



# Confirm Participation

*Each eLearning requires you to Confirm Participation in order to receive credit for the course.*

First, complete 100% of course learning objectives

**Start the eLearning course:** Using Internet Explorer (IE), start the course you booked. **Note: Only use eLearning navigation buttons.**

Course: [Defensive Driver ELearning](#) **Start Course**  
 Language: English  
 Expected Duration: 60MIN  
 Current Status:

▼ My Scheduled Trainings

All Bookings

Classroom Training   E-Learning   My Mandatory Courses

Filter My Bookings  Filter

Filters [Reset](#)

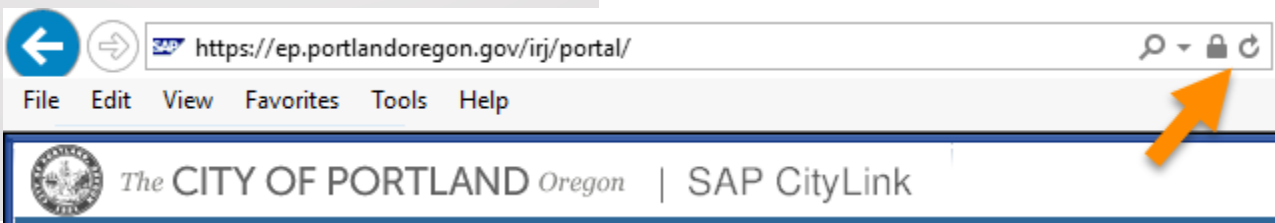
Delivery Method

Current Status:

Course: [Defensive Driver ELearning](#) **Start Course**  
 Language: English  
 Expected Duration: 60MIN  
 Current Status:

**Complete course** – View the course and complete 100% of the learning objectives (including quiz at the end, if applicable). View Confirm Participation instructions at end of course and close eLearning. **Note: Only use eLearning navigation buttons.**

**Refresh browser** – Refresh the browser.



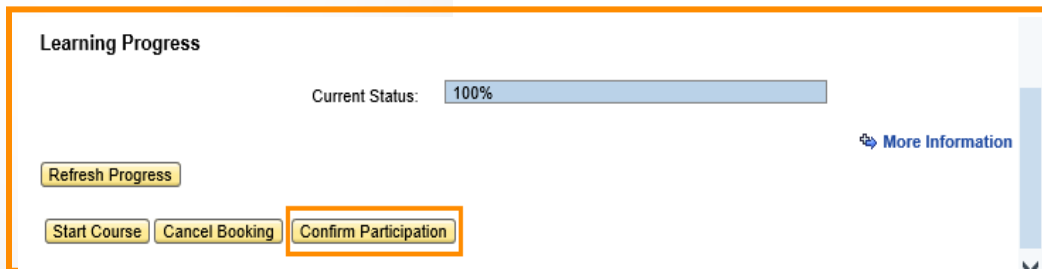
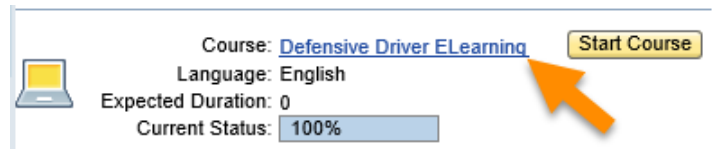
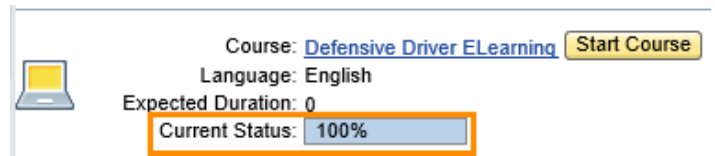
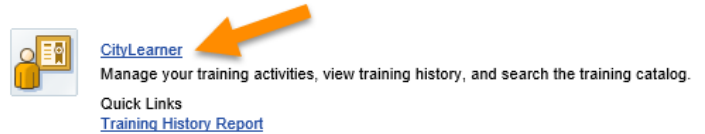
# Confirm Participation

Open CityLearner again.

**Return** to the course you just completed. The “current status” bar should indicate 100% completion. *Note: If the completion rate is less than 100%, you will not be able to Confirm Participation. Clear browsing history, cookies and cache, log off, close IE and log back into CityLearner to update your status.*

**Select** the course title link.

The course information section will open. Scroll down to the buttons at the bottom. **Select** the Confirm Participation button.



A Confirm Participation window will open for you to confirm your action. **Select** Ok.



The Confirm Participation button will be removed. You will see the following notification at the top left. The course will also appear on your Training History one day later.

You have already completed and passed this course.