

My LINC Training Registration

Overview

This step-by-step procedure covers how to:

1. [Register for Training](#)
2. [Cancel Training](#)

There are three main types of training in My LINC:

- Instructor-Led Training (ILT): Hands-on classes conducted by an instructor in a classroom setting.
- eLearning Training (ELT): Self-paced online courses that include links to system simulations and step-by-step procedures.
- Self-Study Guide (SS): Electronic documents that can be viewed and printed.

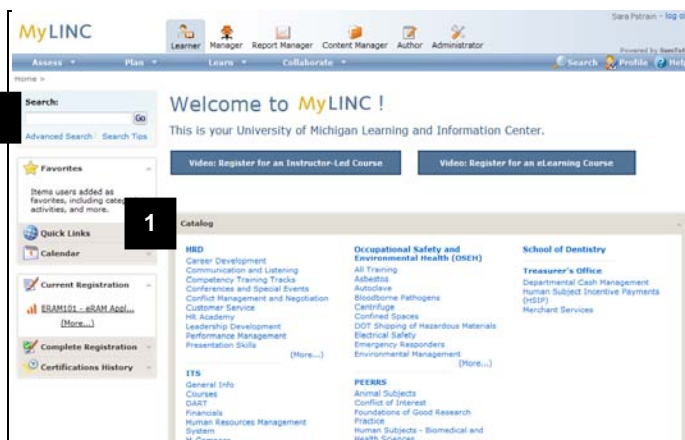
Important Information

- If you are unable to attend an instructor-led class for which you have registered, you need to log in to My LINC, cancel your registration, and register for another session, if necessary. Canceling your registration releases a seat for someone who may be waiting for training.
- If you are waitlisted for an instructor-led class and have been notified that there is an opening in an upcoming class, it is important that you follow these steps within 24 hours:
 1. Cancel your existing registration for the class in My LINC.
 2. Immediately re-register for the class.

This removes you from the waitlist and enrolls you into the class.

Register for Training

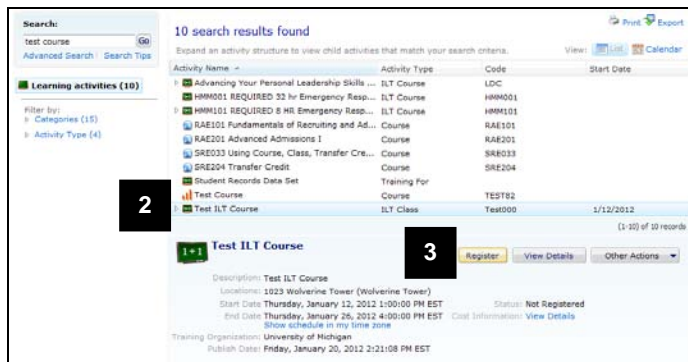
My LINC Home Page



1. Locate the course for which you want to register.

Note: You can search for a course by using the **Search** function, or by looking through the Catalog. Refer to [Navigation In My LINC](#) for information on locating courses.

Search Results

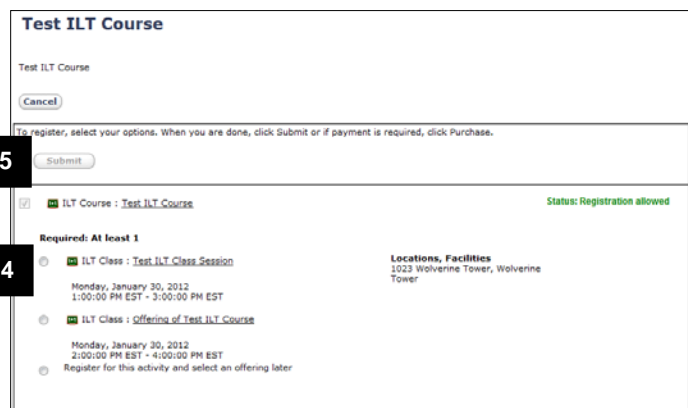


2. Click on the appropriate course in the Search Results list. Information about the course displays in the lower section of the page.

3. Click **Register**.

Note: If registering for an instructor-led course, follow steps 4-5. If registering for an eLearning course or self-study course, follow steps 6-7.

Registration Process page



Instructor-led Course Registration

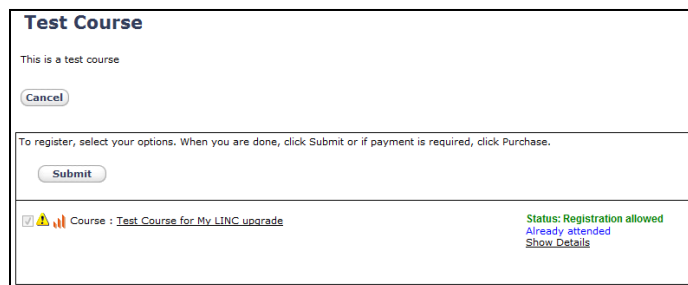
4. Click the radio button next to the session you want to attend.

