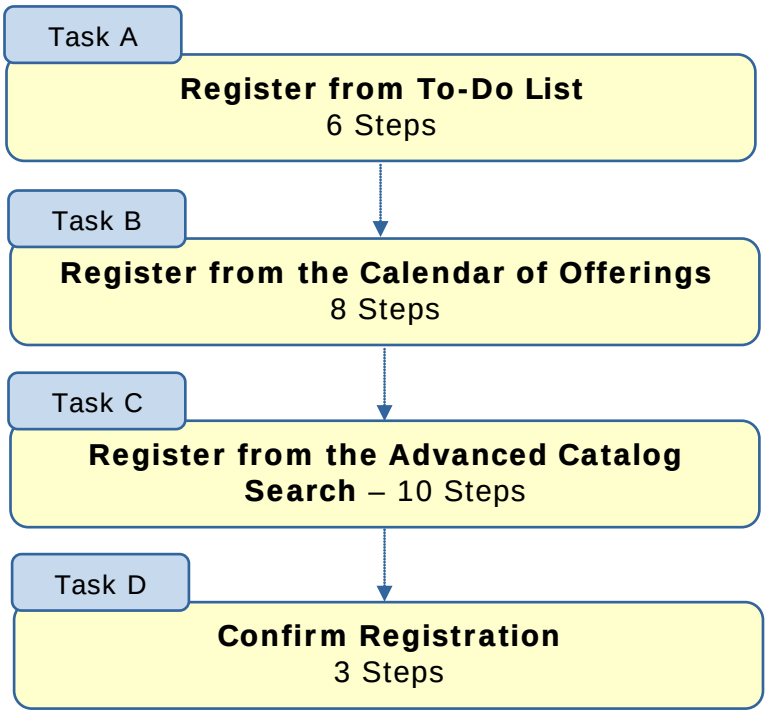
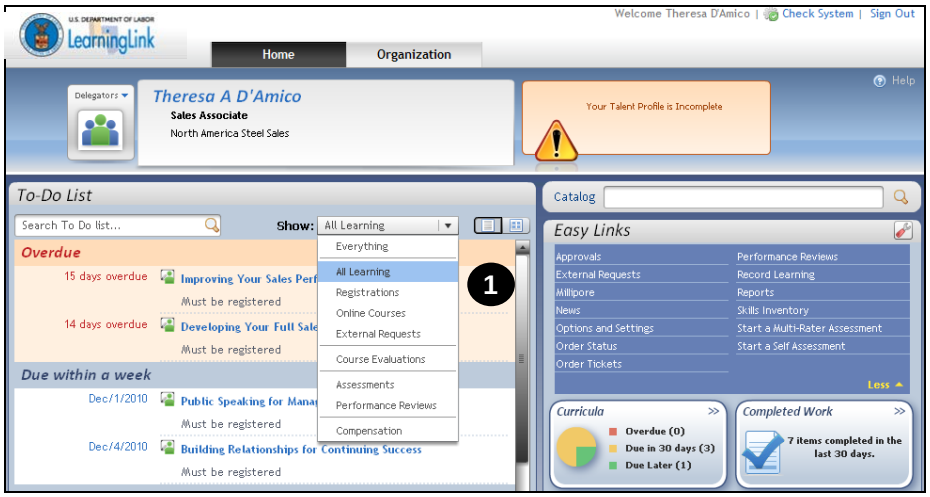
Job Aid: Self-Register in a Scheduled Offering

