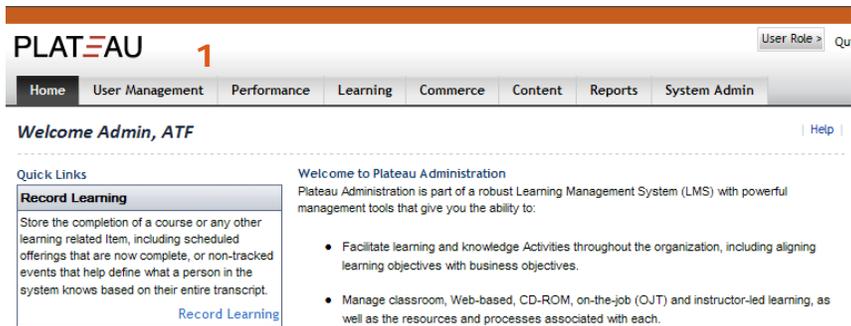
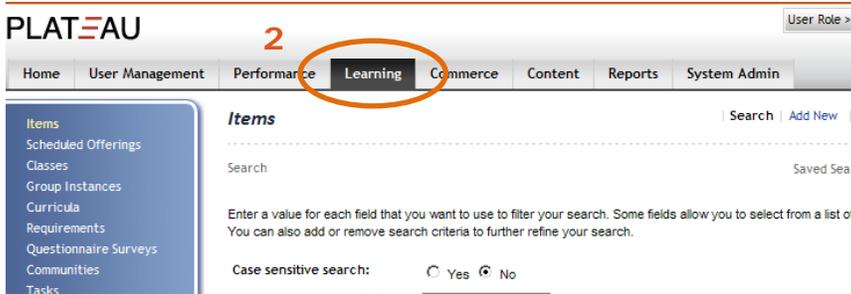
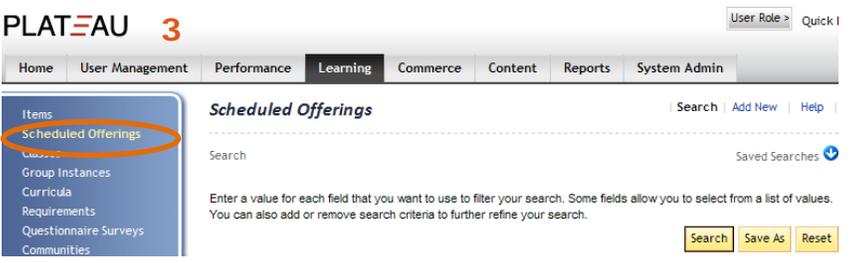
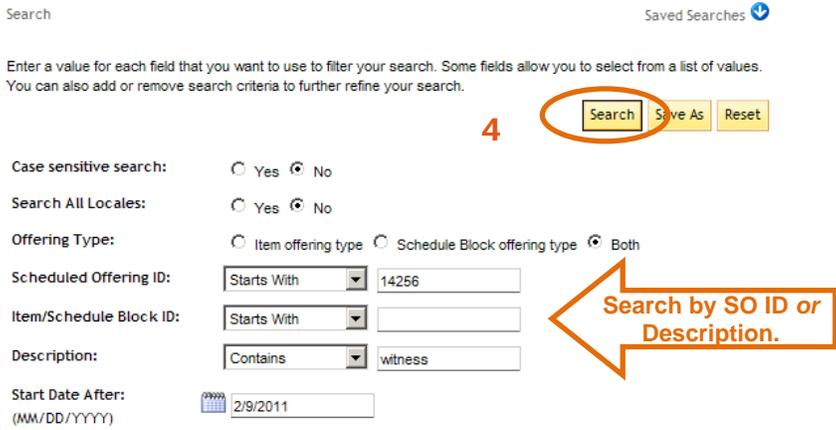
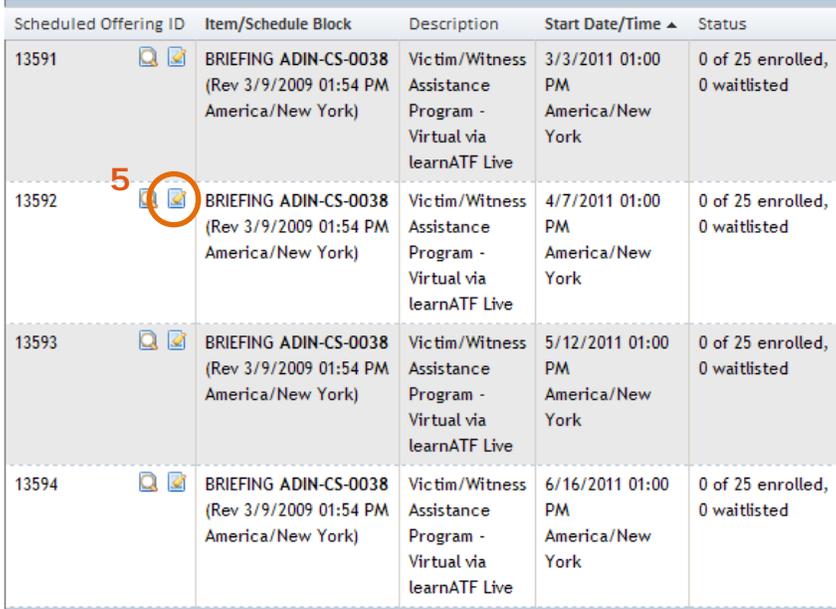


<h2 style="color: #c00000;">Before You Start:</h2>	<p>Occasionally a user will not be able to register themselves in a Scheduled Offering because they are out in the field, but they want to reserve a place in an in-person or virtual course. Training Coordinators can register users in these cases.</p> <p>IMPORTANT:</p> <p>Training Coordinators should not register users in training that requires an approval process without getting the appropriate supervisory approval. Training Coordinators should never register users in training that has a selecting committee or requires approval of a training manager or program office. If you are unsure, contact the training manager or program office listed on the scheduled offering.</p> <p>Please make sure that the user is not already registered in another session of the same offering by checking the user's registration tab. If so, you must drop the other session before you may register the user in another session.</p>	
<h2 style="color: #c00000;">1.</h2>	<p>Log in to the LMS.</p>	
<h2 style="color: #c00000;">2.</h2>	<p>Click the Learning tab.</p>	
<h2 style="color: #c00000;">3.</h2>	<p>On the left side, Click the Scheduled Offerings link.</p>	

<p>4.</p>	<p>If you know the Scheduled Offering ID, you can search for it here. If not, you can search by Description.</p> <p><i>Tip:</i> Search using a broad descriptor. The course may not have the same title in the LMS that you know it by. In this example, I am searching for Victim Witness, but I just search for "Witness" to get the most results possible.</p>																										
<p>5.</p>	<p>Select the SO that you would like to register a user in by clicking the edit icon.</p>	 <table border="1"> <thead> <tr> <th>Scheduled Offering ID</th> <th>Item/Schedule Block</th> <th>Description</th> <th>Start Date/Time</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>13591</td> <td>BRIEFING ADIN-CS-0038 (Rev 3/9/2009 01:54 PM America/New York)</td> <td>Victim/Witness Assistance Program - Virtual via learnATF Live</td> <td>3/3/2011 01:00 PM America/New York</td> <td>0 of 25 enrolled, 0 waitlisted</td> </tr> <tr> <td>13592</td> <td>BRIEFING ADIN-CS-0038 (Rev 3/9/2009 01:54 PM America/New York)</td> <td>Victim/Witness Assistance Program - Virtual via learnATF Live</td> <td>4/7/2011 01:00 PM America/New York</td> <td>0 of 25 enrolled, 0 waitlisted</td> </tr> <tr> <td>13593</td> <td>BRIEFING ADIN-CS-0038 (Rev 3/9/2009 01:54 PM America/New York)</td> <td>Victim/Witness Assistance Program - Virtual via learnATF Live</td> <td>5/12/2011 01:00 PM America/New York</td> <td>0 of 25 enrolled, 0 waitlisted</td> </tr> <tr> <td>13594</td> <td>BRIEFING ADIN-CS-0038 (Rev 3/9/2009 01:54 PM America/New York)</td> <td>Victim/Witness Assistance Program - Virtual via learnATF Live</td> <td>6/16/2011 01:00 PM America/New York</td> <td>0 of 25 enrolled, 0 waitlisted</td> </tr> </tbody> </table>	