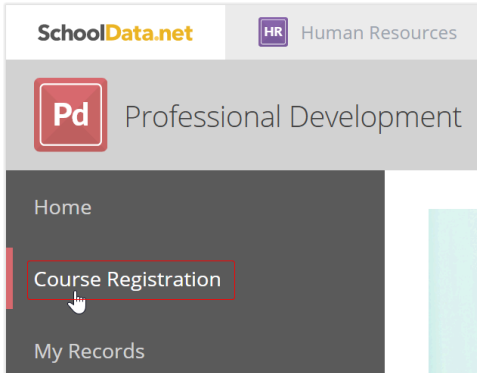
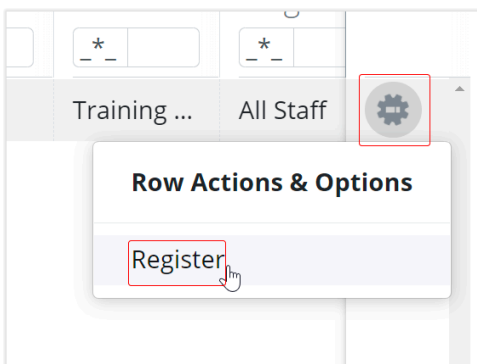


## ProDev: Registering for a Course

1. Start under **Course Registration** in the left navigation menu to see a list of courses available for registration.



2. Click the **Row Actions & Options Gear** to the far right and choose **Register**.



3. Select the session(s) you will register for in the resulting form by clicking the **checkmark** to the left. If only one session is scheduled, it will be automatically selected for you. You will see a populated list if more than one session is available.
4. Next, click **Add Course Sessions** at the top right.

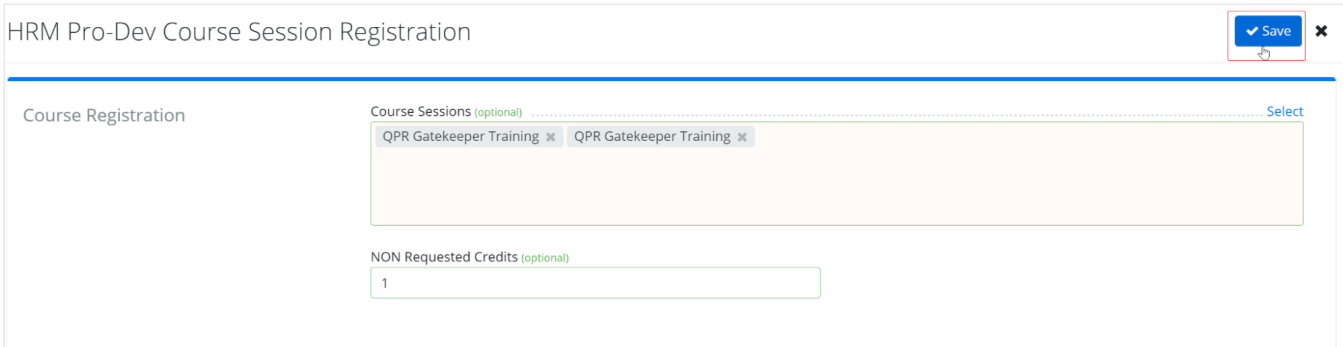
Course Sessions

Add Course Sessions ✕

Course Sessions (12 records) ⚙️

	Track Title	Activity	Activity Date	Start Time	End Time	Room	Attendance Is Required
<input type="checkbox"/>	Track 1	QPR Gatekeeper Training	2021-09-01	9:00AM	10:00AM	Canfield ...	No
<input checked="" type="checkbox"/>	Track 1	QPR Gatekeeper Training	2021-09-02	9:00AM	10:00AM	Atlas Ele...	No
<input type="checkbox"/>	Track 1	QPR Gatekeeper Training - Spe...	2021-09-27	8:00AM	9:00AM	Early Lea...	No
<input type="checkbox"/>	Track 1	QPR Gatekeeper Training	2021-09-20	8:00AM	9:00AM	Fernan S...	No
<input type="checkbox"/>	Track 1	QPR Gatekeeper Training	2021-09-27	8:00AM	9:00AM	Hayden ...	No
<input type="checkbox"/>	Track 1	QPR Gatekeeper Training	2021-10-04	8:00AM	9:00AM	Lakes Mi...	No

- You will see your selected sections and can edit the number of credits you would like to request for the course. Then click on the **Save button** at the top right.



