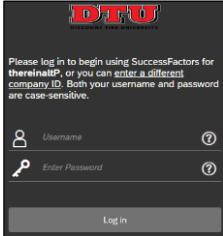
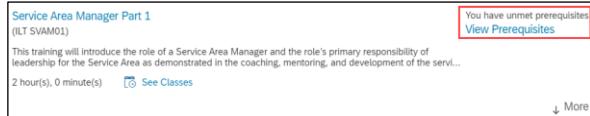
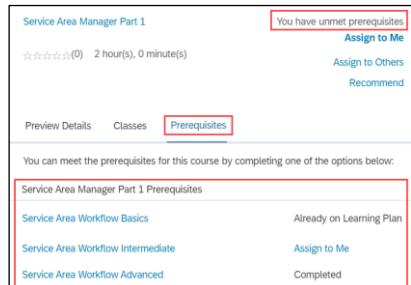


DTU Learning – Register for Virtual/Instructor-Led Classes

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	1. In the Find Learning section, type the name of the course. 2. Click the Go button. 
4	A page displays listing the course.  Note: If the course requires prerequisites and they have not yet been completed, you will see a message stating prerequisites are not met. <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> <div style="border: 1px solid #ccc; padding: 10px;"> <div style="display: flex; justify-content: space-between;"> <div style="flex: 1;">  <p>Service Area Manager Part 1 (ILT SVAM01)</p> <p>This training will introduce the role of a Service Area Manager and the role's primary responsibility of leadership for the Service Area as demonstrated in the coaching, mentoring, and development of the servl...</p> <p>2 hour(s), 0 minute(s)</p> </div> <div style="flex: 1; text-align: right;"> <p>Assign to Me</p> <p>See Classes</p> <p>↓ More</p> </div> </div> </div>				
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. <div style="border: 1px solid #ccc; padding: 10px;"> <div style="display: flex; justify-content: space-between;"> <div style="flex: 1;"> <p>Service Area Manager Part 1</p> <p>☆☆☆☆☆(0) 2 hour(s), 0 minute(s)</p> <p>Assign to Me</p> <p>Assign to Others</p> <p>Recommend</p> </div> <div style="flex: 1; text-align: right;"> <p>Preview Details</p> <p>Classes Prerequisites</p> <p>8/11/2021 08:30 AM - 8/11/2021 10:30 AM US/Arizona</p> <p>Virtual</p> <p>15 seats available</p> <p>Register Now Register Others</p> </div> </div> </div>				
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. <div style="border: 1px solid #ccc; padding: 10px;"> <div style="background-color: #e0e0e0; padding: 5px; margin-bottom: 5px;"> <p>Warning</p> </div> <p>Warning Details:</p> <p>The class (219002) requires approval for you to register. If you continue, you will be registered with a pending status until the approvers approve your registration request.</p> <p>Do you wish to proceed?</p> <p style="text-align: right;">No Yes</p> </div>				
8	<p>Click the Confirm button to register for the class.</p> <div style="border: 1px solid #ccc; padding: 10px;"> <p>The Class selected requires approval for registration. If you continue, you will be placed in a pending status until your request is approved.</p> <p>Lastly, enter any comments that you wish to be associated with your request and/or registration.</p> <p style="text-align: right;">Previous Confirm</p> <p>Class 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</p> <p>Approval Steps</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="background-color: #e0e0e0;">Approval Step</th> <th style="background-color: #e0e0e0;">Approvers</th> </tr> </thead> <tbody> <tr> <td>Manager (Direct Supervisor)</td> <td>Manager (Direct Supervisor) (Show All)</td> </tr> </tbody> </table> <p>Registration Comments</p> <p>User Name: Goldberg, Tina J</p> <p>Registration Status: Pending (Pending)</p> </div>	Approval Step	Approvers	Manager (Direct Supervisor)	Manager (Direct Supervisor) (Show All)
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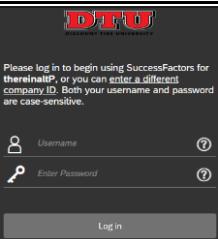
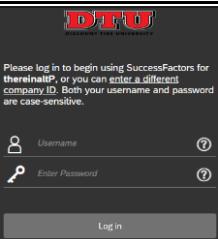
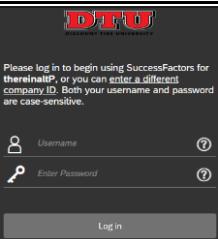
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Register for Class

