

MY LEARNING POINTE - CLASSROOM COURSE REGISTRATION

Enter the User Name and Password provided by your site administrator in the fields to the right of the page and click the Sign – In button.



EXISTING USERS SIGN-IN HERE:

User Name: Password:

Forgot your password?

Follow myLearningPointe  

When successfully signed in, an Inbox display similar to the one below will appear.

Certain assigned classroom courses may allow you to self-register. All QI staff trainings academy courses should appear in the My Training Section of your Inbox similar to the example below. Please note, you are not registered for these trainings, you will have to register for all trainings you are interested in attending.



The screenshot displays the 'My Training' section of the myLearningPointe application. On the left, there is a navigation sidebar with the 'My Training' link highlighted. The main content area shows a list of training courses. The first course is titled '6226 - Cloud Project Beta Training' with a course date of 10/27/15. Below the title, it lists the course dates as 10/27/15 - 11/11/15, the location as 'Wichita Falls, TX - Sherman St., Wichita Falls, TX', and the dates as 10/27/15 - 11/11/15. A 'Register' button is visible at the bottom right of the course details. The second course is titled '6276 - Regional Assessment Training' with a course date of 10/27/15. It lists the course dates as 10/27/15 - 11/11/15, the location as 'Wichita Falls, TX - Sherman St., Sherman St', and the dates as 10/27/15 - 11/11/15. A 'Register' button is also visible at the bottom right of this course details.

To Self-Register:

Step 1: Select the radio button to the left of the desired course

Step 2: Click the register button. Additional details about the class will display when your registration is successful.



To change your original registration to another course:

Step 3: Select the radio button to the left of the course you would rather attend.

Step 4: Click the change button. You are automatically removed from the roster of the offering you previously registered for.

To cancel your registration for a course:

Step 5: click the Unregister link.

