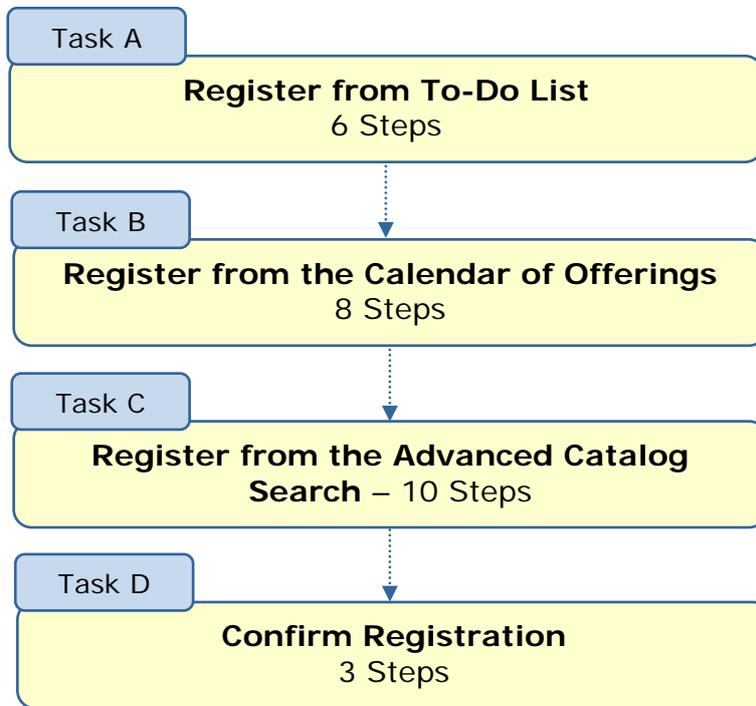


Job Aid: Self-Register in a Scheduled Offering

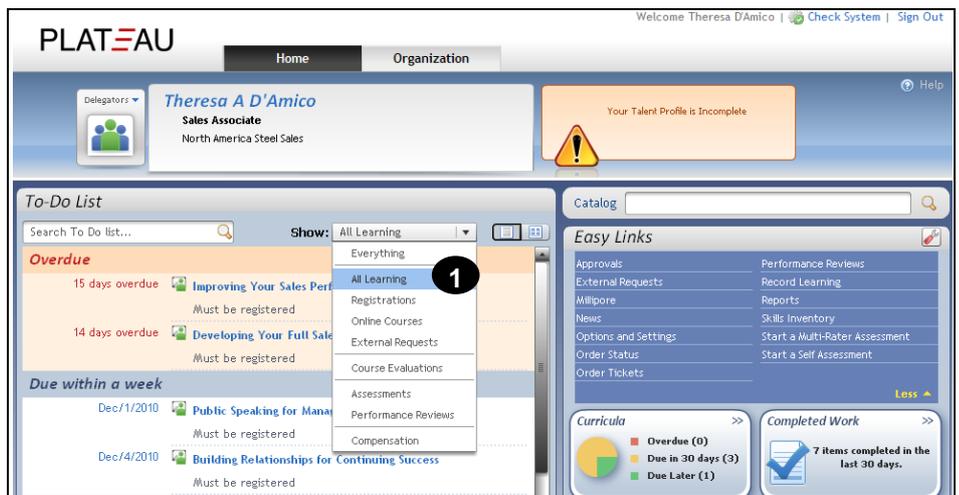
Purpose

The purpose of this job aid is to guide users through the step-by-step process of locating scheduled offerings and self-registering from the To-Do List, Calendar of Offerings, and the catalog. Each task below demonstrates a different method of registration.



