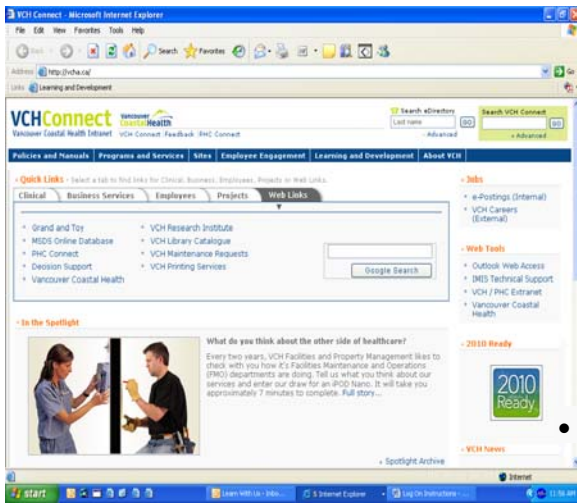


Vancouver Coastal Health Course Catalogue Registration System (CCRS)

A 'CCRS' account is required to register or even search for a VCHA course.



Registration Instructions:

CCRS internet address is: <https://ccrs.vch.ca>

VCH Connect link: <http://vch.ca>

Click on the "Learning & Development" tab and look for the following link to CCRS.

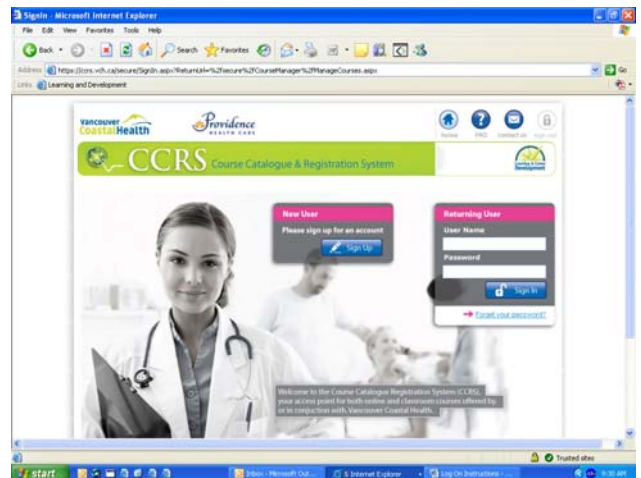
External Links

[Sign Up for Courses \(CCRS web link\)](#)

New Users:

Employee:

Enter your last name. If your name is on the list, double click it and validate by entering your employee I.D. #. This number is located on either your pay stub (<https://ccrs.vch.ca/Paystub.htm>) or hospital I.D. badge. If your name is not on the list and you were recently hired, the records have not been updated with your new hire information. Do one of the following:



Regional Orientation requirement: Click on the following link located in the New User box:
[Are you a NEW HIRE to VCH? Click here to access Regional Orientation Online](#)

Contact the **CCRS HELP desk** @ 604-875-4111, ext. 61449.

Affiliate

Affiliate employees are Physicians (CPSID # is mandatory to receive test scores); Contracted Agencies; Students who work/learn at VCH/PHC but are paid or credited by another employer or any other VCHA affiliated healthcare facility. Complete the data sheet requested. An **email address is mandatory**. This can be a work or home email address such as Gmail, hotmail, etc. Registration confirmations, cancellations, course notifications and retrieval of forgotten username/password will be sent to the email address in your profile. Email addresses can only be used once.

Affiliate (cont'd)

If you have trouble completing this page - check to be sure the boxes marked with an *asterisk are filled in. Also, adding an email address that may have already been used will **'not'** allow you to proceed. This is an indicator you have an account setup already. Please do not set up another account. Email: learnwithus@vch.ca for assistance. When users create more than one account under one facility, training history becomes scattered and relocating the information can be difficult.

When you submit your form, the request for **Affiliate** status is sent to the department for approval. If this information is incomplete or questionable the affiliate request will be rejected.

Returning Users:

Cannot remember your username or password? Click on the “forget your password in the Returning User box. Try the following options before contacting learnwithus@vch.ca:

a) **For username & password:**

Select **Option 2** & type in your email address. Click **'RECOVER'**. Username & encrypted password will be sent to the email address listed in your profile. (Note: email is sometimes delayed but if not received at all, try again or email learnwithus@vch.ca for assistance). Log in with received username & encrypted password – do not copy/paste password – type in the password which is case sensitive. Another box will ask you to change the password from the encrypted password to one you will remember.

b) **For password only:**

Select **Option 1** & type in your username. Click **'RECOVER'**. Encrypted password will be sent to the email address listed in your profile.

(Note: email is sometimes delayed but if not received at all, try again or email learnwithus@vch.ca for assistance). Log in with received encrypted password – do not copy/paste password – type in the password with is case sensitive. Another box will ask you to change the password from the encrypted password to one you will remember.

Course Search

To find a course, click on the ‘Course Search’ button. Search options are: Course Name/Course Starting Date/ Search by Category.

Course Name:

Course Starting Date:

Search by Category:



One word search in the course name is usually sufficient. Course options will be listed on the same page. Click on the “more information” button to Register.

Course Search (cont'd)

Registration confirmation will post to your “Home” page and an email confirmation will also be sent to your CCRS email address. Unless you are a course manager, you cannot register anyone else but yourself in your profile. If you receive a “not entitled” message, you may not qualify to register for the course. You can question this by emailing learnwithus@vch.ca. To cancel or reschedule your registration, click on “Home”. **The following buttons available are: View Detail, Re-schedule & Cancel.** “Cancel” is only available up to 48 hrs. prior to the course start. If you are cancelling the night before the course begins, please email learnwithus@vch.ca. **We will forward your email to the Course Manager or Instructor.**