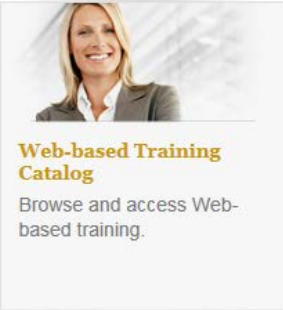



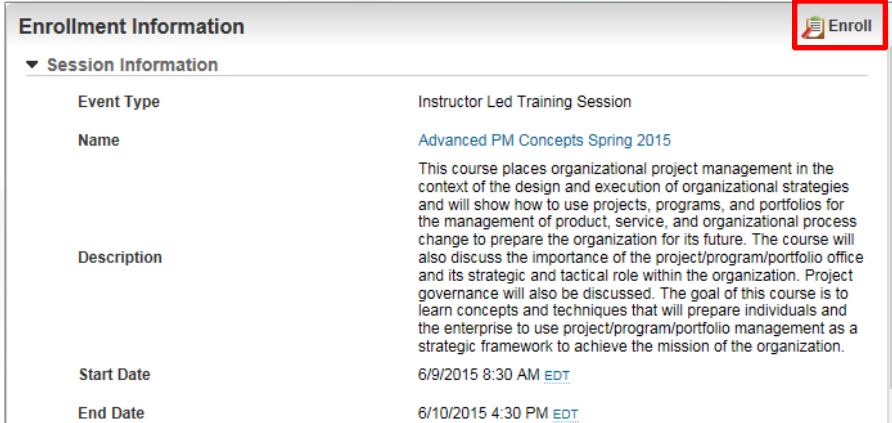
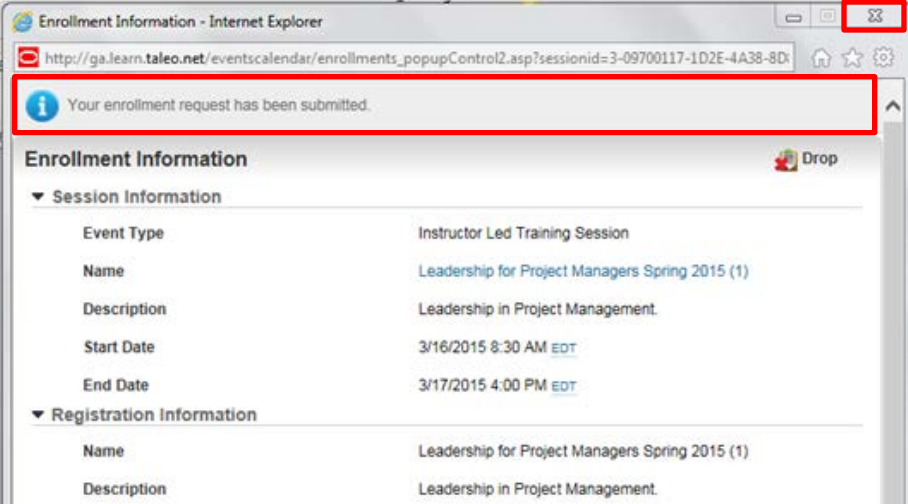
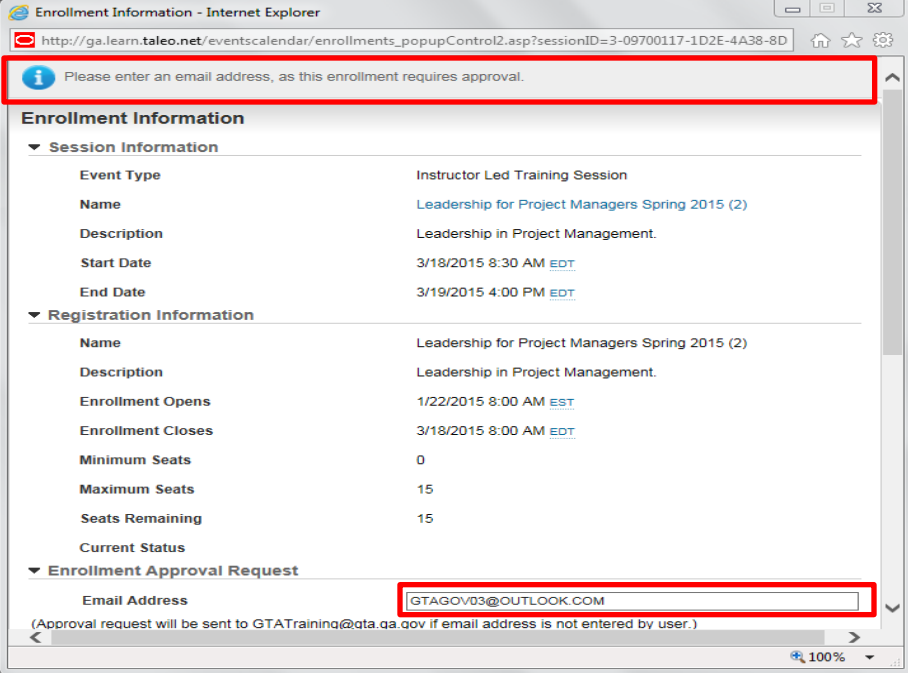