Notes:

- Selecting "**Register for this activity and select an offering later**" does not record your request.
- If the class you wish to take is full, you may choose to be placed on a waitlist or express interest in the course, if those options are available.
- Classes scheduled on an as-needed basis have one January 01, 2050 date listed. Select this class to notify the instructor of your need. You will be contacted to schedule a specific date/time. Do not use the Outlook calendar feature that is included in the confirmation email.

5. Click **Submit**.

Registration Process page



ELearning and Self-Study Registration

6. Click **Submit**.

Activity Details page

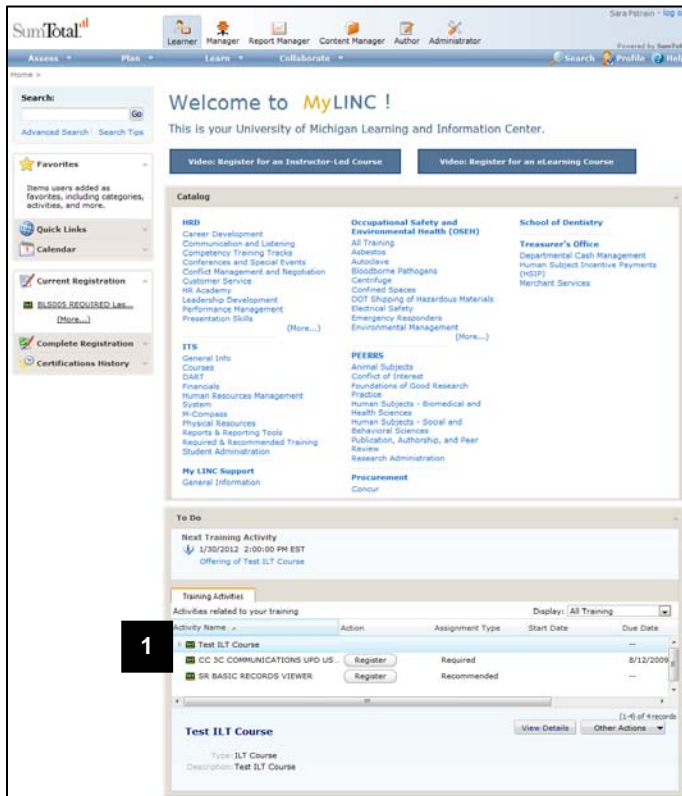


ELearning and Self-Study Registration

- Click .

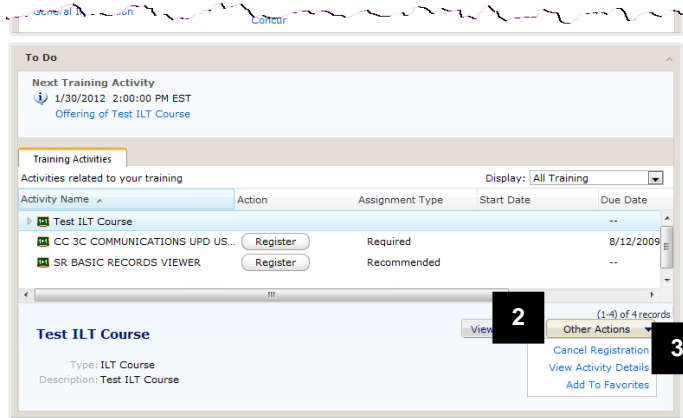
Cancel Training

My LINC Home Page



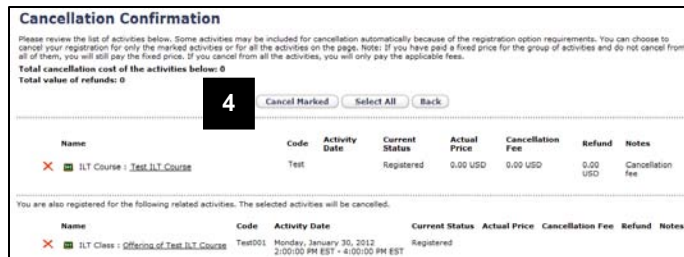
- Click the course title for which you want to cancel your registration. Information about the course displays in the lower area.

My LINC Home Page (continued)



2. Click the **Other Actions** drop down menu.
3. Select **Cancel Registration**.

Cancellation Confirmation



4. Click **Cancel Marked**.