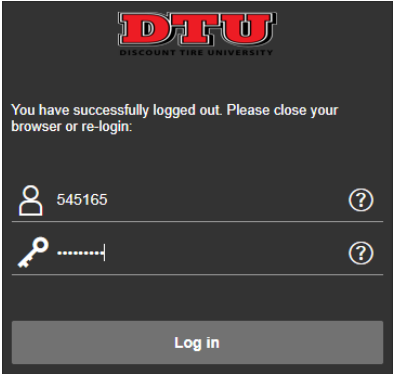
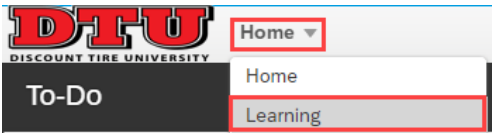
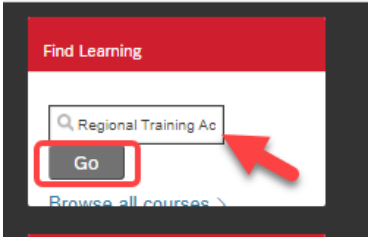
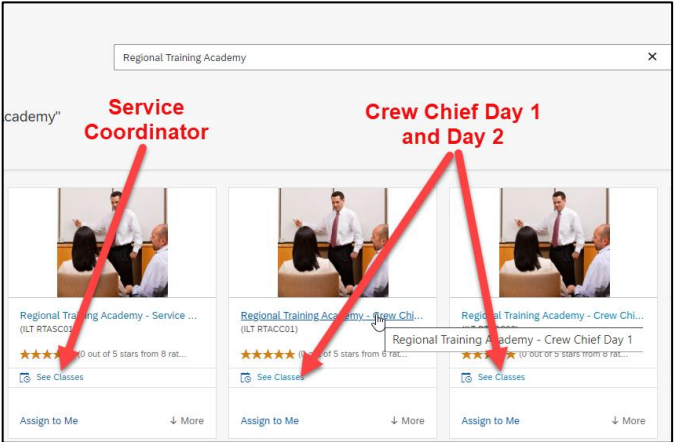


How to Register Employees for SC and CC Virtual Training

Employee Registration Process

Step	Action
1	<p>Access the DTU Learning System and log in using your credentials</p> <p>1. Enter your username (employee ID) and password (Okta/Windows password) in the appropriate fields. Note: Your Okta/Windows password is the same password used to access Kronos and Workday.</p> <p>2. Click Log in or the Enter key on your keyboard.</p> 
2	<p>Click Home > Learning</p> 
3	<p>In the Find Learning section, type in Regional Training Academy.</p> <p>Select the Go button</p> 
4	<p>A page displays listing the courses.</p> <p>Pick 1 of the follow 3 trainings from the page:</p> <ol style="list-style-type: none"> Service Coordinator Crew Chief Day 1 Crew Chief Day 2 <p>Then, select See Classes for the selected training</p> 