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 data-bbox="633 375 943 677"> <p>Registration Comments → Finished New Hire Orientation ILT I000023 Revision: 1 - 7/12/2016 03:10 PM US/Arizona Start Date: 8/2/2021 10:00 AM US/Arizona End Date: 8/2/2021 11:30 AM US/Arizona Capacity: 1 of 8 enrolled, 0 waitlisted Success User Name: Goldberg, Tina J Registration Active Enrollment (Enrolled) Status:</p> </div> <div data-bbox="985 375 1312 677"> <p>Registration Comments → Finished Service Area Manager Part 1 ILT SVAM01 Revision: 1 - 7/29/2021 02:14 PM US/Arizona Start Date: 8/11/2021 08:30 AM US/Arizona End Date: 8/11/2021 10:30 AM US/Arizona Capacity: 2 of 15 enrolled, 0 waitlisted, 1 pending Success User Name: Goldberg, Tina J Registration Pending (Pending) Status:</p> </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="838 709 1406 1030"> <p>My Learning Assignments Sort By Date Priority ▾ Filter</p> <p>Keyword <input type="text"/> Course name or ID Select All All Assignment Types</p> <table border="1"> <thead> <tr> <th></th> <th></th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td></td> <td>Service Area Manager Part 1 ILT SVAM01 rev.1 7/29/2021 Self-Assigned</td> <td>PENDING APPROVAL</td> <td>Withdraw View Registration Request a Session Assign to Others</td> </tr> <tr> <td></td> <td>New Hire Orientation ILT I000023 rev.1 7/12/2016 Begins 8/2/2021 at Virtual Self-Assigned</td> <td>ENROLLED</td> <td></td> </tr> </tbody> </table> </div>						Service Area Manager Part 1 ILT SVAM01 rev.1 7/29/2021 Self-Assigned	PENDING APPROVAL	Withdraw View Registration Request a Session Assign to Others		New Hire Orientation ILT I000023 rev.1 7/12/2016 Begins 8/2/2021 at Virtual Self-Assigned	ENROLLED	
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Register Employee in a Class

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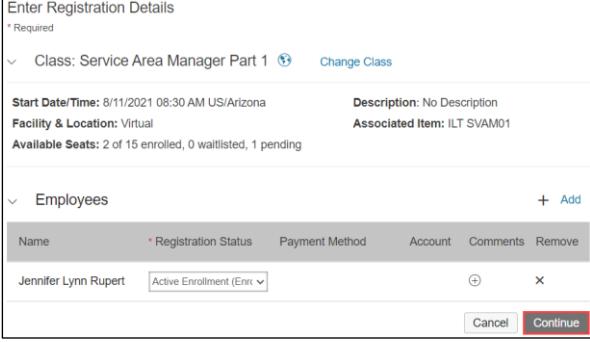
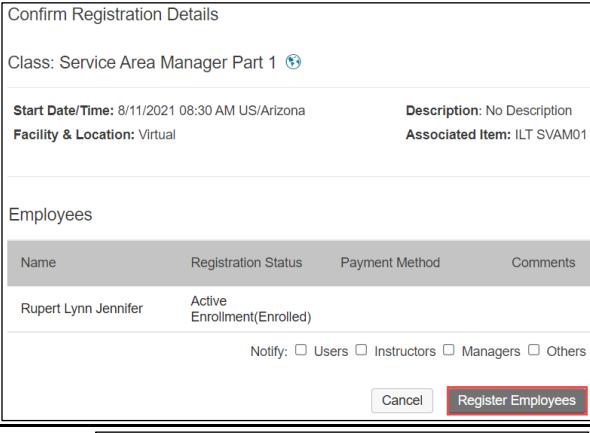
Register Employee in a Class

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Register Employee in a Class

8	<p>Click the Continue button.</p> 
9	<p>Click the Register Employees button.</p> 
10	<p>Once the registration has been successfully completed, click the Close button.</p> <p>Successfully Registered</p> <p>All registrations in this class were successful.</p> <p>Register or withdraw more employees Close</p>

Contact

For further assistance, contact DTU_Learning@discounttire.com.