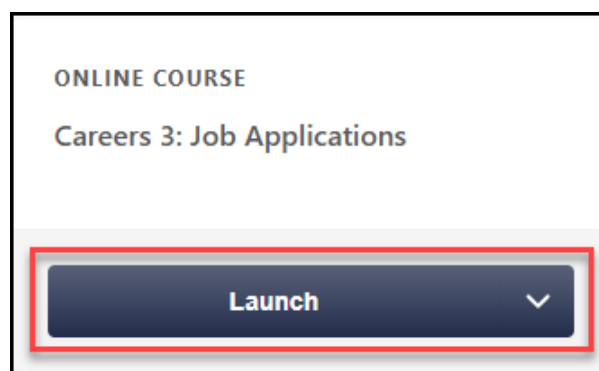


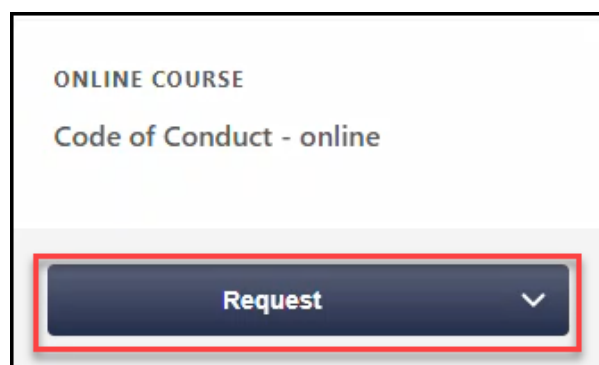
Register for Online Training

It's easy to register for online training. Please note many online courses do not require supervisor approval, however some do.

1. Search for the online training course you wish to take and select its title. (For help searching for training, please see the "Search for Training" User Guide).
2. If the Launch button is available, no approval is required for the course. Click Launch. The online course will open immediately. The details of the course will be added to your Training Record, so you can return to launch it later if you don't choose to complete it now.



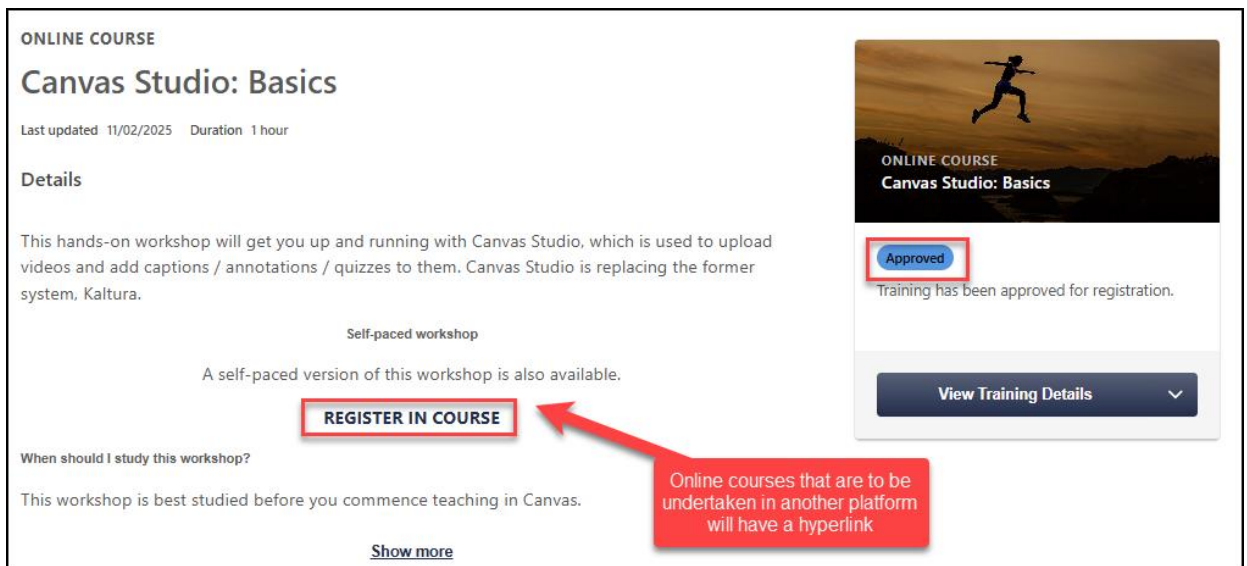
3. If the Launch button is not available, you will instead see a Request button. Click Request.



If this online training requires approval before you can access it, the system will automatically forward your request to your supervisor.



NB. Some courses are done through Canvas; if you have selected Request and the course is Approved immediately, check the Training Details page to see if there is a hyperlink to the course.

