

# **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 stepby-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 <u>Navigation</u> <u>In My LINC</u> for information on locating courses.

### Search Results

Search: test course 60	10 search results found	tilust match unur	reason ontaria	Print 👽 Export
Advanced Search Search Tips	Anische Manne -	and in these	Carda	Hand Date
Riter by: E Categories (15) E Activity Type (4)	Actiony Name - Image Actional State (Constraint) - Methods InEQUIRED 31 he Emergency Resp., Methods InEQUIRED 31 he Emergency Resp., Methods Index (Constraint) - Methods Index (Constraint) - Methods Internet Actions (Constraint) - Met	Activity Type ILT Course ILT Course ILT Course Course Course Course Course Course Training For	Cooe LDC HMM001 HMM101 RAE101 RAE201 SRE03 SRE204	Start Cate
2	Test Course	Course	TEST82	
	P BE FEEL ALL CARINE	ICT Class	rescool	(1-30) of 10 record
	Test ILT Course Description: Test ILT Course Locations: 1023 Wolverine Tower (Well Start Dust Thursday, January 28, 2012 End Date Thursday, January 28, 2012 Show schedule in my time 2	erine Tower) 1:00:00 PM EST 4:00:00 PM EST	Register View Detail Status: Not Registe Cast Information: View Detail	s Other Actions 👻
	Publish Date: Friday, January 20, 2012 2:	21:08 PM EST		

## **Registration Process page**

1	Tes	t ILT Course		
1	Test ILT	Course		
(	Cance	D		
T	o regist	er, select your options. When you are done, click Submit or if	payment is required, click Purchase.	
5	s	ubmit		
[	7	ILT Course : Test ILT Course		Status: Registration allowed
	Re	quired: At least 1		
4	0	ILT Class : Test ILT Class Session	Locations, Facilities 1023 Wolverine Tower, Wolverine	
		Monday, January 30, 2012 1:00:00 PM EST - 3:00:00 PM EST	Tower	
	0	ILT Class : Offering of Test ILT Course		
		Monday, January 30, 2012 2:00:00 PM EST - 4:00:00 PM EST Register for this activity and select an offering later		
	0			
L				

## **Registration Process page**

Test Course	
This is a test course	
(Cancel)	
To register, select your options. When you are done, click Submit or if payment is required, click Pur	chase.
Submit	
📝 🛦 ᠾ Course : <u>Test Course for My LINC upgrade</u>	Status: Registration allowed Already attended Show Details

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



**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.

#### 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

### **ELearning and Self-Study Registration**

6. Click Submit

### Activity Details page

Congratulations! You have completed about your registration status and act	the registration process. Please lo tivity progress.	ok at the d	letails below for	more inform	ation
	① Click here to view invoice de	tails			
Activity Details					
Test Course					
					-
Start 🔁 🖬	Name	Status	Date and Time	More Information	Required by Parent
Start 🗩 🗊 🗅 📢 Course: Iest Course		Registered		Summary Attempt History	
	Done				

### ELearning and Self-Study Registration



## **Cancel Training**

### My LINC Home Page



1. 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)

Γο Do				
Next Training Activity (i) 1/30/2012 2:00:00 PM EST Offering of Test ILT Course				
Training Activities				
ctivities related to your training			Display: All Train	ing 💌
tivity Name 🔺	Action	Assignment Type	Start Date	Due Date
Test ILT Course				
CC 3C COMMUNICATIONS	JPD US Register	Required		8/12/2009
SR BASIC RECORDS VIEWE	R Register	Recommended		
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			2	(1-4) of 4 record
Test ILT Course			View	ther Actions 🔻
			Can	cel Registration
Type: ILT Course			View	Activity Details
Description: Test ILT Course			A	dd To Favorites

**Cancellation Confirmation** 

anc	ellation Confirmation								
These means the list of addiction below. Some activities may be included for cancellation intermedically locates of the registration option requirements. You can do a concert your registration for only the marked advices on (is of the advices on the pack, locat if you have be at a fixed proce for the group of solvities and do not can that a devices, you will all pay the fixed price. If you cancel from all the advices, you will only pay the applicable fees.							can choose to to not cancel fro		
otal val			Cancel Mar	ked Sel	ect All Bac	Ð			
	Name		Code	Activity	Current Status	Actual Price	Cancellation Fee	Refund	Notes
×	ILT Course : Test ILT Course		Test		Registered	0.00 USD	0.00 USD	0.00 USD	Cancellation fee
u are al	so registered for the following related activities	s. The sele	ected activiti	es will be cano	aled.				
	Name	Code	Activity D	Date	Curre	nt Status Act	tual Price Cancel	lation Fee	Refund Not
~	ILT Class : Offering of Test ILT Course	Test001	Monday, Ja	enuary 30, 201	2 Regist	ered			

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

4. Click Cancel Marked