This guide will show you how to search and register for a Web Based Training (WBT) activity using either the **Search** feature or the **Library**, and then **View Details** of the activity and **REGISTER**.

### Browse library and register

1) Click on **Library** icon (header top left).

2) The Library panel opens, indicating topics and number of entries in brackets. Refine the topics using the arrows to expand the selection to view sub-topics. Click on the **Topic** to view activities.

3) To further refine the selection, click the **FILTER** button, select criteria in the filter panel. Click **Apply** to display the results.

4) The list of filtered results will be displayed.

### Search and register

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

2) At the data entry field, begin typing the term that you are searching for.

3) 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.

4) The list of results will be displayed.
The steps to register for the activity are the same regardless of how you located the activity.

5) Click Select to Register or View Details for the activity. If clicking Register, skip to step 7.

6) View Details will provide additional information about the activity. The drop-down beside the OPTIONS button allows you to Add to Favorites or Print (the details page). To register for the activity, click the REGISTER button.

7) After completing your registration, you will receive a registration completion message. The drop-down beside START will allow you to Cancel registration, if needed.