

Setting up the Registration and Approval Process

<h2 style="color: #E67E22;">Before You Start:</h2>	<p>IMPORTANT:</p> <p>Make sure you are positive about the approval process for the Scheduled Offering you are setting up <u>before</u> you make it available for registration. . If you forget to set up the registration process correctly and make the course available for self-registration, anyone who already started the registration process will not be picked up by the edited approval process.</p>							
<p>1. Search for your Scheduled Offering and click on the Edit icon.</p>	 <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%;">13628</td> <td style="width: 10%; text-align: center;"></td> <td style="width: 30%;">BRIEFING ADIN-CS-0032 (Rev 6/22/2007 10:09 AM EST)</td> <td style="width: 15%;">2/24/2011 03:00 PM EST</td> <td style="width: 10%;">0 enrolled, 0 waitlisted</td> <td style="width: 15%;">Victim/Witness Assistance Program - In-Person Training</td> <td style="width: 10%;">LSM</td> </tr> </table>	13628		BRIEFING ADIN-CS-0032 (Rev 6/22/2007 10:09 AM EST)	2/24/2011 03:00 PM EST	0 enrolled, 0 waitlisted	Victim/Witness Assistance Program - In-Person Training	LSM
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<p>2. Scroll down to Approval Process ID and use the drop-down to select the appropriate approval process.</p> <p>Make sure that if you select an approval process that you check the box for Approval Required. If you do not check this box, the approval will not be required.</p> <p><i>Tip:</i> If you need a new approval process created for an approving committee or group, contact the Learning Management Branch.</p>	<p>Edit the Scheduled Offering</p> <p>* = Required Fields</p> <p style="text-align: right;"> <input type="button" value="Apply Changes"/> <input type="button" value="Reset"/> <input type="button" value="Copy Scheduled Offe"/> </p> <p>Description: <input type="text"/></p> <p>Group Instance: <input type="text"/></p> <p>* Domain: <input type="text" value="LSM"/></p> <p>Facility: <input type="text"/></p> <p>* Time Zone: GMT (Greenwich Mean Time) <input type="checkbox"/> Show in this Ti</p> <p>Approval Process ID: 2 <input type="text" value="2 TIER SUPERVISORY (2 Tiers of Supervisory Approval)"/></p> <p>Approval Required: <input checked="" type="checkbox"/></p>							
<p>3. In the next section, you have the option to update your Contact information if needed and you select whether or not you want to allow users to waitlist. If you check the box to Enable Users to Waitlist, decide if you want the system to Auto Fill Registrations meaning that if someone cancels, the next person on the waitlist will be automatically registered. Otherwise, you can hand select who gets moved from the waitlist to the course.</p>	<p>Contact: <input type="text"/></p> <p>Email: <input type="text"/></p> <p>Phone: <input type="text"/></p> <p>Fax: <input type="text"/></p> <p>Active: <input checked="" type="checkbox"/></p> <p>Auto Fill Registration: <input type="checkbox"/></p> <p>Enable Users to Waitlist: <input checked="" type="checkbox"/></p> <p style="text-align: right;">3</p>							

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<p>4.</p>	<p>In the Edit Registration area, select a Registration Cut-off Date and Time, the Minimum and Maximum number of users who can register and if you are allowing users to register themselves, check the Self Registration box.</p> <p><i>Tip:</i> This box should be checked even if the registration requires approval. The only time it is left unchecked is if you are personally registering everyone.</p>	
<p>5.</p>	<p>Once you have entered all of the necessary information, click on Apply Changes.</p>	