CALIFORNIA STATE UNIVERSITY, FULLERTON

Division of Administration and Finance
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Registering for an ILT Class

These instructions cover how to register for an instructor led (in-person) training and how to find and register for an ILT course from the Training Schedule calendar.

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Registering for an ILT Class

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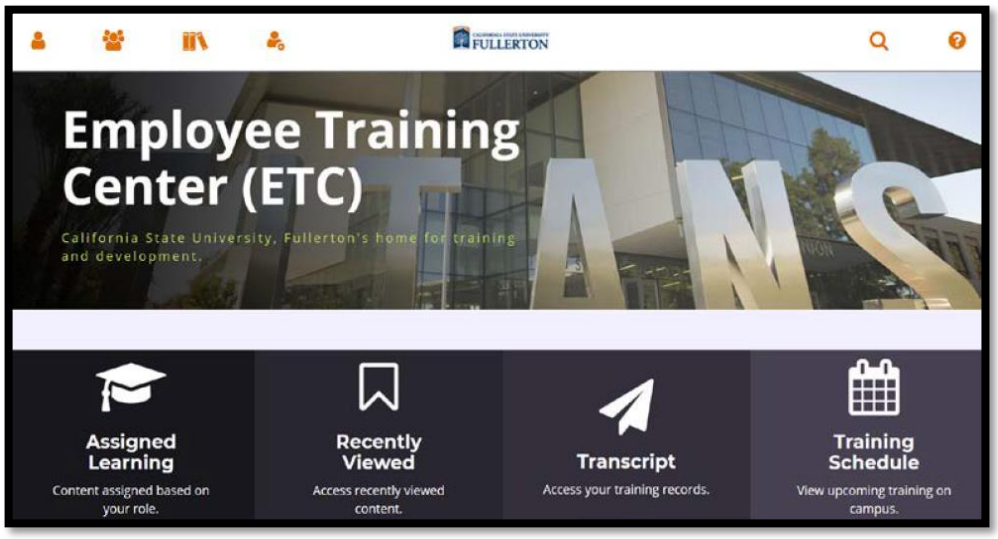
