

Register for a Session in Coursewhere

1. Navigate to <http://www.training.vt.edu> and log in with your VT PID and password. If you do not have a PID please see your department representative.

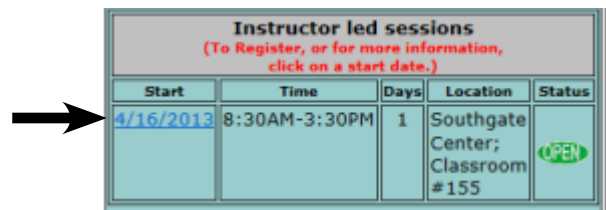


2. On the main menu there are different options to view the list of courses. If you are looking for a particular course it is best to select the **View By Alpha** option.

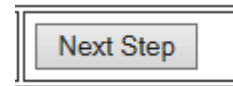


3. When you have found the course that you want to register for click on the session name.

4. Next click on the session date that you wish to attend.



5. Review the session information and click on the **Next Step** button at the bottom of the screen.



6. If this is the first time that you have registered in this system you will need to complete the following fields on the registration screen.

- First Name
- Last Name
- Work Phone
- Address (this is your work address)
- Email (this is your VT email address)
- Senior Management Area
- Department
- Gender

If the Registrant ID and Information below is Not yours, then please [Logout](#) and Re-Login.

To register, complete any missing or incorrect information then click on the "Submit Registration" button at the bottom of this form.

Course: **HR Banner Enterer Training**
 Session: **3045**
 Start Date/Time: **4/16/2013 at 8:30AM-3:30PM**

Registrant ID: thlts1 [Instructions](#)

First Name: Timothy

Middle Name: Optional

Last Name: Cot

Work Phone: - - Ext.

Address:

Address 2: Optional

City: Optional

State: Optional

Zip: Optional

Email: necessary for reminders and confirmation.

Senior Management Area: Make Selection

Department: Make Selection

Position: Make Selection Optional

Sub-position: Make Selection

Level Name: Make Selection Optional

Ethnicity: N/A

Gender: Male Female

Special Needs/Comments/Requests: Optional

If there is a special need or request please make a note in the comment field.

If you previously registered for a session in the system your information will appear the next time you register. You will just need to verify that it is correct or make any changes, if needed.

7. Click on the **Submit Registration** button.

The final screen will either confirm your registration or put you on a waitlist. You may also receive an email confirmation.

To Modify/Unregister from Events

1. Navigate to <http://www.training.vt.edu> and log in with your VT PID and password.
2. On the main menu click on **Modify/Unregister From Events**.



3. Click on the session name and you will be prompted to verify that you want to unregister for the session.