



# Keyera's Learning Catalogue & Registration Guide



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## Overview

Keyera's Learning Catalogue in CMDS is the central resource to access and register for Keyera's learning and development offerings, including:

- eLearning modules
- Virtual and in-person workshops
- Formal training programs

These offerings are organized into two categories to support your career development:

- **Professional Development for Everyone:** Learning experiences designed to build essential professional, technical, and interpersonal skills to enhance growth.
- **Leadership Development for People Leaders:** Targeted programs that strengthen leadership competencies and capabilities to lead high-performing teams.

## Accessing Keyera's Learning Catalogue

Follow these steps to view Keyera's learning catalogue offerings.

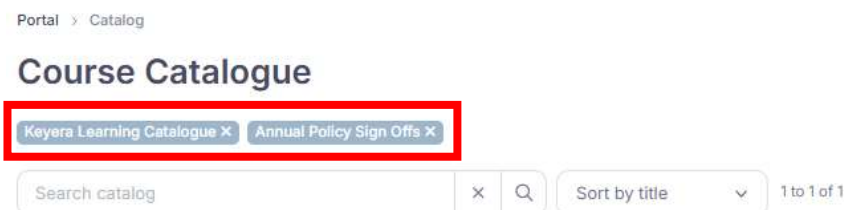
1. Log in to CMDS ([Sign In](#))
2. From your homepage in CMDS, click **"Keyera Learning Catalogue."**



3. Locate the course you are looking for and click on the **course tile**

### Filtering the Categories

- Under "Categories" on the left side of your screen, click **"Keyera Learning Catalogue"** to expand the dropdown menu
- Select the category that best matches the course you're looking for
- To view all Keyera Learning courses in the catalogue, click the **"X"** next to any selected category name(s):



**Note:** When navigating the Learning Catalogue categories, each selected category acts as a filter (shown as blue boxes above the search bar). To remove a category filter, click the "X" next to it.

# Registering for Courses

You can register for instructor-led training (both in-person and virtual) in two ways:

1. **Via the “Register for Upcoming Courses” tile** in the Keyera Course Catalogue.
2. **Through the registration link** located in the Overview section of the course.

See the step-by-step guide for each approach below.

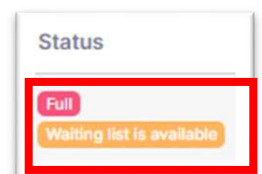
## Option 1: Via the “Register for Upcoming Courses” Tile

1. In the Course Catalogue, click the **“Register for Upcoming Courses”** tile on the left side of the screen.
2. A list of all available classes will appear.
3. Use the **Search Classes** search bar to search for a class by name.
4. Use the **toggle switch** on the right side of your screen to *“Hide Full Classes with no Waitlist”* to filter for classes with available seats only.
5. Click the name of the **Event** you would like to register for.
6. Follow the steps under [“How to Register”](#).



Notes about this page:

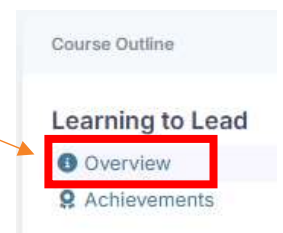
- The **Venue** column indicates whether the course is offered **Online** or **In-Person**.
- The **Status** column shows seat availability:
  - **Full:** No seats are available.
  - **Waiting list available:** Course is full, and you can join the waitlist.
  - **Blank (no status listed):** Seats are available.



## Option 2: Through the Registration Link within the Course

**Note:** A registration link is available only for courses that are currently offering sessions, as shown in the course overview. If no link is available, the course is currently not being offered.

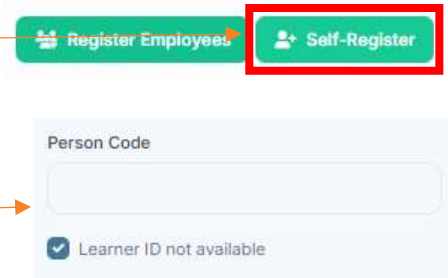
1. **Locate the course** you would like to register for in the Keyera Course Catalogue and click the **Course Tile**.
2. Navigate to the course **Overview** section on the left side of the page.
3. Within the Overview, click the **Registration link(s)** for the session you want to register for.
4. Follow the steps under [“How to Register.”](#)



# How to Register

## Register Yourself (i.e., Self-Register)

1. Click the green **"Self-Register"** button.
2. Review your **account information** to ensure it is correct:
  - Required information includes **First Name, Last Name, Email**
  - If **Person Code** is blank, check the box **"Learner ID not available."**
3. Click **"Next."**
4. Review the **Price Options** available and select the one that applies to you under **"Your Registration."**
5. Read the Agreement and select **"I Agree"** to proceed.
6. If you are not automatically taken to the next step, click **"Next."**



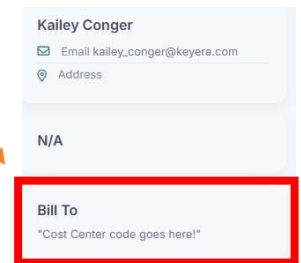
Register Employees | Self-Register

Person Code

Learner ID not available

**Note:** *The following billing steps apply only to courses that require payment. For courses with a \$0 fee, skip the billing section and proceed to the confirmation steps.*

7. In the **"Bill To"** text box, enter the cost center code. If you're unsure of your cost center code, please contact your manager.
8. Click **"Next."**
9. Review all registration details to ensure accuracy, including:
  - **Date, Address,** and the **Cancellation & Refund Policy.**
  - **"Bill To"** information if applicable.
10. Click **"Confirm Registration."**



Kailey Conger  
 Email kailey\_conger@keyera.com  
 Address

N/A

Bill To  
 \*Cost Center code goes here!

