

1 Register for Training

After you find a course you are interested in, add the course to your **Shopping Cart**. The **Shopping Cart** is available from the **Course Catalog** in the upper right-hand corner.

1.1 Shopping Cart

The **Shopping Cart** lets you store the courses you want to take until you're ready to register.

You can add courses to your **Shopping Cart**, just like you would add items in an online store. If you later decide that you do not want to enroll in one of the courses, you can remove it from your cart before you register.

1.1.1 Add a course

Once you decide to enroll in a course, use the “Add to Cart” button on the course’s tile, which appears in the **Course Catalog**:

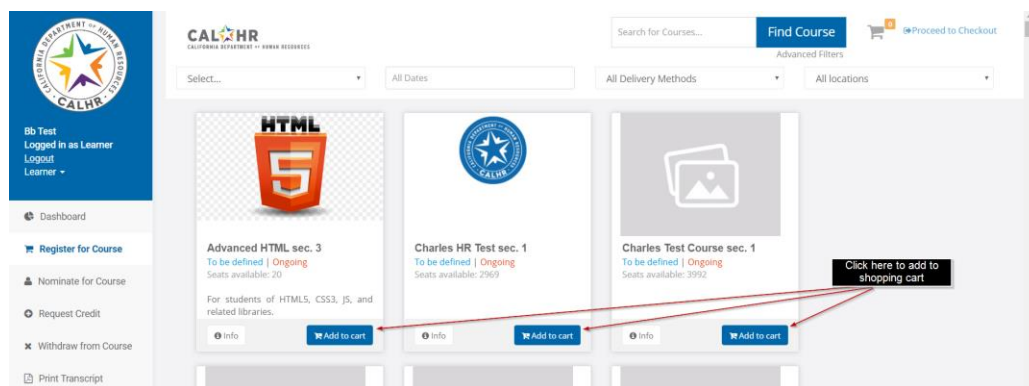


Figure 1: Course Catalog (Add to Shopping Cart)

You can also add a course another way if you use the “Info” button. You will see a **Detailed View** with additional details about the course. You can use the “Add to Cart” button at the bottom right-hand corner of the **Detailed View**.

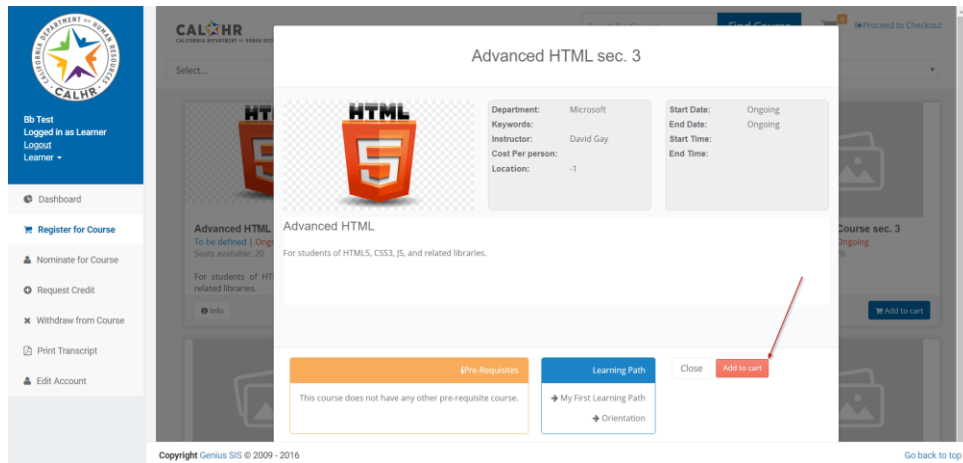


Figure 2: Detailed View (Add to Cart)

1.1.2 Fill out the Course Request Form

After you add a course to your **Shopping Cart**, you will see the **Course Request Form**. Choose one or more of the reasons listed for taking the training. You can also use this form to request a reasonable accommodation. Use the “**Confirm Request**” button when you’re done.