Methods and Procedures: How to Self-register for Courses (Employee)

STEP	ACTION	RESULT												
1	<p>From the Home screen:</p> <p>Locate the appropriate training catalog.</p>	<div style="display: flex; justify-content: space-around;"> <div data-bbox="451 478 732 785">  <p>Web-based Training Catalog Browse and access Web-based training.</p> </div> <div data-bbox="768 478 1049 785">  <p>Instructor-led Training Catalog View and enroll in Instructor-Led training.</p> </div> <div data-bbox="1084 478 1365 785">  <p>Course Catalog and Resources Browse our comprehensive catalog of all our courses along with additional learning resources.</p> </div> </div> <p>Web-based Catalog-includes all web-based training courses.</p> <p>Instructor-Led Training (Classroom/Vitual)-Includes all instructor-led and virtual instructor-led courses.</p> <p>Course Catalog and Resources-includes a PDF of all available trainings and Learning Center resources.</p>												
2	<p>Select applicable catalog for desired training type.</p>	<p>List of courses should display.</p> <p>Instructor-Led Training Catalog</p> <p>To register for currently available training, please view the current offerings listed below.</p> <div data-bbox="451 1171 1268 1738" style="border: 1px solid #ccc; padding: 10px;"> <p>Enrollments</p> <p>▸ Filters</p> <p>▼ Enrollments</p> <p>Primary Sort: Enrollment Name <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/></p> <p>Secondary Sort: Select Secondary Sort <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/></p> <p>22 enrollments available, showing 1-10 Page 1 of 3</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Cert.</th> <th>Event Name</th> <th>Event Description</th> <th>Enrollment Name ▲</th> <th>Enrollment Description</th> <th>Event Start Date/Tim</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Advanced PM Concepts Spring 2015</td> <td>This course places organizational project management in the context of the design and execution of organizational strategies and will show how to use projects, programs, and portfolios for</td> <td>Advanced PM Concepts Spring 2015</td> <td>This course places organizational project management in the context of the design and execution of organizational strategies and will show how to use projects, programs, and portfolios for</td> <td>6/9/2015 8:30 AM EDT</td> </tr> </tbody> </table> </div>	Cert.	Event Name	Event Description	Enrollment Name ▲	Enrollment Description	Event Start Date/Tim	1	Advanced PM Concepts Spring 2015	This course places organizational project management in the context of the design and execution of organizational strategies and will show how to use projects, programs, and portfolios for	Advanced PM Concepts Spring 2015	This course places organizational project management in the context of the design and execution of organizational strategies and will show how to use projects, programs, and portfolios for	6/9/2015 8:30 AM EDT
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3	<p>Select course by</p>	<p>Enrollment pop-up will display.</p>												

	<p>clicking course under Enrollment Name, and clicking </p>	
<p>4</p>	<p>Enrollment confirmation will display.</p> <p>Select X to close the window.</p>	<p>Enrollment box will close.</p> 
<p>5</p>	<p>Note: If the training requires supervisor approval, the user may need to enter the supervisor email (or verify prepopulated email is correct).</p>	

