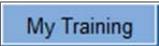


Register for Web-based Course

1. Click on your **My Training** tab.

A blue rectangular button with the text "My Training" in white.

2. Locate the Course Catalog on the left in the Navigation section. Click **Comprehensive Public Training Program (CPTP)**.



3. Click **CPTP Web Courses**.

A blue rectangular button with the text "CPTP Web Courses" in white.

4. Select the category of classes you'd like to book. For example, Professional Development Courses.



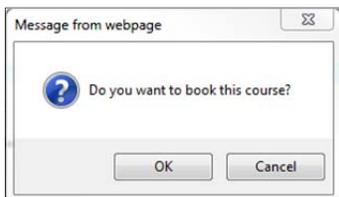
5. There are folders of courses that complement each other, and also individual courses listed under each category. For example, there are individual courses under the Professional Development Courses category such as *CPTP Diversity Awareness – WBT* and *CPTP Customer Service Overview – WBT*. But there are also folders of courses that are similar under the Professional Development category, such as *CPTP Microsoft Outlook*. If you click that folder, you will see several courses on Microsoft Outlook. **Click on the course name you'd like to register for.**



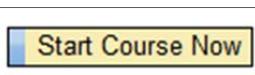
6. At the top of the screen, you will see a message that states “The results of the prerequisites check indicate that you can book this course.” **Click the book this course link.**

A blue rectangular button with the text "book this course." in white.

7. A window will pop up asking confirmation to book the course. **Click Ok.**



8. After a few moments the screen will update and you will see a button “Start Course Now”. Click that button when you'd like to begin the course.

A yellow rectangular button with the text "Start Course Now" in black.