



RentSmart Registration Guide

Page 1 of 2 • Create Your Account

For Educator Account Setup



Welcome!

Follow these steps to create your RentSmart account and get ready for educator training.



Start Here

[rentsmartmembers.ca/
rentsmart-subscriptions/](https://rentsmartmembers.ca/rentsmart-subscriptions/)

 Have your organization details ready.

1 Step 1: Do you have a coupon code?

 Do you have a Coupon Code that you purchased or were given?



No coupon code yet

- 1 Answer the registration questions on screen.
- 2 Enter your organization name and mailing address for invoicing.
- 3 Submit your request.



What happens next?

- Our team reviews your request.
- An invoice is emailed to you.



Payment options

- Credit card (secure Square link)
- Direct invoicing




After payment

- You will receive a Coupon Code by email.
- If registering multiple staff, you may receive a multi-use code.
- Use the code(s) to create individual accounts and enrol in training.



Yes, I have a coupon code

- 1 Select Continue.
- 2 Complete the form to create your individual account.
- 3 Enter your Coupon Code when prompted.
- 4 Select your organization from the list.

 If your organization is not listed, you will be prompted to add it.



**You have now created your
RentSmart account.**



Questions? Email rentsmart@centre.support




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Page 2 of 2 • Training & Dashboard

For Educator Account Setup

1 Step 2: Enrol in Upcoming Educator Training

1  Click 'Enrol in Educator Training' from the top left menu.

2  Select your province and training date.

3  Select your organization.

4  Click Finish Enrolling.

After you enrol

- You will receive an email confirmation of your training spot.
- The email includes a link to the Educator Agreement Form.
- Please read and submit this form before the first day of training.
- Your Zoom link and pre-workshop orientation will be emailed about one week before Day 1.

2 What you'll find in your dashboard

Educator Manual

Find this under Manuals & Materials.

E-Learning Modules


- Self-paced
- Completed before or alongside the live workshops
- You do not need to finish every module before training begins, but it is recommended to complete the modules that match each live workshop.

Additional Resources


- Supplementary materials
- Helpful links
- Reference documents

3 Recommended module schedule

 Day 1: Creating Safe Spaces + Module 1

 Day 2: Modules 2 and 3

 Day 3: Modules 4, 5, and 6

 You can complete modules before or alongside the live workshops.