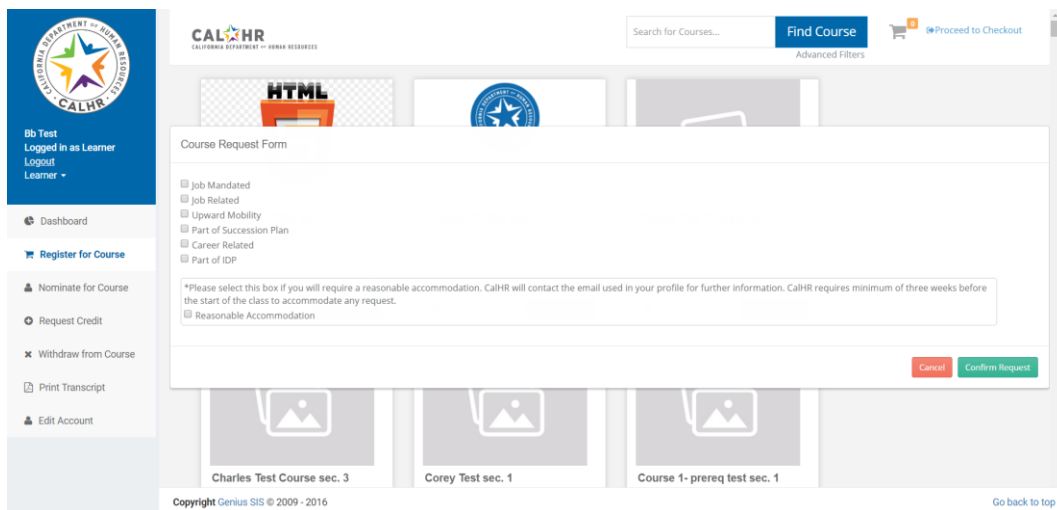


Figure 3: Course Request Form

Now that you have a request in your cart, the number over the **Shopping Cart** icon changes to show the number of courses in the cart:

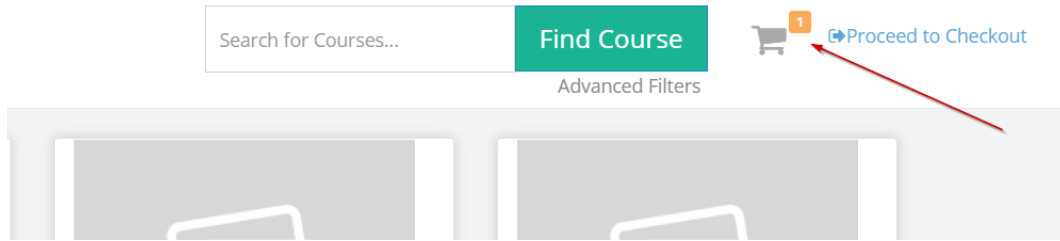


Figure 4: Course Catalog (Shopping Cart)

1.1.3 View the Shopping Cart

From the **Course Catalog**, use the **Shopping Cart** icon on the top right of your screen.

You'll see the contents of your shopping cart, and you can review your selection and remove courses as required before checking out:

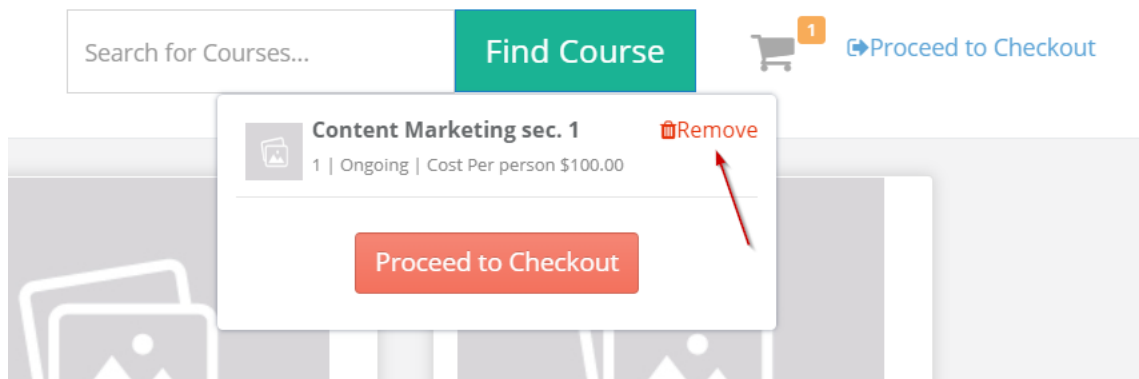


Figure 5: Course Catalog (Shopping Cart Contents)

1.1.4 Remove a course

There are two ways to remove a course from your shopping cart.

On the **Course Catalog**, use the Cart icon. Use the "Remove" link next to each course to remove the course from your selection.

Or you can use the "Proceed to Checkout" link next to the Cart icon. You'll see the contents of your shopping cart. Use the "Remove" button next to each course to remove the course:

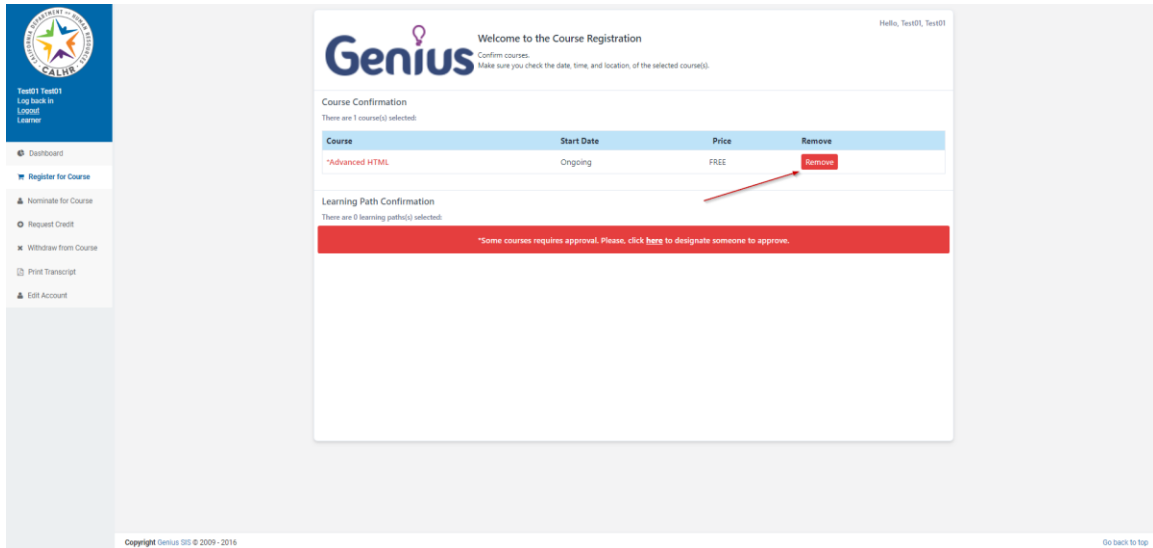


Figure 6: Course Confirmation (Remove Course)

1.2 Check Out

Once you have courses in your shopping cart, you are ready to check out. You need to go to the **Course Catalog**. If necessary, use the “Register for Course” link on the left-hand side of the screen to return to the **Course Catalog**.

