This guide will show you how to search and register for a class (or be placed on a waiting list), locate the class date, time, and location, as well as how to create a reminder in Outlook.

1) Click on the Search icon (header top right).

2) At the data entry field, begin typing the term that you are searching for. The system attempts to predict what you are looking for. At any point you can click on the proposed title or press Enter to display the search results.

3) Once you identify the course that you want to register for, click SELECT then Register.

4) Available scheduled offerings of this course will appear. To view all offerings, change the Seat Availability to ALL.
**Quick Reference Guide**

**Note:** Single day Classes will show the location. Multiple day classes will only show the dates as there may be a different location for each day.

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<th>OFFERINGS</th>
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<td>Filter:</td>
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<td>Search</td>
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- **A Sample for Training**
  - 1/2/2019 8:30 AM PST - 4:30 PM PST
  - SSC Charcot: TC1, SCC: 2310 N 1st Street, Suite 102, San Jose 95131
  - 0 Available seats

- **Single Day Class**
  - Date offered
  - Class Location

- **Multiple Day Class**
  - Dates offered - must attend both dates to complete class
  - 1/28/2020 8:30 AM PST - 1/29/2020 12:00 PM PST
  - SSC Charcot: TC1, SCC: 2310 N 1st Street, Suite 102, San Jose 95131

5) Select the radio button beside the title of the desired class date.

**Note:** If these dates do not work for you, you can **Express Interest** in the course and be notified when the class is next offered. The required comments are for your reference only and are not submitted with the request.

5.1) **If there are available seats:** A Registration Allowed notification will be displayed.
5.2) **If the class is full:** A Wait List notification will be displayed. While you can still Submit your request for the class, you will be wait listed.

5.3) **For Multiple day classes:** Select the class date to view the details for each day. When you Submit for this class, you will be required to attend both dates to complete the class.

6) Once you have made your selection, click Submit to continue with this selection.

7) You will receive a registration completion (or Waitlist -Pending Approval) message. Click **DONE** to complete your registration.

8) You will also receive a notification email confirming registration (or Waitlist Pending Approval). Double click the **Calendar Invite** to add the meeting to your Outlook Calendar. **Please do NOT forward the calendar invite as it is specific to you!**