Task A. Register from the To-Do List

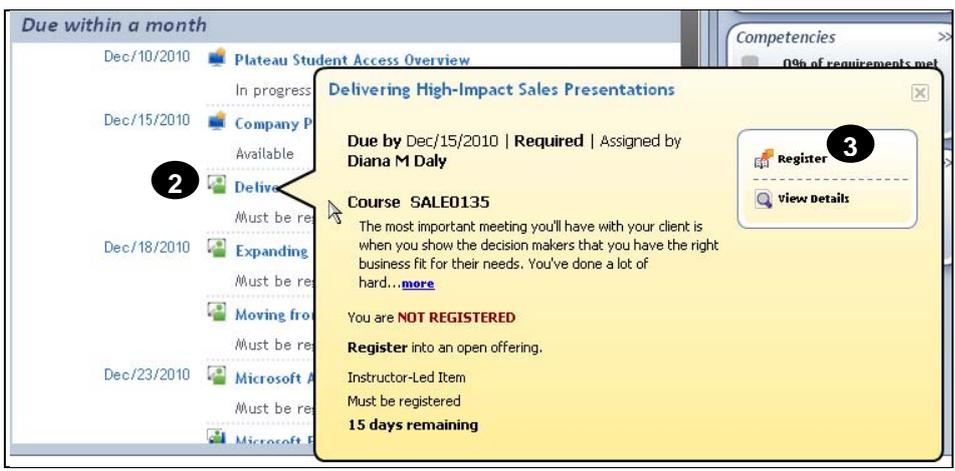
- From the Home page, filter the To-Do List to show **All Learning**.



The screenshot shows the PLATEAU user interface for Theresa A D'Amico, Sales Associate. The 'To-Do List' section is visible, showing items like 'Improving Your Sales Performance' and 'Developing Your Full Sales Potential'. A dropdown menu is open, showing 'All Learning' selected, with a circled '1' next to it. Other options include 'Everything', 'Registrations', 'Online Courses', 'External Requests', 'Course Evaluations', 'Assessments', 'Performance Reviews', and 'Compensation'. The interface also shows 'Easy Links' and 'Curricula' sections.

2 Hover over the item into which you want to register.

3 Click Register for registration information.



The screenshot shows a list of course offerings. A popup window is open for the course 'Delivering High-Impact Sales Presentations'. The popup contains the following information:

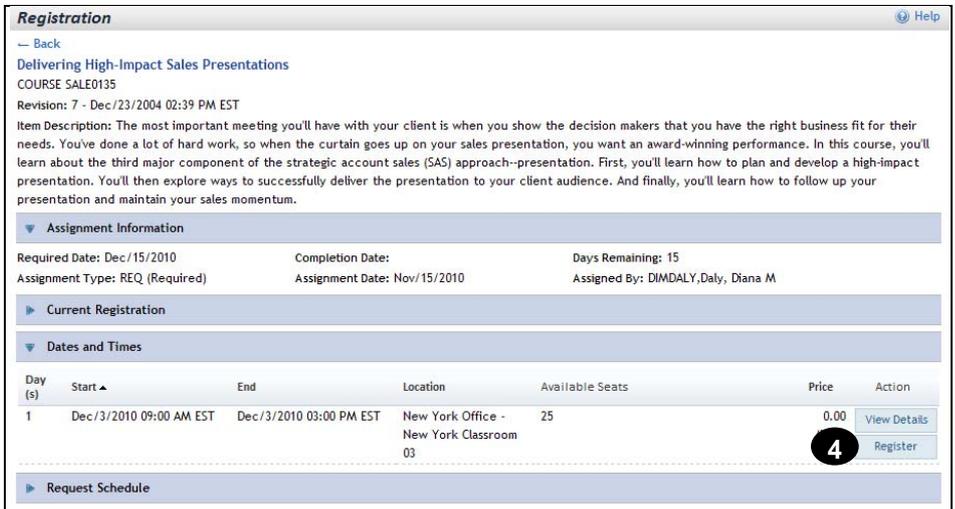
- Due by:** Dec/15/2010 | **Required** | Assigned by Diana M Daly
- Course:** SALE0135
- Description:** The most important meeting you'll have with your client is when you show the decision makers that you have the right business fit for their needs. You've done a lot of hard work, so when the curtain goes up on your sales presentation, you want an award-winning performance. In this course, you'll learn about the third major component of the strategic account sales (SAS) approach--presentation. First, you'll learn how to plan and develop a high-impact presentation. You'll then explore ways to successfully deliver the presentation to your client audience. And finally, you'll learn how to follow up your presentation and maintain your sales momentum.
- Status:** You are **NOT REGISTERED**
- Action:** Register into an open offering.
- Item Type:** Instructor-Led Item
- Requirement:** Must be registered
- Time Remaining:** 15 days remaining

Numbered callouts: **2** points to the course item in the list; **3** points to the 'Register' button in the popup.