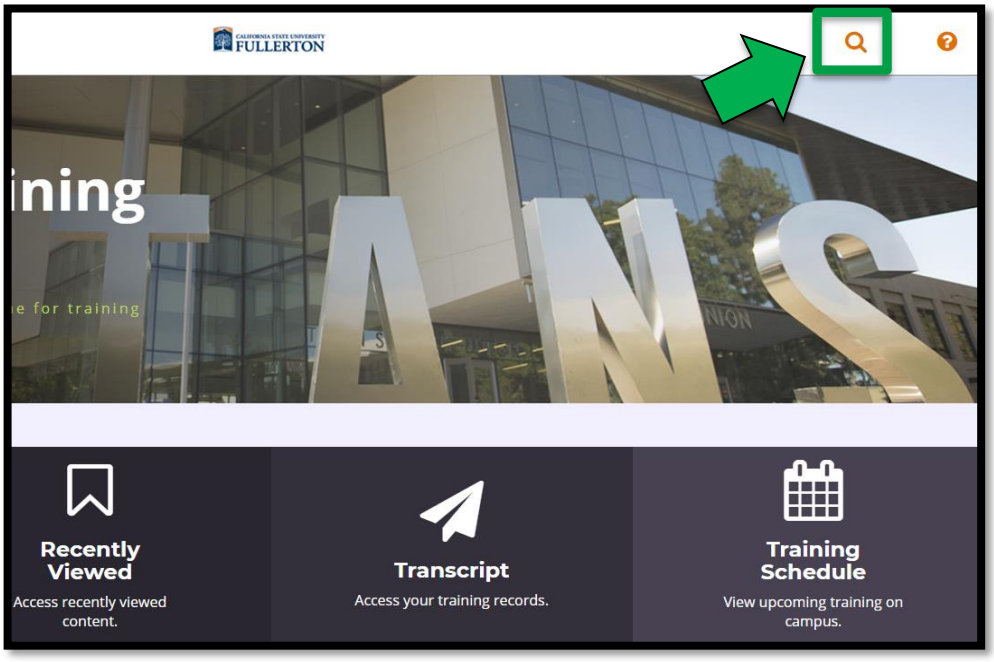
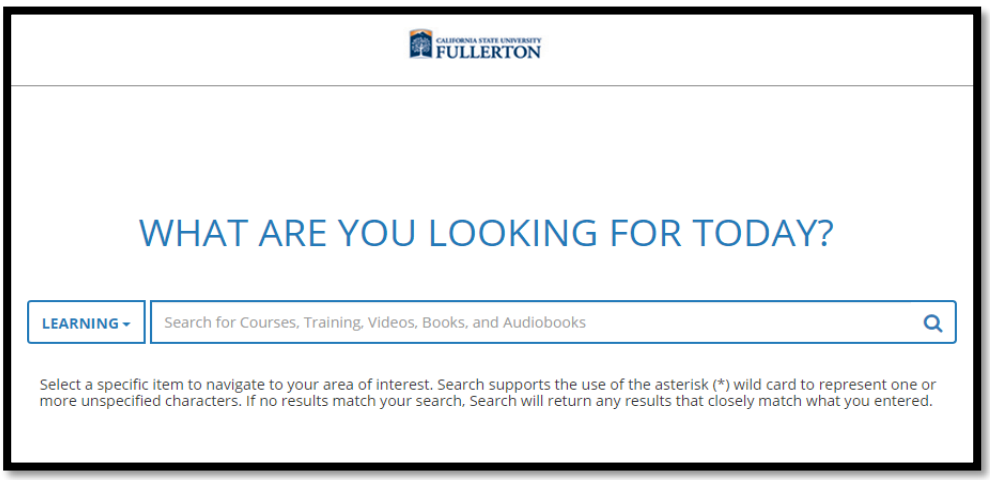
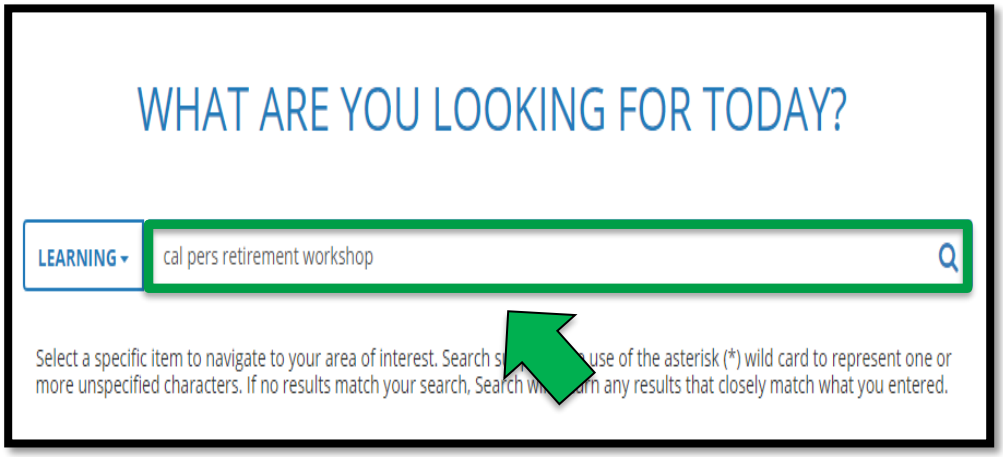
<u>Step 1:</u> Login to the **Employee Training Center (ETC)** Dashboard.	
<u>Step 2:</u> Click the **Search** icon in the top right corner.	

Processing Step	Screen Shots
<u>Step 3:</u> You will be taken to a search page.	
<u>Step 4:</u> Type the name of the course you are interested in. Please be specific with the course name.	

