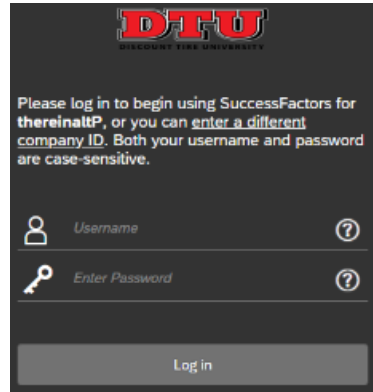
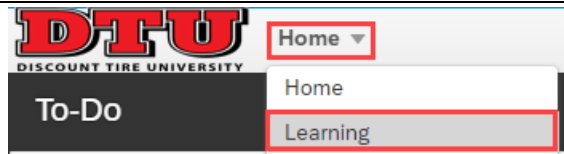
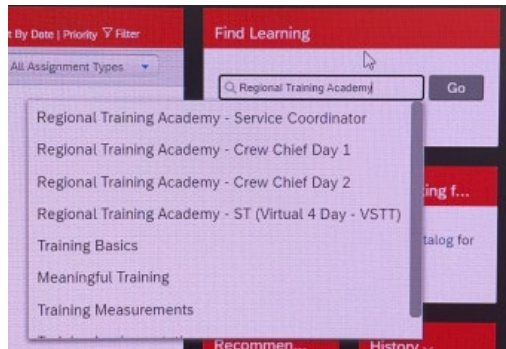
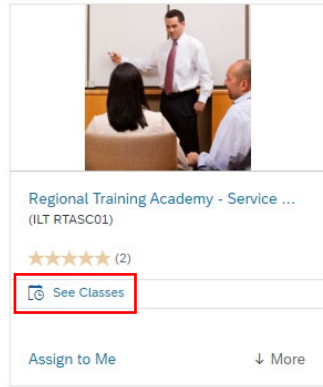


DTU Learning – Register for Virtual Classes

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.</p> <p>Click see classes link.</p> 

5

Choose the class you would like and click register Others.

Regional Training Academy - Service Coordinator

★★★★★(2)

Preview Details Classes

📅 9/30/2022 12:45 PM - 9/30/2022 04:00 PM US/Eastern

📍 Virtual - Virtual Classroom 2

22 seats available

Register Now **Register Others**

📅 10/4/2022 12:45 PM - 10/4/2022 04:00 PM US/Eastern

📍 Virtual - Virtual Classroom 2

25 seats available

Register Now Register Others

6

Click +Add to choose an employee

Enter Registration Details

* Required

Class: Regional Training Academy - Service Coordinator ⓘ Change Class

Start Date/Time: 9/30/2022 12:45 PM US/Eastern Description: No Description

Facility & Location: Virtual - Virtual Classroom 2 Associated Item: ILT RTASC01

Available Seats: 6 of 28 enrolled, 0 waitlisted

Employees **+ Add**

No employees selected

Cancel Continue

7

Select your employee

Click Add

Employees	Region	Job Code	Manager	Organization
<input type="checkbox"/> Employees	<input type="text" value="Q Region"/>	<input type="text" value="Q Job Code"/>	<input type="text" value="Q Manager"/>	<input type="text" value="Q Organization"/>
<input checked="" type="checkbox"/> Indirect Employees			<input checked="" type="checkbox"/> Sub Organization	
<input checked="" type="checkbox"/> Baillinger, Jodie	FLO	1782	Baker, Adam	Eagle Harbor
<input type="checkbox"/> Biernacki, Bishop	FLO	1782	Baker, Adam	Eagle Harbor
<input type="checkbox"/> Carlrow, 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"/>

Employees selected: 1

Cancel **Add**

8	Verify your choice for Employee/Class/Date Click Continue	<div style="border: 1px solid #ccc; padding: 10px;"><div style="background-color: #333; color: white; padding: 5px; font-weight: bold;">Register Employees for Class</div><div style="padding: 10px 0;"><div>Enter Registration Details</div><div><small>* Required</small></div><div style="margin-top: 10px;"><div style="display: flex; align-items: center;">▼ Class: Regional Training Academy - Service Coordinator 🔗 Change Class</div></div><div style="display: flex; justify-content: space-between; margin-top: 10px;"><div>Start Date/Time: 9/30/2022 12:45 PM US/Eastern</div><div>Description: No Description</div></div><div style="display: flex; justify-content: space-between;"><div>Facility & Location: Virtual - Virtual Classroom 2</div><div>Associated Item: ILT RTASC01</div></div><div style="margin-top: 10px;">Available Seats: 6 of 28 enrolled, 0 waitlisted</div></div><div style="margin-top: 10px;"><div style="display: flex; align-items: center;">▼ Employees + Add</div><table border="1" style="width: 100%; border-collapse: collapse;"><thead><tr style="background-color: #f2f2f2;"><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>Jodie Randall Ballinger</td><td>Active Enrollment (Enr ▼)</td><td></td><td></td><td></td><td style="text-align: center;">⊖ ×</td></tr></tbody></table><div style="text-align: right; margin-top: 10px;">Cancel Continue</div></div></div>	Name	* Registration Status	Payment Method	Account	Comments	Remove	Jodie Randall Ballinger	Active Enrollment (Enr ▼)				⊖ ×
Name	* Registration Status	Payment Method	Account	Comments	Remove									
Jodie Randall Ballinger	Active Enrollment (Enr ▼)				⊖ ×									
9	Confirm all details Click register employees to finalize registration	<div style="border: 1px solid #ccc; padding: 10px;"><div style="background-color: #333; color: white; padding: 5px; font-weight: bold;">Register Employees for Class</div><div style="padding: 10px 0;"><div>Confirm Registration Details</div><div>Class: Regional Training Academy - Service Coordinator 🔗</div><div style="display: flex; justify-content: space-between; margin-top: 10px;"><div>Start Date/Time: 9/30/2022 12:45 PM US/Eastern</div><div>Description: No Description</div></div><div style="display: flex; justify-content: space-between;"><div>Facility & Location: Virtual - Virtual Classroom 2</div><div>Associated Item: ILT RTASC01</div></div></div><div style="margin-top: 10px;"><div>Employees</div><table border="1" style="width: 100%; border-collapse: collapse;"><thead><tr style="background-color: #f2f2f2;"><th>Name</th><th>Registration Status</th><th>Payment Method</th><th>Comments</th></tr></thead><tbody><tr><td>Ballinger Randall Jodie</td><td>Active Enrollment(Enrolled)</td><td></td><td></td></tr></tbody></table><div style="text-align: right; margin-top: 10px;"><div>Notify: <input checked="" type="checkbox"/> Users <input type="checkbox"/> Instructors <input type="checkbox"/> Managers <input type="checkbox"/> Others</div><div>Cancel Register Employees</div></div></div></div>	Name	Registration Status	Payment Method	Comments	Ballinger Randall Jodie	Active Enrollment(Enrolled)						
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Ballinger Randall Jodie	Active Enrollment(Enrolled)													