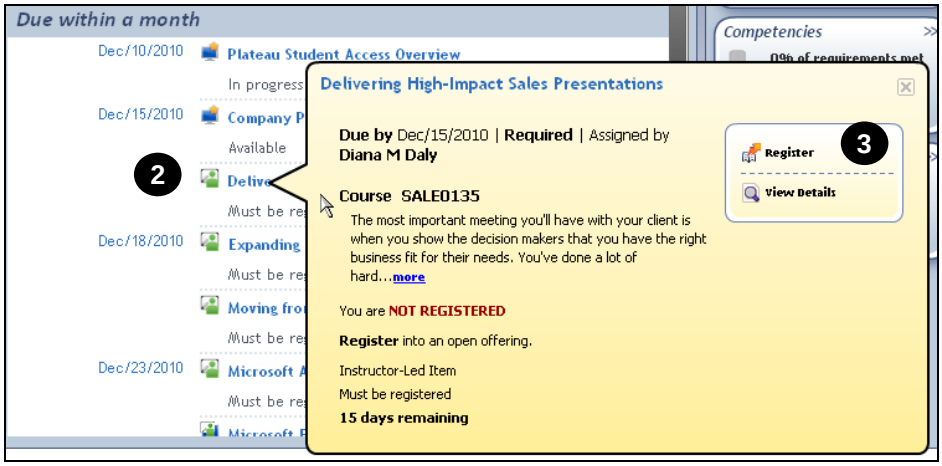
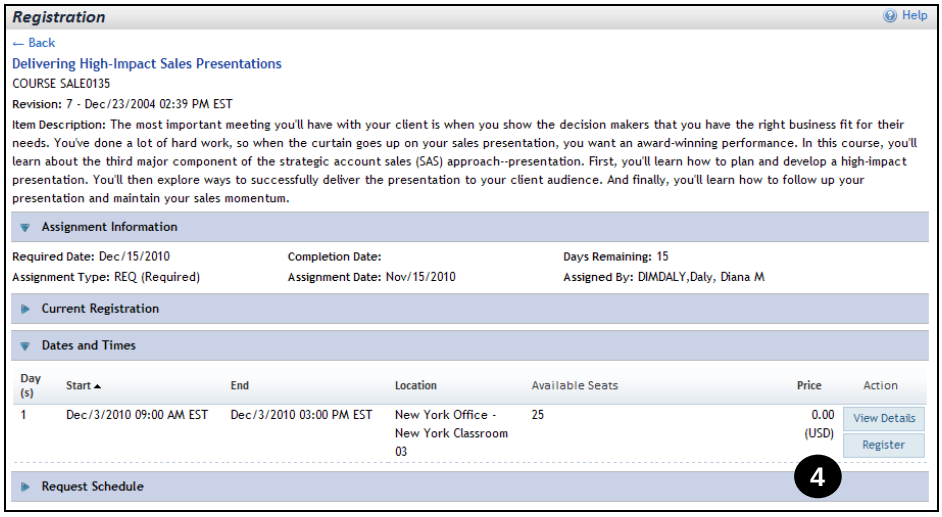
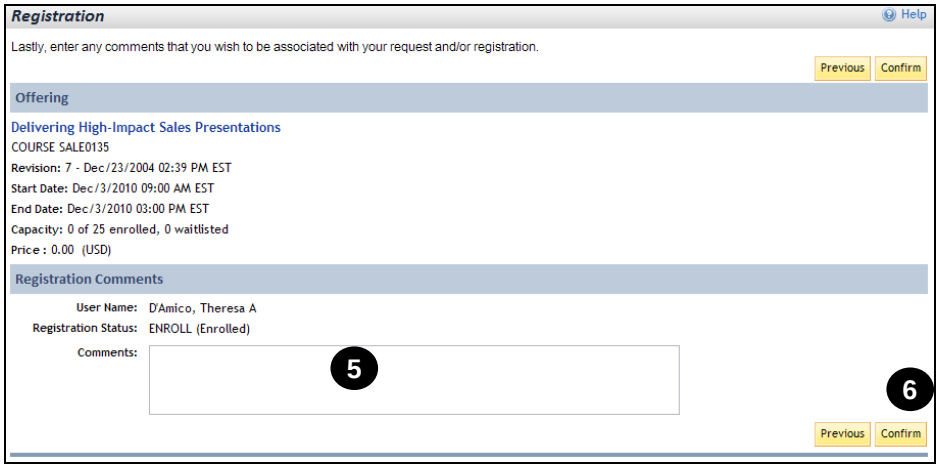
Purpose

The purpose of this job aid is to guide users through the step-by-step process of locating scheduled offerings and self-registering from the To-Do List, Calendar of Offerings, and the Catalog. Each task below demonstrates a different method of registration.