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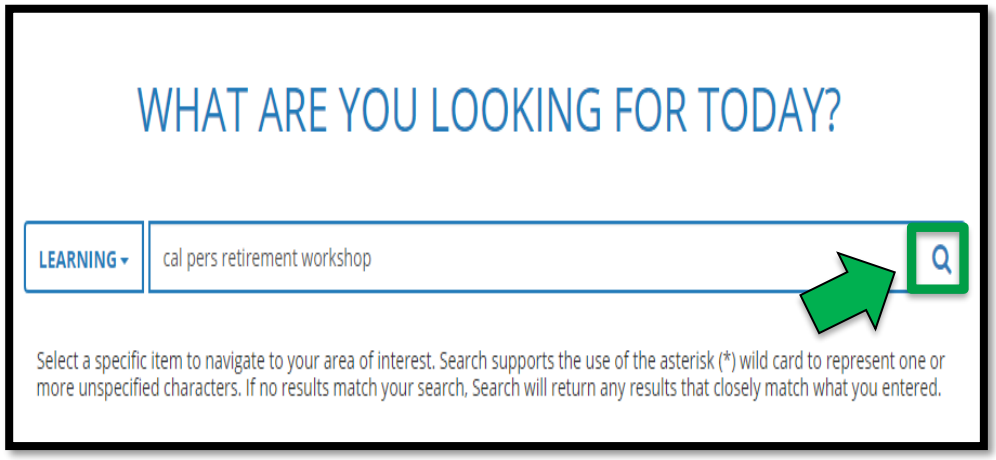
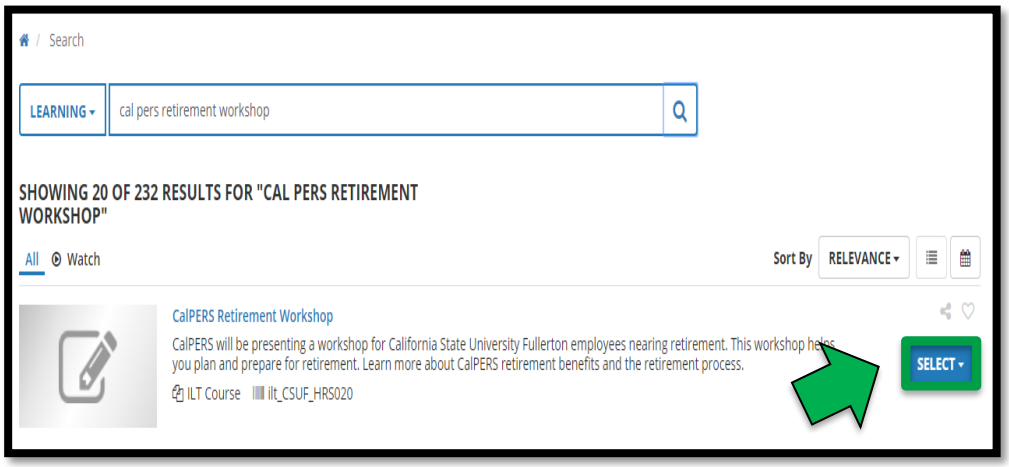
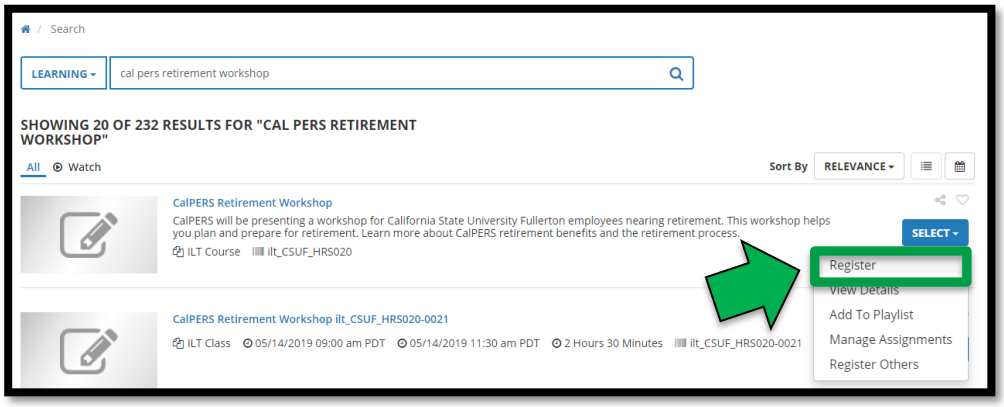
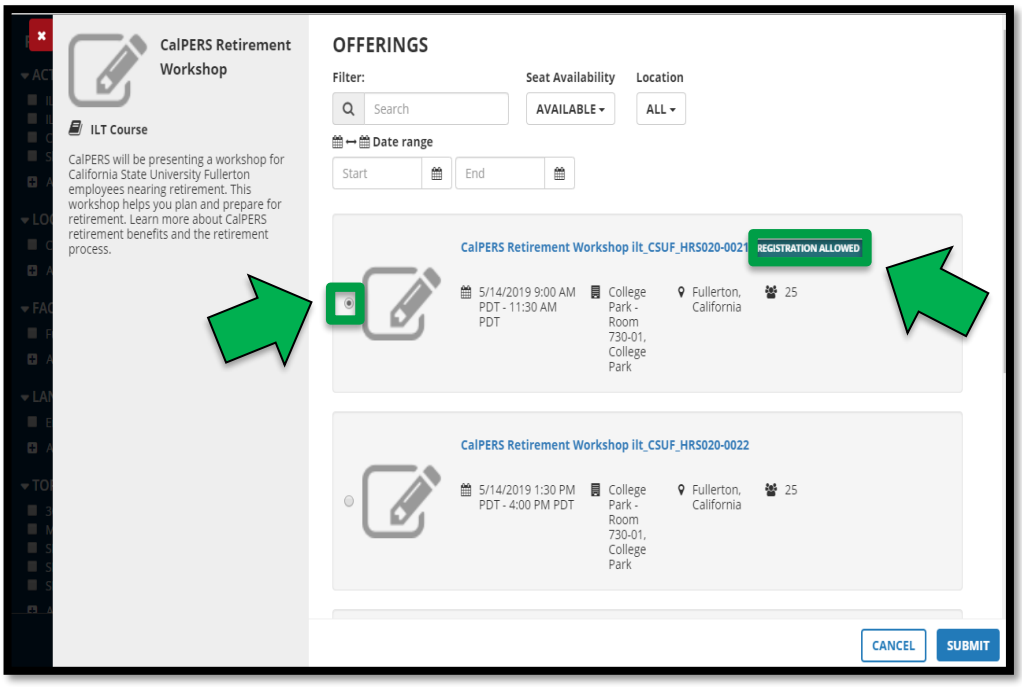
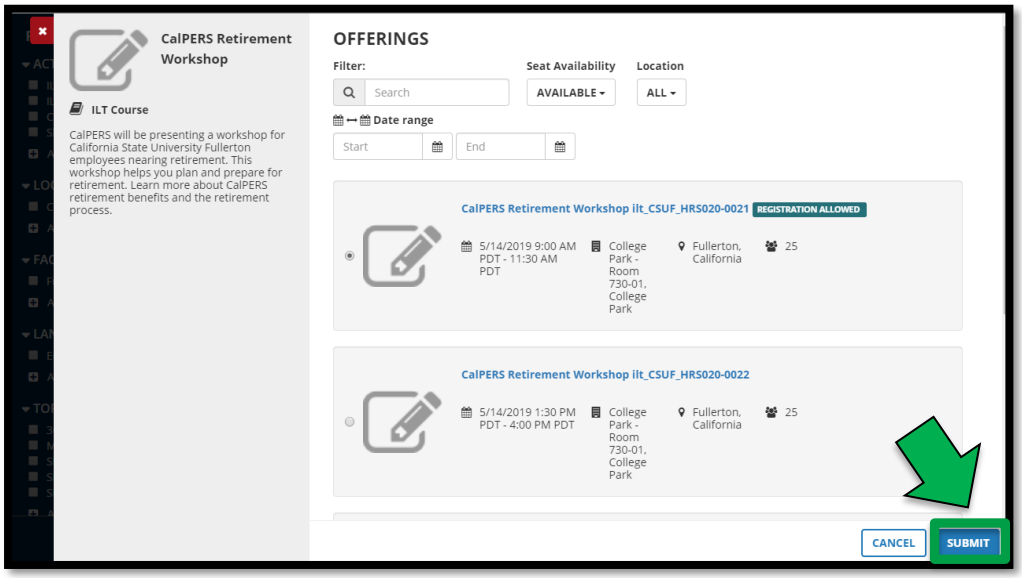
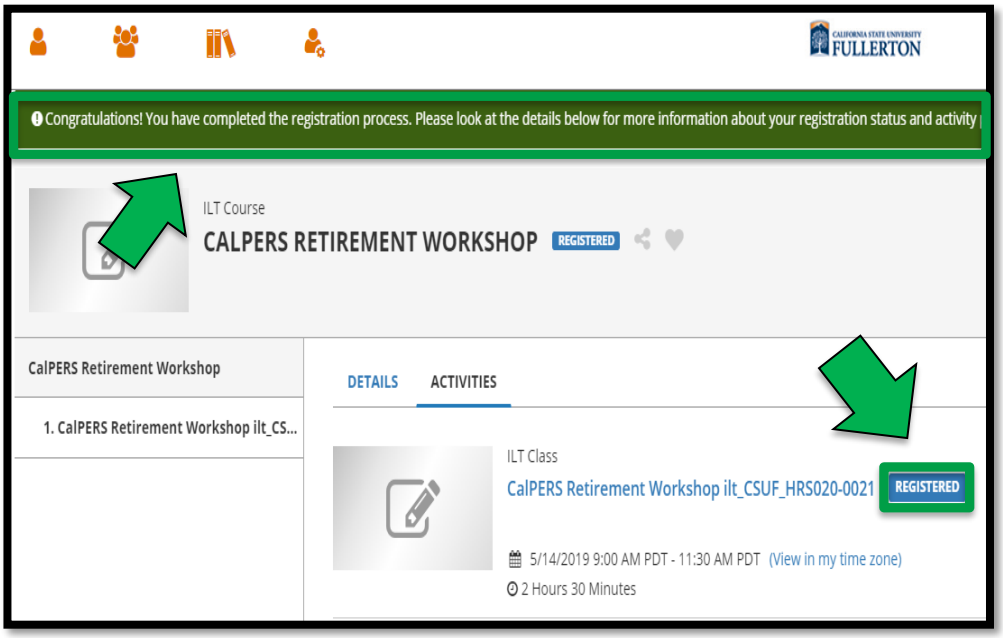
Step 5: Click the search icon to generate results.	
Step 6: Once you find the desired ILT Course, click on **Select** to register.	

Processing Step	Screen Shots
Step 7: Click **Register.**	
Step 8: A new screen will appear. If the course offers multiple sessions at different dates and times, click the radio button next to the name of the desired class option. Once the desired class is selected, "Registration Allowed" will appear next to the class name indicating it is available to take.	

Processing Step	Screen Shots
<u>Step 9:</u> Click **Submit.**	
<u>Step 10:</u> A green bar at the top of the page will appear confirming your registration. A blue box with the word "Registered" in a blue box will appear next to the ILT class name.	

