

How to Use Self-Registration - ADMIN

How to Use Self-Registration

Self-Registration allows users to enroll themselves if the administrator has enabled this option. Note the courses must be setup as “Public” with specific start dates for self-registration to function.

1. Login to Edvance360 as Admin
2. Select **1-Admin Tab** > **2-Config & Settings** > **3-Application Settings** > **4-Course Available Option**

The screenshot displays the Edvance360 Admin interface. At the top, the navigation menu includes Home, Trainings, Communities, Resources, Calendar, **1 Admin** (highlighted with a red box), and Help. Below the navigation is the 'Administration' section. On the left, a sidebar menu shows 'CONFIG & SETTINGS' (2) expanded, with 'APPLICATION SETTINGS' (3) selected. Under 'APPLICATION SETTINGS', 'Course Available Options' (4) is highlighted with a red box. The main content area shows the 'Admin » Application Settings' page with a 'Count Per Page' dropdown and the 'Course Available Options' section. This section includes a 'Show Available Courses' toggle (checked), an 'Available Course Message' field, a text input for 'Do you wish to register for this course?', and a 'Save' button.

3. Select **checkbox** under Show Available Course > Enter **Available Course Message** > Select **Save**

Course Available Options

Form fields and labels:

- Show Available Courses: 1
- Available Course Message: [Empty text area]
- Do you wish to register for this course?: 2
- Save: 3

User/Student View Self-Registration

Once Show Available Courses is enabled and configured properly users will see Available Courses by navigating to Trainings/Courses Tab from the top navigation menu. Screenshot below is the User View.

Edvance360 evolving education

Home Trainings Communities Calendar Scores Help

Trainings

MY COURSES
AVAILABLE COURSES
ALL COURSES

Make This My Default Page

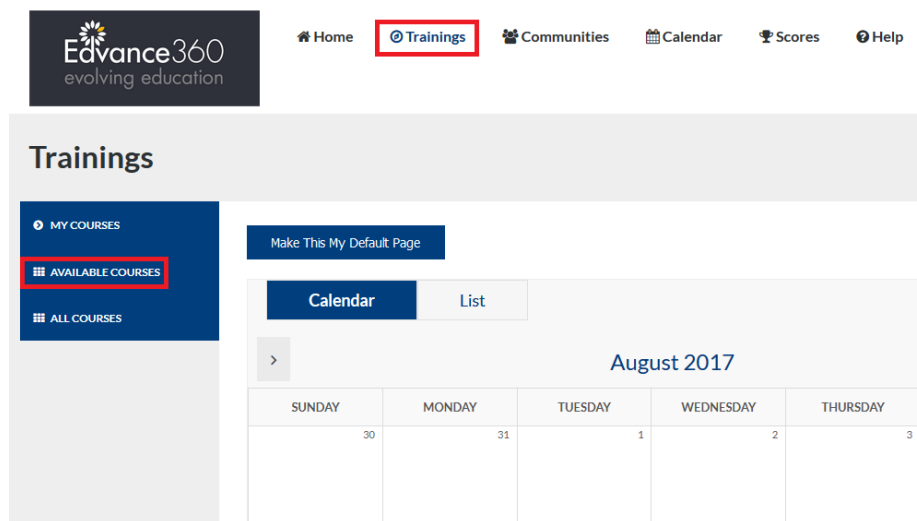
Calendar List

August 2017

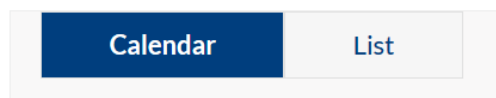
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY
30	31	1	2	3

How User's Self-Register

1. **Login** to Edvance360
2. Navigate to **Trainings/Courses** > select **Show Available Courses**



Note: Users can toggle between **Calendar** and **List View** on the Show Available Courses page.



QuickStart Guide: How to Use Self-Registration - Admin

3. Select **Desired Course**. Available courses will display as blue hyperlinks.

27	28	29	30	31	1	2
	(Combined Advanced Vari... (Special Operations Ser...					

4. A new window will open with the Course Information > Select **Register**

Monday, 28 August 2017

(Combined Advanced Variable Seminar 03) Combined Advanced Variable Seminar
From: 28 August 2017 To: 27 November 2017
Facilitator: Place Holder

[Register](#)

5. A new window will open with the a message provided by the site administrator. Select **checkbox** next to Register Now > Select **OK**

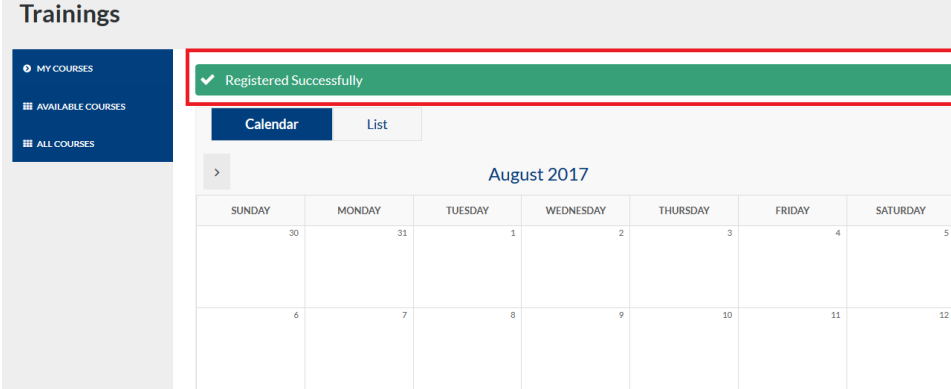
Register

Do you wish to register for this course?

Register Now

[OK](#)

6. Upon successfully self-registering for the course you will see the message in green. Your course will display on the Start Date.



The screenshot shows the 'Trainings' section of an application. On the left is a dark blue sidebar with three menu items: 'MY COURSES' (selected), 'AVAILABLE COURSES', and 'ALL COURSES'. The main content area has a light gray header with the title 'Trainings'. Below the header, a green notification bar with a white checkmark icon and the text 'Registered Successfully' is highlighted with a red border. Underneath the notification are two buttons: 'Calendar' (active) and 'List'. Below the buttons is a calendar for 'August 2017'. The calendar is a grid with columns for the days of the week and rows for the dates. The dates shown are 30, 31, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, and 12. The date 7 (Monday) is highlighted with a yellow background.

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
30	31	1	2	3	4	5
6	7	8	9	10	11	12