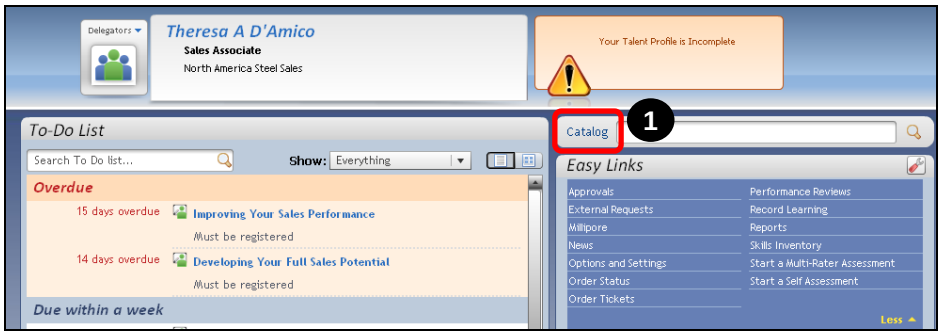
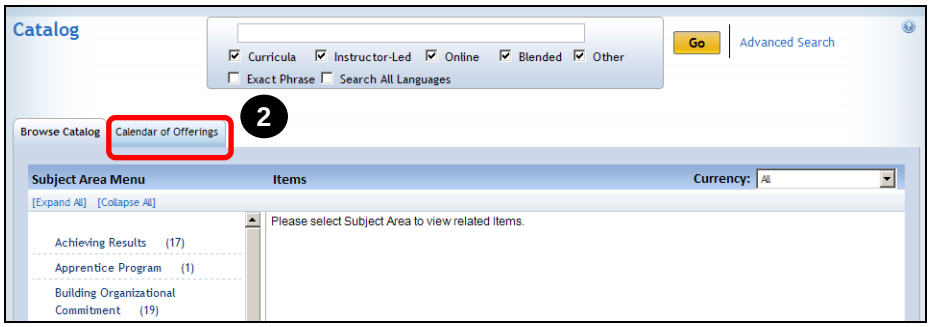
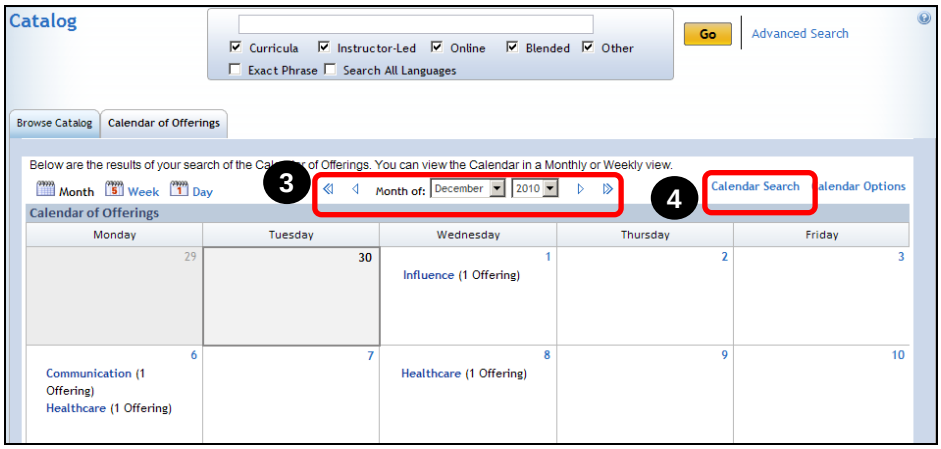
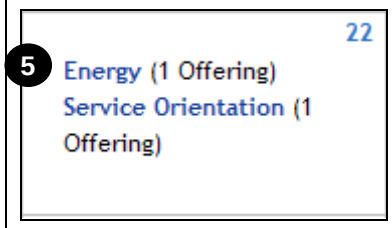


