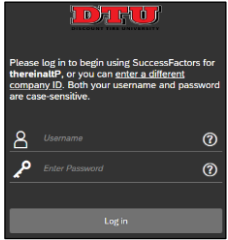
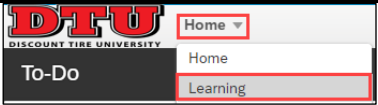
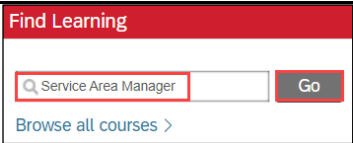
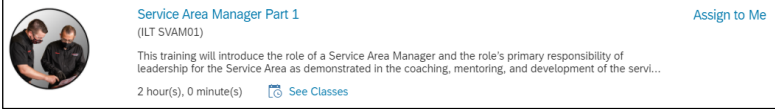

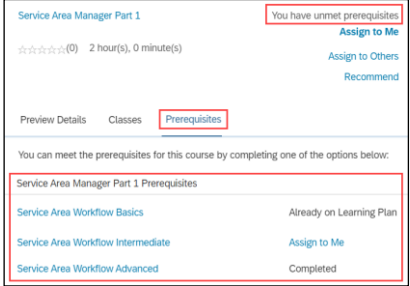


DTU Learning – Register for Virtual/Instructor-Led Classes

Description This document details the process for employees to use when registering themselves or their employees in a virtual or instructor-led class in the DTU learning system.

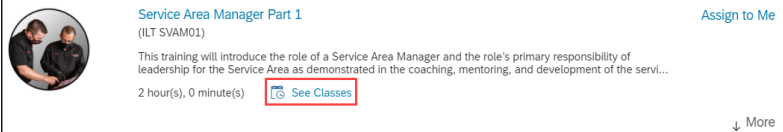
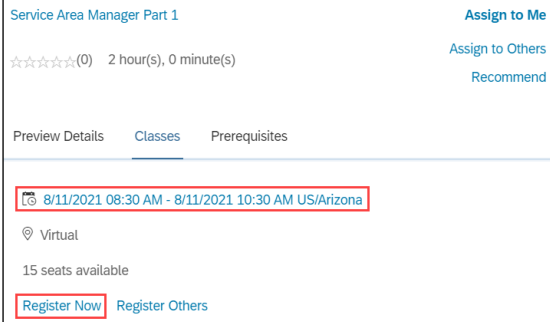
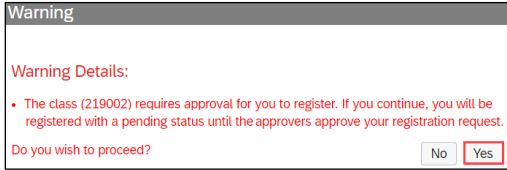
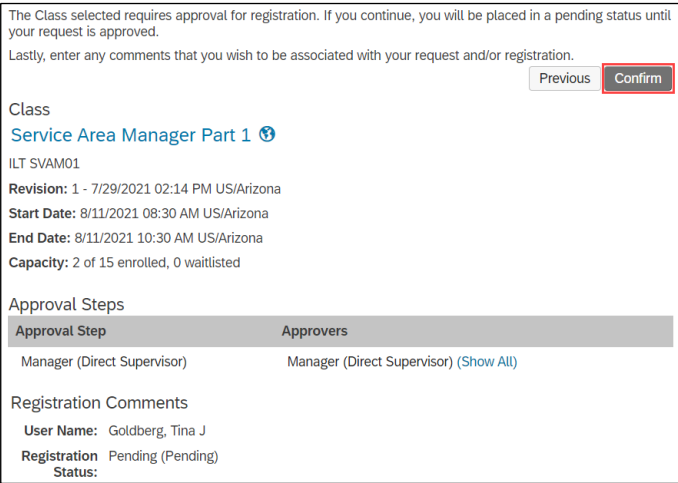
Register for Class Follow the steps below to register for a virtual or instructor-led class.

Step	Action
1	Log in to the DTU learning system using your Okta/Windows username and password. 
2	Click Home > Learning . 
3	<ol style="list-style-type: none"> In the Find Learning section, type the name of the course. Click the Go button. 
4	<p>A page displays listing the course.</p>  <p>Note: If the course requires prerequisites and they have not yet been completed, you will see a message stating prerequisites are not met.</p> <ul style="list-style-type: none"> To view unmet prerequisites, click View Prerequisites.  The Prerequisites page will list the courses that have not been completed, are currently on your To Do list, or have been completed. 

