

HOW TO REGISTER FOR A WORKSHOP OR SPECIAL EVENT

1. To register for a **TRAINING WORKSHOP OR SPECIAL EVENT** on the home page under **UPCOMING EVENTS** you will **CLICK INSTRUCTOR LED TRAININGS SESSIONS**.

The screenshot shows the homepage of the Southeast Missouri State University Employee Training website. At the top left is the university logo and name. To the right are navigation links: 'My Profile | Log Out | Help' and a search bar with a dropdown menu set to 'Select'. Below this is a red navigation bar with 'Quick Links' and 'Recently Viewed' sections. The 'Quick Links' section includes 'See What's New', 'View Learning Plan', and 'Browse The Library'. The 'Recently Viewed' section is empty. Below the navigation bar is a user profile area with a placeholder icon and the text 'Training & Development My Profile'. The 'Upcoming Events' link is circled in red. Below it, 'Instructor Led Training Sessions' is listed with a count of 7. To the right is a large image of a building with a dome, and a 'Search. Click. Learn.' section with a welcome message. At the bottom, there are three categories: 'ILT' with 'Office 365' and 'SMOKING CESSATION CLASSES' icons, and 'Courses' with a social media icon.

2. A list will populate containing the available workshops or events. Select the **TITLE OF THE WORKSHOP OR EVENT** you wish to attend and follow the on screen prompts:

The screenshot shows the 'Instructor Led Training Sessions' page. At the top left is the university logo and name. To the right are navigation links: 'My Profile | Log Out | Help' and a search bar with a dropdown menu set to 'Select'. Below this is a red navigation bar with 'Quick Links' and 'Recently Viewed' sections. The 'Quick Links' section includes 'See What's New', 'View Learning Plan', and 'Browse The Library'. The 'Recently Viewed' section is empty. Below the navigation bar is a user profile area with a placeholder icon and the text 'Training & Development My Profile'. The 'Upcoming Events' link is circled in red. Below it, 'Instructor Led Training Sessions' is listed with a count of 7. To the right is a large image of a building with a dome, and a 'Search. Click. Learn.' section with a welcome message. At the bottom, there are three categories: 'ILT' with 'Office 365' and 'SMOKING CESSATION CLASSES' icons, and 'Courses' with a social media icon.

Instructor Led Training Sessions
7 sessions available

Search for Sessions

Course Title	Start	End	City	Instructor	Session Status	
Office 365 Implementation and Training	Feb 3, 2017 10:00 AM CST	Feb 3, 2017 11:00 AM CST	N/A	N/A	Confirmed	Actions
Free Smoking, Tobacco Cessation Classes	Feb 8, 2017 12:00 PM CST	Feb 8, 2017 1:00 PM CST	N/A	N/A	Confirmed	Actions
Office 365 Implementation and Training	Feb 17, 2017 2:30 PM CST	Feb 17, 2017 3:30 PM CST	N/A	N/A	Confirmed	Actions
Office 365 Implementation and Training	Mar 3, 2017 10:00 AM CST	Mar 3, 2017 11:00 AM CST	N/A	N/A	Confirmed	Actions
Free Smoking, Tobacco Cessation Classes	Mar 7, 2017 12:00 PM CST	Mar 7, 2017 1:00 PM CST	N/A	N/A	Confirmed	Actions
Free Smoking, Tobacco Cessation Classes	Apr 20, 2017 12:00 PM CDT	Apr 20, 2017 1:00 PM CDT	N/A	N/A	Confirmed	Actions
Administrative Professionals Day - Luncheon	Apr 26, 2017 11:45 AM CDT	Apr 26, 2017 1:15 PM CDT	N/A	N/A	Confirmed	Actions