Scheduled Offering ID	Item/Schedule Block	Description	Start Date/Time	Status	13591	BRIEFING ADIN-CS-0038 (Rev 3/9/2009 01:54 PM America/New York)	Victim/Witness Assistance Program - Virtual via learnATF Live	3/3/2011 01:00 PM America/New York	0 of 25 enrolled, 0 waitlisted	13592	BRIEFING ADIN-CS-0038 (Rev 3/9/2009 01:54 PM America/New York)	Victim/Witness Assistance Program - Virtual via learnATF Live	4/7/2011 01:00 PM America/New York	0 of 25 enrolled, 0 waitlisted	13593	BRIEFING ADIN-CS-0038 (Rev 3/9/2009 01:54 PM America/New York)	Victim/Witness Assistance Program - Virtual via learnATF Live	5/12/2011 01:00 PM America/New York	0 of 25 enrolled, 0 waitlisted	13594	BRIEFING ADIN-CS-0038 (Rev 3/9/2009 01:54 PM America/New York)	Victim/Witness Assistance Program - Virtual via learnATF Live	6/16/2011 01:00 PM America/New York	0 of 25 enrolled, 0 waitlisted
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<p>6.</p>	<p>On the Scheduled Offering record, Select the Registration tab.</p>	<p>Scheduled Offering ID: 13592 Item: BRIEFING ADIN-CS-0038 (Rev 3/9/2009 01:54 PM America/New York) Title: Victim/Witness Assistance Program - Virtual via learnATF Live</p> <p style="text-align: right;">Standard Options</p> <table border="1"> <tr> <td>Notifications</td> <td>Cost Calculation</td> <td>Cost Summary</td> <td>Pricing</td> <td>Catalog</td> <td>Chargeback</td> </tr> <tr> <td>Summary</td> <td>Segments</td> <td>Registration</td> <td>Contacts</td> <td>Materials</td> <td>Custom Fields</td> </tr> </table> <p>Edit the Scheduled Offering Add a User to the Scheduled Offering Registration</p> <p>Enter criteria or add one or more from list You can also add from request list. Enter either Chargeback Account(s) and Price or an Order Ticket.</p> <p>User ID: <input type="text"/> Registration Status: ENROLL(Enrolled) Slot ID: <input type="text"/></p> <p>Chargeback Account(s): <input type="text"/> Price: <input type="text"/> (1000) Order Ticket: <input type="text"/></p> <p>Edit</p>	Notifications	Cost Calculation	Cost Summary	Pricing	Catalog	Chargeback	Summary	Segments	Registration	Contacts	Materials	Custom Fields
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<p>7.</p>	<p>On the Registration screen, Click add one or more from list.</p>	<p style="text-align: right;">Options</p> <table border="1"> <tr> <td>Notifications</td> <td>Cost Calculation</td> <td>Cost Summary</td> <td>Pricing</td> <td>Catalog</td> <td>Chargeback</td> </tr> <tr> <td>Summary</td> <td>Segments</td> <td>Registration</td> <td>Contacts</td> <td>Materials</td> <td>Custom Fields</td> </tr> </table> <p>Edit the Scheduled Offering Add a User to the Scheduled Offering Registration</p> <p>Enter criteria or add one or more from list You can also add from request list. Enter either Chargeback Account(s) and Price or an Order Ticket.</p> <p>User ID: <input type="text"/> Registration Status: ENROLL(Enrolled) Slot ID: <input type="text"/></p> <p>Chargeback Account(s): <input type="text"/> Price: <input type="text"/> (1000) Order Ticket: <input type="text"/></p> <p>Edit</p> <p>Email confirmations to: <input type="checkbox"/> User <input type="checkbox"/> Instructor <input type="checkbox"/> Supervisor <input type="checkbox"/> Contacts <input type="button" value="Add"/></p> <p>Edit the Registered Users for the Scheduled Offering</p>	Notifications	Cost Calculation	Cost Summary	Pricing	Catalog	Chargeback	Summary	Segments	Registration	Contacts	Materials	Custom Fields