Note: Click Request Schedule if there is no scheduled offering given at a convenient time. Enter the date and reason for the request.

On the Registration page, review the *Dates and Times* section and find the offering you prefer.

4 Click Register for the corresponding scheduled offering.



The screenshot shows the 'Registration' page for the course 'Delivering High-Impact Sales Presentations'. The page includes the following sections:

- Assignment Information:**
 - Required Date: Dec/15/2010
 - Completion Date: [blank]
 - Days Remaining: 15
 - Assignment Type: REQ (Required)
 - Assignment Date: Nov/15/2010
 - Assigned By: DIMDALY,Daly, Diana M
- Dates and Times:**

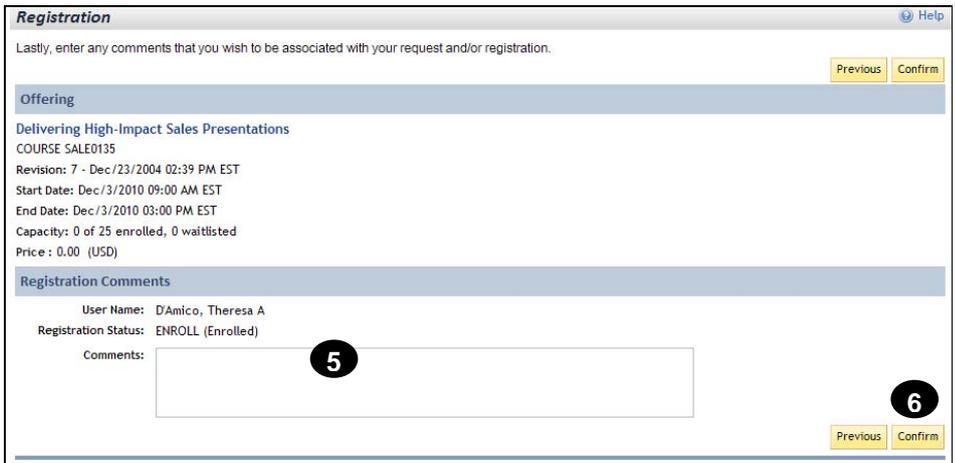
Day (s)	Start	End	Location	Available Seats	Price	Action
1	Dec/3/2010 09:00 AM EST	Dec/3/2010 03:00 PM EST	New York Office - New York Classroom 03	25	0.00	View Details Register

Numbered callout: **4** points to the 'Register' button in the 'Dates and Times' table.

Note: Click View Details to view the description, exact times, and locations for each segment of the scheduled offering.

5 Enter any optional comments in the Registration Comments field. Use this field for comments for the instructor, such as special needs.

6 Click Confirm.



The screenshot shows the 'Registration Comments' section of the registration process. It includes the following elements:

- A text area for entering comments, with a numbered callout **5** pointing to it.
- Buttons for 'Previous' and 'Confirm' at the bottom right, with a numbered callout **6** pointing to the 'Confirm' button.

