction to Accounts Payable and Introduction to Smart Forms.

Categories: Business and Management:Finance

*This course requires an enrollment access code from the instructor. Enter the enrollment access code and click **Submit** to enroll.*

Access Code

*Click **Submit** to proceed. Click **Cancel** to go back.*

Cancel **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**.