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



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Searching - Using Extended Search		
In the left side navigation panel click on the Extended Search button.	Find Search Term Find Extended Search	
The Extended Search feature allows you to search by Term, Course Delivery Method, Subject Area, etc.	Find Search Term Find Classification Delivery Method All Delivery Methods Subject Area All Subject Areas	
The Extended Search feature will also allow you to narrow your searches (e.g., search for a WBT Excel class). See <i>Registering for a Course</i> below.	Find Search Term excel Classification Delivery Method Web-Based Training • Subject Area •	
Searching - Using Course Catalog		
In the left side navigation panel click on a course catalog , e.g. IRIS Training.	Course Catalog • HR Training and Development • HR Work-Life • IRIS TRAINING • Office of Sponsored Project Admin. • UKHealthcare	
All the courses within that selected course catalog will be displayed. Click on the Subject Area of interest and the click on the course .	Subject Area IRIS TRAINING Concertal description IRIS training courses designed for users of the SAP software system Astigned Subject Areas The following subject areas are assigned to the subject areas can Bilger Area BW Business: Warehouse (Reporting) PACLUE - House (Reporting) PACLUE - Fourth Utational PM - Founds Waregement (Budgeto) UM - Clark Management (Budgeto) UM - Clark Management (Budgeto) UM - Clark Management (Budgeto) UM - Funder Management (Budgeto) UM - Clark Management (Budgeto) UM - Funder Management (Budgeto) UM	
See <i>Registering for a Course</i> below.	MM Matchiel Monagement INEL_Insetten Bodel Control PM Flort Monicensors SLCM-Student Life>vois Management TTM Treining & Event Monagement	

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Registering for a Course

All classes for that course will be displayed.	Classroom Training Escol 2001 Level 16 Introduction : Concent Cancer, and Schware Training a Flow 2001 I and I 1 Introduction Concent Cancer Ca
Select the class you want by clicking either on the date or "To Registration".	No: No: of Clarge Coverse Dalors Coverse Da
You can also select to <i>prebook</i> a class.	Soldbooks KA Prodict St. The Restriction Soldbooks Soldbooks Kall Prodict Soldbooks
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.	Book The results of the prerequisites check indicate that you can book this course. Book this course
Click OK to confirm the booking (registration).	Windows Internet fugiorer
You will receive a confirmation message that the booking was successful.	Encourse frame Image: Sector 2 Mrd Look 1 Middle Address 1100022007 - 1100020007 : 100020000 - 1100020000 - 1100000000 - 1100000000 - 1100000000
All the courses within that selected subject area will be displayed.	Subject Area H - Headon Course Catalog > RCS (RANING > 11 -) masca Ansigned Courses The following courses are assigned to the subject are a currently displayed: Course El 200 Ensemp Courses El 200 Ensemp Courses Webl-Recent Training
Click on the course to see the classes offered and book a class.	PL_CLCQ_200 FLacesche Dirichtig Classream Training FL_CLL200 FLacesche Dirichtig Classream Training FL_CL202 Brainsfeld Internal Coders Classream Training FL_CL202 Brainsfeld Internal Coders Classream Training FL122 200 Franzeit Fullman Classream Training
Feedback Messages	
If there is a <i>soft</i> prerequisite for the course you are booking, you will be able to register even though the prerequisite has not been completed.	Book You may book this course. However, the results of the prerequisites check indicate the following: The participant has not participated in the prerequisite courses Book this course
If there is a <i>hard</i> prerequisite for the course you are booking, you cannot register until the prerequisite is completed.	Book You cannot book this course currently for the following reasons: The participant has not participated in the prerequisite courses