


Methods and Procedures: How to Download Course Materials

STEP	ACTION	RESULT																																																																		
1	<p>Click the Instructor-led Training Catalog on the Home Page</p> <p>*Repeat these steps for Web-based Training and Virtual Instructor-led Training</p>	<p>List of Instructor-led Training Courses displays.</p>  <p>The screenshot displays the 'Instructor-Led Training Catalog' page. At the top, there is a navigation bar with links for Home, FAQs, Contact Us, and Logout. Below this is a search section with a search bar and checkboxes for 'Search Courses', 'Search Classes', and 'Search ILT Sessions'. The main content area features a table of 10 training courses. The table has columns for Enrollment Name, Event Start Date/Time, Event End Date/Time, Event Location, Seats Available, and Actions. The courses listed are:</p> <table border="1"> <thead> <tr> <th>Enrollment</th> <th>Event Start Date/Time</th> <th>Event End Date/Time</th> <th>Event Location</th> <th>Seats Available</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td>1 Advanced PM Concepts Spring 2015</td> <td>6/9/2015 8:30 AM EDT</td> <td>6/10/2015 4:30 PM EDT</td> <td>GTA/Health Building</td> <td>15</td> <td>[Link]</td> </tr> <tr> <td>2 Advanced Training Spring 2015</td> <td>4/29/2015 1:00 PM EDT</td> <td>4/29/2015 4:30 PM EDT</td> <td>GTA/Health Building</td> <td>10</td> <td>[Link]</td> </tr> <tr> <td>3 Building Project Relationships Spring 2015</td> <td>4/15/2015 8:30 AM EDT</td> <td>4/16/2015 4:30 PM EDT</td> <td>GTA/Health Building</td> <td>15</td> <td>[Link]</td> </tr> <tr> <td>4 Editors Training Spring 2015</td> <td>4/22/2015 1:00 PM EDT</td> <td>4/22/2015 4:30 PM EDT</td> <td>GTA/Health Building</td> <td>10</td> <td>[Link]</td> </tr> <tr> <td>5 FT Project Training 2015 (1)</td> <td>2/23/2015 8:00 AM EST</td> <td>2/27/2015 4:00 PM EST</td> <td>GTA/Health Building</td> <td>29</td> <td></td> </tr> <tr> <td>6 Identifying and Managing Risk Spring 2015</td> <td>5/26/2015 8:30 AM EDT</td> <td>5/27/2015 4:30 PM EDT</td> <td>GTA/Health Building</td> <td>15</td> <td>[Link]</td> </tr> <tr> <td>7 ITIL Training</td> <td>2/17/2015 8:00 AM EST</td> <td>2/18/2015 8:00 AM EST</td> <td></td> <td>27</td> <td>[Link]</td> </tr> <tr> <td>8 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>GTA/Health Building</td> <td>13</td> <td></td> </tr> <tr> <td>9 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>GTA/Health Building</td> <td>15</td> <td></td> </tr> <tr> <td>10 Managing Organizational Change Spring 2015</td> <td>4/1/2015 8:30 AM EDT</td> <td>4/2/2015 4:00 PM EDT</td> <td>GTA/Health Building</td> <td>15</td> <td>[Link]</td> </tr> </tbody> </table>	Enrollment	Event Start Date/Time	Event End Date/Time	Event Location	Seats Available	Actions	1 Advanced PM Concepts Spring 2015	6/9/2015 8:30 AM EDT	6/10/2015 4:30 PM EDT	GTA/Health Building	15	[Link]	2 Advanced Training Spring 2015	4/29/2015 1:00 PM EDT	4/29/2015 4:30 PM EDT	GTA/Health Building	10	[Link]	3 Building Project Relationships Spring 2015	4/15/2015 8:30 AM EDT	4/16/2015 4:30 PM EDT	GTA/Health Building	15	[Link]	4 Editors Training Spring 2015	4/22/2015 1:00 PM EDT	4/22/2015 4:30 PM EDT	GTA/Health Building	10	[Link]	5 FT Project Training 2015 (1)	2/23/2015 8:00 AM EST	2/27/2015 4:00 PM EST	GTA/Health Building	29		6 Identifying and Managing Risk Spring 2015	5/26/2015 8:30 AM EDT	5/27/2015 4:30 PM EDT	GTA/Health Building	15	[Link]	7 ITIL Training	2/17/2015 8:00 AM EST	2/18/2015 8:00 AM EST		27	[Link]	8 Leadership for Project Managers Spring 2015 (1)	3/16/2015 8:30 AM EDT	3/17/2015 4:00 PM EDT	GTA/Health Building	13		9 Leadership for Project Managers Spring 2015 (2)	3/18/2015 8:30 AM EDT	3/19/2015 4:00 PM EDT	GTA/Health Building	15		10 Managing Organizational Change Spring 2015	4/1/2015 8:30 AM EDT	4/2/2015 4:00 PM EDT	GTA/Health Building	15	[Link]
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2	Click the course name under the Enrollment Name column.	The Enrollment Information page displays.																																																																		

