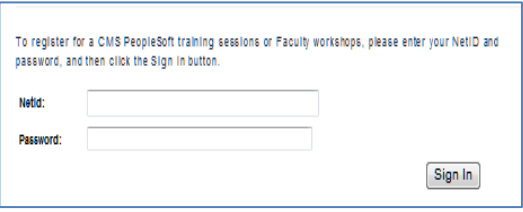
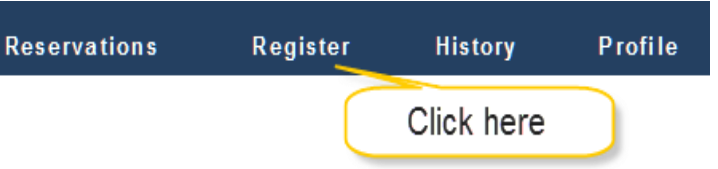
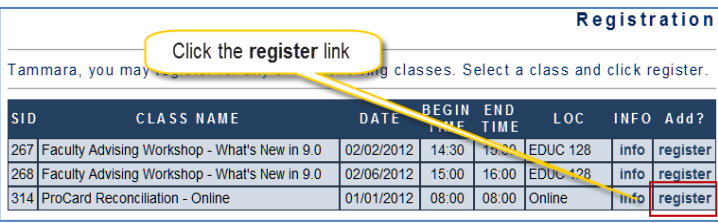
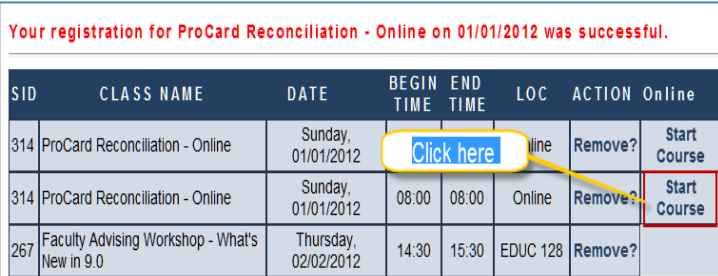




## Taking an Online Training Course

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

<p>1 Open your web browser and type the following in the address bar.</p> <p style="text-align: center;"><a href="https://pstraining.csub.edu">https://pstraining.csub.edu</a></p> <p><i>If you receive a certificate error or trust security message, click the option to proceed. Don't worry the web-site is safe.</i></p>																																	
<p>2 Sign into the web-site</p> <ul style="list-style-type: none"> <li>In the NetId, enter your NetID</li> <li>In the Password, enter your password</li> <li>Click the Sign In button</li> </ul>																																	
<p>3 If this is your first time on the web-site, a <b>Profile</b> 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.</p> <p>If you have used this web-site previously, please continue with the next step.</p>																																	
<p>4 <b>Your Enrollments</b> 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.</p> <ul style="list-style-type: none"> <li>Click the Register link</li> </ul>																																	
<p>5 On the <b>Registration</b> page,</p> <ul style="list-style-type: none"> <li>Click the <b>register</b> link for the desired course.</li> </ul>	 <table border="1" data-bbox="771 1470 1485 1585"> <thead> <tr> <th>SID</th> <th>CLASS NAME</th> <th>DATE</th> <th>BEGIN TIME</th> <th>END TIME</th> <th>LOC</th> <th>INFO</th> <th>Add?</th> </tr> </thead> <tbody> <tr> <td>267</td> <td>Faculty Advising Workshop - What's New in 9.0</td> <td>02/02/2012</td> <td>14:30</td> <td>16:00</td> <td>EDUC 128</td> <td>info</td> <td>register</td> </tr> <tr> <td>268</td> <td>Faculty Advising Workshop - What's New in 9.0</td> <td>02/06/2012</td> <td>15:00</td> <td>16:00</td> <td>EDUC 128</td> <td>info</td> <td>register</td> </tr> <tr> <td>314</td> <td>ProCard Reconciliation - Online</td> <td>01/01/2012</td> <td>08:00</td> <td>08:00</td> <td>Online</td> <td>info</td> <td>register</td> </tr> </tbody> </table>	SID	CLASS NAME	DATE	BEGIN TIME	END TIME	LOC	INFO	Add?	267	Faculty Advising Workshop - What's New in 9.0	02/02/2012	14:30	16:00	EDUC 128	info	register	268	Faculty Advising Workshop - What's New in 9.0	02/06/2012	15:00	16:00	EDUC 128	info	register	314	ProCard Reconciliation - Online	01/01/2012	08:00	08:00	Online	info	register
SID	CLASS NAME	DATE	BEGIN TIME	END TIME	LOC	INFO	Add?																										
267	Faculty Advising Workshop - What's New in 9.0	02/02/2012	14:30	16:00	EDUC 128	info	register																										
268	Faculty Advising Workshop - What's New in 9.0	02/06/2012	15:00	16:00	EDUC 128	info	register																										
314	ProCard Reconciliation - Online	01/01/2012	08:00	08:00	Online	info	register																										
<p>6 <b>Your Enrollments</b> page reappears showing your selected course. To begin your online training course, click the <b>Start Course</b> link.</p>	<p><b>Your registration for ProCard Reconciliation - Online on 01/01/2012 was successful.</b></p>  <table border="1" data-bbox="771 1680 1485 1890"> <thead> <tr> <th>SID</th> <th>CLASS NAME</th> <th>DATE</th> <th>BEGIN TIME</th> <th>END TIME</th> <th>LOC</th> <th>ACTION</th> <th>Online</th> </tr> </thead> <tbody> <tr> <td>314</td> <td>ProCard Reconciliation - Online</td> <td>Sunday, 01/01/2012</td> <td></td> <td></td> <td>Online</td> <td>Remove?</td> <td>Start Course</td> </tr> <tr> <td>314</td> <td>ProCard Reconciliation - Online</td> <td>Sunday, 01/01/2012</td> <td>08:00</td> <td>08:00</td> <td>Online</td> <td>Remove?</td> <td>Start Course</td> </tr> <tr> <td>267</td> <td>Faculty Advising Workshop - What's New in 9.0</td> <td>Thursday, 02/02/2012</td> <td>14:30</td> <td>15:30</td> <td>EDUC 128</td> <td>Remove?</td> <td></td> </tr> </tbody> </table>	SID	CLASS NAME	DATE	BEGIN TIME	END TIME	LOC	ACTION	Online	314	ProCard Reconciliation - Online	Sunday, 01/01/2012			Online	Remove?	Start Course	314	ProCard Reconciliation - Online	Sunday, 01/01/2012	08:00	08:00	Online	Remove?	Start Course	267	Faculty Advising Workshop - What's New in 9.0	Thursday, 02/02/2012	14:30	15:30	EDUC 128	Remove?	
SID	CLASS NAME	DATE	BEGIN TIME	END TIME	LOC	ACTION	Online																										
314	ProCard Reconciliation - Online	Sunday, 01/01/2012			Online	Remove?	Start Course																										
314	ProCard Reconciliation - Online	Sunday, 01/01/2012	08:00	08:00	Online	Remove?	Start Course																										
267	Faculty Advising Workshop - What's New in 9.0	Thursday, 02/02/2012	14:30	15:30	EDUC 128	Remove?																											