How to Request/Register for Training

In the previous LMS, there was a link called “Other Available Training.” In this LMS, you may click the “Browse for Training” link to search for other available training courses, both face-to-face and online. Access the “Learning Management System” homepage and click the “Browse for Training” window to search for available trainings.
Click the desired online course or training session to view details. If you would like to take a course listed here, click the "Request" button. If the course is immediately available, you will then be able to launch the course. If the course requires an approval, the organizer will be notified of your request and will approve or deny the request. You will receive an email indicating if you have been approved for the course. If approved, you may access the online course or event details from your transcript.