

Depending how a course is set up by your agency training administrator, you may be able to self-enroll, or “book” the course. If the course is designated as self-enroll, use the following steps:

**1. Search for the course using the find tool by typing in the course title or keyword.**

**Helpful hint:** Try to be as specific as possible when entering your search term. The course title, or partial course title, works best. This will narrow your search results.

**2. Click the “Find” button.**

**3. Click the course title link.**

The course page will appear with detailed information about the course.

**4. Scroll to the bottom of the course page.**

You will see details for the scheduled sessions.

**Helpful hint:** If there are no courses scheduled or if the scheduled dates do not suit you, you can express interest in attending the course in the future by clicking the prebook link. You will be notified in your messages and notes section when courses are scheduled. We’ll discuss the details of prebooking, and how to manage your prebooked courses, later in this training.

**5. Click the “To Registration” link associated with the date and time you would like to attend.**

The details for the date and time you selected will appear.

**Helpful hint:** Some courses require manager or administrator approval. You will have different options for booking based on approval or no approval required.

For courses that do not require approval:

**6. Scroll to the bottom of the page to the Book section and click the “Book this course” button.**

The “Do you want to book this course?” pop up window appears.

For courses that require approval:

**Scroll to the bottom of the page to the Book section and click the “Request participation in this course” button.**

The “Do you want to request participation in this course?” pop up window appears.

**Helpful hints:** The Book section at the bottom of the page contains details about prerequisites that may impact your ability to book or request participation. Please review before proceeding.

For certain courses that have reached maximum capacity, you can click the Waitlist Booking link to join the waitlist, which works on a first come, first served basis. If you are at the top of the waitlist, you will be automatically booked when a place in the course opens up due to cancellation.

**7. Click “OK”.**

**Helpful hints:** “Participation was successfully booked” message appears at the top of the page for courses that do not require approval.

“The participation request was submitted” message appears at the top of the page for courses that require approval.

Both types of bookings will appear in your “My Training Activities” section. For courses requiring approval, “Partic. Requested” will appear in parentheses until the course is approved.

You will receive an email notification confirming this transaction.

Please contact your agency training officer for assistance.