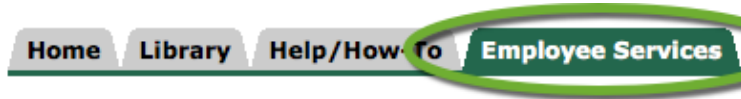


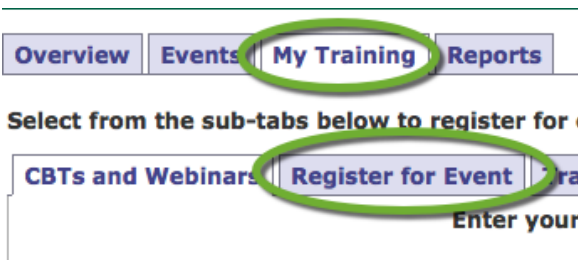
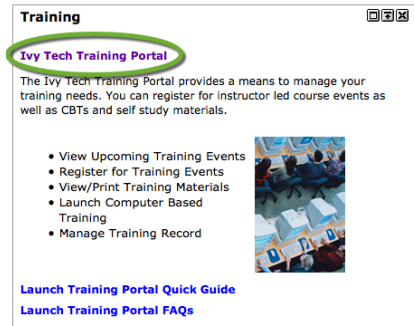
# Registering for Events via the Training Portal

The Employee Training Portal is the central location to register for and track completion of training opportunities. These steps will walk you through registering for events via the training portal.

Begin by logging into Campus Connect at <http://cc.ivytech.edu>. Click on the “Employee Services” tab.



You will see a “Training” box on the right side of the screen. Click on the link to visit the Ivy Tech Training Portal.



Once in the training portal, click on the “My Training” then “Register for Event” tabs.

At this point, you can search for events by topic, location, instructor, etc. In this case, we’re looking for events offered in Evansville, so we’ll input Evansville into the search field and click “Search.”



A list of available events that match the search criteria will display. If an event is available for registration, you can click on the “Register” link to the right side of the event.

End Time	Seat Availability	Register
1:00	0 of 30 seats are filled.	Register

Once you have registered for an event, it will take you back to the list of events. Events for which you have registered will be displayed at the top of the screen. If you need to unregister for an event at this time, you can simply click on the “Unregister” link.

I am currently registered for the following events									
Course Title	Instructor	Campus	Location	Start Date	Start Time	End Date	End Time	Seat Availability	Unregister
4838 - Grade Center Training	Dedmond, Arrika	Evansville	TBD	2015-01-28	12:15	2015-01-28	1:00	1 of 30 seats are filled.	Unregister
Event Comment: Meeting in room 314									