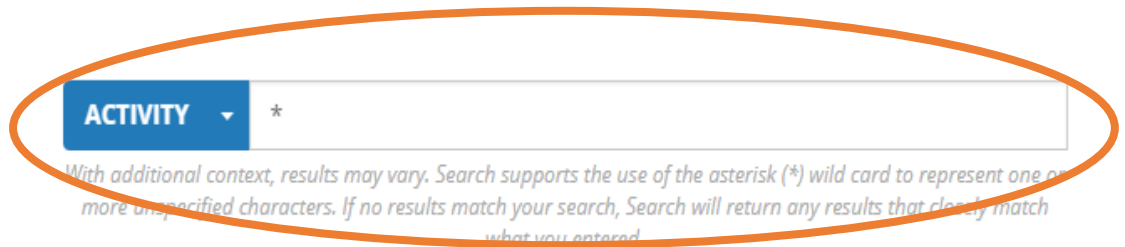


1. You can search for available classes by navigating to the top right of the screen and clicking on the search icon. When the search bar pops up in a keyword or the name of the class and hit enter.

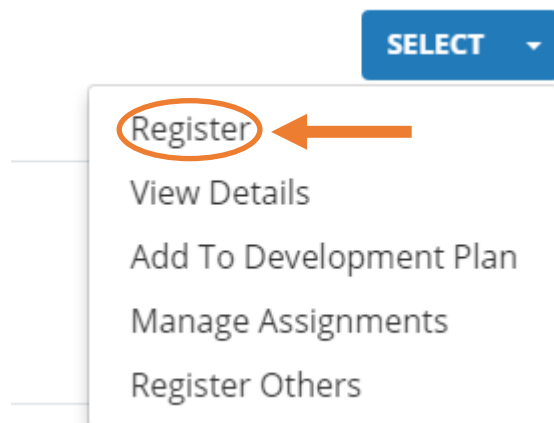


2. You can look through the classes and their descriptions, look for dates that those classes are offered, and register for the classes that you want. Once you find what you want, click the “select” drop down and click “register.”



### We Are All ND

This half day workshop for staff is being offered to those not currently in a supervisory role. Please register for and attend We  
 📄 ILT Class ⌚ 12/06/2017 08:00 am EST ⌚ 12/06/2017 1...



3. After clicking the register button, you will be taken into see when that class is being offered. You will need to click the checkbox to the left of the activity icon. It will drop down and ask you to select the session. Again, you will click the checkbox to the left of the session icon.

▼ SELECT AN ACTIVITY

ILT Class  
We Are All ND

12/6/2017,8:00 AM EST - 12/6/2017,12:00 P...  
Grace Hall-Lower Level Training Room, Gra...  
Available seats:0  
Registration Deadline: 11/29/2017

▼ MUST SELECT 1 ACTIVITIES

Session  
We Are All ND  
HR-10815\_1...

REGISTRATION ALL...

12/6/2017,8:00 AM EST - 12/6/2017,12:00 P...  
Grace Hall-Lower Level Training Room, Gra...  
Registration Deadline: 11/29/2017

4. Click the "next" button and then click the "submit" button.

CANCEL NEXT SUBMIT

CANCEL NEXT SUBMIT

5. After clicking "submit", you will be taken to a confirmation page showing that you are registered for the class. Click "done" at the bottom and you will be taken to the learner dashboard.

🔔 Congratulations! You have completed the registration process. Please look at the details below for more information about your registration status and activity progress.  
🔔 [Click here to view invoice details](#)

ILT Course  
WE ARE ALL ND REGISTERED

0%

Options

This half day workshop for staff is being offered to those not currently in a supervisory role. Please register for and attend We Are All ND in an effort to allow each and every member of our community to unite behind a common goal as we work to cultivate a spirit of  
[View More](#)

We Are All ND

ACTIVITIES DETAILS

1. We Are All ND

ILT Class  
We Are All ND

Options

🕒 12/6/2017 8:00 AM EST - 12/6/2017 12:00 PM EST [Show schedule in my time zone](#)

DONE