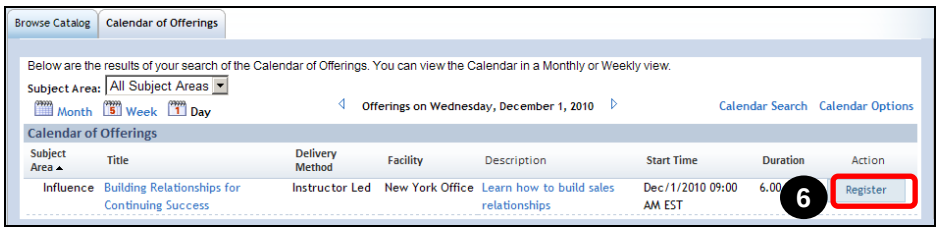
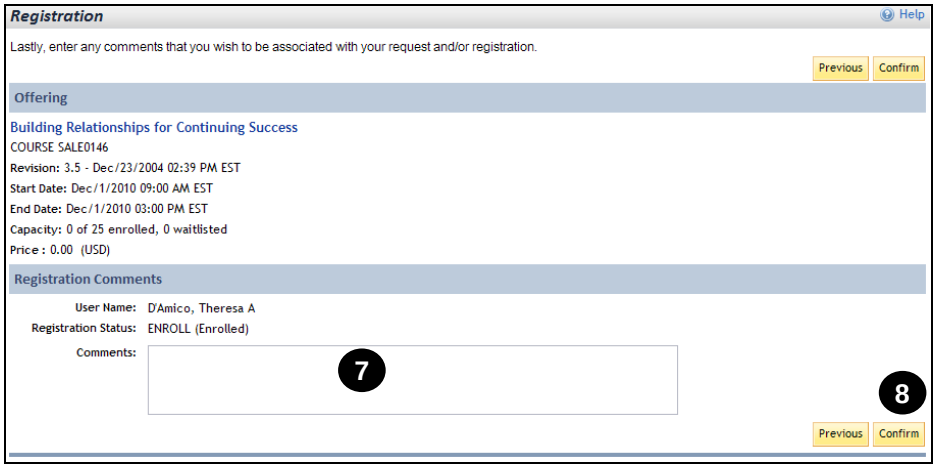
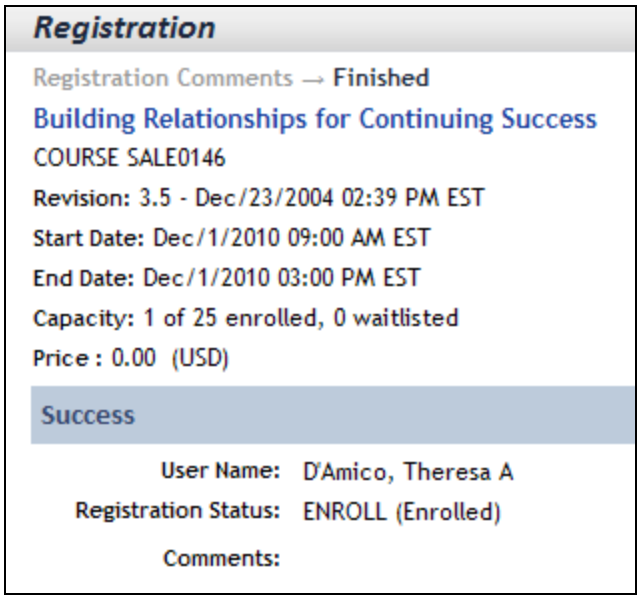
Task A. Register from the To-Do List

1	From the Home page, filter the To-Do List to show **All Learning**.	

2	Hover over the item into which you want to register.	 ***Note:*** *Select* ***Request Schedule*** *if there is no scheduled offering given at a convenient time. Enter the date and reason for the request.*
3	Select **Register** for registration information.	
	On the Registration page, review the *Dates and Times* section and find the offering you prefer.	 ***Note:*** *Select* ***View Details*** *to view the description, exact times, and locations for each segment of the scheduled offering.*
4	Select **Register** for the corresponding scheduled offering.	
5	Enter any optional comments in the **Registration Comments** field. Use this field for comments for the instructor, such as special needs.	
6	Select **Confirm**.	