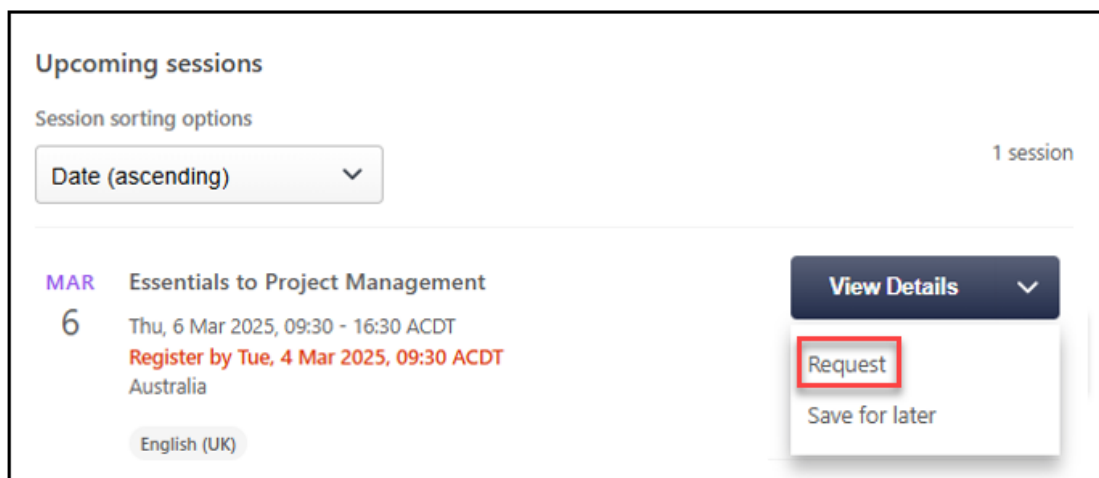


The screenshot shows the 'Canvas Studio: Basics' course page. At the top, it says 'ONLINE COURSE' and 'Canvas Studio: Basics'. Below this, it indicates 'Last updated 11/02/2025' and 'Duration 1 hour'. The 'Details' section describes the hands-on workshop. A 'REGISTER IN COURSE' button is highlighted with a red box. To the right, a smaller version of the course card shows an 'Approved' status, also highlighted with a red box, and a 'View Training Details' button. A red callout box with an arrow pointing to the 'REGISTER IN COURSE' button contains the text: 'Online courses that are to be undertaken in another platform will have a hyperlink'.

Register for an Event

Registering for Events (instructor-led training), generally involves two steps. First, you request to attend the Event. Second, your supervisor approves your request, and you are then registered to attend the Event.

1. Search for the Event you wish to attend and select its title. (For help searching for training, please see the “Search for Training” User Guide.)
2. Review the Upcoming Sessions list and decide which session you want to attend.
3. Select the View Details drop down button for that session.



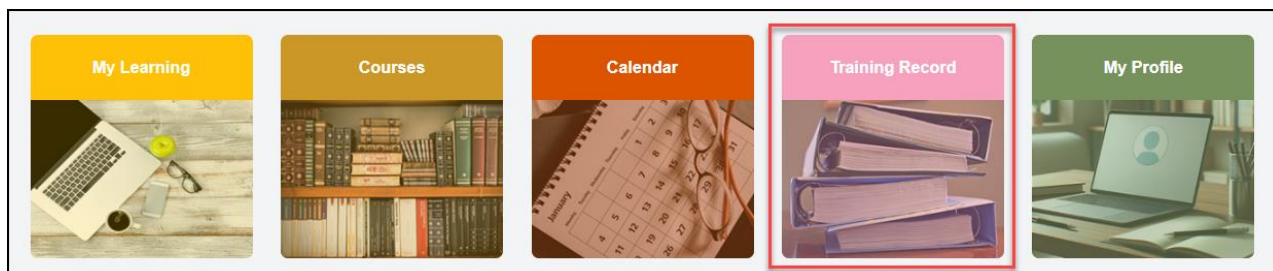
4. Select Request. If the training requires approval, the system will automatically forward your training request to your supervisor to approve. If the class is full, you can select Add to waiting list.
5. Once the request is approved and you are registered, you will receive a calendar invite; full details of the Event are included in the invite together with a link if it is a virtual session.



If the Event is already full and you select to be added to the waiting list, if the Event requires approval, you will not be added to the waiting list until your supervisor approves your request.

Check the status of your Online Training / Event

1. Go to your Training Record.



2. On the Filter by Training Status drop down, select Active.

- a) If it is *Pending Approval*, the system is waiting for your supervisor to review and approve/deny your request. If approved, you will 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 Event unless a seat becomes available to you.
- c) If it is *Registered* or *Approved*, you are all done and ready to attend the Event / undertake the Online course.

