

STEPPER 2: REGISTERING FOR 1-SESSION EVENT



2

REGISTERING FOR A ONE-SESSION EVENT

1. Follow the directions in STEPPER 1: LOGGING IN AND SEARCHING to access the system and find an event.

2. Click the title of the event.

3. You will be taken to the TRAINING DETAILS page. To see details about the event, click the DETAILS tab. To register, click the SESSIONS tab and then the REQUEST button. REQUEST means REGISTER.

A screenshot of the "Training Details" page. The title is "Classroom Management Without Tears". Below the title, it says "Event , TEACHING AND LEARNING , 3 hours , \$0.00". There is a description: "Classroom management is a term teachers use to describe the process of ensuring that classroom lessons run smoothly without disruptive behavior from students compromising the delivery of instruction." There are two tabs: "Sessions" and "Details". Below the tabs, there are filters: "Show Available" and "View Full Calendar". At the bottom, there is a table with columns for "Location" (BROWN, JOSEPH H. SCHOOL) and "Duration" (9/5/2018, 2:30 PM - 9/5/2018, 5:30 PM). To the right of the table, it says "14 Openings Available" and there is a "Request" button. A red arrow points from the "Details" tab to the "Request" button.

4. You will be taken to your transcript. It should show that you are registered for the event you chose.

A screenshot of the "Transcript: Teacher Test" page. It says "Use the transcript to manage all active training." There are filters: "Active", "By Date Added", and "All Types". There is a search bar: "Search for training". Below the filters, it says "Search Results (24)". There is a table with one row: "Classroom Management Without Tears (Starts 9/5/2018) Due: No Due Date Status: Registered". To the right of the table, there is a "View Trainl..." button. A red arrow points from the "Status: Registered" text to the "View Trainl..." button.

For additional support, email: cornerstonehelp@philasd.org