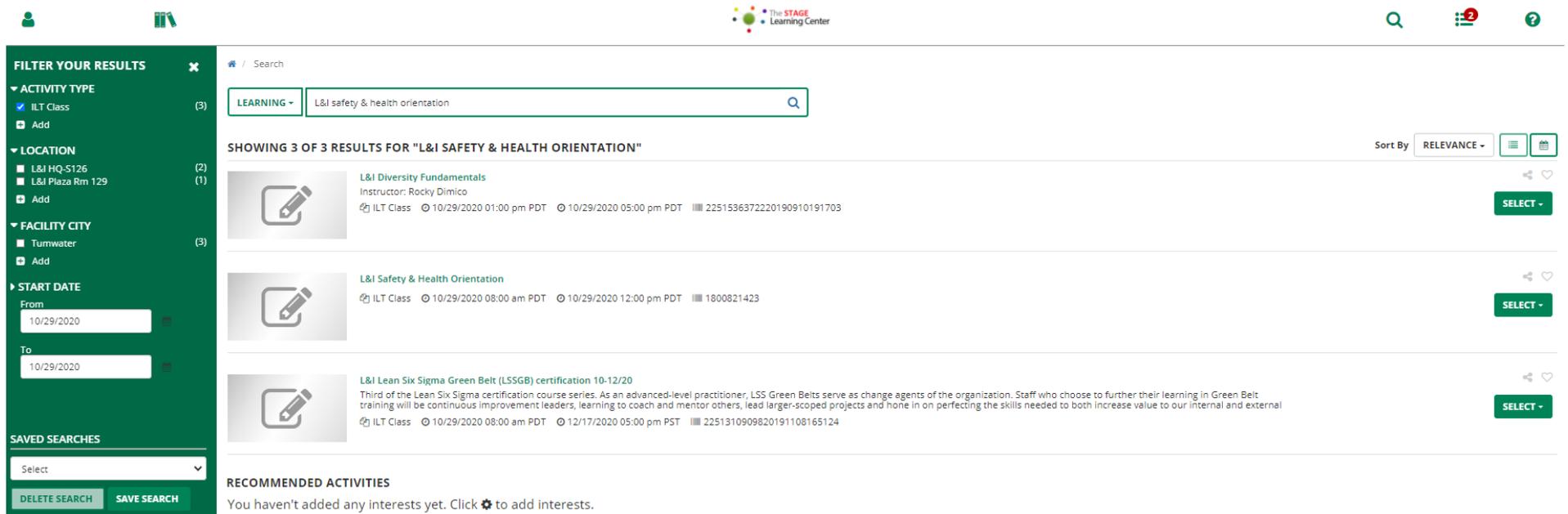


## How to Register for a Class

Registering for a class starts with identifying the class you want. Please refer to the job-aid titled, “How to Search for a Class.”

Once you have identified the class you want by searching for a class and have filtered your results, you can register for a class.

Using the screen below, the learner searched for the title of the class and filtered their results by choosing the ILT class box option and identified a specific start date.



The screenshot displays the Washington State Learning Center search interface. On the left, a green sidebar titled 'FILTER YOUR RESULTS' contains filters for Activity Type (ILT Class), Location (L&I Plaza Rm 129), Facility City (Tumwater), and Start Date (10/29/2020). The main search area shows a search bar with 'L&I safety & health orientation' and a 'LEARNING -' dropdown. Below the search bar, it indicates 'SHOWING 3 OF 3 RESULTS FOR "L&I SAFETY & HEALTH ORIENTATION"'. The results list includes:

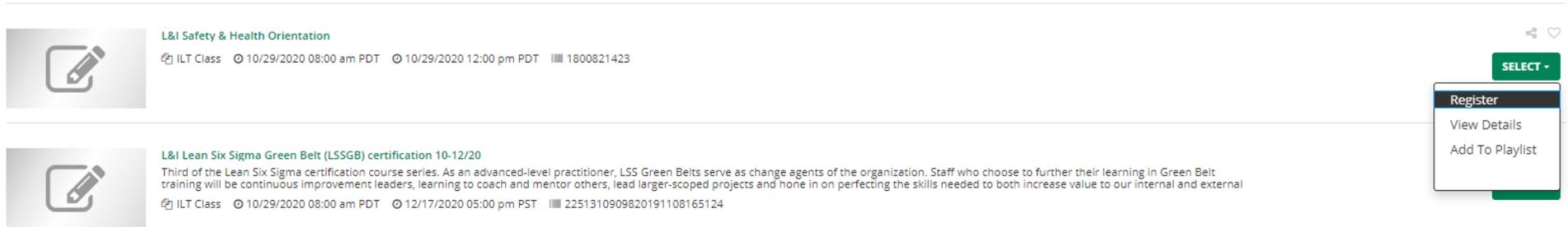
- L&I Diversity Fundamentals**: Instructor: Rocky Dimico, ILT Class, 10/29/2020 01:00 pm PDT to 10/29/2020 05:00 pm PDT, ID: 2251536372220190910191703.
- L&I Safety & Health Orientation**: ILT Class, 10/29/2020 08:00 am PDT to 10/29/2020 12:00 pm PDT, ID: 1800821423.
- L&I Lean Six Sigma Green Belt (LSSGB) certification 10-12/20**: Third of the Lean Six Sigma certification course series. As an advanced-level practitioner, LSS Green Belts serve as change agents of the organization. Staff who choose to further their learning in Green Belt training will be continuous improvement leaders, learning to coach and mentor others, lead larger-scoped projects and hone in on perfecting the skills needed to both increase value to our internal and external. ILT Class, 10/29/2020 08:00 am PDT to 12/17/2020 05:00 pm PST, ID: 2251310909820191108165124.

Each result has a 'SELECT' button. The bottom of the page shows 'RECOMMENDED ACTIVITIES' with the message: 'You haven't added any interests yet. Click + to add interests.'

Click on the “Select” button next to the class you want to take to start on the registration process. Clicking this button will give you an expanded menu.



Click on “Register.”



The screenshot shows a list of two classes. The first class is "L&I Safety & Health Orientation" with a "SELECT" button. The second class is "L&I Lean Six Sigma Green Belt (LSSGB) certification 10-12/20" with a "SELECT" button. A dropdown menu is open for the second class, showing options: "Register", "View Details", and "Add To Playlist".

**L&I Safety & Health Orientation**  
ILT Class 10/29/2020 08:00 am PDT 10/29/2020 12:00 pm PDT 1800821423

**L&I Lean Six Sigma Green Belt (LSSGB) certification 10-12/20**  
Third of the Lean Six Sigma certification course series. As an advanced-level practitioner, LSS Green Belts serve as change agents of the organization. Staff who choose to further their learning in Green Belt training will be continuous improvement leaders, learning to coach and mentor others, lead larger-scoped projects and hone in on perfecting the skills needed to both increase value to our internal and external  
ILT Class 10/29/2020 08:00 am PDT 12/17/2020 05:00 pm PST 2251310909820191108165124

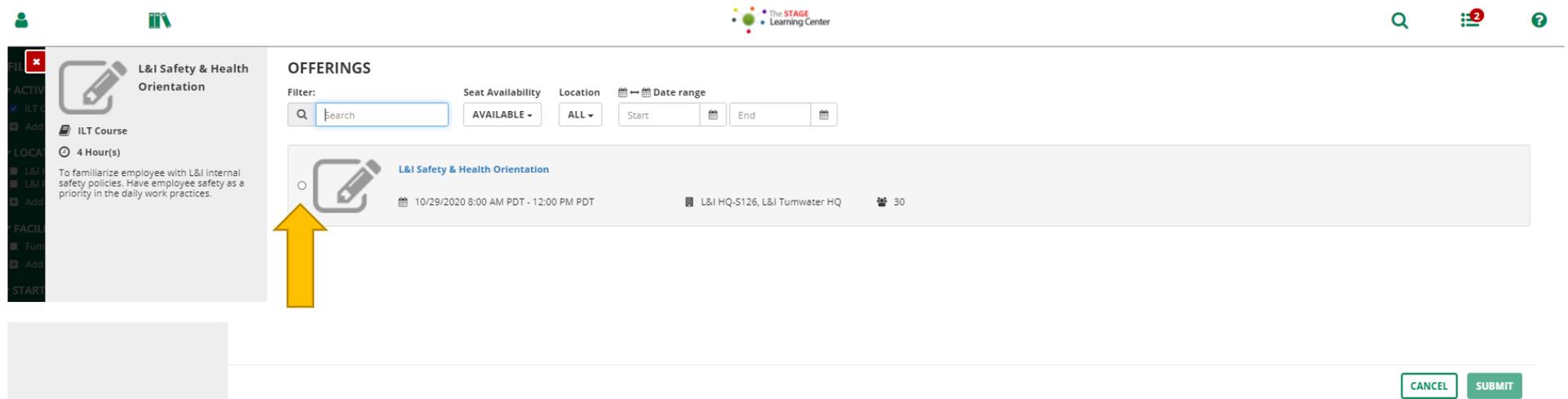
Note:

