

# Quick Reference Card - Training

## Registering and Taking a WBT Course



**Process:** This QRC explains how to register (or book) and take a course that is delivered via the web, i.e. Web-Based Training (WBT).

**Role:** Anyone

**Frequency:** When Needed

### Beginning

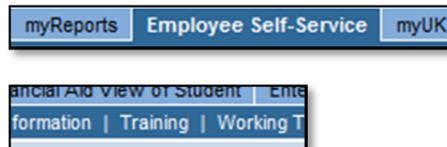
**PLEASE NOTE:** For best results, we recommend that you use Internet Explorer as your browser when taking a WBT course. We also recommend that you **clear your cache** before beginning the course. If you are not sure how to clear your cache, please check with the IT support person in your area.

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



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

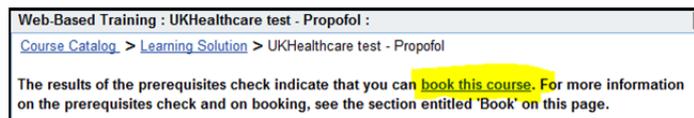
Click on the **Employee Self Services Tab** then click on **Training**.



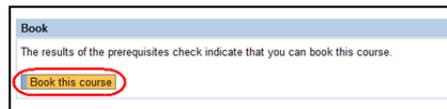
Select a **Course** you want to book (register) that is shown either in the Web-Based Training section or listed under Delivery Method as **WBT**.



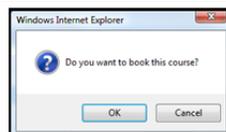
Select **book this course** to register or scroll down the page to the **Book** section and click on the **Book this course** button.



See the Feedback Section below for other messages.



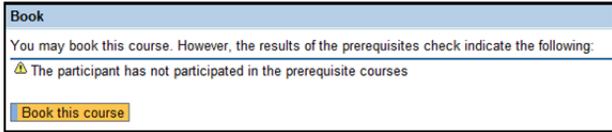
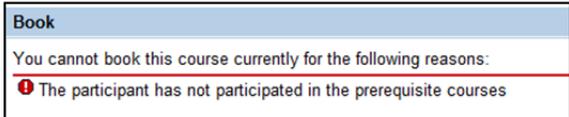
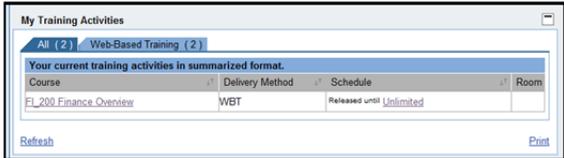
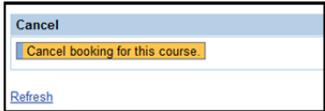
Click **OK** to confirm the booking.



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<p>You will receive a <b>confirmation message</b> that the booking was successful.</p> <p>Select <b>Start Course Now</b> to begin.</p>	
<h3>Completing a WBT Course</h3>	
<p>Once you are on the <b>very last</b> slide, in the lower corner, click on the <b>Log off</b> button.</p>	
<p>You will be returned to the main <i>myTraining</i> page for this course. The main page will refresh (usually within 30 seconds, depending on network traffic). You should receive a green system message similar to this:</p>	<p><b>“Your Participation in this course has been completed.”</b></p> <p>(<b>Note:</b> This message should appear if you have gone through all the slides <b>AND</b> you have successfully passed the Assessment or Check for Understanding.)</p>
<h3>Prerequisite 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 <b>Training Activities</b> in <b>My Learner Account</b> in the left side Navigation panel.</p>	
<p>In the <b>My Training Activities</b> section click on the <b>Course</b> you want to cancel.</p>	
<p>Scroll down to the bottom of the page and click <b>Cancel booking for this course</b>.</p>	

*Quick Reference Card - Training*  
**Registering and Taking a WBT Course**



Click **OK** to confirm the cancellation.