Additional information visible on the page includes:

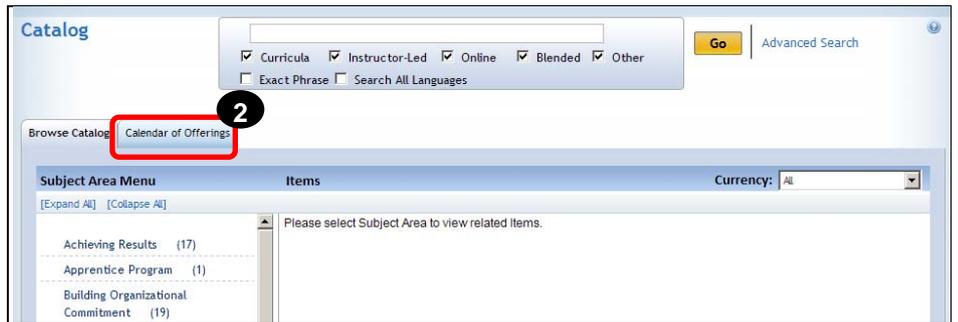
- Offering:** Delivering High-Impact Sales Presentations, COURSE SALE0135
- Revision:** 7 - Dec/23/2004 02:39 PM EST
- Start Date:** Dec/3/2010 09:00 AM EST
- End Date:** Dec/3/2010 03:00 PM EST
- Capacity:** 0 of 25 enrolled, 0 waitlisted
- Price:** 0.00 (USD)
- Registration Status:** ENROLL (Enrolled)
- User Name:** D'Amico, Theresa A

Task B. Register from the Calendar of Offerings

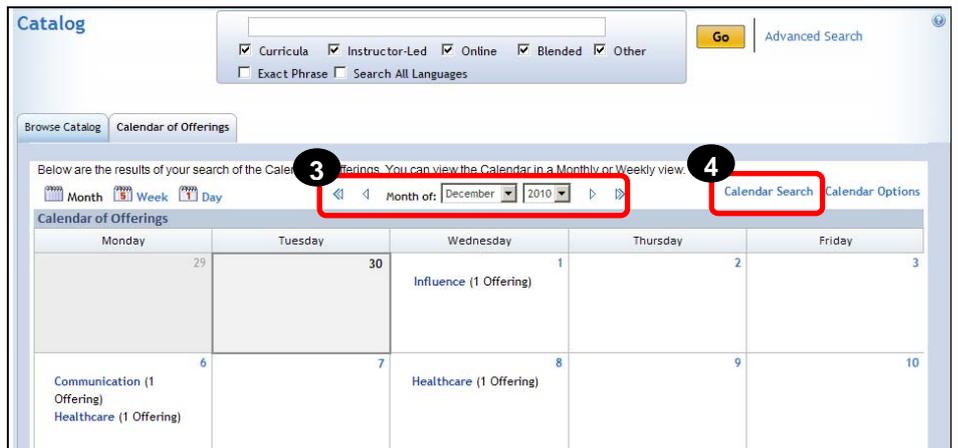
1 From the Home page, click the Catalog link.



2 Select the Calendar of Offerings tab.



3 Display the desired month by using the Month of drop-down menu or scroll through months using the arrows.
or
4 Click the Calendar Search link to use a keyword search.