**View Details** - allows the learner to find out more about the class such as the date it is offered and the instructor.

**Add to Playlist** – allows the learner to keep a list of learning activities they would like to access on a regular basis. In Learning Center, playlists may include classes, online training, documents, videos to name a few.

After clicking on the “Register” option on the expanded menu, you will be directed to the page below.

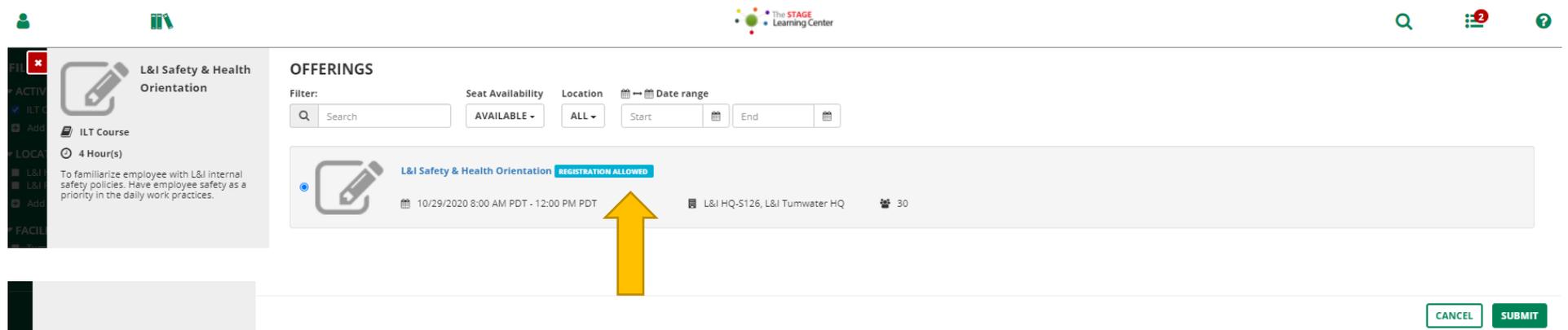
Select the class by clicking on the radio button next to it.



The screenshot shows the user interface for selecting a class. On the left, a sidebar lists navigation options: FILE, ACTIV, ILT C, Add, LOCA, L&I, L&I, Add, FACIL, Turn, Add, and START. The main content area is titled "OFFERINGS" and includes a filter section with a search box, "Seat Availability" (set to AVAILABLE), "Location" (set to ALL), and "Date range" (Start and End). Below the filter, a class listing for "L&I Safety & Health Orientation" is shown. The listing includes a radio button, a pencil icon, the class name, the date and time "10/29/2020 8:00 AM PDT - 12:00 PM PDT", the location "L&I HQ-S126, L&I Tumwater HQ", and the number of seats "30". A yellow arrow points to the radio button. At the bottom right, there are "CANCEL" and "SUBMIT" buttons.

As soon as you click on the radio button, you will get immediate notification that “Registration Allowed.” This message simply means that there are available seats in the class or the class is still available.

Click on the “Submit” button on the bottom left corner of your screen.



This screenshot is identical to the previous one, but the radio button next to the class listing is now selected (filled with a blue dot). A yellow arrow points to the "REGISTRATION ALLOWED" message that appears next to the class name. The "SUBMIT" button is highlighted in green, indicating it is the next step in the process.

After clicking on the “Submit” button, you will be directed to the screen below.