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Register for Class

5	<p>Click the See Classes link associated with the course.</p> 
6	<ul style="list-style-type: none"> Click the Register Now link for the class you would like to attend. If you would like to view more information about the class prior to registering, click the class date/time link. 
7	<p>If the class requires approval to register, a message displays stating your registration will be pending until approved.</p> <ul style="list-style-type: none"> Click the Yes button to proceed with your class registration. Click the No button to cancel and not register for the class. 
8	<p>Click the Confirm button to register for the class.</p> 

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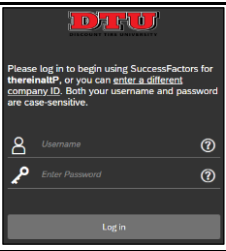
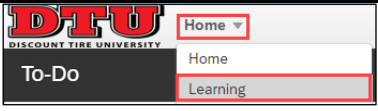
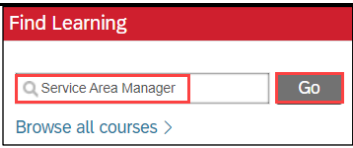
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Register for Class

9	<p>A confirmation page displays showing your registration for the class.</p> <ul style="list-style-type: none"> If no approval is required, your registration will show Enrolled under Registration Status. If approval is required, your registration will show as Pending until approved. Once approved, you will receive an email confirmation. <div style="display: flex; justify-content: space-around;"> <div data-bbox="634 373 943 674"> <p>Registration Comments → Finished</p> <p>New Hire Orientation</p> <p>ILT 1000023</p> <p>Revision: 1 - 7/12/2016 03:10 PM US/Arizona</p> <p>Start Date: 8/2/2021 10:00 AM US/Arizona</p> <p>End Date: 8/2/2021 11:30 AM US/Arizona</p> <p>Capacity: 1 of 8 enrolled, 0 waitlisted</p> <p>Success</p> <p>User Name: Goldberg, Tina J</p> <p>Registration Status: Active Enrollment (Enrolled)</p> </div> <div data-bbox="987 373 1312 674"> <p>Registration Comments → Finished</p> <p>Service Area Manager Part 1</p> <p>ILT SVAM01</p> <p>Revision: 1 - 7/29/2021 02:14 PM US/Arizona</p> <p>Start Date: 8/11/2021 08:30 AM US/Arizona</p> <p>End Date: 8/11/2021 10:30 AM US/Arizona</p> <p>Capacity: 2 of 15 enrolled, 0 waitlisted, 1 pending</p> <p>Success</p> <p>User Name: Goldberg, Tina J</p> <p>Registration Status: Pending (Pending)</p> </div> </div>
10	<p>The status of your class registration can be viewed on your To Do list by clicking Home > Learning.</p> <p>In the My Learning Assignments section, click the arrow next to your class status to view the class details or withdraw in no longer able to attend.</p> <div data-bbox="841 699 1403 1024"> <p>My Learning Assignments</p> <p>Keyword <input type="text"/> Course name or ID <input type="button" value="Select All"/> <input type="button" value="Filter"/></p> <p>All Assignment Types</p> <div style="display: flex; justify-content: space-between;"> <div>  <p>Service Area Manager Part 1</p> <p>ILT SVAM01 rev.1 7/29/2021</p> <p>Self-Assigned</p> </div> <div> <p>PENDING APPROVAL</p> <p>Withdraw</p> <p>View Registration</p> <p>Request a Session</p> <p>Assign to Others</p> </div> </div> <div style="display: flex; justify-content: space-between;"> <div>  <p>New Hire Orientation</p> <p>ILT 1000023 rev.1 7/12/2016</p> <p>Begins 8/2/2021 at Virtual Self-Assigned</p> </div> <div> <p>ENROLLED</p> </div> </div> </div>

Register Employee in a Class

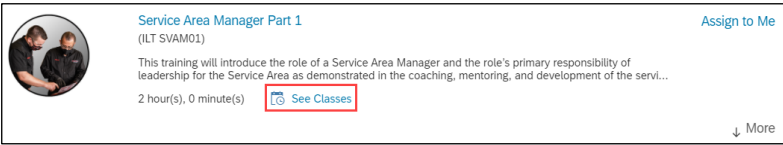
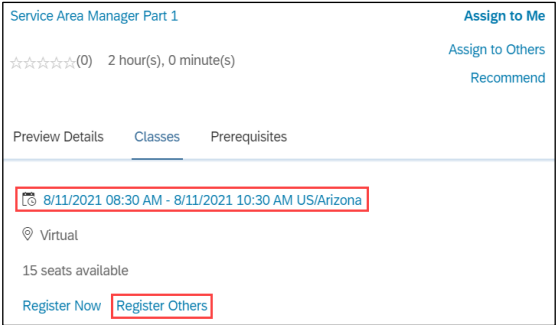
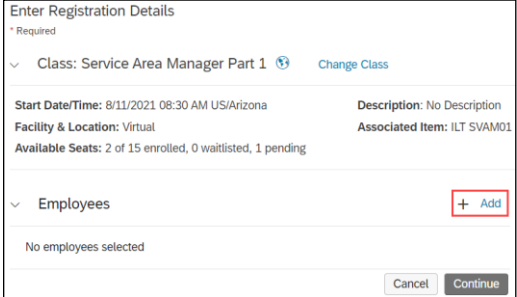
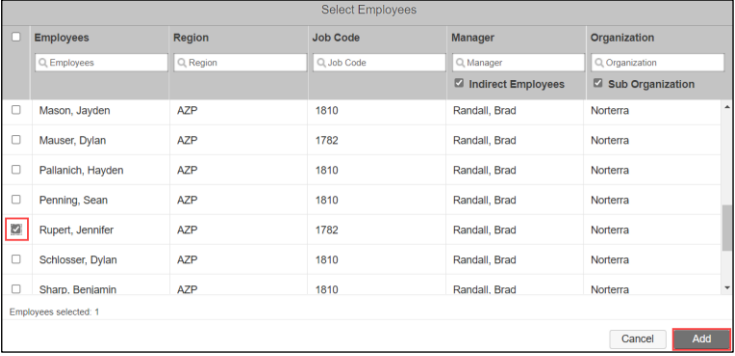
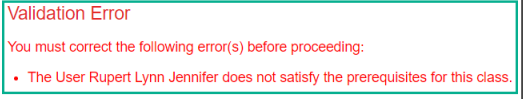
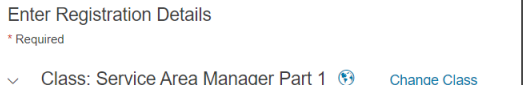
Follow the steps below to register your employee in a virtual or instructor-led class.

