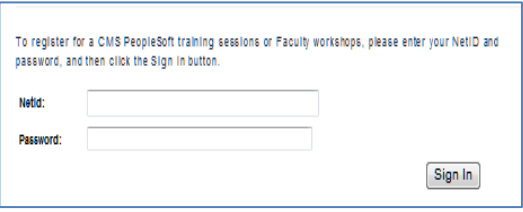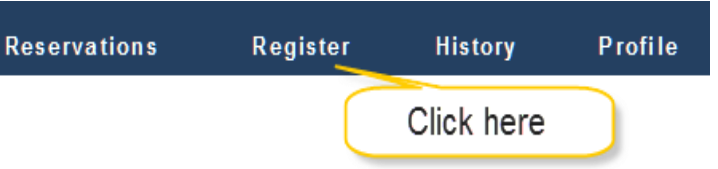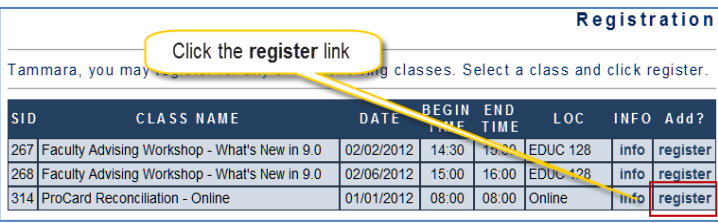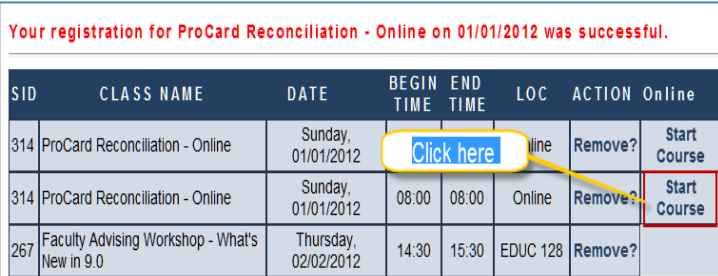# Taking an Online Training Course

These instructions will guide you through the steps to register for and take an online training course.

1	Open your web browser and type the following in the address bar. https://pstraining.csub.edu *If you receive a certificate error or trust security message, click the option to proceed. Don't worry the web-site is safe.*
2	Sign into the web-site • In the NetId, enter your NetID • In the Password, enter your password • Click the Sign In button	
3	If this is your first time on the web-site, a **Profile** entry screen is displayed. You will need to complete the Profile and click Submit. At the end of the course, you will receive an email, so be sure to include a valid email address. If you have used this web-site previously, please continue with the next step.
4	**Your Enrollments** page appears. This page shows the training sessions or workshops, you are currently registered for. Don't worry if you don't see your online course listed or the page is empty. • Click the Register link	
5	On the **Registration** page, • Click the **register** link for the desired course.	
6	**Your Enrollments** page reappears showing your selected course. To begin your online training course, click the **Start Course** link.	