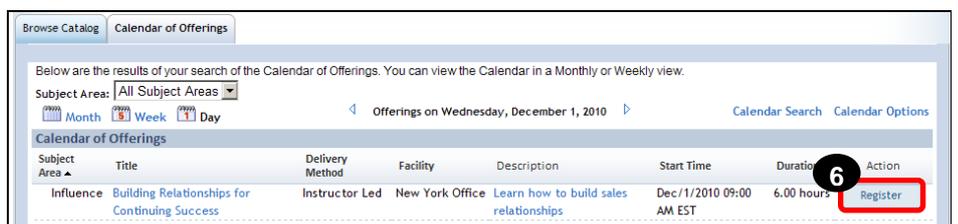


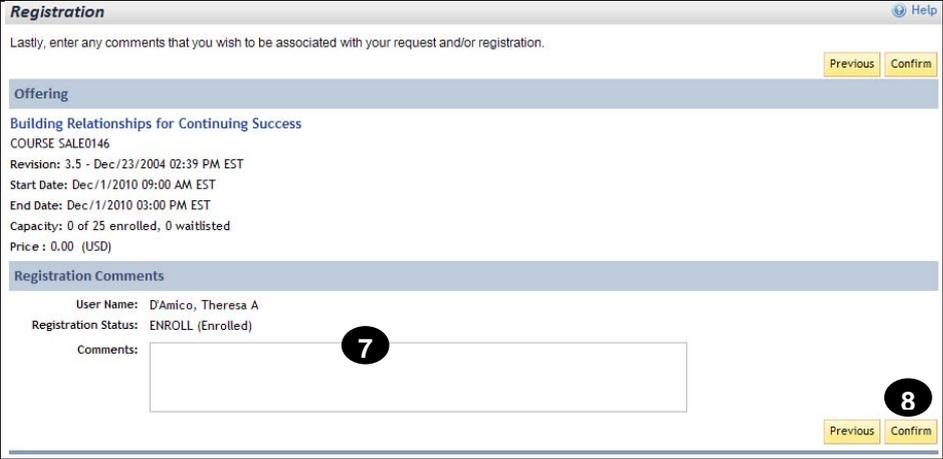
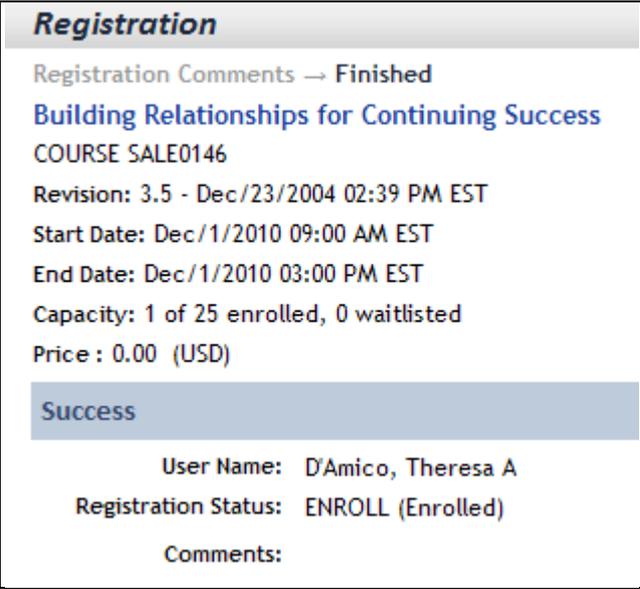
The subject area of the scheduled offering and the number of scheduled offerings that are scheduled for that day are displayed.
5 Click the Subject Area link.



Note: Subject areas may be color-coded.

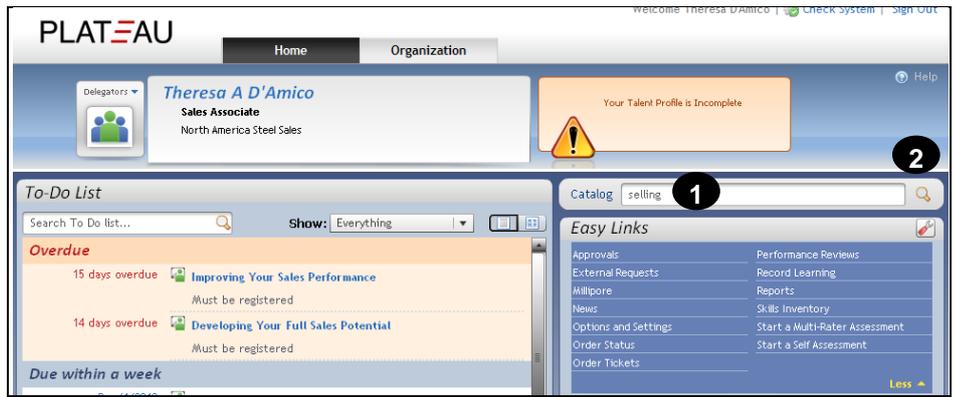
6 Review the offerings and click Register for the corresponding offering.