HRM Pro-Dev Course Session Registration

Course Registration

Course Sessions (optional) ..... Select

QPR Gatekeeper Training x QPR Gatekeeper Training x

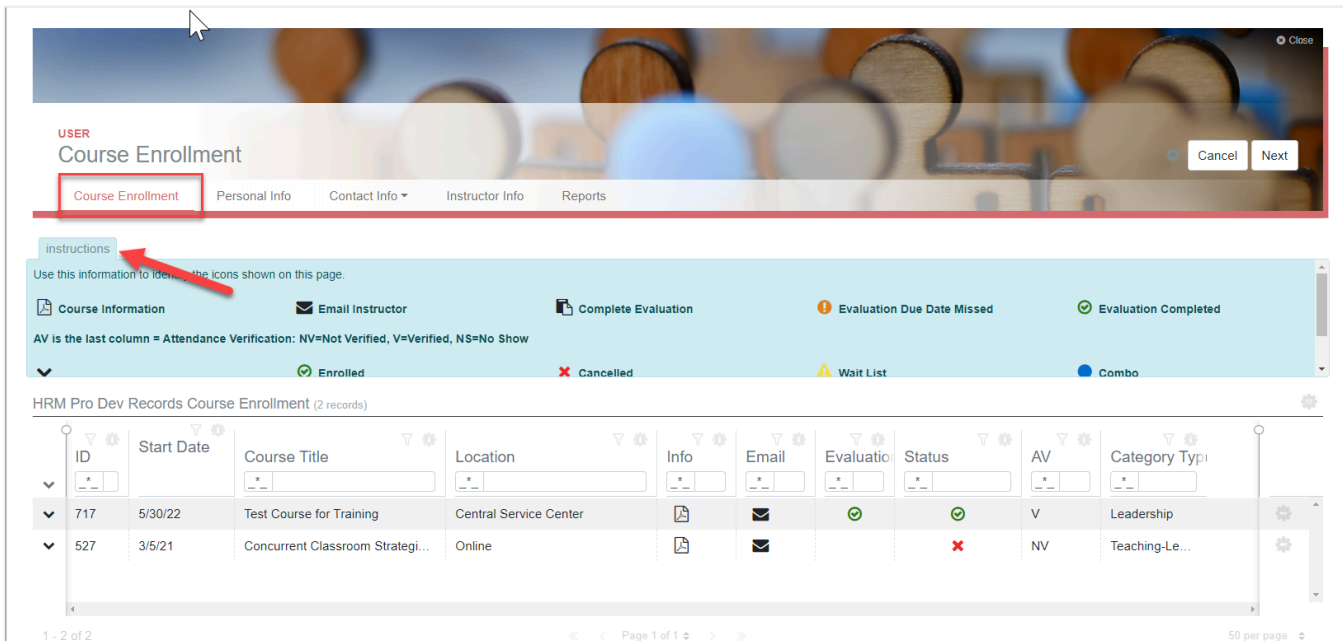
NON Requested Credits (optional)

1

Save x

## Checking Course Enrollment

- Start under **My Records** in the left navigation menu.
- Click the Course Enrollment subpage (tab) at the top of the page to view all course enrollments you have registered for or canceled. This page will load by default when you select My Records. This page will be blank if you have not yet enrolled in any courses.



USER Course Enrollment Cancel Next

Course Enrollment Personal Info Contact Info Instructor Info Reports

Instructions

Use this information to identify the icons shown on this page.

Course Information Email Instructor Complete Evaluation Evaluation Due Date Missed Evaluation Completed

AV is the last column = Attendance Verification: NV=Not Verified, V=Verified, NS=No Show

Enrolled Canceled Wait List Combo

ID	Start Date	Course Title	Location	Info	Email	Evaluation	Status	AV	Category Type
717	5/30/22	Test Course for Training	Central Service Center					V	Leadership
527	3/5/21	Concurrent Classroom Strategi...	Online					NV	Teaching-Le...

1 - 2 of 2 Page 1 of 1 50 per page

- Refer to the key at the top of the page, which explains the icons.
- Other actions available on this page include canceling enrollment in a course and completing an evaluation after the course has taken place.