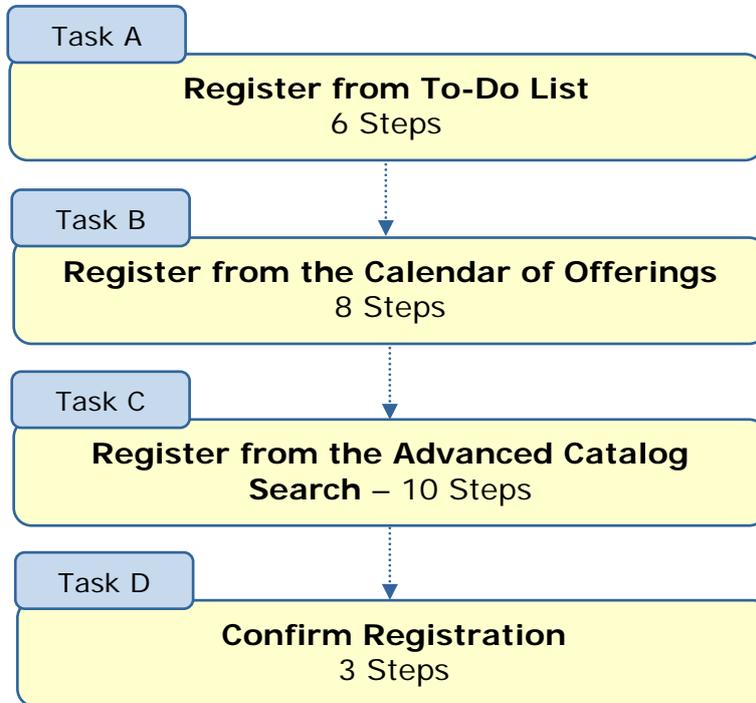


Job Aid: Self-Registering in a Scheduled Offering

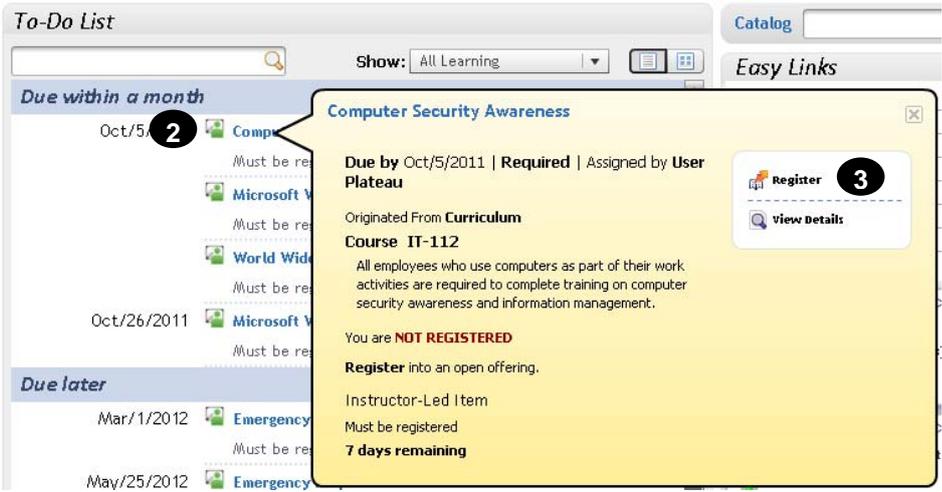
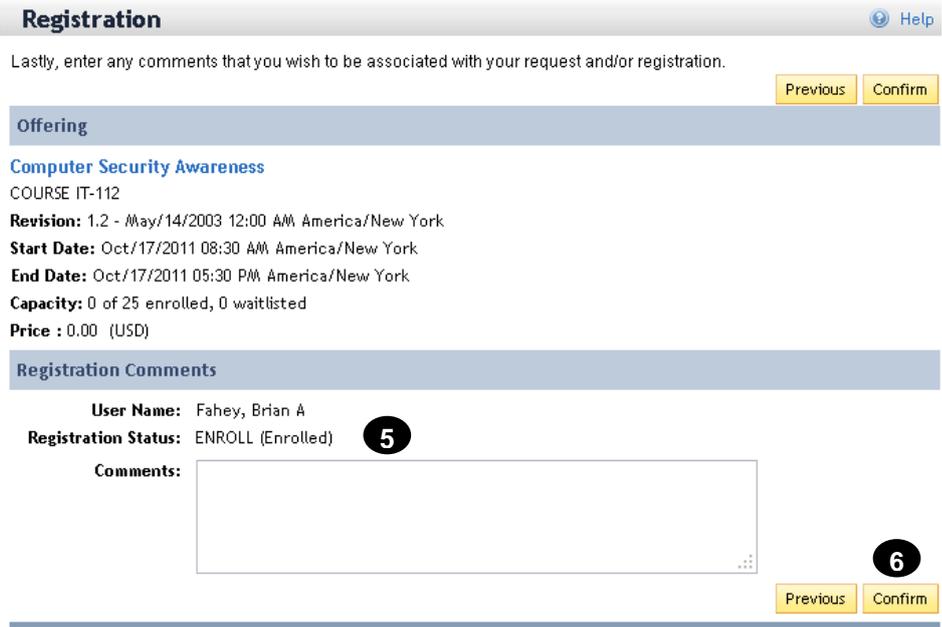
Purpose

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.



