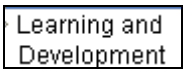
How to View the Course Registration Summary

Step	Action
1.	Click the **Self Service** link.
2.	Click the **Learning and Development** link. 
3.	Click the **Training Summary** link.
4.	The Training Summary Page provides information regarding training registration and status. The columns display course name and date/location information as well as registration status in the last column.
5.	To view course details, click the applicable course name link.
6.	The Course Detail page displays the course description, agenda, and details about the session. Click OK to return to previous page.
7.	**End of Procedure.**