

Quick Reference Card - Training

Registering for Mandatory Courses



Process: A mandatory course is one that is a requirement for the position. This QRC will explain how to register for courses that are shown as mandatory courses as part of your training plan.

Role: Anyone

Frequency: When Needed

Beginning

Type your Active Directory User ID in the **User ID** field.
Do not include the ad\ or mc\.

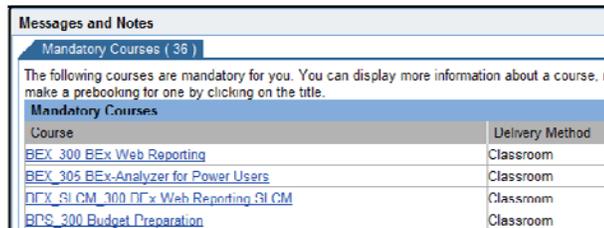


Type your **password** and press **Enter**.

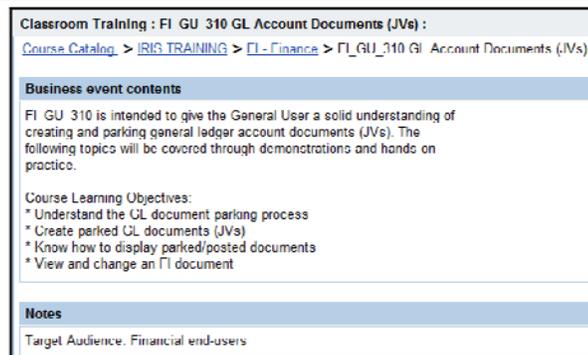
Click on the **Employee Self Services Tab** then click on **Training**.



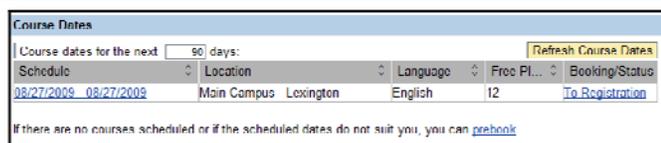
Select the Mandatory course you want to book (register).



A description of the course is shown along with any prerequisites, follow-up courses, and scheduled classes.



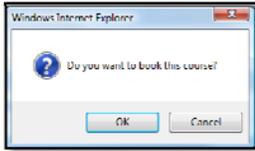
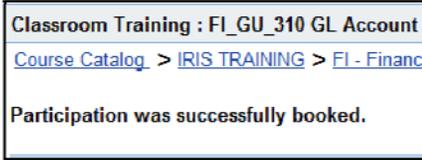
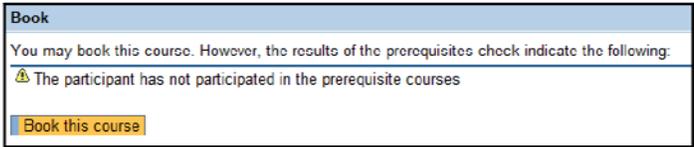
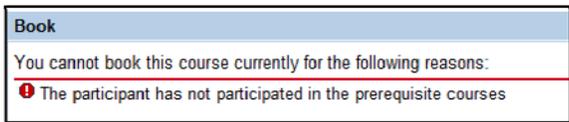
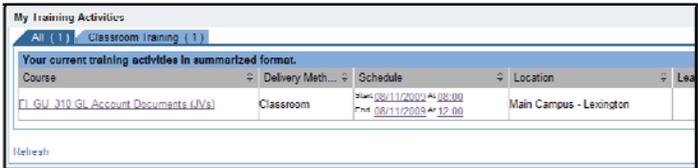
Select the **class** you want by clicking either on the date or "To Registration".



You can also select to *prebook* a class.

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<p>Click OK to confirm the booking (registration).</p>	
<p>You will receive a confirmation message that the booking was successful.</p>	
<h3>Feedback Messages</h3>	
<p>If there is a <i>soft</i> prerequisite for the course, you will be able to register even though the prerequisite has not been completed.</p>	
<p>If there is a <i>hard</i> prerequisite for the course, you cannot register until the prerequisite is completed.</p>	
<h3>To Cancel a Booked Class</h3>	
<p>Click Training Activities in My Learner Account in the left side Navigation panel.</p>	
<p>In the My Training Activities section click on the class you want to cancel.</p>	
<p>Scroll down to the bottom of the page and click Cancel booking for this course.</p>	
<p>Click OK to confirm the cancellation.</p>	