From the **Course Catalog**, use “Proceed to Checkout” in the upper right-hand corner. Alternatively, use the **Shopping Cart** icon on the top right of your screen. You’ll see a snapshot of your shopping cart and a button to “Proceed to Checkout”:

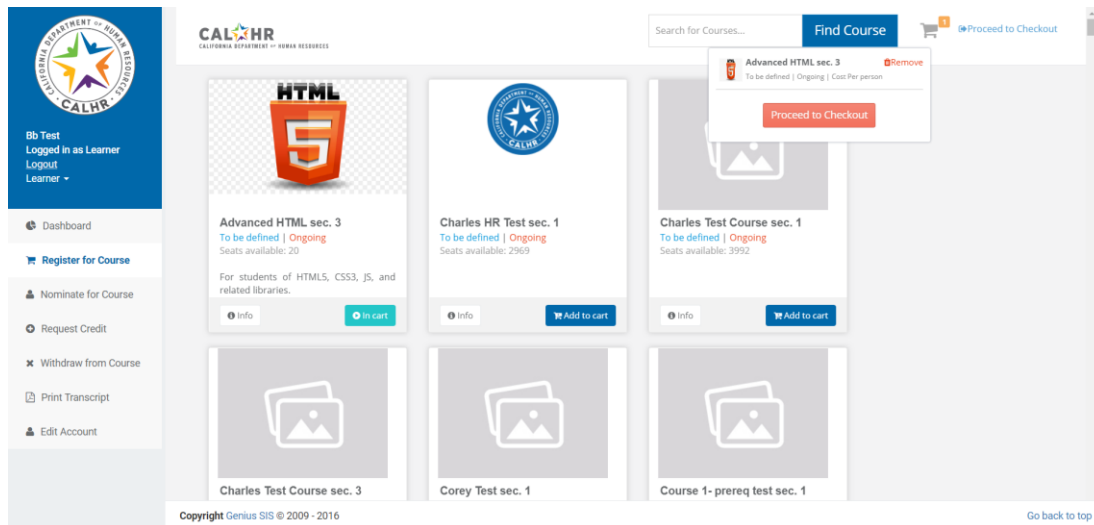


Figure 7: Course Catalog (Proceed to Checkout)

Use “Proceed to Checkout,” and you will see the **Course Confirmation**. Your registration is almost done! You’re not registered yet, though.

- Approval may be required (approval is always required for non-free classes).
- You are not registered until you use the “Confirm Registration” button.

1.2.1 Approver information may be required

For CalHR and SPB users, approver information is never required. The system knows who your approver is supposed to be.

For other users, if the course requires approval, you’ll see a message with a link to designate someone to approve your training.

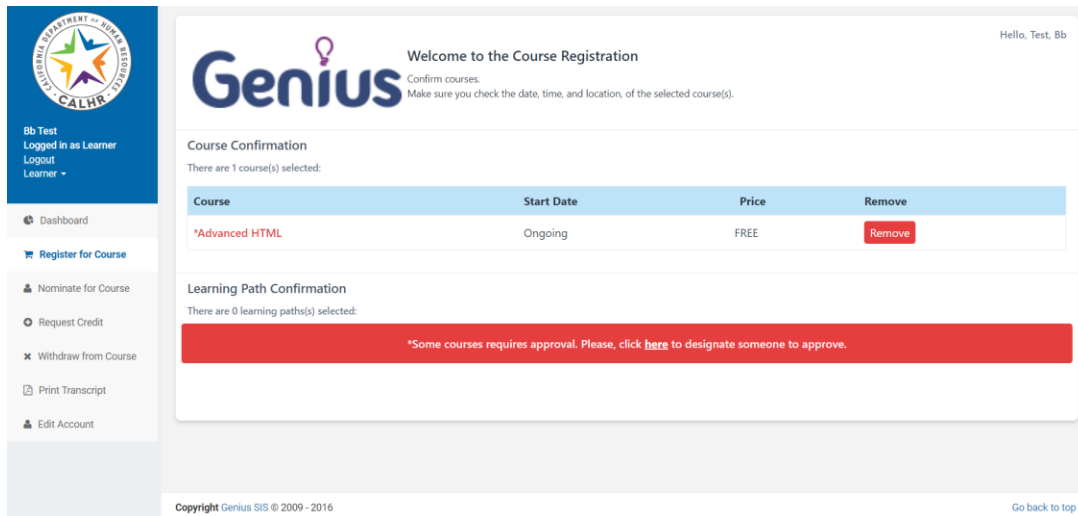


Figure 8: Course Confirmation

Q: Who should I put as my approver?

