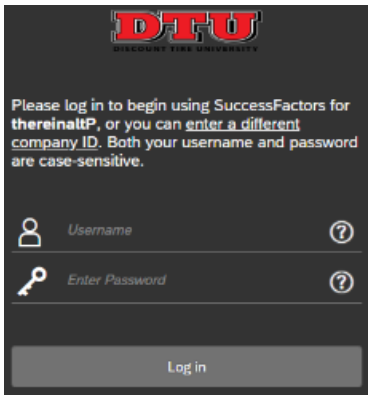
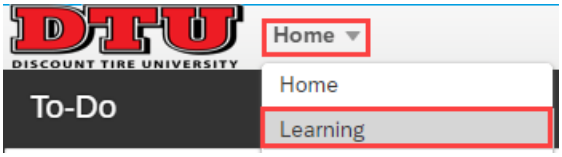
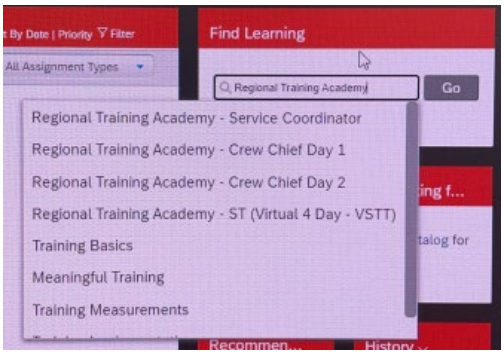
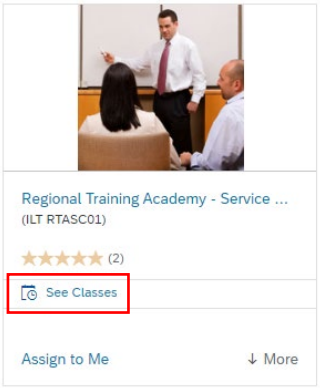
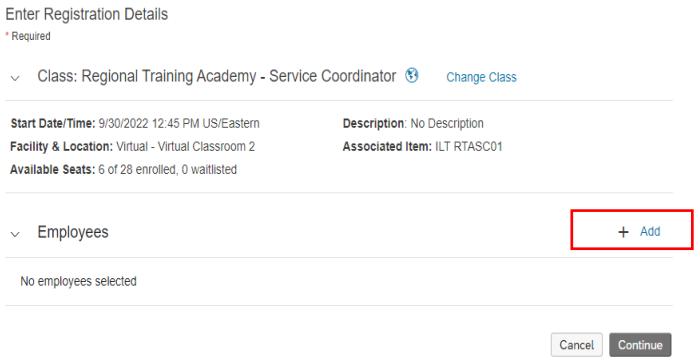
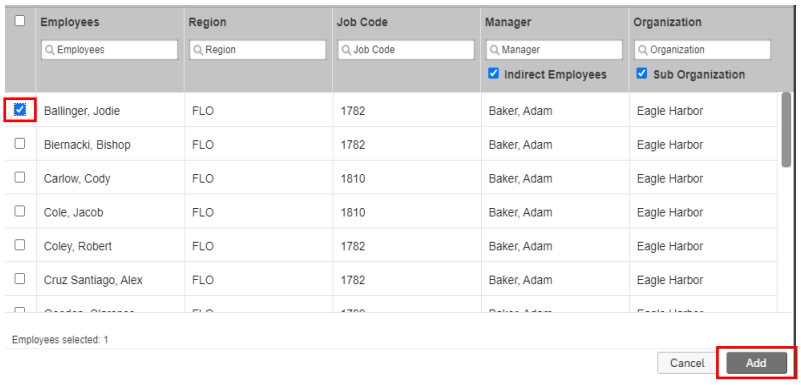
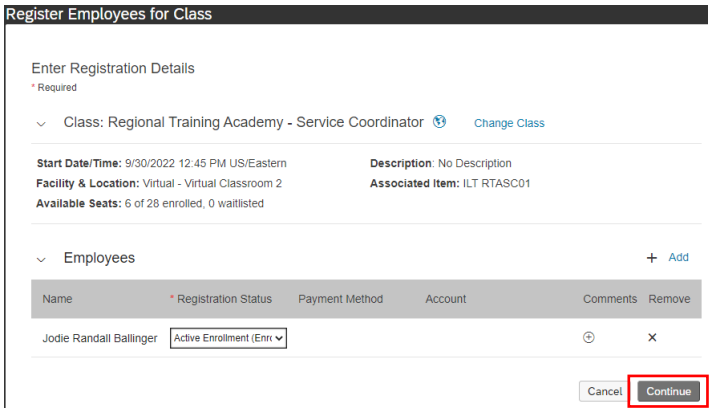
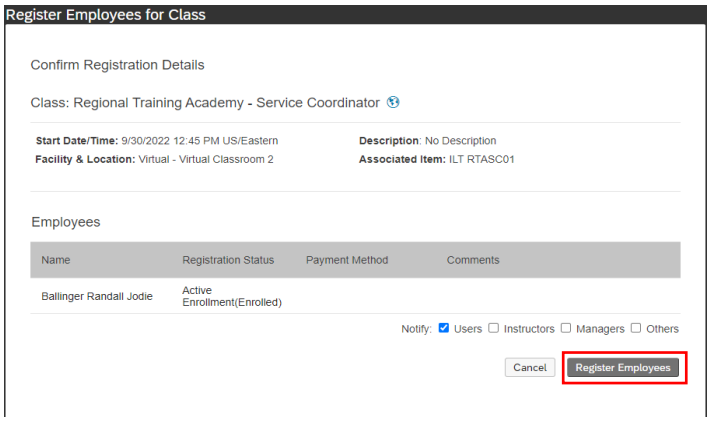
DTU Learning – Register for Virtual Classes

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

@2022 The Reinalt-Thomas Corporation

5	**Choose** the class you would like and click register Others.	
6	**Click** +Add to choose an employee	
7	**Select** your employee **Click** Add	

@2022 The Reinalt-Thomas Corporation

8	**Verify** your choice for Employee/Class/Date **Click** Continue	
9	**Confirm** all details **Click** register employees to finalize registration	

@2022 The Reinalt-Thomas Corporation