Task B. Register from the Calendar of Offerings

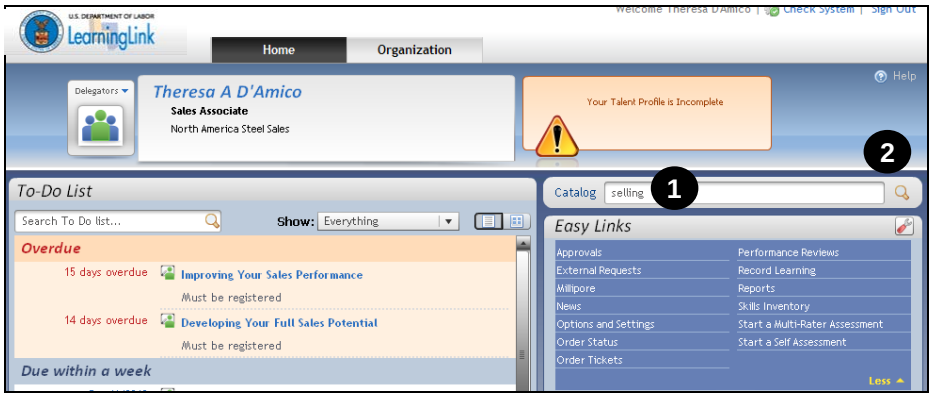
1	From the Home page, select the **Catalog** link.	
2	Select the **Calendar of Offerings** tab.	
3 4	Display the desired month by using the **Month of** drop-down menu or scroll through months using the arrows. **or** Select the **Calendar Search** link to use a keyword search.	
5	The subject area of the scheduled offering and the number of scheduled offerings that are scheduled for that day are displayed. Select the **Subject Area** link.	 ***Note:*** *Subject areas may be color-coded.*

6	Review the offerings and select **Register** for the corresponding offering.	 ***Note:*** *Select the* ***Title*** *or* ***Description*** *link to view information about the item.*
7 8	Enter any comments in the **Registration Comments** field. Use this field for comments for the instructor, such as special needs. Select **Confirm**.	
	A confirmation screen displays.	

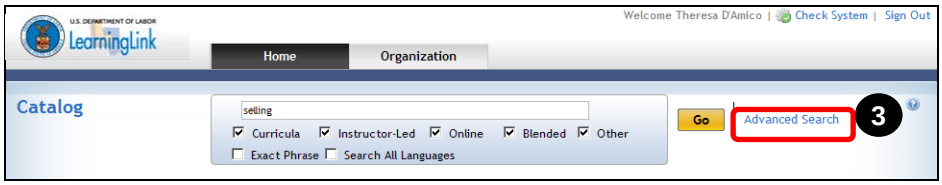
Task C. Register from the Advanced Catalog Search

1 From the Home page, type a keyword in the Catalog search field.

2 Select the search icon ( ).



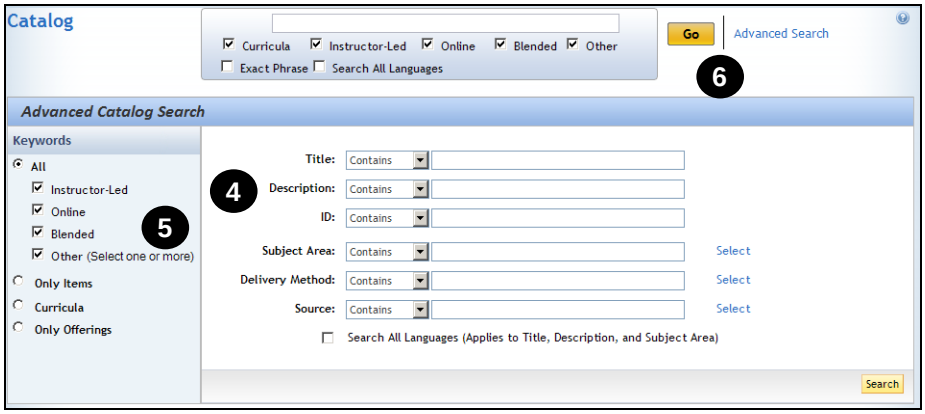
3 Select the **Advanced Search** link.