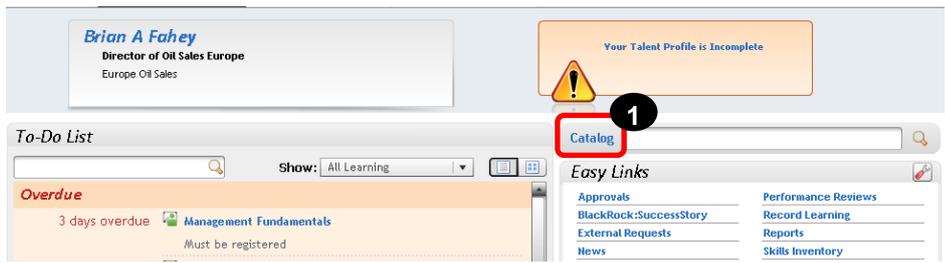
Task A. Register from the To-Do List

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

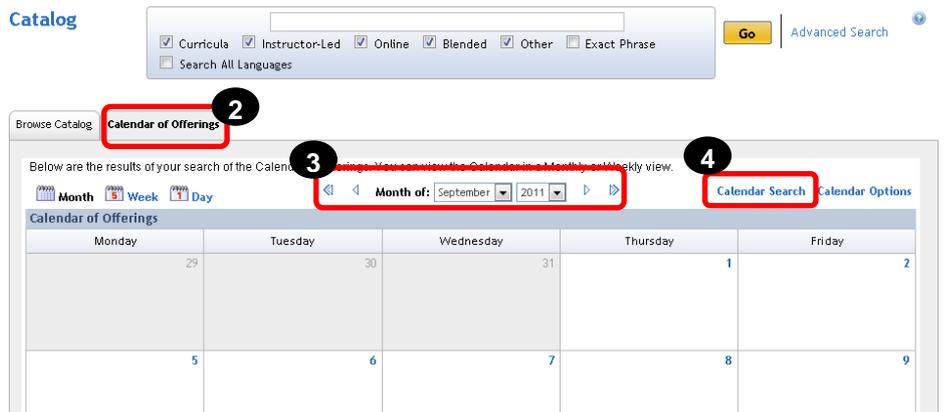
<p>2 Hover over the item into which you want to register.</p> <p>3 Click Register for registration information.</p>	 <p><i>Note: Click Request Schedule if there is no scheduled offering given at a convenient time. Enter the date and reason for the request.</i></p>
<p>4 Click Register for the corresponding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

Task B. Register from the Calendar of Offerings

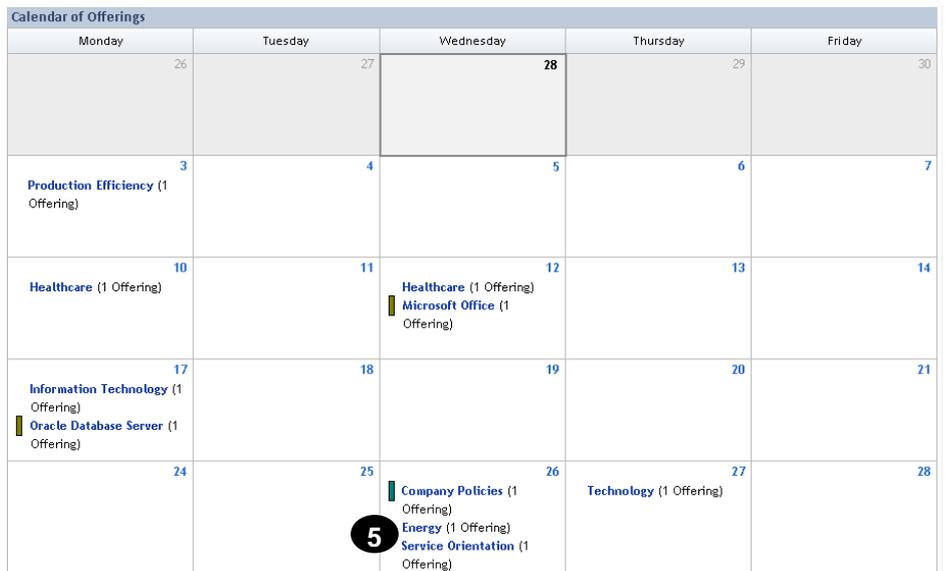
1 From the Home page, click the Catalog link.