Next to the title of the class, you will see a highlighted message that says, “Registered.”

The screenshot displays a user interface for a learning management system. At the top, there is a teal banner with a notification: "Congratulations! You have completed the registration process. Please look at the details below for more information about your registration status and activity progress." Below this, the course title "L&I SAFETY & HEALTH ORIENTATION" is prominently displayed, followed by a blue "REGISTERED" button. To the right of the course title, there is a "Completion Status" section showing "0%" and an "OPTIONS" button. A large yellow arrow points down from the "REGISTERED" button to the "ACTIVITIES" tab. Under the "ACTIVITIES" tab, a specific class instance is listed: "L&I Safety & Health Orientation" with a "REGISTERED" button and a date/time slot of "10/29/2020 8:00 AM PDT - 12:00 PM PDT". At the bottom right of the screen, there is a "DONE" button.

Click the “Done” button on the bottom right corner of the screen to finish the activity.

Click on the Learner Center icon if you want to go back to the home page.

## OPTIONAL ACTIVITIES AVAILABLE TO THE LEARNER

Before the learner clicks on the “Done” button, the learner can print a copy of the class details or add the course to their playlist.

To print a paper copy or a PDF of the class details.

**Click on the “Options” button, then the “Print” button on the expanded menu.**

To add the class to your playlist

**Click on the “Options” button then select “Add to Playlist.”**

The screenshot displays the user interface for the 'L&I Safety & Health Orientation' course. At the top, a green banner reads: 'Congratulations! You have completed the registration process. Please look at the details below for more information about your registration status and activity progress.' The course title 'L&I SAFETY & HEALTH ORIENTATION' is shown with a 'REGISTERED' status and a '4 Hour(s)' duration. A 'Completion Status' indicator shows '0%'. A yellow arrow points from the 'OPTIONS -' button to an expanded menu containing 'Add To Playlist' and 'Print'. A 'DONE' button is visible at the bottom right of the menu.

Directions to cancel registration if the learner did not intend to register right after registering for the class.

Click on the “Options” button under the “Completion Status” bar.

Select “Cancel Registration” from the expanded menu.

The screenshot displays a user interface for a learning management system. At the top, there is a teal banner with a notification: "Congratulations! You have completed the registration process. Please look at the details below for more information about your registration status and activity progress." Below this, the course title "L&I SAFETY & HEALTH ORIENTATION" is shown with a "REGISTERED" status and a "4 Hour(s)" duration. A "Completion Status" bar is visible, showing "0%". A yellow arrow points to the "OPTIONS -" button next to the completion bar. A dropdown menu is open, listing "Cancel registration", "Add To Playlist", and "Print". The main content area shows a "DETAILS" tab selected, displaying the course title and a scheduled time: "10/29/2020 8:00 AM PDT - 12:00 PM PDT (View in my time zone)". A "DONE" button is located at the bottom right of the interface.



To start the process of cancelling the registration,

**Check the box next to “Select All”** right above the course and class information. Performing this action will select both the course and the class.

**Click on the “Confirm Cancellation” button.**

**CANCELLATION CONFIRMATION**

Please review the list of activities below. Some activities may be included for cancellation automatically because of the registration option requirements. You can choose to cancel your registration for only the marked activities or for all the activities on the page.

*If you have paid a fixed price for the group of activities and do not cancel from all of them, you will still pay the fixed price. If you cancel from all the activities, you will only pay the applicable fees.*

Cancellation cost of the activities: 0  
Total value of refunds: 0

Select All

<input type="checkbox"/> ILT Course <b>REGISTERED</b> <input checked="" type="checkbox"/> L&I Safety & Health Orientation Actual Price: 0.00 USD Cancellation Fee: 0.00 USD Refund: 0.00 USD <input checked="" type="checkbox"/> Cancellation fee	L&I A0073
<input type="checkbox"/> ILT Class <b>REGISTERED</b> <input checked="" type="checkbox"/> L&I Safety & Health Orientation Thursday, October 29, 2020 8:00:00 AM PDT - 12:00:00 PM PDT	00821423