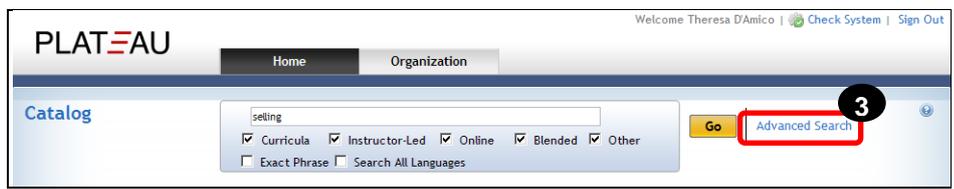
		<p><i>Note: Click the Title or Description link to view information about the item.</i></p>
<p>7 Enter any comments in the Registration Comments field. Use this field for comments for the instructor, such as special needs.</p> <p>8 Click Confirm.</p>		 <p>Registration</p> <p>Lastly, enter any comments that you wish to be associated with your request and/or registration.</p> <p>Previous Confirm</p> <p>Offering</p> <p>Building Relationships for Continuing Success COURSE SALE0146 Revision: 3.5 - Dec/23/2004 02:39 PM EST Start Date: Dec/1/2010 09:00 AM EST End Date: Dec/1/2010 03:00 PM EST Capacity: 0 of 25 enrolled, 0 waitlisted Price : 0.00 (USD)</p> <p>Registration Comments</p> <p>User Name: D'Amico, Theresa A Registration Status: ENROLL (Enrolled) Comments: <input type="text"/></p> <p>Previous Confirm</p>
	<p>A confirmation screen displays.</p>	 <p>Registration</p> <p>Registration Comments → Finished</p> <p>Building Relationships for Continuing Success COURSE SALE0146 Revision: 3.5 - Dec/23/2004 02:39 PM EST Start Date: Dec/1/2010 09:00 AM EST End Date: Dec/1/2010 03:00 PM EST Capacity: 1 of 25 enrolled, 0 waitlisted Price : 0.00 (USD)</p> <p>Success</p> <p>User Name: D'Amico, Theresa A Registration Status: ENROLL (Enrolled) Comments:</p>

Task C. Register from the Advanced Catalog Search

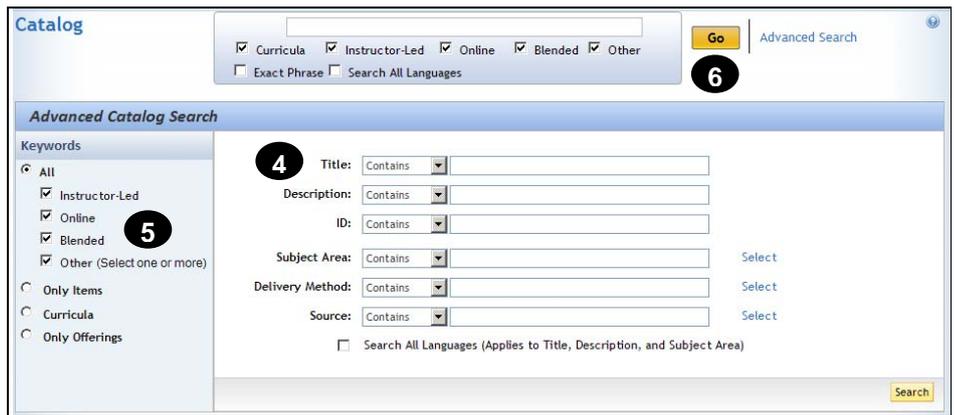
- 1 From the Home page, type a keyword in the Catalog search field.
- 2 Click the search icon (🔍).



