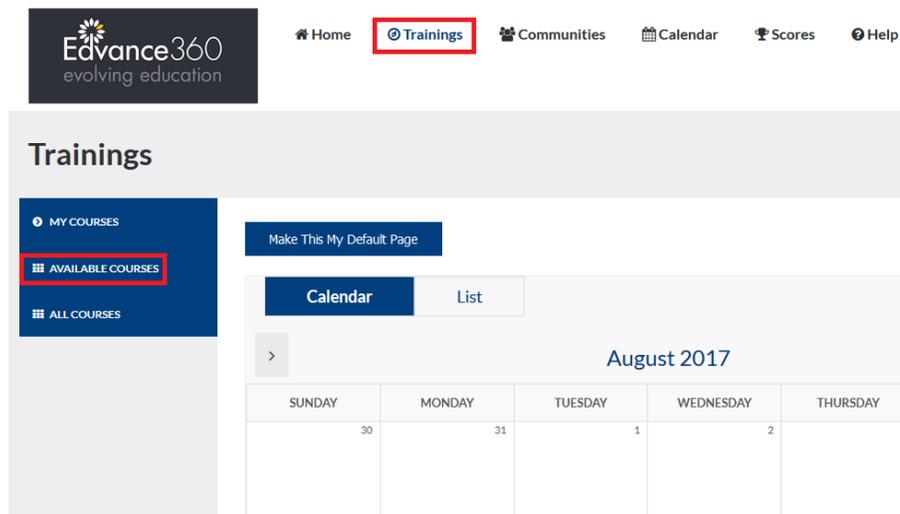


How to Use Self-Registration - User

How to Use Self-Registration

Self-Registration allows users to enroll themselves if the administrator has enabled this option.

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



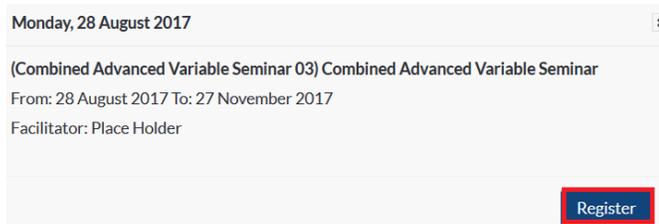
3. Select **Desired Course**. Available courses will display as blue hyperlinks.

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

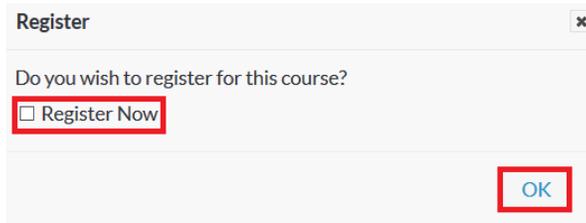
Note: Users can toggle between **Calendar** and **List View** on the Show Available Courses page.



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

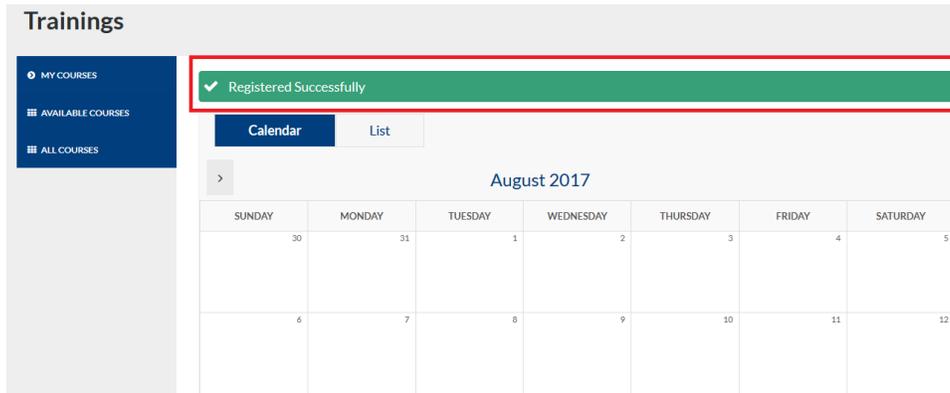


5. A new window will open with the a message provided by the site administrator. Select **checkbox** next to Register Now > Select **OK**



A dialog box titled "Register" with a close button (x) in the top right corner. The text inside asks "Do you wish to register for this course?". Below the text is a checkbox labeled "Register Now", which is highlighted with a red box. At the bottom right of the dialog is an "OK" button, also highlighted with a red box.

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



The "Trainings" page features a sidebar on the left with navigation options: "MY COURSES", "AVAILABLE COURSES", and "ALL COURSES". The main content area has a "Calendar" button selected and a "List" button. A green notification banner at the top of the main area displays a checkmark and the text "Registered Successfully". Below the banner is a calendar for August 2017, showing days from Sunday to Saturday with dates 1 through 12. A yellow highlight is visible under the date 7.