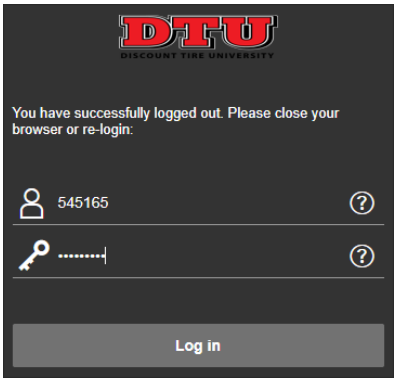
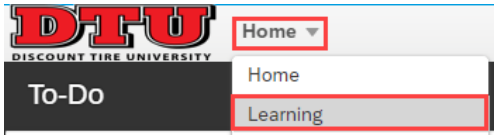
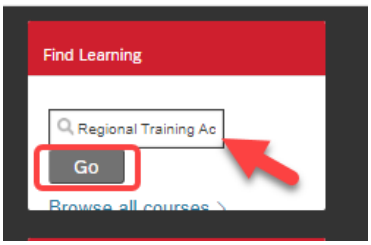
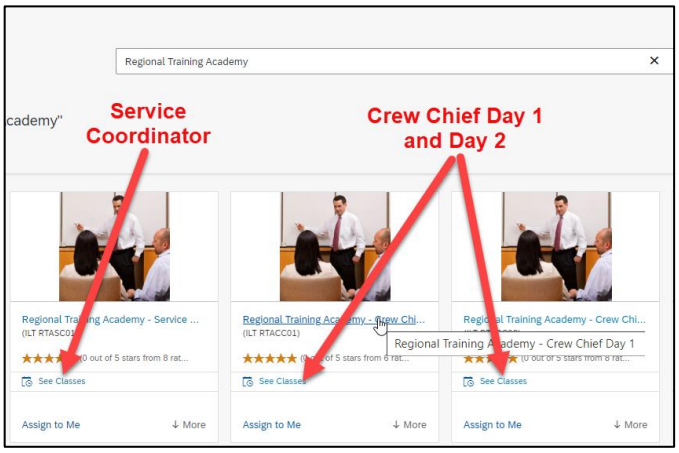
How to Register Employees for SC and CC Virtual Training

Employee Registration Process

Step	Action
1	Access the DTU Learning System and log in using your credentials **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. **2.** Click Log in or the Enter key on your keyboard. 
2	Click **Home > Learning** 
3	In the **Find Learning** section, type in ***Regional Training Academy***. Select the **Go** button 
4	A page displays listing the courses. Pick 1 of the follow 3 trainings from the page: **1.** Service Coordinator **2.** Crew Chief Day 1 **3.** Crew Chief Day 2 Then, select **See Classes** for the selected training 