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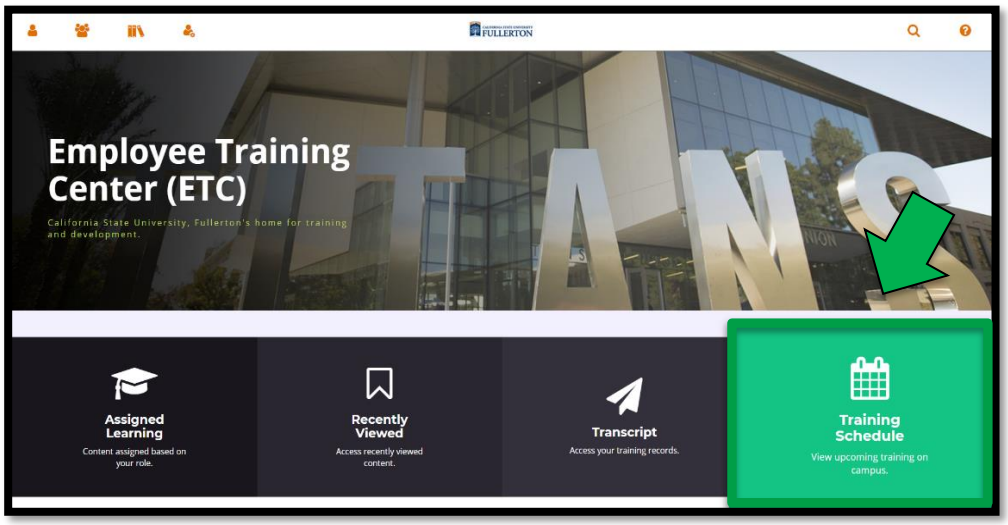
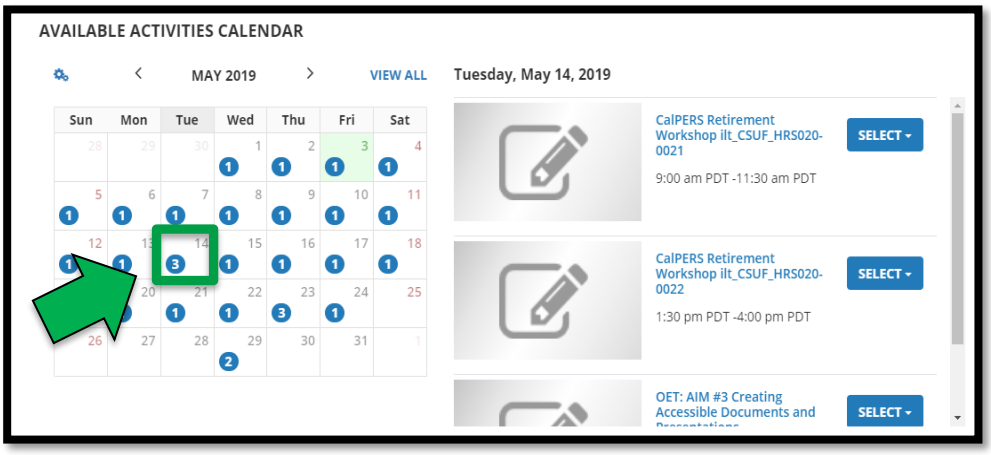
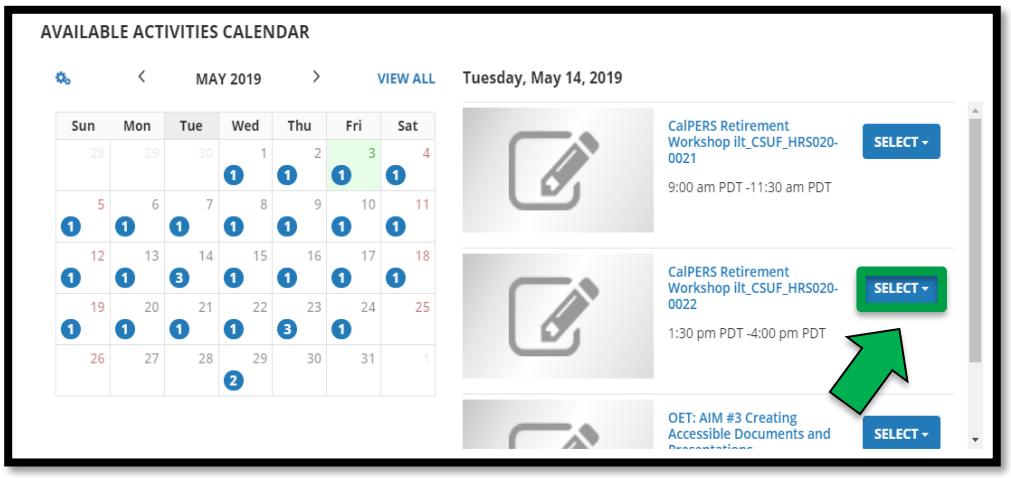
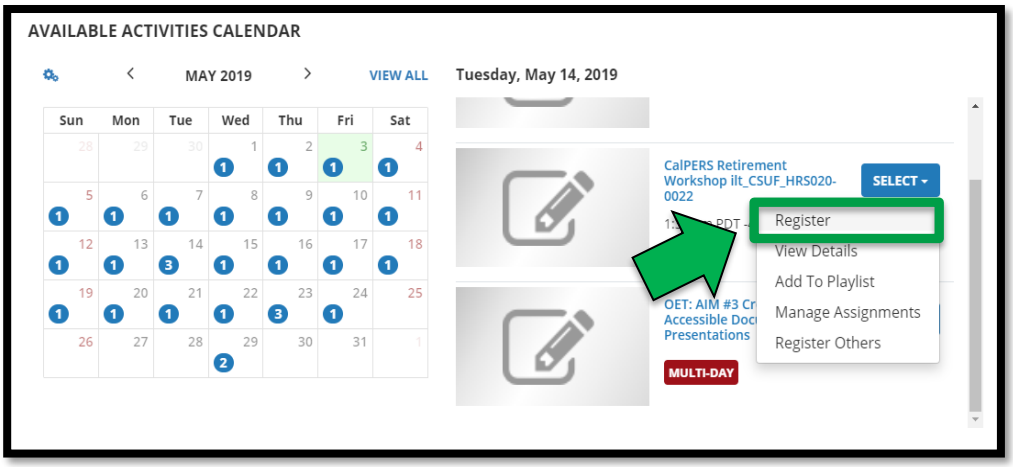
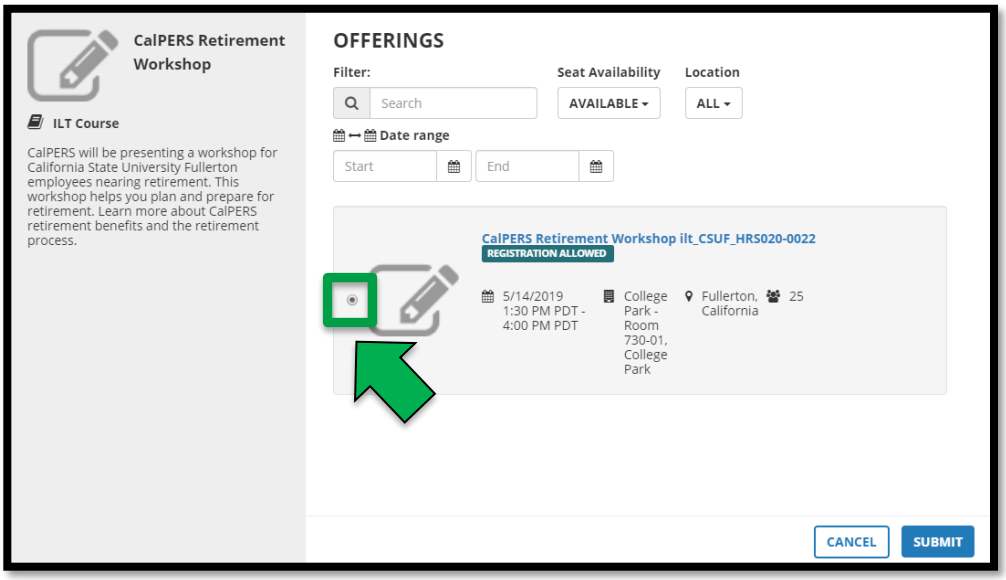
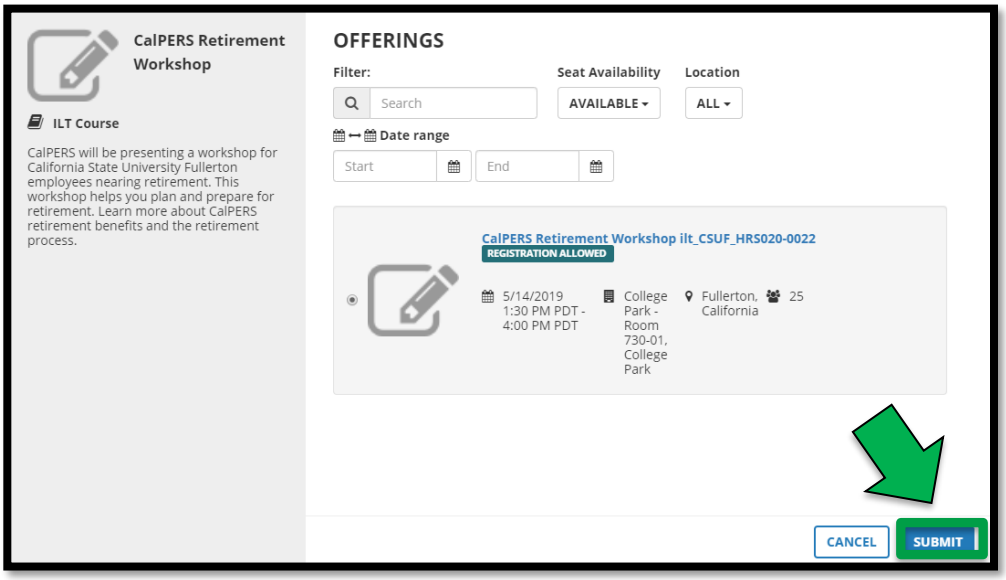
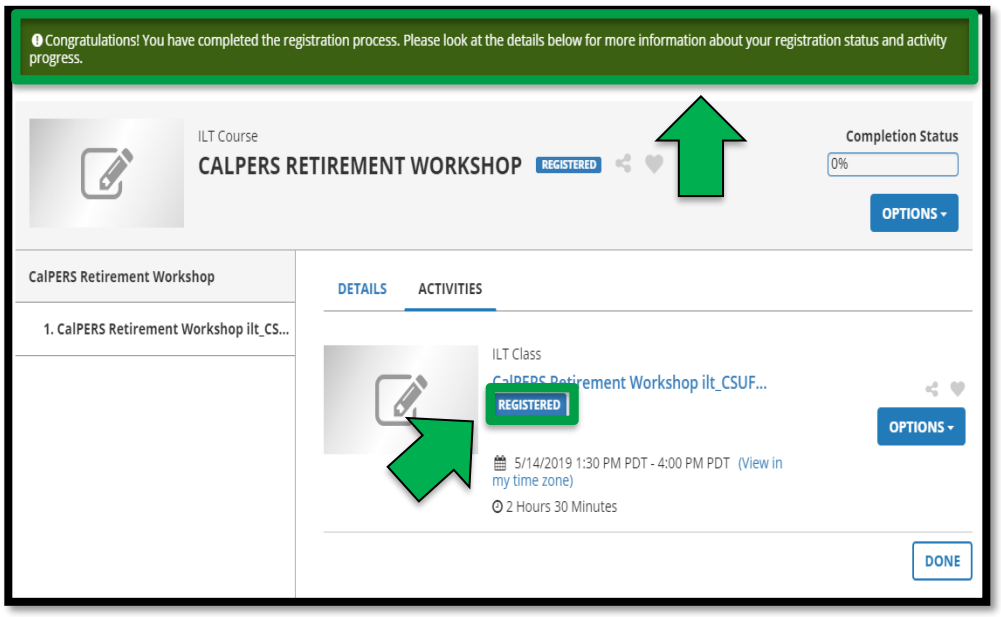
Registering for a class from Training Schedule Calendar

Processing Step	Screen Shots
Step 1: Click the **Training Schedule** calendar. The training schedule calendar shows ILT classes that you can register for on particular dates.	
Step 2: Click the date you are interested in for taking an ILT class.	

Processing Step	Screen Shots
Step 3: Click **Select.**	
Step 4: Click **Register.**	

Processing Step	Screen Shots
<u>Step 5:</u> Click the radio button on the ILT class.	
<u>Step 6:</u> Click **Submit.**	

Processing Step	Screen Shots
Step 7: A green bar at the top of the page will appear confirming your registration. A blue box with the word "Registered" in a blue box will appear next to the ILT class name.