2 Select the Calendar of Offerings tab.
3 Display the desired month by using the Month of drop-down menu or scroll through months using the arrows.
4 Click 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.
5 Click the Subject Area link.



Note: Subject areas may be color-coded.

6 Review the offerings and click Register for the corresponding offering.

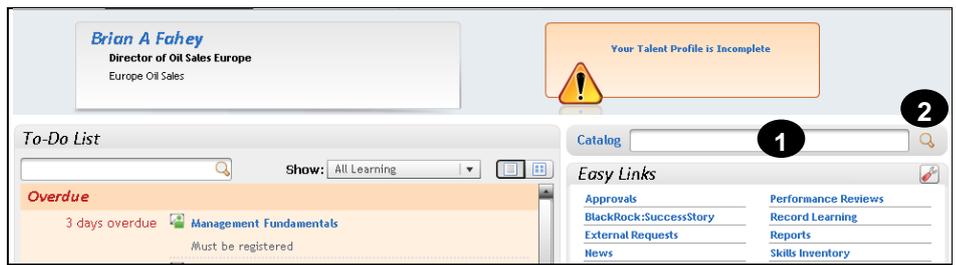


Note: Click the Title or Description link to view information about the item.

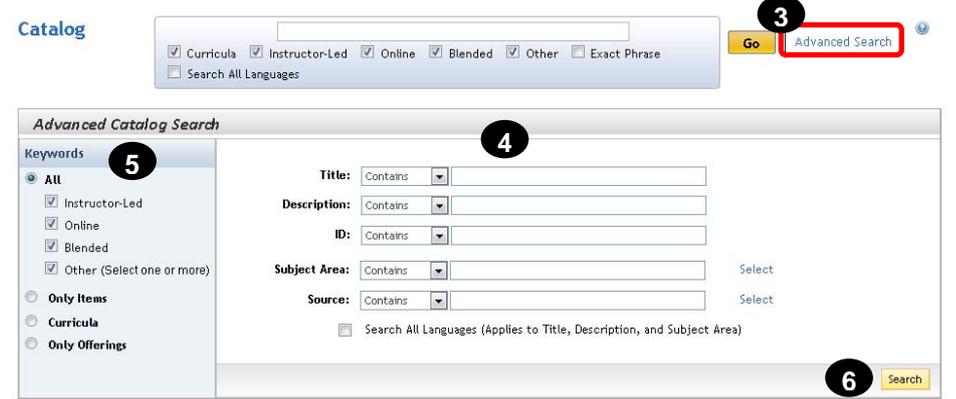
<p>7 Enter any comments in the Registration Comments field. Use this field for comments for the instructor, such as special needs.</p> <p>8 Click Confirm.</p>	
<p>A confirmation screen displays.</p>	

Task C. Register from the Advanced Catalog Search

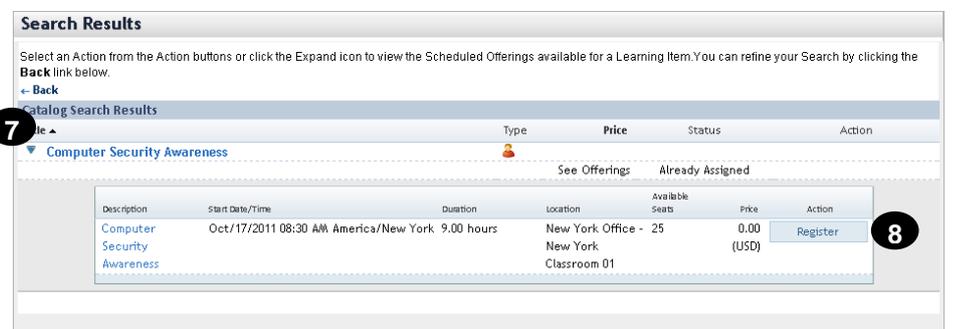
- 1 From the Home page, type a keyword in the Catalog search field.
- 2 Click the search icon (🔍).



