![Wichita State University logo]

Last Updated November 26, 2019
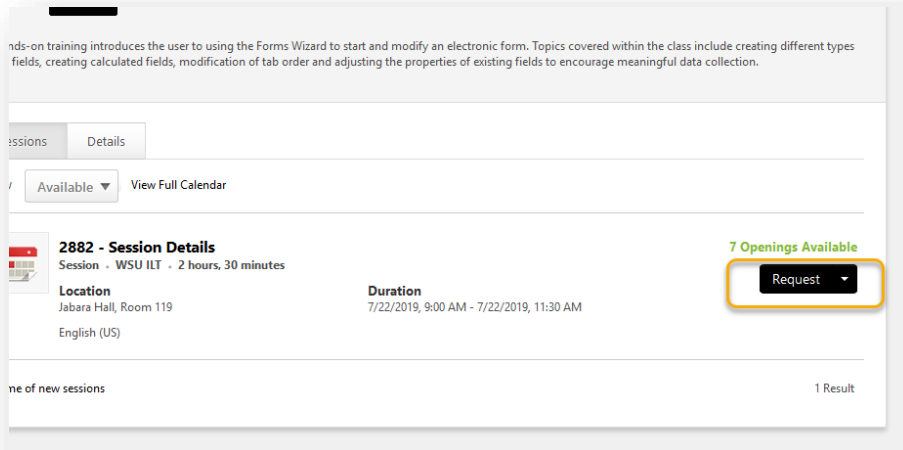
MYTRAINING: HOW TO REGISTER FOR A SESSION

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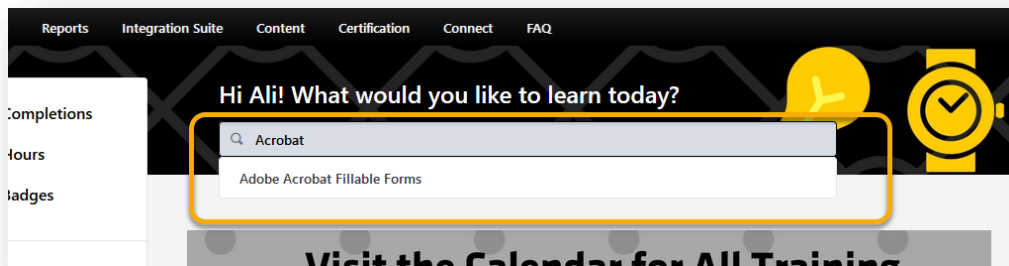
3. A list of sessions and times will display. Select a course and register by clicking on the **Request** button to the right of the session title.

4. 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.**

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BROWSE FOR SESSION

To browse for possible sessions:
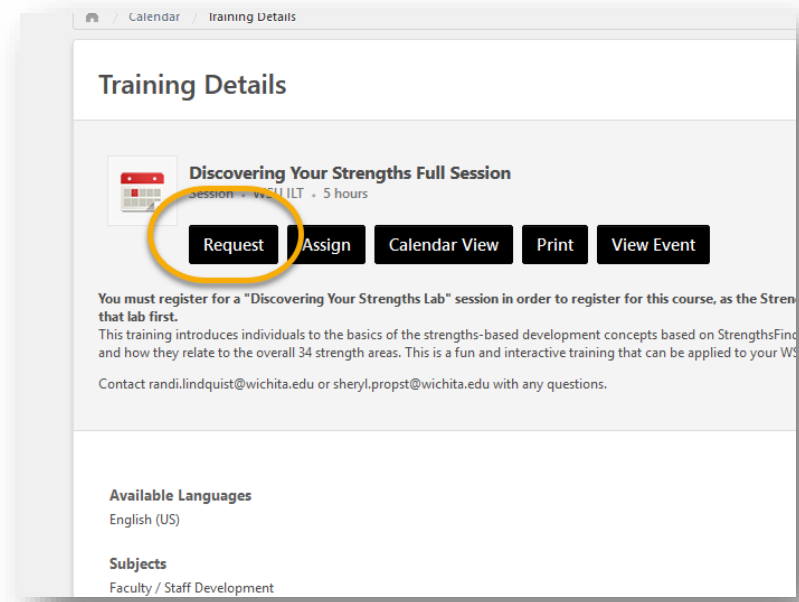1. In the top menu, hover over **myTraining Options.**
2. Select **Events Calendar.**
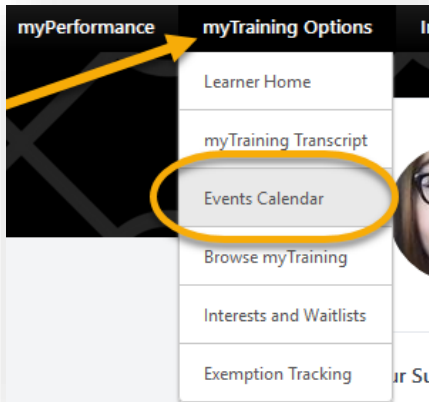
3. A calendar appears with upcoming sessions. Select the desired session from the calendar. You will be taken to a **Training Details** page.

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

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