<p>6</p>	<p>Employee will receive an email confirming enrollment.</p>	<p>Approval for Leadership for Project Managers Spring 2015 (2) on3/18/2015 8:30 AM EDT ↑ ↓ ×</p> <p> GTATraining@gta.ga.gov (GTATraining@gta.ga.gov) 11:31 AM Actions ▾</p> <p>To: gtagov01@outlook.com ✉</p> <p>From: GTATraining@gta.ga.gov Sent: Thu 2/19/15 11:31 AM To: gtagov01@outlook.com</p> <p>Be careful! This sender failed our fraud detection checks. Show content</p> <p> <input checked="" type="checkbox"/> Accept <input type="checkbox"/> ? Tentative <input checked="" type="checkbox"/> Decline <input type="checkbox"/> Calendar </p> <p>When: Starts on 3/18/2015. Occurs every day until Thursday, March 19, 2015 from 8:30AM to 4:00PM.</p> <p>Dear Gov01 You have been approved for the Enrollment to Leadership for Project Managers Spring 2015 (2).</p>																																										
<p>7</p>	<p>To view all enrollments return to Home page.</p> <p>Click 'My Enrollments' on the left training panel.</p> <p>Current user enrollments are displayed in this area.</p>	<p>Employee enrollments and statuses are displayed.</p> <p>My Enrollments</p> <p>Access your current course enrollments, Learning Plans, Assignments and External training here.</p> <p>Enrollments</p> <p>Change your viewing preferences</p> <table border="1"> <thead> <tr> <th>Event Type</th> <th>Enrollment Event</th> <th>Enrollment Name</th> <th>Date Start</th> <th>Date End</th> <th>Status</th> <th>Roster</th> </tr> </thead> <tbody> <tr> <td colspan="7">Current Enrollments</td> </tr> <tr> <td>Instructor Led Training Session</td> <td>ITIL Training</td> <td>ITIL Training</td> <td>2/19/2015 8:00 AM EST</td> <td>2/20/2015 8:00 AM EST</td> <td>Approved</td> <td>Roster Not Available</td> </tr> <tr> <td colspan="7">Future Enrollments</td> </tr> <tr> <td>Instructor Led Training Session</td> <td>Leadership for Project Managers Spring 2015 (1)</td> <td>Leadership for Project Managers Spring 2015 (1)</td> <td>3/16/2015 8:30 AM EDT</td> <td>3/17/2015 4:00 PM EDT</td> <td>Approved</td> <td>Roster Not Available</td> </tr> <tr> <td>Instructor Led Training Session</td> <td>Leadership for Project Managers Spring 2015 (2)</td> <td>Leadership for Project Managers Spring 2015 (2)</td> <td>3/18/2015 8:30 AM EDT</td> <td>3/19/2015 4:00 PM EDT</td> <td>Pending Approval</td> <td>Roster Not Available</td> </tr> </tbody> </table>	Event Type	Enrollment Event	Enrollment Name	Date Start	Date End	Status	Roster	Current Enrollments							Instructor Led Training Session	ITIL Training	ITIL Training	2/19/2015 8:00 AM EST	2/20/2015 8:00 AM EST	Approved	Roster Not Available	Future Enrollments							Instructor Led Training Session	Leadership for Project Managers Spring 2015 (1)	Leadership for Project Managers Spring 2015 (1)	3/16/2015 8:30 AM EDT	3/17/2015 4:00 PM EDT	Approved	Roster Not Available	Instructor Led Training Session	Leadership for Project Managers Spring 2015 (2)	Leadership for Project Managers Spring 2015 (2)	3/18/2015 8:30 AM EDT	3/19/2015 4:00 PM EDT	Pending Approval	Roster Not Available
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	<p>End of Method and/or Procedure</p>	<p>Users do not have to register (get approval) for WBT. For more information on WBT see the Completing WBT Methods and Procedures document.</p>																																										