



Register for eLearning

It's easy to register for online training, also known as eLearning. Many eLearning courses do not require supervisor approval, but some do.

1. Search for an eLearning course you wish to take and select its title. (For help finding training, see the "Search for Training" job aid.)
2. Select **Launch** if the button is available to you. No approval is needed to take this course. The eLearning course will open immediately. The training will also be added to your transcript, where you can return to launch it later if you don't finish it now.
3. If the Launch button isn't available, you'll see a Request button. Select **Request**. This training requires approval before you can access it. The system will automatically forward your training request to your supervisor.
4. Your supervisor will review your request and approve or deny it. If approved, you'll receive an email advising you of the approval.
5. Once approved, go to your **Transcript** to **Launch** the training.

Register for training session

Registering for instructor-led training, also known as classroom or virtual classroom training, generally involves two steps. First, you request the training, but you're not registered for it yet. Second, your supervisor approves your request, and that is when you become registered to attend the session.

1. Search for a training session you wish to attend and select its title.
2. Review the Upcoming Sessions list and decide which session you would like to attend.
3. Select the **More Actions** button (this is the dropdown arrow on the View Details button) for that session.
4. In the dropdown menu, select **Request**. If the training requires approval, the system will automatically forward your training request to your supervisor.



If the class is full when you request it, and it was set up to allow a waitlist, you'll see a pop-up message asking you to confirm that you want to be added to the waitlist. You will not actually be added to the waitlist until after your supervisor approves your training request.

5. If the Accommodation Request Form appears, you can enter any accommodations you would like to request in the provided box, then select "**SUBMIT**". If you do not need to request any accommodations, you can immediately select "**CANCEL**". If the form does not appear, you can request accommodations over email.



For more details about requesting accommodations, refer to the Job Aid "Request Accommodations".



Register for training



6. Go to your **Transcript** and verify that the training has been added. Review the status of the training.
 - a. If it is "Pending Approval," the system is waiting for your supervisor to review your training request and approve or deny it. If approved, you'll receive an email advising you of the approval.
 - b. If it is "Waitlisted," you have been added to the waitlist and should not attend the session unless a seat becomes available to you.
 - c. If it is "Registered," you are all done and ready to attend the session.

If you're waitlisted and a seat becomes available, you'll be automatically registered for the session. You'll receive a confirmation email at that time.

Add training to Outlook calendar

When you successfully register for an instructor-led training session, you will receive a confirmation email that includes a meeting request. This allows you to add the class to your Outlook calendar.

1. Select **Accept** at the top of the meeting request email.
2. The appointment has been added to your Outlook calendar.

The screenshot shows an Outlook interface with a meeting request from **dotlearncenter@dot.wi.gov**. The subject is **Registration Confirmation and Link Information:**. The sender is **Schmidt, Alexandra E - DOT**. The meeting is **Required**. A note states: "The organizer has not requested a response for this meeting." The meeting details are: **When** Tuesday, November 24, 2020 3:00 PM-4:00 PM; **Location** Webinar. The calendar view shows the meeting starting at 3 PM. The email body contains the following text:

Dear Alexandra Schmidt:

You are now registered for the following session:

Title: Gratitude in the Workplace
Class Description: During this time of year it is easy to thi gratitude at work with our colleagues. In this session we will