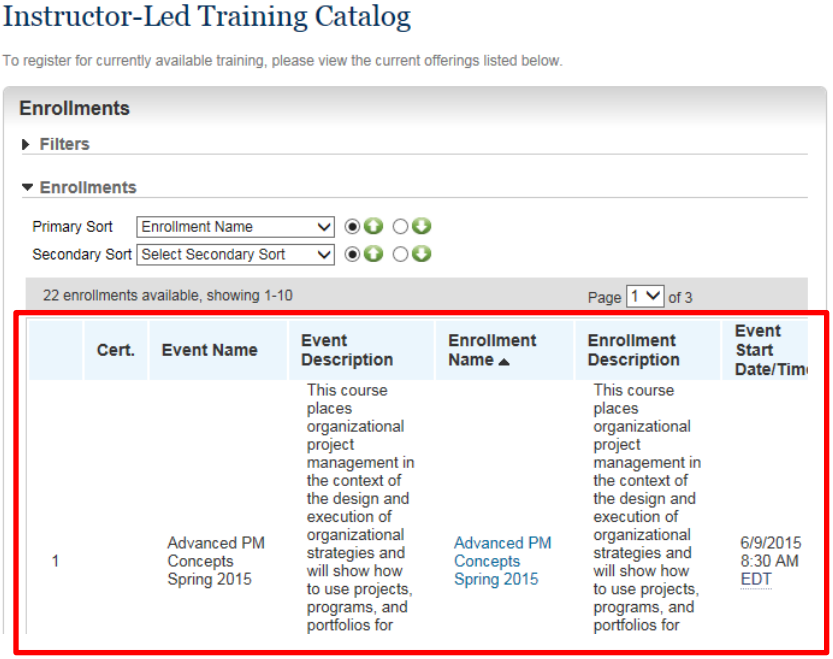
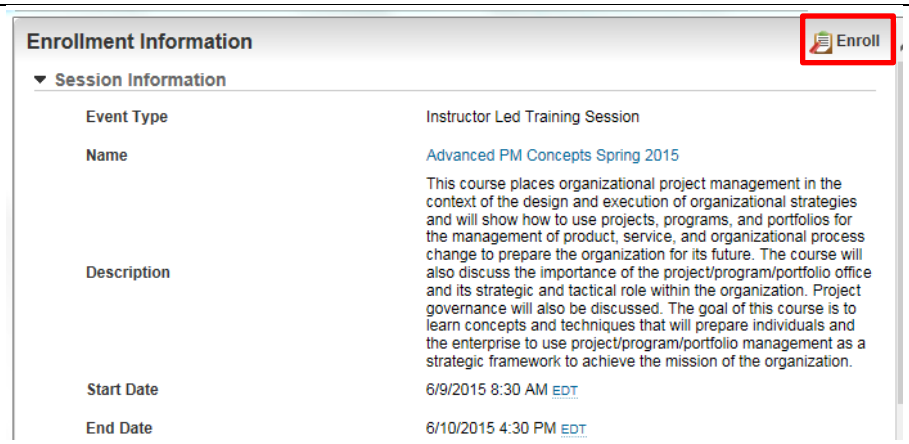
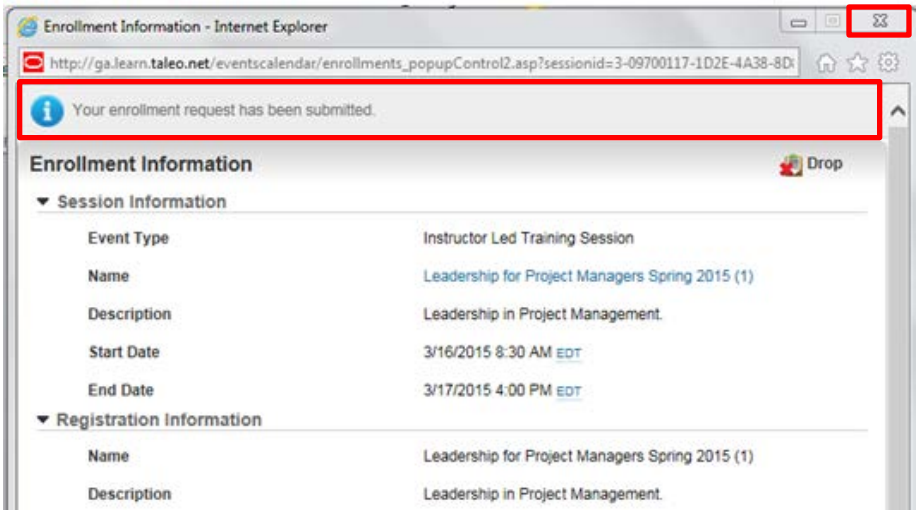
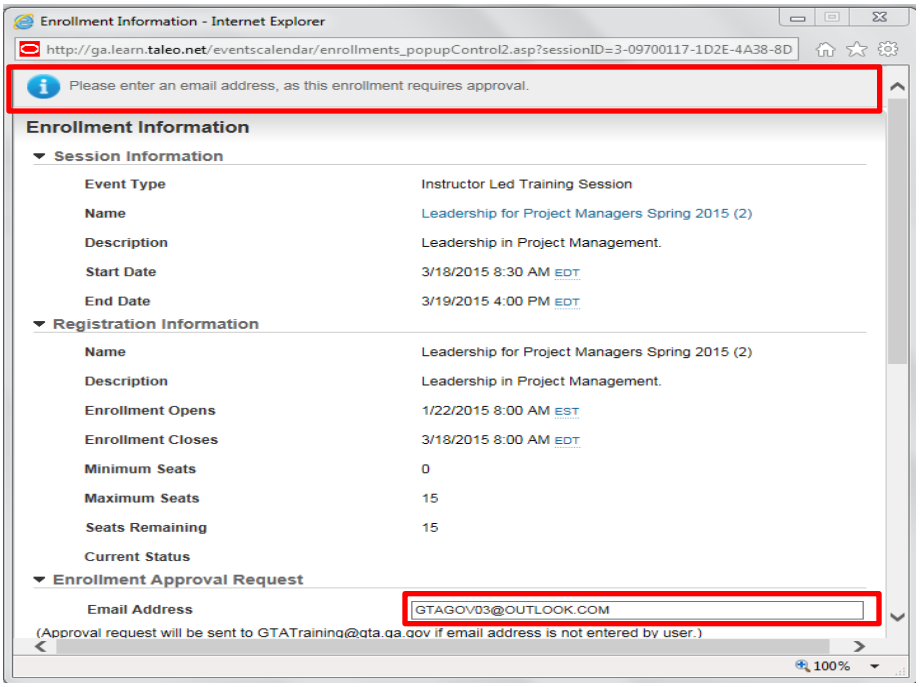
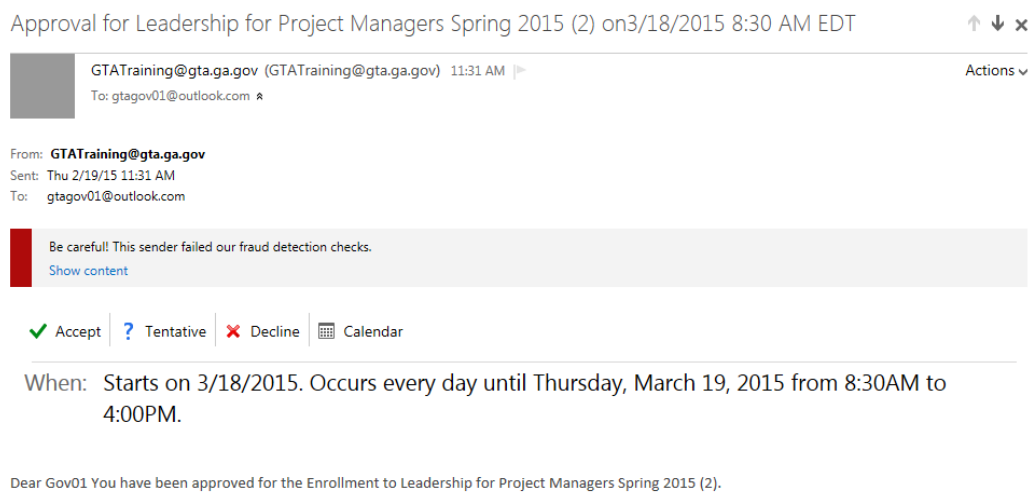
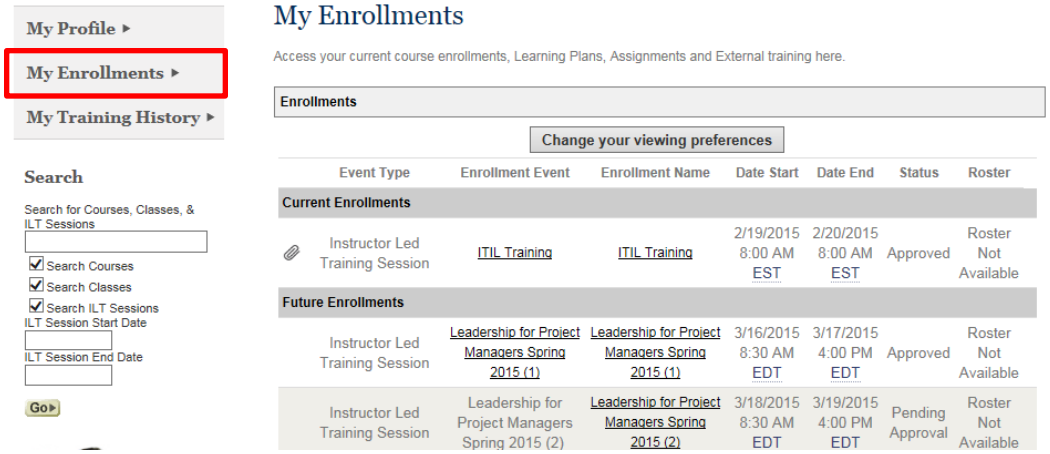
GTA Learning Center

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

STEP	ACTION	RESULT
1	From the **Home** screen: Locate the appropriate training catalog.	 **Web-based Catalog-includes all web-based training courses.** **Instructor-Led Training (Classroom/Vitual)-Includes all instructor-led and virtual instructor-led courses.** **Course Catalog and Resources-includes a PDF of all available tranings and Learning Center resources.**
2	Select applicable catalog for desired training type.	**List of courses should display.** 
3	Select course by	**Enrollment pop-up will display.**

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

6	Employee will receive an email confirming enrollment.	
7	To view all enrollments return to **Home** page. Click '**My Enrollments'** on the left training panel. Current user enrollments are displayed in this area.	**Employee enrollments and statuses are displayed.** 
	End of Method and/or Procedure	**Users do not have to register (get approval) for WBT. For more information on WBT see the Completing WBT Methods and Procedures document.**