Step	Action
1	<p>Log in to the DTU learning system using your Okta/Windows username and password.</p> <div data-bbox="1179 1234 1403 1482">  </div>
2	<p>Click Home > Learning.</p> <div data-bbox="1027 1482 1403 1591">  </div>
3	<p>1. In the Find Learning section, type the name of the course.</p> <p>2. Click the Go button.</p> <div data-bbox="1052 1591 1403 1738">  </div>

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Register Employee in a Class

4	<p>A page displays listing the course. Click the See Classes link associated with the course.</p> 
5	<ul style="list-style-type: none"> Click the Register Others link for the class you would like the employee to attend. If you would like to view more information about the class prior to registering, click the class date/time link. 
6	<p>Click the + Add option next to Employees to view a list of your employees.</p> 
7	<ol style="list-style-type: none"> Click the check box next to the employee you would like to register. Click the Add button.  <p>Note: An alert will display if the employee has not completed all required prerequisites. The employee must complete all prerequisites before he/she can be registered.</p>  

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Register Employee in a Class

8	Click the Continue button.	<div>Enter Registration Details</div> <div>* Required</div> <div> <div>Class: Service Area Manager Part 1  Change Class</div> <div> <div>Start Date/Time: 8/11/2021 08:30 AM US/Arizona</div> <div>Description: No Description</div> </div> <div> <div>Facility & Location: Virtual</div> <div>Associated Item: ILT SVAM01</div> </div> <div>Available Seats: 2 of 15 enrolled, 0 waitlisted, 1 pending</div> </div> <div> <div>Employees + Add</div> <table border="1"> <thead> <tr> <th>Name</th> <th>* Registration Status</th> <th>Payment Method</th> <th>Account</th> <th>Comments</th> <th>Remove</th> </tr> </thead> <tbody> <tr> <td>Jennifer Lynn Rupert</td> <td>Active Enrollment (Enr)</td> <td></td> <td></td> <td></td> <td> </td> </tr> </tbody> </table> <div> Cancel Continue </div> </div>	Name	* Registration Status	Payment Method	Account	Comments	Remove	Jennifer Lynn Rupert	Active Enrollment (Enr)				 
Name	* Registration Status	Payment Method	Account	Comments	Remove									
Jennifer Lynn Rupert	Active Enrollment (Enr)				 									
9	Click the Register Employees button.	<div>Confirm Registration Details</div> <div>Class: Service Area Manager Part 1 </div> <div> <div>Start Date/Time: 8/11/2021 08:30 AM US/Arizona</div> <div>Description: No Description</div> </div> <div> <div>Facility & Location: Virtual</div> <div>Associated Item: ILT SVAM01</div> </div> <div>Employees</div> <table border="1"> <thead> <tr> <th>Name</th> <th>Registration Status</th> <th>Payment Method</th> <th>Comments</th> </tr> </thead> <tbody> <tr> <td>Rupert Lynn Jennifer</td> <td>Active Enrollment(Enrolled)</td> <td></td> <td></td> </tr> </tbody> </table> <div> Notify: <input type="checkbox"/> Users <input type="checkbox"/> Instructors <input type="checkbox"/> Managers <input type="checkbox"/> Others </div> <div> Cancel Register Employees </div>	Name	Registration Status	Payment Method	Comments	Rupert Lynn Jennifer	Active Enrollment(Enrolled)						
Name	Registration Status	Payment Method	Comments											
Rupert Lynn Jennifer	Active Enrollment(Enrolled)													
10	Once the registration has been successfully completed, click the Close button.	<div>Successfully Registered</div> <div>All registrations in this class were successful.</div> <div> Register or withdraw more employees Close </div>												

ContactFor further assistance, contact DTU_Learning@discounttire.com.