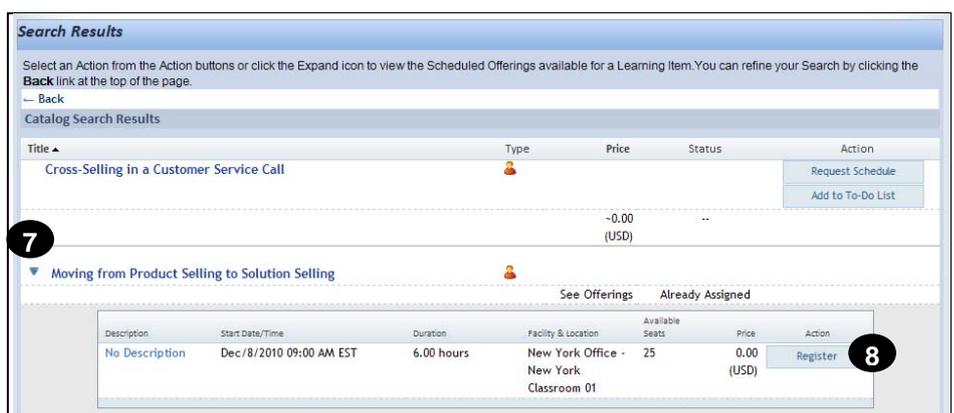
- 3 Click the Advanced Search link.



- 4 Enter *keywords* to search for in the item's title, description, ID, subject area, delivery method, and source fields.
- 5 Refine the search by selecting the desired Keywords radio buttons and checkboxes.
- 6 Click Go.



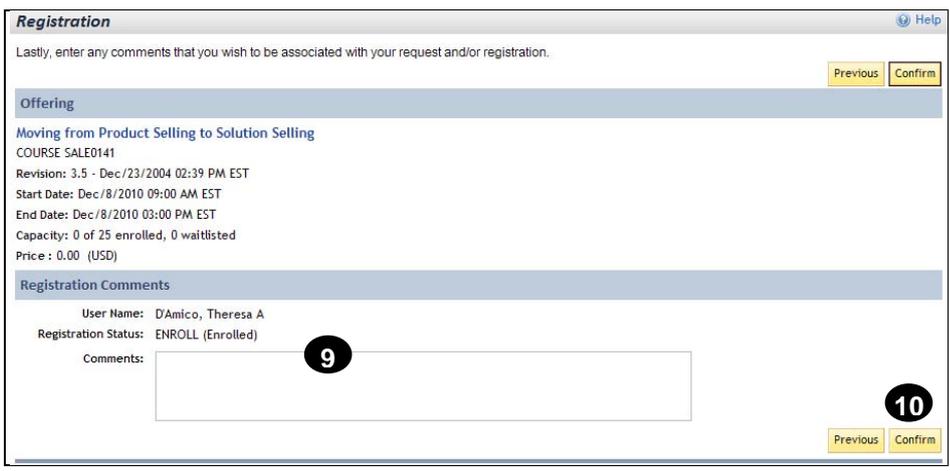
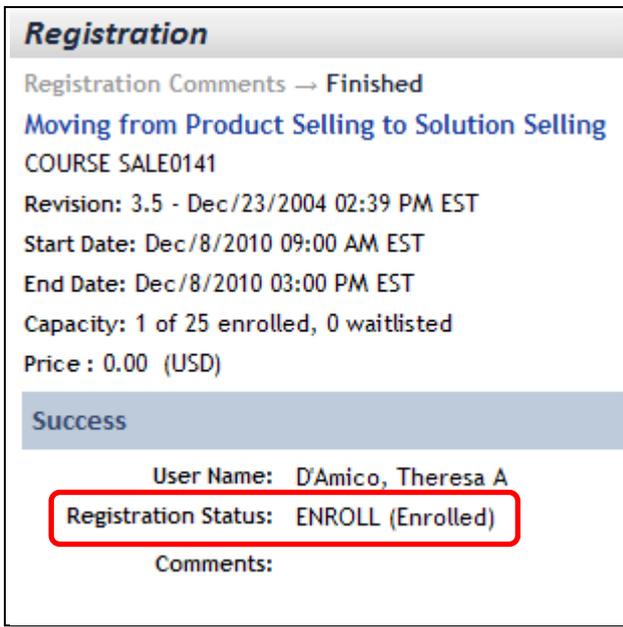
- 7 Click the expand icon (▶) to view offerings available for the item.
- 8 Click Register to immediately register into the scheduled offering.



