

Certain assigned classroom courses may allow you to self-register. If a course appears in the My Training section of your inbox similar to the example below, you must register for an available session.

A few things to keep in mind when selecting a session to register for:

- It should occur prior to the due date showing to the right of the course.
- You can only be registered for one session of a course at a time.
- If the Status for a session indicates the course is full, it is recommended to register for another session if available.
- If you choose to register for a waiting list, you are not guaranteed a seat unless you receive notice that you have been moved from the waiting list to registered status.

If self-registration is not permitted, you must wait to be registered by an administrator. This will be clearly indicated in the My Inbox display of the course.

To Self-Register

1. Select the radio button to the left of the desired class offering.
2. Click the **Register** button. Additional details about the class will display when your registration is successful.

Course Title: CPR & AED Course

Instructions: Choose a time and place to attend from the list below:

<input type="radio"/>	Course Date: 5/18/2016 Course Time: 9:00:00 AM-12:00:00 PM EDT Location: Gateway Center - Conference Room D Status: *** Course is full, Register for Waiting List (Waiting:0)
<input type="radio"/>	Course Date: 6/16/2016 Course Time: 1:00:00 PM-5:00:00 PM EDT Location: Gateway Center - Conference Room C Status: (Seats: 0 out of 10)
<input type="radio"/>	Course Date: 8/2/2016 Course Time: 9:00:00 AM-1:00:00 PM EDT Location: Gateway Center - Conference Room B

Shows number of seats filled of those available

9/3/2016

REGISTER

To Register for a Different Offering or Unregister



If your registration is locked, you must contact your site administrator for assistance.

1. Select the radio button to the left of the offering you would rather attend.
2. Click the **Change** button. You are automatically removed from the roster of the offering you previously registered for.



If the offering you are registered for is full and there are people on the waiting list, choosing to change will automatically forfeit your seat for that offering.

Options: [Unregister](#) or change time and place

<input type="radio"/>	Course Date: 5/18/2016 Course Time: 9:00:00 AM-12:00:00 PM EDT Location: Gateway Center - Conference Room D Status: *** Course is full, Register for Waiting List (Waiting:0)
<input checked="" type="radio"/>	Course Date: 6/16/2016 Course Time: 1:00:00 PM-5:00:00 PM EDT Location: Gateway Center - Conference Room C Status: (Seats: 1 out of 10)
<input type="radio"/>	Course Date: 8/2/2016 Course Time: 9:00:00 AM-1:00:00 PM EDT Location: Gateway Center - Conference Room B

[CHANGE](#)

If you prefer to choose a new class at a later time you can click the **Unregister** link above the available classes. If you are currently on the waiting list for a class the link will read **Delete from Waiting List**.

When classroom attendance has been entered into myLearningPointe, the course assignment will no longer display in your Inbox. It will be added to your Transcript and if a certificate is available, it can be printed by clicking the **My Certificates** link in the [Communication Center](#).