- My Profile ▶
- My Enrollments ▶
- My Training History ▶

Search

Search for Courses, Classes, & ILT Sessions

- Search Courses
 - Search Classes
 - Search ILT Sessions
- ILT Session Start Date
- ILT Session End Date

Go ▶

Instructor-Led Training Catalog

To register for currently available training, please view the current offerings listed below.

Enrollments

▶ Filters

▼ Enrollments

Primary Sort

Secondary Sort

22 enrollments available, showing 1-10 Page 1 of 3

	Enrollment Name	Event Start Date/Time	Event End Date/Time	Event Location	Seats Available	Actions
1	Advanced PM Concepts Spring 2015	6/9/2015 8:30 AM EDT	6/10/2015 4:30 PM EDT	GTA/Health Building	15	
2	Advanced Training Spring 2015	4/29/2015 1:00 PM EDT	4/29/2015 4:30 PM EDT	GTA/Health Building	10	

Enrollment Information

Enroll

▼ Session Information

Event Type	Instructor Led Training Session
Name	Advanced PM Concepts Spring 2015
Description	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 the management of product, service, and organizational process change to prepare the organization for its future. The course will also discuss the importance of the project/program/portfolio office and its strategic and tactical role within the organization. Project governance will also be discussed. The goal of this course is to learn concepts and techniques that will prepare individuals and the enterprise to use project/program/portfolio management as a strategic framework to achieve the mission of the organization.
Start Date	6/9/2015 8:30 AM EDT
End Date	6/10/2015 4:30 PM EDT

▼ Registration Information

Name	Advanced PM Concepts Spring 2015
Description	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 the management of product, service, and organizational process change to prepare the organization for its future. The course will also discuss the importance of the project/program/portfolio office and its strategic and tactical role within the organization. Project governance will also be discussed. The goal of this course is to learn concepts and techniques that will prepare individuals and the enterprise to use project/program/portfolio management as a strategic framework to achieve the mission of the organization.
Enrollment Opens	1/30/2015 8:00 AM EST
Enrollment Closes	6/5/2015 8:00 AM EDT
Minimum Seats	0
Maximum Seats	15
Seats Remaining	13
Current Status	User Dropped
view attachment	

▶ Admin Contacts

▼ Properties

Standard Fields


Author	
Series Name	
Series Number	
Seats Remaining	13
Current Status	User Dropped
view attachment	
▶ Admin Contacts	

The Enrollment Attachments page should display.

3

Click next to 'view attachments'.

		<div style="border: 1px solid #ccc; padding: 5px;"> <p>Attachments ✕</p> <p>Enrollment Attachments - Advanced PM Concepts Spring 2015</p> <p>▼ Enrollment Attachments</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #e1f5fe;"> <th>Filename</th> <th>Type</th> <th>Size</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>Advanced_PM_Concepts__Course_Material.pdf</td> <td>pdf</td> <td>3367.12890625 KB</td> <td style="text-align: center;">📄</td> </tr> </tbody> </table> </div>	Filename	Type	Size	Action	Advanced_PM_Concepts__Course_Material.pdf	pdf	3367.12890625 KB	📄
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Advanced_PM_Concepts__Course_Material.pdf	pdf	3367.12890625 KB	📄							

4 Click  **'Preview Attachment'** under the **Actions** column.

Save the file to the desired location.

The file opens in a new window.



End of Procedure/Method

In some cases users may have to save the file to their computer before it can be viewed. After selecting 'Preview Attachment' the Save As file management screen should display. Simply save the file to the desired location on your computer and access it from there.