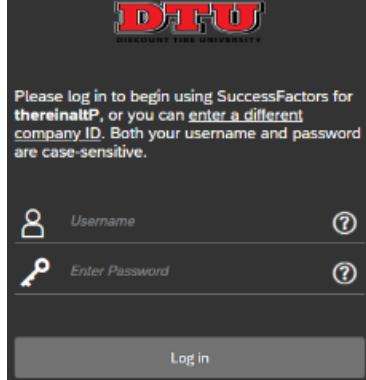
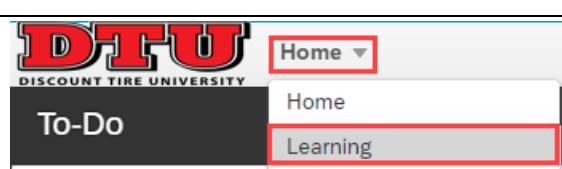
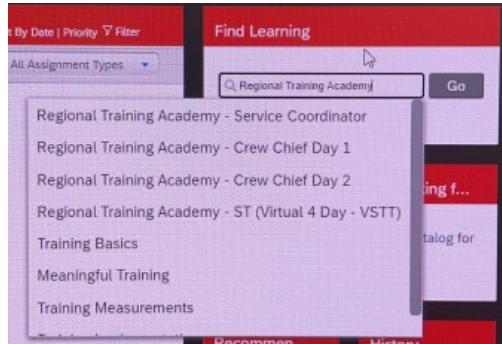
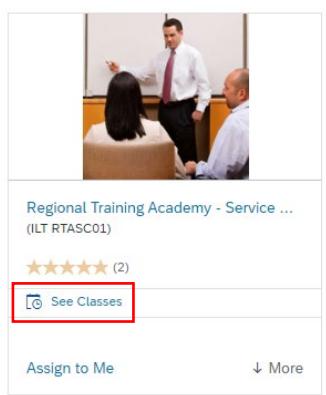
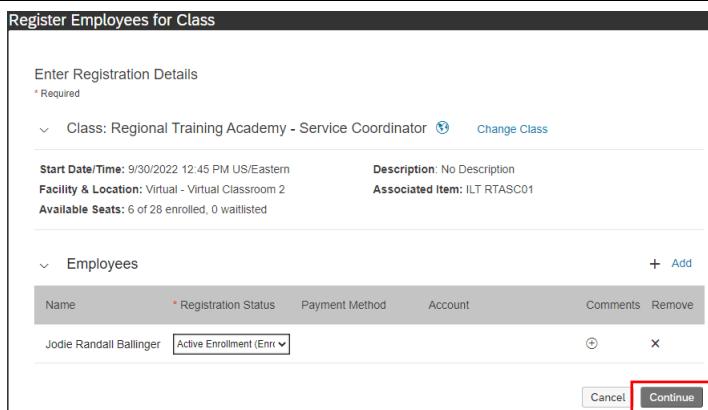


DTU Learning – Register for Virtual Classes

Step	Action
1	<p>Log in to the DTU Learning System using your Okta/Windows username and password.</p> 
2	<p>Click Home > Learning.</p> 
3	<p>In the Find Learning section, type the name of the course.</p> <p>Click the Go button.</p> 
4	<p>A page displays listing the course. Click see classes link.</p> 

5	<p>Choose the class you would like and click register Others.</p> <div style="border: 1px solid #ccc; padding: 10px;"> <p>Regional Training Academy - Service Coordinator</p> <p>★★★★★(2)</p> <p>Preview Details Classes</p> <p>🕒 9/30/2022 12:45 PM - 9/30/2022 04:00 PM US/Eastern</p> <p>📍 Virtual - Virtual Classroom 2</p> <p>22 seats available</p> <p>Register Now Register Others</p> <p>🕒 10/4/2022 12:45 PM - 10/4/2022 04:00 PM US/Eastern</p> <p>📍 Virtual - Virtual Classroom 2</p> <p>25 seats available</p> <p>Register Now Register Others</p> </div>																																																						
6	<p>Click +Add to choose an employee</p> <div style="border: 1px solid #ccc; padding: 10px;"> <p>Enter Registration Details</p> <p>* Required</p> <p>▼ Class: Regional Training Academy - Service Coordinator ⓘ Change Class</p> <p>Start Date/Time: 9/30/2022 12:45 PM US/Eastern Description: No Description</p> <p>Facility & Location: Virtual - Virtual Classroom 2 Associated Item: ILT RTASC01</p> <p>Available Seats: 6 of 28 enrolled, 0 waitlisted</p> <p>▼ Employees + Add</p> <p>No employees selected</p> <p style="text-align: right;">Cancel Continue</p> </div>																																																						
7	<p>Select your employee Click Add</p> <div style="border: 1px solid #ccc; padding: 10px;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10px; text-align: left;"><input type="checkbox"/></th> <th style="width: 150px;">Employees</th> <th style="width: 100px;">Region</th> <th style="width: 100px;">Job Code</th> <th style="width: 100px;">Manager</th> <th style="width: 100px;">Organization</th> </tr> <tr> <th></th> <th><input type="text" value="Employees"/></th> <th><input type="text" value="Region"/></th> <th><input type="text" value="Job Code"/></th> <th><input type="text" value="Manager"/></th> <th><input type="text" value="Organization"/></th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td>Ballinger, Jodie</td> <td>FLO</td> <td>1782</td> <td>Baker, Adam</td> <td>Eagle Harbor</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Biernacki, Bishop</td> <td>FLO</td> <td>1782</td> <td>Baker, Adam</td> <td>Eagle Harbor</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Carlow, Cody</td> <td>FLO</td> <td>1810</td> <td>Baker, Adam</td> <td>Eagle Harbor</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Cole, Jacob</td> <td>FLO</td> <td>1810</td> <td>Baker, Adam</td> <td>Eagle Harbor</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Coley, Robert</td> <td>FLO</td> <td>1782</td> <td>Baker, Adam</td> <td>Eagle Harbor</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Cruz Santiago, Alex</td> <td>FLO</td> <td>1782</td> <td>Baker, Adam</td> <td>Eagle Harbor</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Garrett, Christopher</td> <td>FLO</td> <td>1782</td> <td>Baker, Adam</td> <td>Eagle Harbor</td> </tr> </tbody> </table> <p>Employees selected: 1 Cancel Add</p> </div>	<input type="checkbox"/>	Employees	Region	Job Code	Manager	Organization		<input type="text" value="Employees"/>	<input type="text" value="Region"/>	<input type="text" value="Job Code"/>	<input type="text" value="Manager"/>	<input type="text" value="Organization"/>	<input checked="" type="checkbox"/>	Ballinger, Jodie	FLO	1782	Baker, Adam	Eagle Harbor	<input type="checkbox"/>	Biernacki, Bishop	FLO	1782	Baker, Adam	Eagle Harbor	<input type="checkbox"/>	Carlow, Cody	FLO	1810	Baker, Adam	Eagle Harbor	<input type="checkbox"/>	Cole, Jacob	FLO	1810	Baker, Adam	Eagle Harbor	<input type="checkbox"/>	Coley, Robert	FLO	1782	Baker, Adam	Eagle Harbor	<input type="checkbox"/>	Cruz Santiago, Alex	FLO	1782	Baker, Adam	Eagle Harbor	<input type="checkbox"/>	Garrett, Christopher	FLO	1782	Baker, Adam	Eagle Harbor
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8	<p>Verify your choice for Employee/Class/Date Click Continue</p> 
9	<p>Confirm all details Click register employees to finalize registration</p> 