

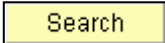

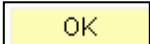

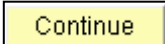
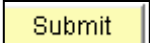



How to Register for an Open Session

Step	Action
1.	Click the Self Service link.
2.	Click the Learning and Development link.
3.	Click the Request Training Enrollment link. 
4.	Click the Search by Course Name link. 
5.	Enter the Course Name or leave blank.
6.	Click the Search button. 
7.	To view course description, agenda, prerequisites, etc, click the Details button. 
8.	Scroll down the page to view all details.
9.	Click the OK button. 
10.	Click the View Available Sessions link to register. 
11.	The Session Number link will only display for sessions with available seats.
12.	Click the active Session Number link.
13.	Confirm the Location and Time before registering. If this is not the location/date you were planning to attend, Click Return to Course Search below.
14.	Click Continue 
15.	Click the Submit button. 
16.	Your registration is confirmed. Click the OK button.  Note: You will receive a confirmation email immediately, and a reminder email 5 days prior to the session start date.
17.	Click the Sign out button.
18.	End of Procedure.