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<p>8.</p>	<p>Search for the user by first and last name. If you know the user's user ID, you can also use it here.</p> <p>Tip: User IDs must be entered in all CAPS.</p>	<p>Enter a value for each field that you want to use to filter your search. Some fields allow you to select from a list of values. You can also add or remove search criteria to further refine your search.</p> <p style="text-align: right;">8 <input type="button" value="Search"/> <input type="button" value="Reset"/></p> <p>Case sensitive search: <input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p>User ID: Starts With <input type="text"/></p> <p>Last Name: Starts With <input type="text"/> smith</p> <p>First Name: Starts With <input type="text"/> john</p> <p>Role ID: Starts With <input type="text"/></p>												

<p>9.</p>	<p>Check the Add box and Click the Add button.</p>																						
<p>10.</p>	<p>You are returned to the Edit Scheduled Offering screen. The user is now registered. You can see the user on the registration list.</p>	<p>Edit the Scheduled Offering</p> <p>Add a User to the Scheduled Offering Registration</p> <p>Enter criteria or add one or more from list You can also add from request list. Enter either Chargeback Account(s) and Price or an Order Ticket.</p> <p>User ID: <input type="text"/> Registration Status: ENROLL(Enrolled) Slot ID: <input type="text"/></p> <p>Chargeback Account(s): <input type="text"/> Price: <input type="text"/> (1000) Order Ticket: <input type="text"/></p> <p>Email confirmations to: <input type="checkbox"/> User <input type="checkbox"/> Instructor <input type="checkbox"/> Supervisor <input type="checkbox"/> Contacts Add</p> <p>Edit the Registered Users for the Scheduled Offering</p> <p>Select All / Deselect All Remove Send Notification</p> <table border="1"> <thead> <tr> <th>User</th> <th>Org ID</th> <th>Registration Status</th> <th>Slot ID</th> <th>Chargeback Account(s)</th> <th>Shipping Information Recorded</th> <th>Select</th> </tr> </thead> <tbody> <tr> <td>Smith, John W</td> <td>MS08030480030000</td> <td>ENROLL (Enrolled)</td> <td></td> <td></td> <td>No</td> <td><input type="checkbox"/></td> </tr> <tr> <td>JWSMIT7879</td> <td></td> <td>2/9/2011 08:05 AM</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>A red '10' is placed above the 'ENROLL (Enrolled)' status in the table, which is circled in orange.</p>	User	Org ID	Registration Status	Slot ID	Chargeback Account(s)	Shipping Information Recorded	Select	Smith, John W	MS08030480030000	ENROLL (Enrolled)			No	<input type="checkbox"/>	JWSMIT7879		2/9/2011 08:05 AM				
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