

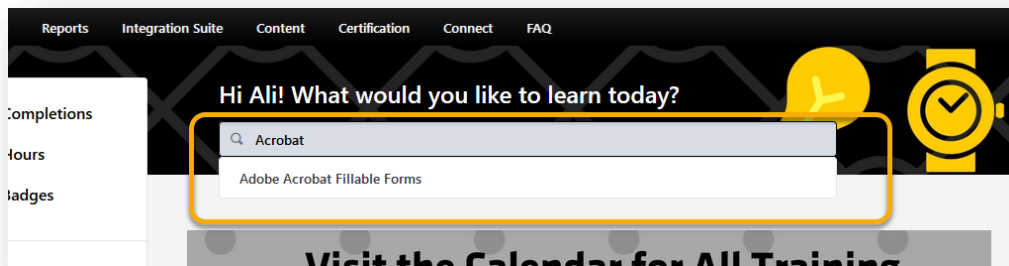
MYTRAINING: HOW TO REGISTER FOR A SESSION

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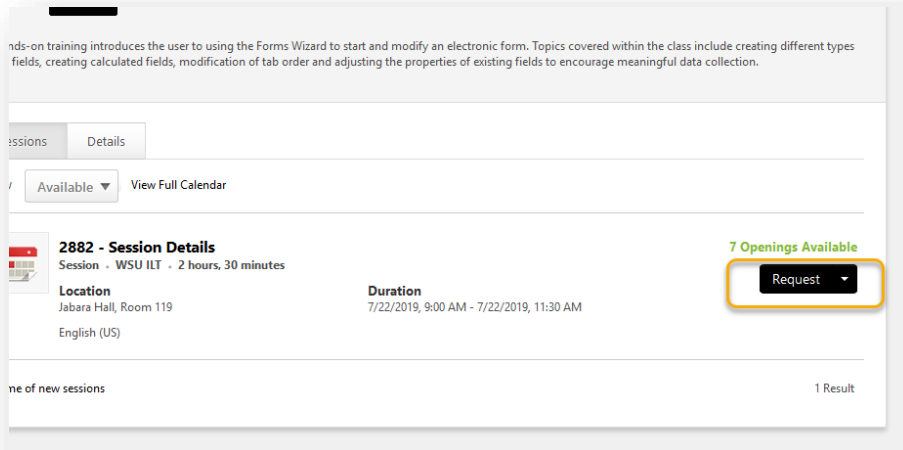
SEARCH FOR A SPECIFIC SESSION 1
BROWSE FOR SESSION 3

SEARCH FOR A SPECIFIC SESSION

1. From the Learner Home Page, locate the **search bar** toward the top of the screen in the center.
2. Click into the search bar and start typing the desired course. Notice myTraining will start to show search results before you press enter.
 - ✓ **Select** an option from the list, or press **enter** to do a full search.



3. A list of sessions and times will display. Select a course and register by clicking on the **Request** button to the right of the session title.



Hands-on training introduces the user to using the Forms Wizard to start and modify an electronic form. Topics covered within the class include creating different types of fields, creating calculated fields, modification of tab order and adjusting the properties of existing fields to encourage meaningful data collection.

Sessions | Details

Available | View Full Calendar

2882 - Session Details
Session - WSU ILT - 2 hours, 30 minutes
7 Openings Available

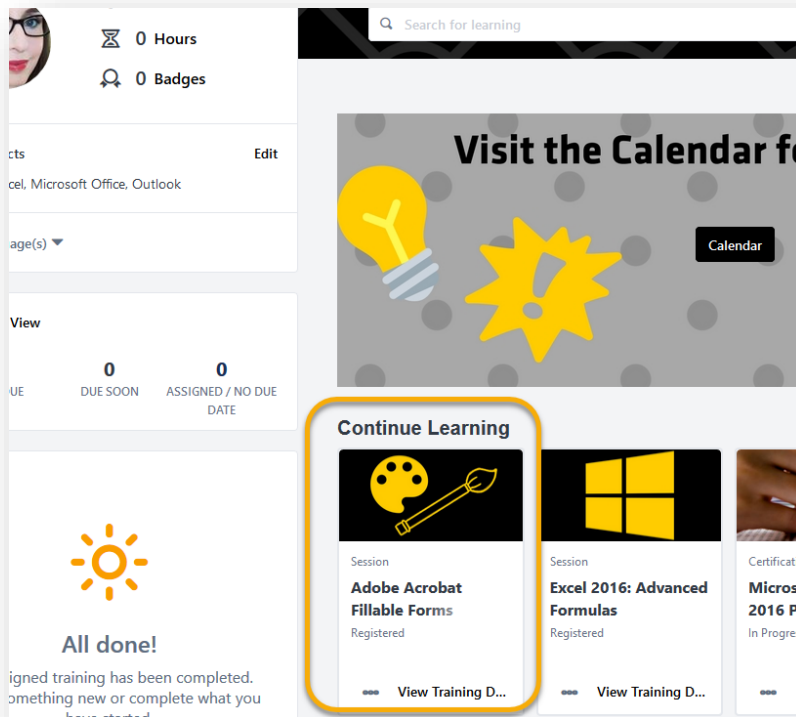
Location
Jabara Hall, Room 119
English (US)

Duration
7/22/2019, 9:00 AM - 7/22/2019, 11:30 AM

Request

1 Result

- The session will be added to your transcript as a registered session. It will also now appear on your Learner Home Page under **Continue Learning**.