4 Enter *keywords* to search for in the item's title, description, ID, subject area, delivery method, and source fields.

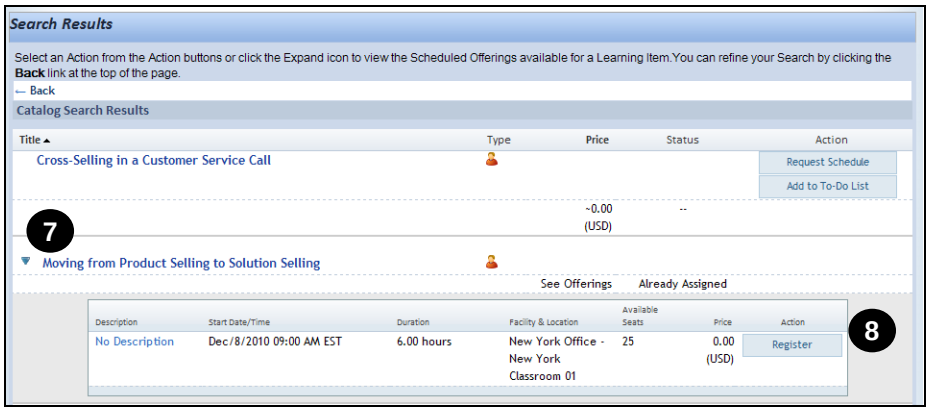
5 Refine the search by selecting the desired **Keywords** radio buttons and checkboxes.

6 Select **Go**.

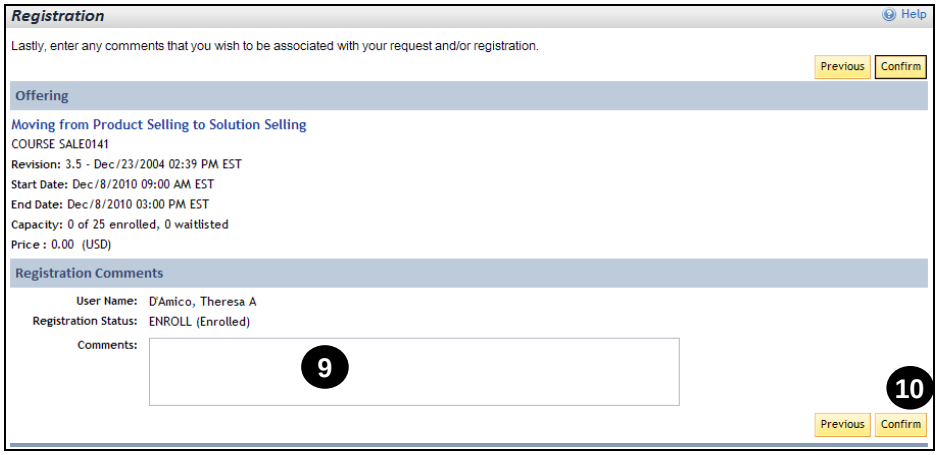
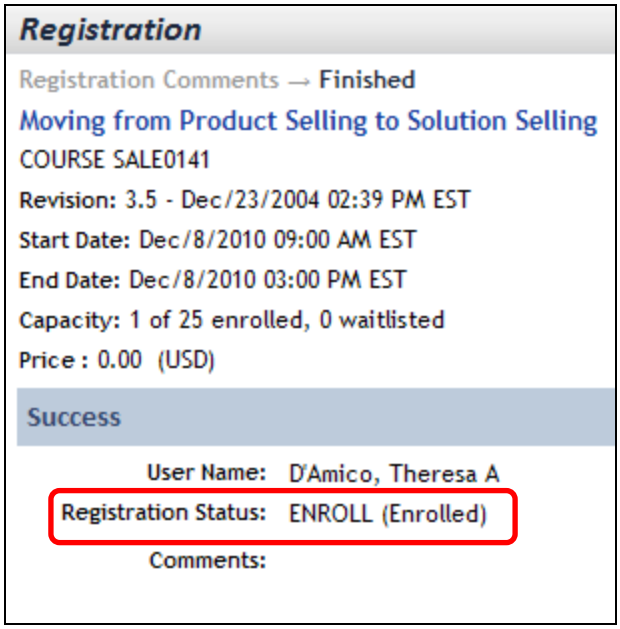


