

Registration Instructions

I want to register for a class. What do I need to do?

1. Log-on as you usually do with your username and password. This will take you into the registration system (a separate window - blue and gray).
2. Once you are in the registration system, you should see the My Home page with a message welcoming you.
3. There is a link on the left panel labeled Search Learning Catalog. That link will take you to the Learning Catalog main search page.
4. An easy way to see all training events is just to click the “Go” button – you will see a list of titles of all available courses.
5. Click on the icon or the title of the series you want. This takes you to a page with an “Abstract” describing the training program. Next click on “Choose class time and place” to proceed with the registration process.
6. Now you should be at the “find a class page.” We recommend that you maximize your screen – you should see scroll bars near the center and to the right of your screen. Look for two small calendar icons on the far right of the screen. You may need to use the center scroll bar to move all the way to the right.
7. The calendar on the left shows today’s date. Click on the right-hand calendar icon, then select a month and **also click on a day** to set a range between today and that future date. Then click “Go”, and you will see a display of all available sessions within your date range. Tip: set the second calendar to December 31 to see the greatest number of sessions.
8. In the list of available sessions, click on the “register” icon (the shopping cart) next to the class that you want to register for. A pop-up window will appear. (Confirm your Request)
9. Click on the Check-Out button if the information displayed is correct. You will get a pop-up window requesting information about your accessibility needs.
10. If you do not have accessibility needs, just click the “Close” button. If you do have accessibility needs, specify the needs and then click the “Update” button to save and submit your accessibility information. You

should use “Update” even if you are providing accessibility information for the first time.

If you need further technical assistance, call **Jamcracker at 602-282-8450**. If you have any questions about conferences or workshops call FSA University at 202-377-3941 and leave a message. A member of the registration and logistics team will return your call.