5	<p>A list of available sessions for the training selected will populate.</p> <p>Once you find the session you want to enroll someone in, select Register Others</p> <div data-bbox="636 388 1175 911"> <p>Regional Training Academy - Service Coordinator</p> <p>★★★★★ (5 out of 5 stars from 8 ratings)</p> <p>Preview Details <u>Classes</u></p> <hr/> <p>📅 4/25/2023 11:45 AM - 4/25/2023 03:00 PM US/Arizona</p> <p>📍 Virtual - Virtual Classroom 2</p> <p>28 seats available</p> <p>Register Others</p> <p>📅 4/27/2023 07:45 AM - 4/27/2023 11:00 AM US/Arizona</p> <p>📍 Virtual - Virtual Classroom 2</p> <p>25 seats available</p> <p>Register Others</p> </div>																				
6	<p>Select +Add to choose an employee(s) to enroll</p> <div data-bbox="636 966 1333 1362"> <p>Register Employees for Class</p> <p>Enter Registration Details</p> <p>* Required</p> <p>Class: Regional Training Academy - Service Coordinator Change Class</p> <hr/> <p>Start Date/Time: 4/27/2023 07:45 AM US/Arizona Description: No Description</p> <p>Facility & Location: Virtual - Virtual Classroom 2 Associated Item: ILT RTASC01</p> <p>Available Seats: 3 of 28 enrolled, 0 waitlisted</p> <hr/> <p>Employees + Add</p> <p>No employees selected</p> <p>Cancel Continue</p> </div>																				
7	<p>Find and select the employee(s) and then select Add</p> <div data-bbox="636 1446 1422 1835"> <p>Select Employees</p> <table border="1"> <thead> <tr> <th>Employees</th> <th>Region</th> <th>Job Code</th> <th>Manager</th> <th>Organization</th> </tr> </thead> <tbody> <tr> <td><input type="text" value="Enter Employees"/></td> <td><input type="text" value="Enter Region"/></td> <td><input type="text" value="Enter Job Code"/></td> <td><input type="text" value="Enter Manager"/></td> <td><input type="text" value="Enter Organization"/></td> </tr> <tr> <td colspan="3"></td> <td><input checked="" type="checkbox"/> Indirect Employees</td> <td><input checked="" type="checkbox"/> Sub Organization</td> </tr> <tr> <td> Flores, Alexandra</td> <td>AZO</td> <td>4424</td> <td>Alexander, Travis</td> <td>DTU Program Team</td> </tr> </tbody> </table> <p>Employees selected: 1</p> <p>Cancel Add</p> </div>	Employees	Region	Job Code	Manager	Organization	<input type="text" value="Enter Employees"/>	<input type="text" value="Enter Region"/>	<input type="text" value="Enter Job Code"/>	<input type="text" value="Enter Manager"/>	<input type="text" value="Enter Organization"/>				<input checked="" type="checkbox"/> Indirect Employees	<input checked="" type="checkbox"/> Sub Organization	Flores, Alexandra	AZO	4424	Alexander, Travis	DTU Program Team
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			<input checked="" type="checkbox"/> Indirect Employees	<input checked="" type="checkbox"/> Sub Organization																	
Flores, Alexandra	AZO	4424	Alexander, Travis	DTU Program Team																	

8	<p>Verify your choice for the following items are correct:</p> <ul style="list-style-type: none">• Training (SC, CC Day 1, CC Day 2)• Employee(s) Enrolled• Date• Time <p>Then select Continue</p> <div><p>Enter Registration Details</p><p>* Required</p><p>Class: Regional Training Academy - Service Coordinator Change Class</p><p>Start Date/Time: 4/27/2023 07:45 AM US/Arizona Description: No Description</p><p>Facility & Location: Virtual - Virtual Classroom 2 Associated Item: ILT RTASC01</p><p>Available Seats: 3 of 28 enrolled, 0 waitlisted</p><p>Employees + Add</p><table><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>Alexandra Flores</td><td>Active Enrollment (Enr)</td><td></td><td></td><td></td><td></td></tr></tbody></table><p>Cancel Continue</p></div>	Name	* Registration Status	Payment Method	Account	Comments	Remove	Alexandra Flores	Active Enrollment (Enr)				
Name	* Registration Status	Payment Method	Account	Comments	Remove								
Alexandra Flores	Active Enrollment (Enr)												
9	<p>Confirm all details, then select Register Employees to finalize registration.</p> <div><p>Confirm Registration Details</p><p>Class: Regional Training Academy - Service Coordinator Change Class</p><p>Start Date/Time: 4/27/2023 07:45 AM US/Arizona Description: No Description</p><p>Facility & Location: Virtual - Virtual Classroom 2 Associated Item: ILT RTASC01</p><p>Employees</p><table><thead><tr><th>Name</th><th>Registration Status</th><th>Payment Method</th><th>Comments</th></tr></thead><tbody><tr><td>Flores Alexandra</td><td>Active Enrollment(Enrolled)</td><td></td><td></td></tr></tbody></table><p>Notify: <input checked="" type="checkbox"/> Users <input type="checkbox"/> Instructors <input type="checkbox"/> Managers <input type="checkbox"/> Others</p><p>Cancel Register Employees</p></div>	Name	Registration Status	Payment Method	Comments	Flores Alexandra	Active Enrollment(Enrolled)						
Name	Registration Status	Payment Method	Comments										
Flores Alexandra	Active Enrollment(Enrolled)												
Reminder	<p>Once an employee is registered, a Confirmation Email directly from DTU will be triggered to your email with information on the class including the Webex Class Link.</p> <p>Note: For VSTT registration, please contact your Regional Office</p>												