

Search and Register for a Session

1. Login to the **Learning Center**.
2. On the Welcome page, locate the Search box on the upper right corner.
3. Type the name of the course or a few letters of the course (**ILT Beach**) in search box. Click blue **Search** button.
4. Select the following event. (**ILT Beach**)
5. The **Training Details** page displays.
6. Select **Request** to register. An email confirmation will be sent to you by ces.mail@csod.com containing your registration details. (Note: If you have direct reports you may see the **Assign** option. Please select Request to register for the session.)
7. Your transcript displays with the session you selected. Click the session title to view details.

Sample Email below

From: ces.mail@csod.com [<mailto:ces.mail@csod.com>]
Sent: Friday, April 03, 2015 1:51 PM
Subject: Learning Center - Class Registration Confirmation
When: Tuesday, April 07, 2015 9:30 AM-11:30 AM (UTC-06:00) Central Time (US & Canada).
Where: CERES Purchasing Solutions

Enjoy your new learning opportunity, (First Name Last Name)!

This email is confirmation that you have successfully registered for:

Title: ILT - BEACH
Training Type: Session
Class Description:

The goal of Beach training is to ensure employees are familiar with processes of ordering supplies online, submitting for approvals, and the reporting features.

Class Date: 4/7/2015

Class Time: 9:30 AM

On the day of your class, log into the Learning Center. Click on View Transcript. Search for this course and click on Launch to access your required training.

If you are unable to attend the scheduled class, please don't forget to withdraw from the session so other learners will have the option of enrolling. Thank you!

Day of Training (This information is in your Email you received)

To join a WebEx training session from the Learning Center, use the following steps:

1. From the Learning tab or My Inbox, click **View Your Transcript**.
Result: The Transcript page opens.
2. Locate the class that you need. Hint: The session will have the calendar icon to the left of the title.
3. Click the **Launch** box.
4. Click on **Run a temporary application**.
5. If you receive another dialogue box with the **Run** option, click **Run** again. **Result:** The WebEx will begin to launch.
8. To join by phone, you will see a pop-up box that will include your conference number and the Meeting ID. Dial the 800 number and then follow the prompts on the call.