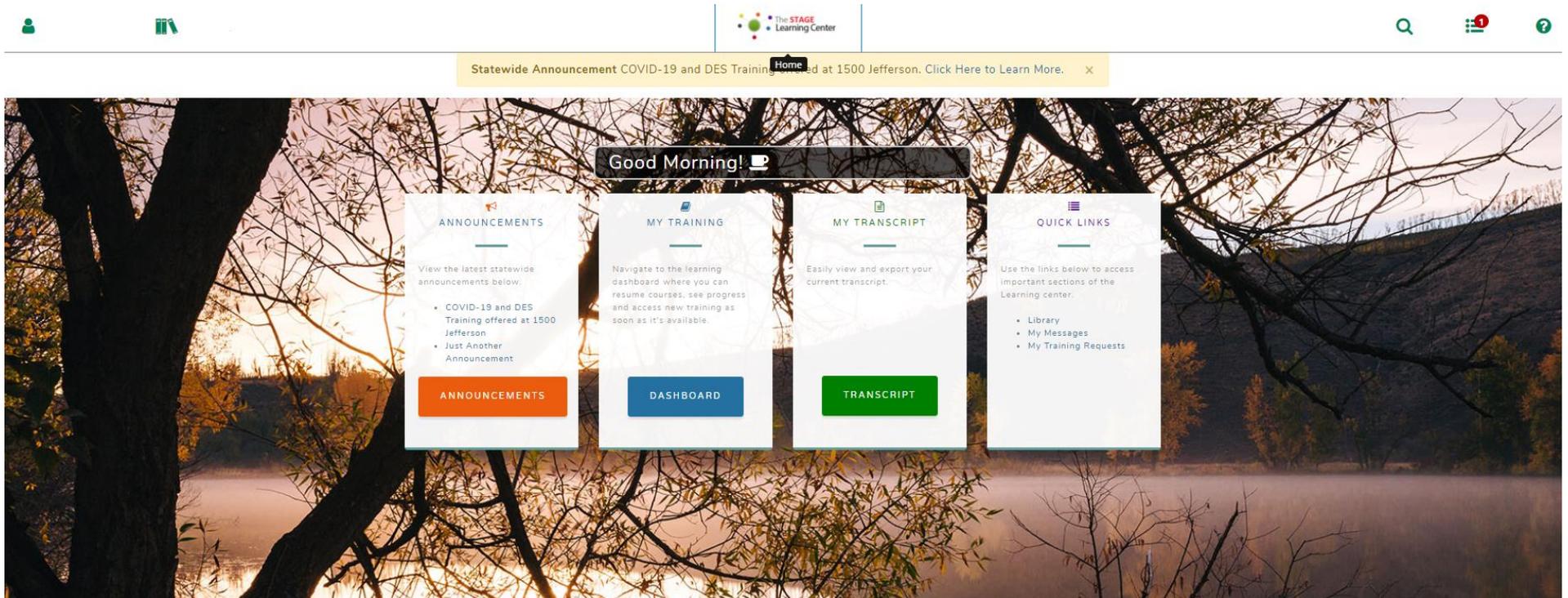
After clicking on the “Confirm Cancellation” button, you are directed to the screen below.

Next to the title of the class, you will see a highlighted message that says, “Canceled.”

Click on the **Learner Center icon** if you want to go back to the home page.

The screenshot displays a user interface for a learning management system. At the top, a blue banner contains the text "You've successfully canceled your registration". Below this, the course title "L&I SAFETY & HEALTH ORIENTATION" is shown with a "CANCELED" status. A yellow arrow points to the "CANCELED" label. The course is listed as an "ILT Course" and "4 Hour(s)". A "REGISTER" button is visible. The main content area is divided into "DETAILS" and "ACTIVITIES" tabs. Under "DETAILS", there are sections for "Full Description", "Schedule and Pricing", "Additional Information", and "Training Credits". The "Full Description" section is expanded, showing the text: "To familiarize employee with L&I internal safety policies. Have employee safety as a priority in the daily work practices." The top navigation bar includes a user profile icon, a book icon, the "The STAGE Learning Center" logo, a search icon, a notification icon with a red "1", and a help icon.

Learning Center stage environment home page.



Date Changed	Revisions	Changed By	Revision #
09/20/20	Created	Imelda	1