

Quick Reference Card - Training

Searching and Registering for a Course



Process: This QRC will explain how to search and register for a course using various methods such as, terms, extended search, or the course catalog.

Role: Anyone

Frequency: When Needed

Beginning

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



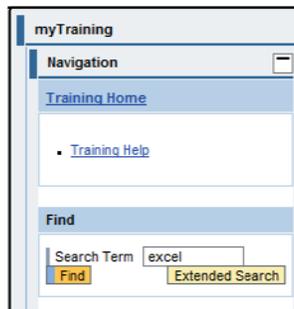
Type your **password** and press **Enter**.

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

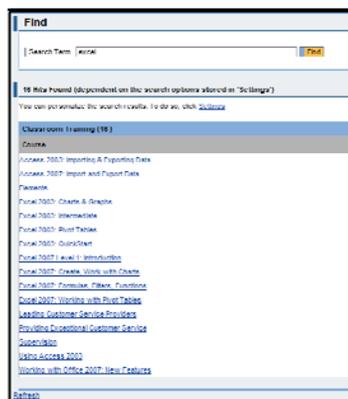


Searching - Using the Search Field

In the left side navigation panel enter a **term/word** in the **Search Term field** and press **Enter**.



All courses with the search term in the title, description, outline, etc. will appear.

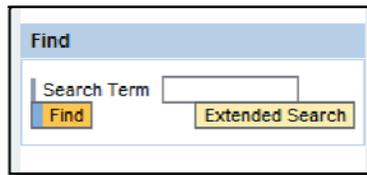


Click on the **course** of interest.

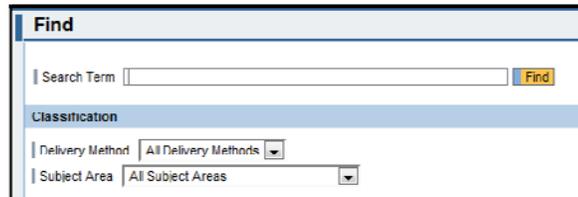
See *Registering for a Course* below.

Searching - Using Extended Search

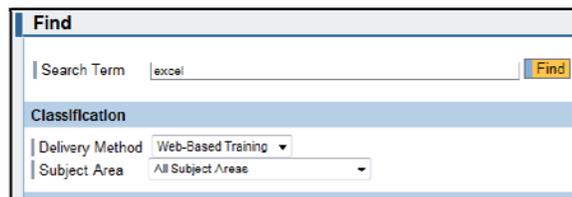
In the left side navigation panel click on the **Extended Search** button.



The Extended Search feature allows you to search by Term, Course Delivery Method, Subject Area, etc.



The Extended Search feature will also allow you to narrow your searches (e.g., search for a WBT Excel class).



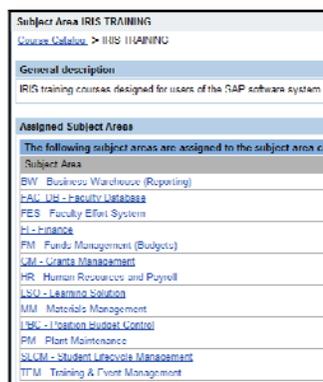
See *Registering for a Course* below.

Searching - Using Course Catalog

In the left side navigation panel click on a **course catalog**, e.g. IRIS Training.



All the courses within that selected course catalog will be displayed.



Click on the **Subject Area** of interest and then click on the **course**.

See *Registering for a Course* below.

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Searching and Registering for a Course



Registering for a Course

All classes for that course will be displayed.

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

You can also select to *prebook* a class.

Schedule	Location	Language	Free Places	To Registration
10/02/2009 - 10/02/2009	Main Campus - Lexington	English	13	To Registration
10/02/2009 - 10/02/2009	IR A	English	15	To Registration
10/07/2009 - 10/07/2009	Main Campus - Lexington	English	15	To Registration
11/02/2009 - 11/02/2009	Main Campus - Lexington	English	15	To Registration

If you have completed any/all prerequisites you be allowed to register.

To register for the course click **book the course**.

See the Feedback Section below for other messages.

Click **OK** to **confirm** the booking (registration).

You will receive a **confirmation** message that the booking was successful.

Day	Date	Price	To
1	11/03/2009	\$0.00	11.30

All the courses within that selected subject area will be displayed.

Click on the **course** to see the classes offered and book a class.

Course	Delivery Method
PL 200 Finance Overview	Web-Based Training
PL_EXDC_200 PL Executive Dialecting	Classroom Training
PL_CJL_310 PL Account Documents (Mid)	Classroom Training
PL_GU_300 Statistical Internal Orders	Classroom Training
PL_HLT_200 Personnel Billing	Classroom Training

Feedback Messages

If there is a *soft* prerequisite for the course you are booking, you will be able to register even though the prerequisite has not been completed.

If there is a *hard* prerequisite for the course you are booking, you cannot register until the prerequisite is completed.