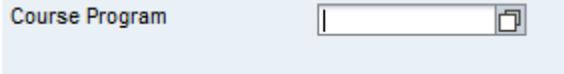


Subscribe a Learner to a Course Program (Training Coordinator)

1. Click on your Training Coordinator tab. 
2. Under the Participation section, select the Subscribe Learner to Course Program link.

- 

3. Click in the Course Program field. Select the white search box to search for the course

program. 

4. Search for the course program by name. Use the asterisk (*) before a word to indicate that the program name ends with the word. Use the asterisk after a word to indicate the program name begins with the word. Use two asterisks surrounding a word to indicate the program name contains the word. Click the binocular button to perform the search.



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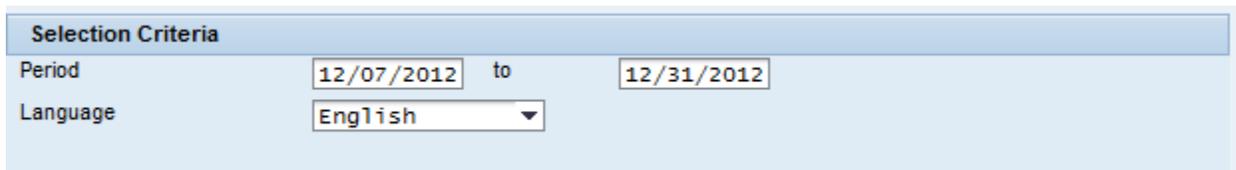
5. Select the course program from the list and then click the green checkmark button to continue.



The screenshot shows a window titled "Course Program (1)" with a search interface. The search results table is as follows:

| | | Obje... | Object abbr. | Object name | Start d... | End Date | |
|----|----|----------|--------------|-------------------------------|------------|------------|--|
| 10 | EK | 50455583 | CPTPPES | CPTP PES Supervisory Training | 06/21/2012 | 12/31/9999 | |

6. Under the Selection Criteria section, change the end period to the due date for the program. (Example: PES Supervisory Training is due 12/31/2012 or 90 days after a supervisor's start date). Also, set the Language to English.



The screenshot shows the "Selection Criteria" section with the following settings:

Period: 12/07/2012 to 12/31/2012

Language: English

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7. If learner works in a LaGov agency, enter the learner's P number and click the subscribe button. If learner works in a Non-LaGov agency, select the External person tab, enter the learner's H number, and click the Subscribe button.

The screenshot shows a web interface with a light blue background. At the top, there are five tabs: "Person", "Contact person", "External person", "Applicant", and "User". The "Person" tab is selected and highlighted in a darker blue. Below the tabs is a form area. On the left, the word "Person" is displayed. To its right is a text input field containing the number "25 8347". In the top right corner of the form area, there are three small icons: a document, a pencil, and a magnifying glass. Below the form area, there are two yellow buttons with black text: "Subscribe" on the left and "Subscribe and Book" on the right.