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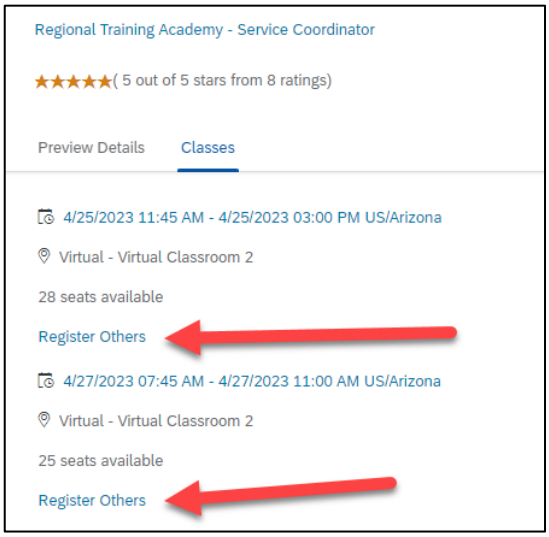
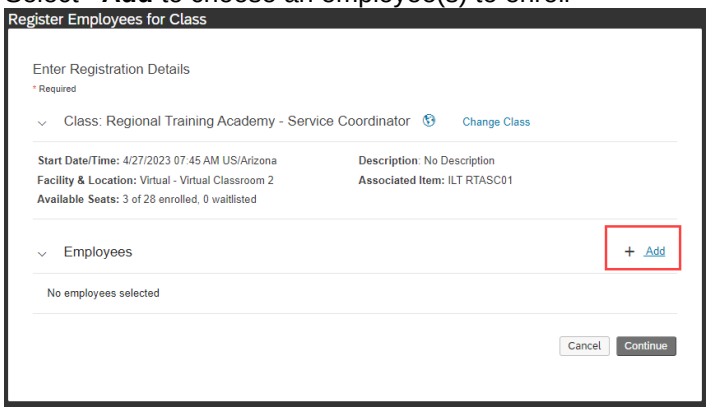
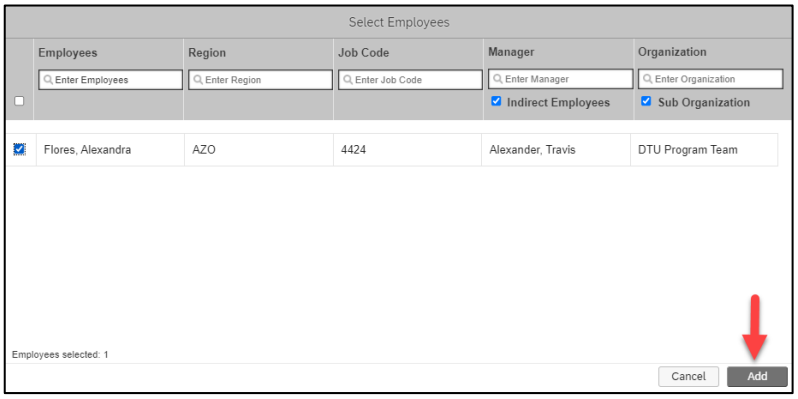
5	A list of available sessions for the training selected will populate. Once you find the session you want to enroll someone in, select **Register Others** 
6	Select **+Add** to choose an employee(s) to enroll 
7	Find and select the employee(s) and then select **Add** 

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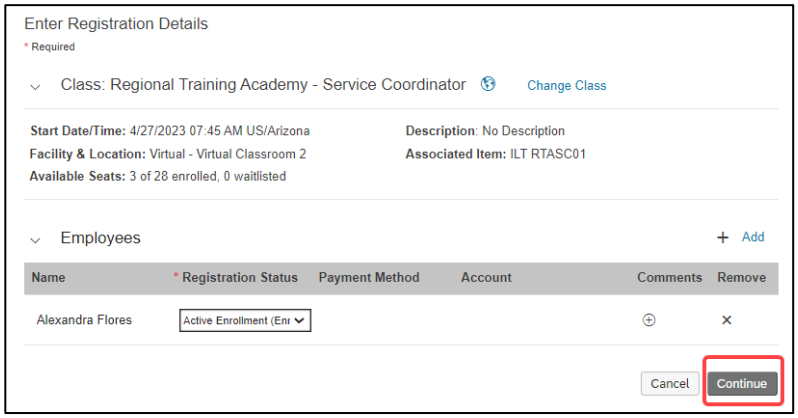
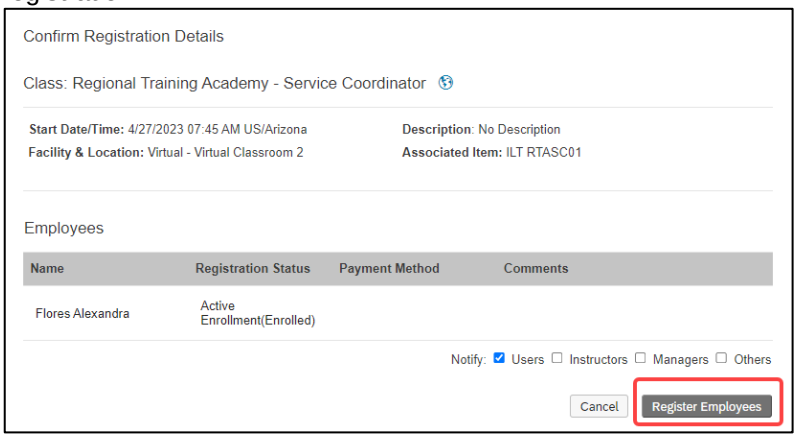
8	Verify your choice for the following items are correct: • Training (SC, CC Day 1, CC Day 2) • Employee(s) Enrolled • Date • Time Then select **Continue** 
9	Confirm all details, then select **Register Employees** to finalize registration. 
Reminder	Once an employee is registered, a Confirmation Email directly from DTU will be triggered to your email with information on the class including the Webex Class Link. **Note:** For VSTT registration, please contact your Regional Office

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