You are now registered for the course! Your status will be updated in the list of courses available to reflect your registration:


Event Date	Event	Venue	Status
Nov 19, 2025 - 12:00 AM MST to Dec 18, 2025 - 12:00 AM MST	Project Management 201-Mod 1 Advanced Planning Tools and Techniques (KEYERA ONLY)	The Ampersand East Conference Centre - Room B Calgary, AB	Registered

**Note:**

- Click **"Add to Outlook Calendar"** to add an event placeholder to your calendar.
- Registered participants will receive the Outlook calendar invite with more information from the Learning & Development Administrator.

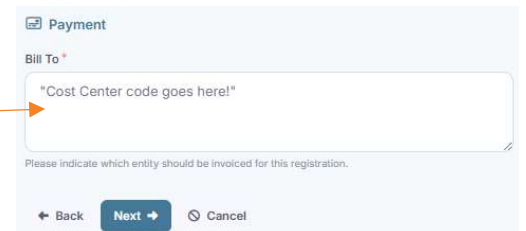
## Register Employees

**Note:** These steps should only be followed by leaders for employees who report directly to them.

1. Click the green **“Register Employees”** button. 
2. In the search box, type the employee’s email address and click **“Search.”**
3. Once you locate the employee, click **“Register”** next to their name.
4. **Review the participant information** to ensure the **First Name** and **Last Name** are correct. If Person Code is blank, check the box for **“Learner ID not available.”** This field will auto-populate.
5. Click **“Next.”**
6. Review the **Price Options** available and select the one that applies to your employee under **“Your Registration.”**
7. **Read the Agreement** and select **“I Agree”** to proceed.
8. Click **“Next.”**

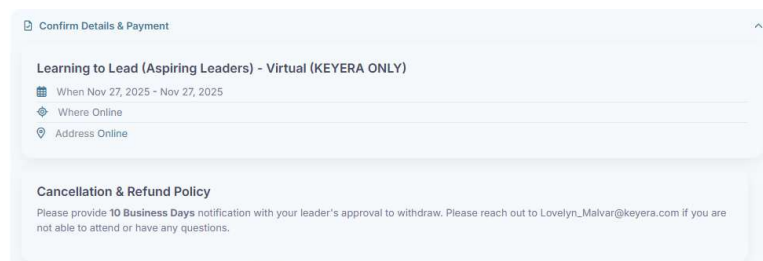
**Note:** The following billing steps apply only to courses that require payment. For courses with a \$0 fee, skip the billing steps and proceed to confirmation.

9. In the **‘Bill To’** text box, type in the code for your cost center. If you are unsure of your cost center, please contact your manager.
10. Click **“Next.”**



**Note:** This concludes the billing steps.

11. **Review the course information.** The following course information will be listed: **Date**, **Address**, and the **Cancellation & Refund Policy**. Review the employee’s information and ‘Bill To’ information to ensure it is correct.
12. Click **“Confirm Registration.”**
13. You have now registered your employee for the course! They will see their ‘Status’ updated on the list of available events.



Event Date	Event	Venue	Status
Nov 19, 2025 - 12:00 AM MST to Dec 18, 2025 - 12:00 AM MST	Project Management 201-Mod 1 Advanced Planning Tools and Techniques (KEYERA ONLY)	The Ampersand East Conference Centre - Room B Calgary, AB	<b>Registered</b>

# Getting Ready for the Course

## Pre-Work

Some courses require work to be completed before attending the session. Please review the course requirements to ensure you are prepared.

Required pre-work will be identified in:

- The **Overview** section of the eLearning module for the course
- The **Summary** on the *Event Registration* page
- The **Description** after clicking the *Event Title*
- The **Additional Information** section after clicking the *Event Title*

## Materials for Participation

Any required course materials will be listed in the **Materials for Participation** section.

### Materials for Participation

- Notebook
- Pen
- Project you currently working on

## After the Course

Once the event is complete, please complete the following activities in the module:

- Confirmation of attendance for the course
- Course Evaluation Feedback Survey (if available)

## Need Help?

For Keyera Learning Catalogue course-related questions, please reach out to Lovelyn Malvar ([Lovelyn\\_Malvar@keyera.com](mailto:Lovelyn_Malvar@keyera.com)).

For CMDS support, please reach out to CMDS Administration ([Admin\\_CMDS@keyera.com](mailto:Admin_CMDS@keyera.com)).