Title	Type	Price	Status	Action
Cross-Selling in a Customer Service Call		-0.00 (USD)	--	Request Schedule Add to To-Do List

Description	Start Date/Time	Duration	Facility & Location	Available Seats	Price	Action
No Description	Dec/8/2010 09:00 AM EST	6.00 hours	New York Office - New York Classroom 01	25	0.00 (USD)	Register

Note: Click the Item Title link for more information about the item. Click the Description link for additional information on the scheduled offering.

<p>9 Enter any comments in the Registration Comments field. Use this field for comments for the instructor, such as special needs.</p> <p>10 Click Confirm.</p>	 <p>The screenshot shows the 'Registration' page. At the top, it says 'Lastly, enter any comments that you wish to be associated with your request and/or registration.' Below this is the 'Offering' section with details: 'Moving from Product Selling to Solution Selling', 'COURSE SALE0141', 'Revision: 3.5 - Dec/23/2004 02:39 PM EST', 'Start Date: Dec/8/2010 09:00 AM EST', 'End Date: Dec/8/2010 03:00 PM EST', 'Capacity: 0 of 25 enrolled, 0 waitlisted', and 'Price: 0.00 (USD)'. The 'Registration Comments' section shows 'User Name: D'Amico, Theresa A', 'Registration Status: ENROLL (Enrolled)', and a text input field for comments with a callout '9'. At the bottom right, there are 'Previous' and 'Confirm' buttons with a callout '10'.</p>
<p>The confirmation screen appears, indicating your registration status.</p>	 <p>The screenshot shows the 'Registration' page with the heading 'Registration Comments → Finished'. It displays the same offering details as the previous screenshot. Below the details is a 'Success' banner. Underneath, it shows 'User Name: D'Amico, Theresa A' and 'Registration Status: ENROLL (Enrolled)', which is highlighted with a red rectangular box. The 'Comments:' field is empty.</p>

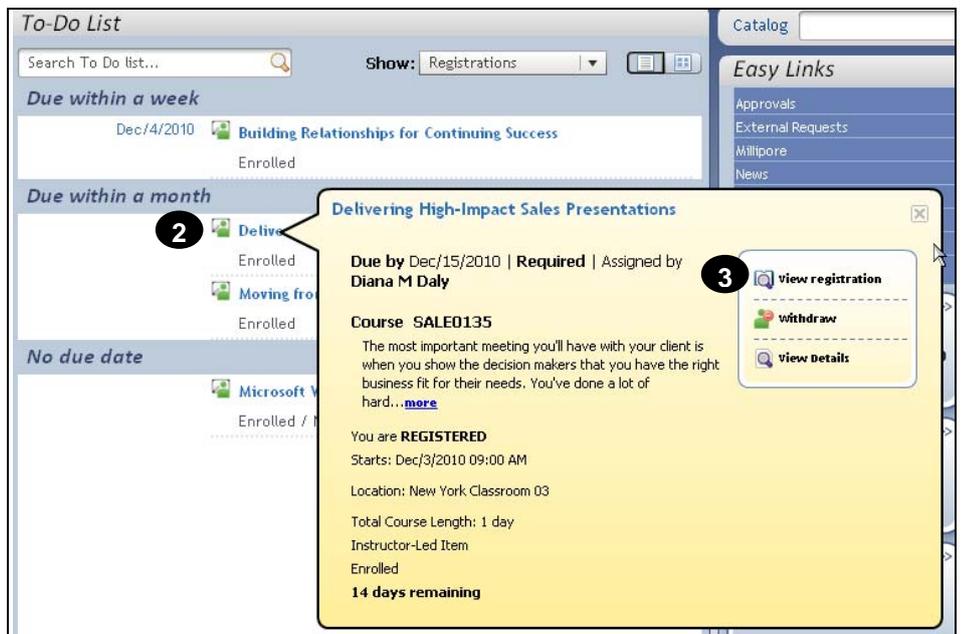
Task D. Confirm Registration

1 From the Home page, filter the To-Do List to show Registrations.



2 Hover over the item you wish to check your registration.

3 Click View registration for registration information.



Notes