A: If you are a state employee, check with your supervisor, and always follow your department’s training policy and guidelines. Some departments require the Human Resources office or a training coordinator approve training for all employees. **If you fail to follow the policy of your department, your training may be cancelled.**

If you are not a state employee, follow the processes established by your employer. You can take training by designating yourself as the approver as well, provided you pay for the training through an approved method (pay card or check).

1.2.2 Confirm Registration

You are not registered until you use the “Confirm Registration” button.

If approval is required, at this point an email will be sent to the approver you designated. You will be registered when the approver approves your training request. Once your request is approved, you will receive an email confirming your enrollment in the course.

1.3 Troubleshoot Registration

You might register for a course, only to find it doesn’t show up, or you may find yourself registered for courses you did not sign up for.

1.3.1 Course doesn’t show on Learner Dashboard

Your registration is not instant. If approval is required, the course will be shown as Pending. You can see your Pending Courses and Active Courses on your **Learner Dashboard**:

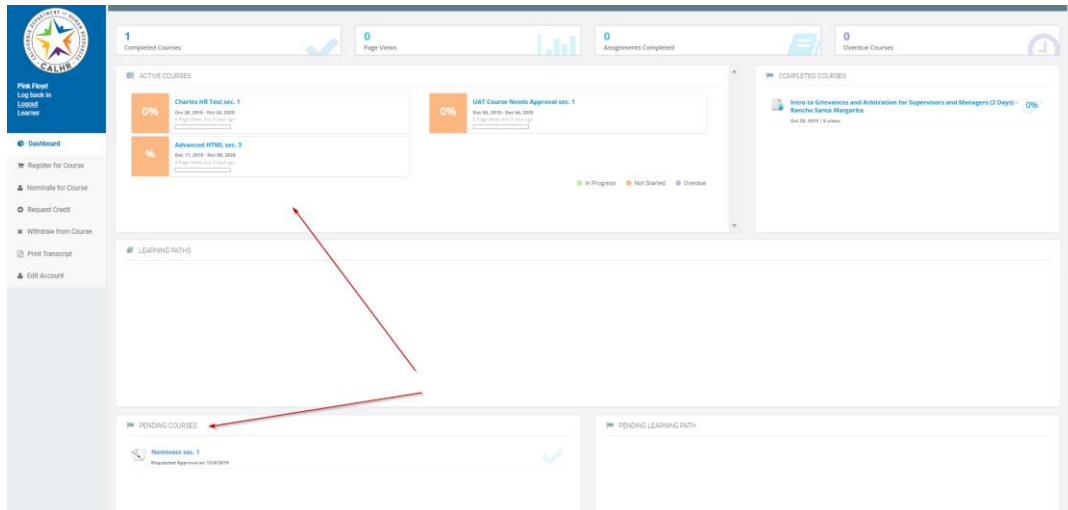


Figure 9: Learner Dashboard (Active and Pending Courses)

Your course will not appear on your **Learner Dashboard** until that approval process is completed by the appropriate people.

1.3.2 Registered for courses you didn't sign up for

Managers (and instructors) can register you for training. If you are enrolled in a set of courses you did not sign up for, it is possible that your manager registered you for those courses.

1.3.3 Registered for Learning Path courses you didn't sign up for

Some courses may work together to form a Learning Path, starting with an introductory course and with one course leading to the next until you reach the end of the path.

When you sign up for a Learning Path, as you complete each class, you will be registered for the next class in the path.

