Register for a Classroom Course

This job aid provides you with the steps you need to take in order to register for a classroom course.


2. Enter search criteria in the field and then click on the Search button.
3. A list of results will display. *Click on Sections* next to the classroom course you want to register for.

4. The sections will display. *Click on the section* you want to register for.
5. Click on the Enroll button next to the section you want to register in.

6. A confirmation that you are enrolled in the course will display. You will also receive a confirmation email that you enrolled in the course and your manager will also receive an email that you enrolled in the course.