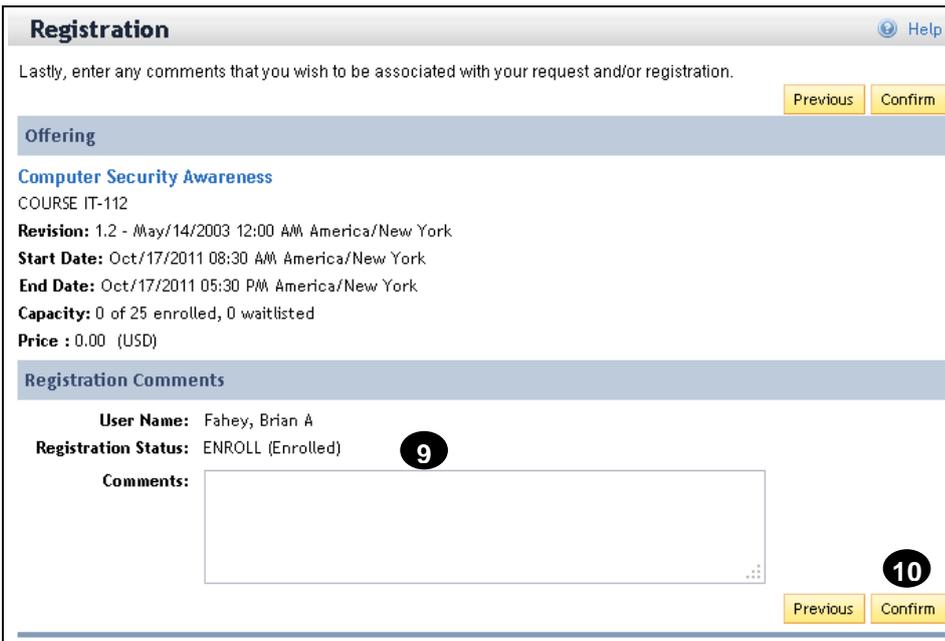
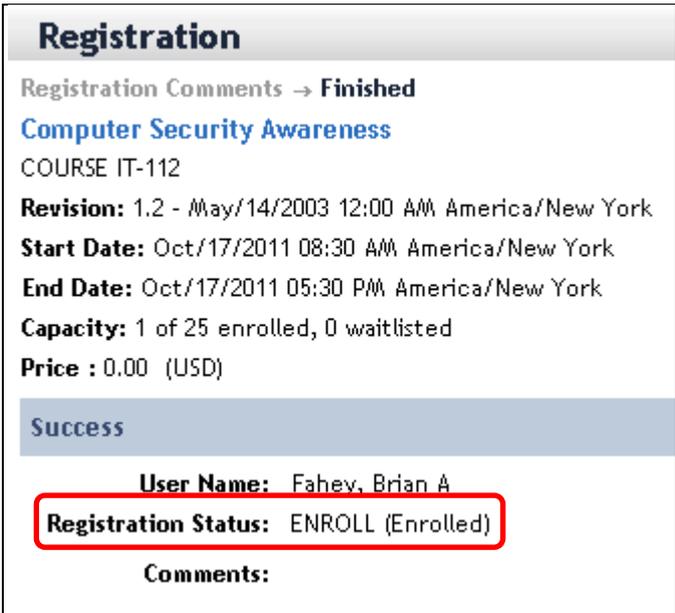
- 3 Click the Advanced Search link.
- 4 Enter *keywords* to search for in the item's title, description, ID, subject area, delivery method, and source fields.
- 5 Refine the search by selecting the desired Keywords radio buttons and checkboxes.
- 6 Click Search.



- 7 Click the expand icon (▶) to view offerings available for the item.
- 8 Click Register to immediately register into the scheduled offering.

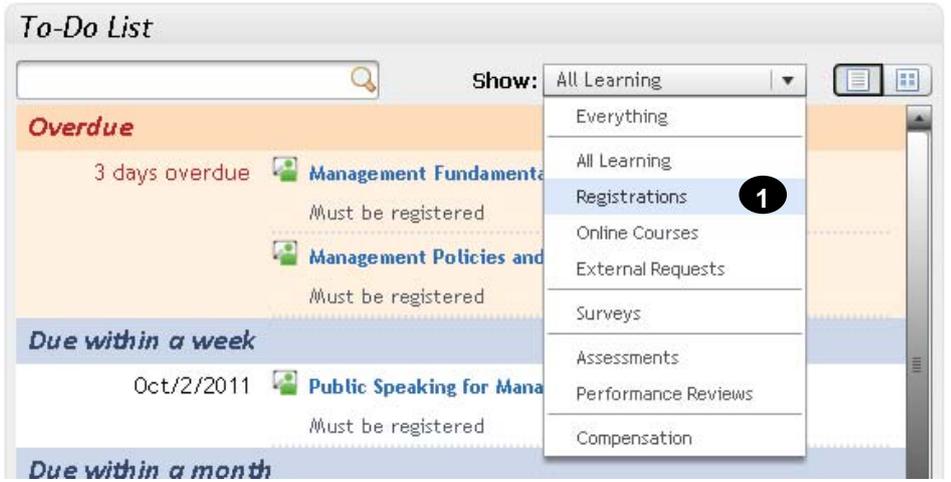


Note: Click the Item Title link for more information about the item. Click the Description link for additional information on the scheduled offering.

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

Task D. Confirm Registration

1 From the Home page, filter the To-Do List to show Registrations.



2 Hover over the item you wish to check your registration.
3 Click View registration for registration information.