0 Hours
0 Badges

Visit the Calendar for

Calendar

Continue Learning

- Session: **Adobe Acrobat Fillable Forms** (Registered) - View Training D...
- Session: **Excel 2016: Advanced Formulas** (Registered) - View Training D...
- Certification: **Microsoft 2016 Po** (In Progress)

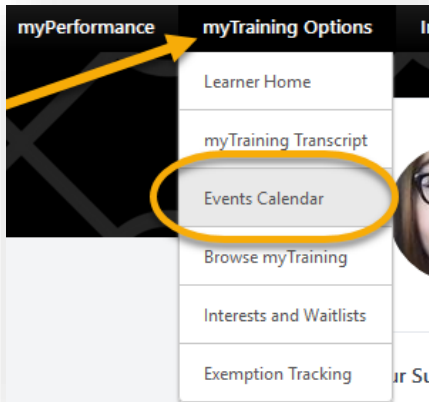
All done!
Signed training has been completed. Something new or complete what you have started.

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BROWSE FOR SESSION

To browse for possible sessions:

1. In the top menu, hover over **myTraining Options**.
2. Select **Events Calendar**.



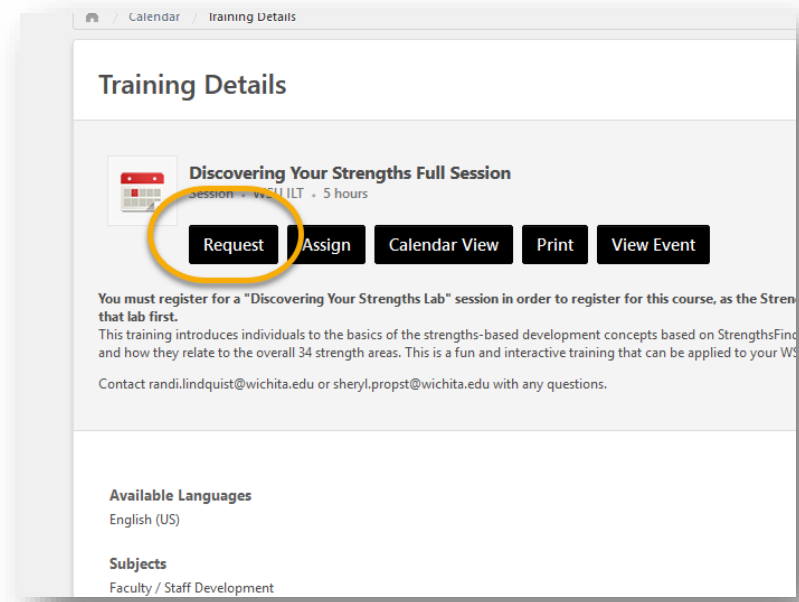
3. A calendar appears with upcoming sessions. Select the desired session from the calendar. You will be taken to a **Training Details** page.

< July, 2019 > Day Week Mon

All Events My Events

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
30	1	2 Campus Safety: Active Shooter Incident Planning 8:30 AM - Rhatigan Student Center, Room 233	3 Diversity and Inclusion in the Workplace 9:00 AM - Rhatigan Student Center, Room 264	4	5	6
7	8	9	10 Ability Ally 9:00 AM - Jabara Hall, Room 122	11 Ability Ally 9:00 AM - Jabara Hall, Room 122	12	13
14	15	16	17 Excel 2016: Advanced Formulas 9:00 AM - Jabara Hall, Room 119	18	19	20
21	22 Adobe Acrobat Fillable Forms 9:00 AM - Jabara Hall, Room 119 Discovering Your Strengths LAB 9:00 AM - Jabara Hall, Room 124	23	24 Ability Ally 9:00 AM - Jabara Hall, Room 122	25 Ability Ally 9:00 AM - Jabara Hall, Room 122	26 Discovering Your Strengths Full Session 9:00 AM - Rhatigan Student Center, Room 266	27
28	29	30	31	1	2	3

4. At the top of the **Training Details** page, press **Request**.



The screenshot shows a web page titled "Training Details" with a breadcrumb trail "Calendar / Training Details". The main heading is "Discovering Your Strengths Full Session" with a sub-heading "Session - WCU IILT - 5 hours". Below this is a row of five buttons: "Request", "Assign", "Calendar View", "Print", and "View Event". The "Request" button is circled in yellow. Below the buttons is a paragraph of text: "You must register for a 'Discovering Your Strengths Lab' session in order to register for this course, as the Strengths Lab is a prerequisite for this course. This training introduces individuals to the basics of the strengths-based development concepts based on StrengthsFinder and how they relate to the overall 34 strength areas. This is a fun and interactive training that can be applied to your work." Below this is another paragraph: "Contact randi.lindquist@wichita.edu or sheryl.propst@wichita.edu with any questions." At the bottom, there are two sections: "Available Languages" with "English (US)" and "Subjects" with "Faculty / Staff Development".

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