7 Select the expand icon ( ) to view offerings available for the item.

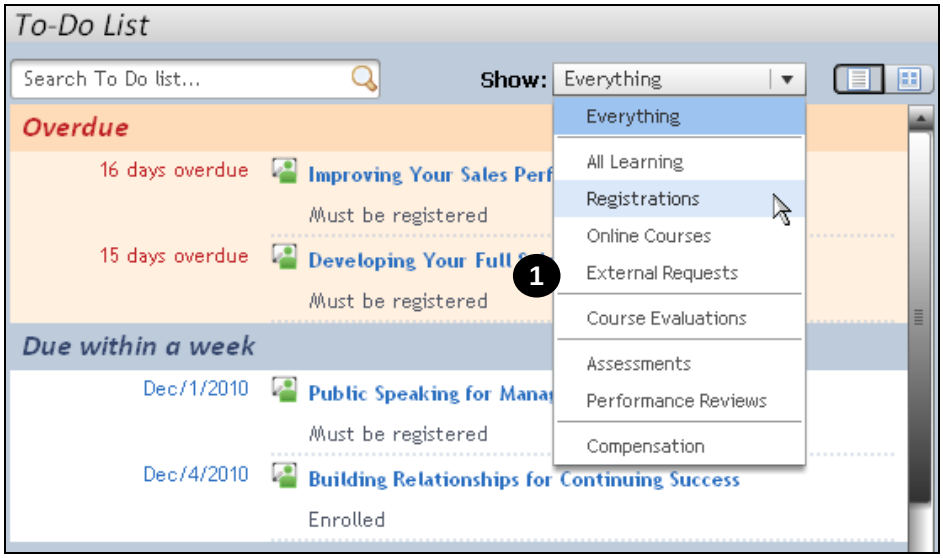
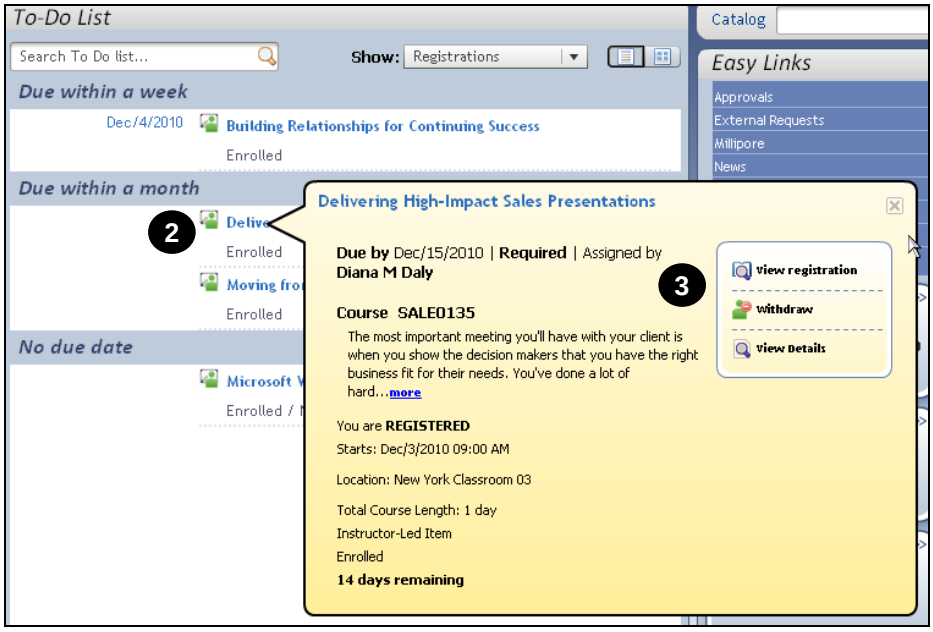
8 Select **Register** to immediately register into the scheduled offering.



Note: *Select the* ***Item Title*** *link for more information about the item. Select the* ***Description*** *link for additional information on the scheduled offering.*

9 10	Enter any comments in the **Registration Comments** field. Use this field for comments for the instructor, such as special needs. Select **Confirm**.	
	The confirmation screen appears, indicating your registration status.	

Task D. Confirm Registration

1	From the Home page, filter the To-Do List to show **Registrations**.	
2 3	Hover over the item you wish to check your registration. Select **View registration** for registration information.	

Notes