



CIS

Learning Center

[learn.cisoregon.org](http://learn.cisoregon.org)

# Course Registration

## Instructor-Led Training (ILT)

Upcoming Instructor-Led Training (ILT) courses are listed on CIS' website ([cisoregon.org](http://cisoregon.org)) and CIS' Learning Center, ([learn.cisoregon.org](http://learn.cisoregon.org)). The following are tips to help first time Learning Center users with our online registration system.

A Learning Center login is required to register for both on-site ILT and online classes. If you do not have a login, please see our [Getting Started Guide](#) for "Learner" users. This guide will walk you through the process of creating a login.

### INSTRUCTIONS FOR ONLINE REGISTRATION

After selecting an ILT course from the upcoming trainings listed on [cisoregon.org](http://cisoregon.org) or from [learn.cisoregon.org](http://learn.cisoregon.org), on the next screen select "Register for Training". You will then be prompted to login.

If you have forgotten your password, click the link for "Forgot your password?" and follow the instructions to receive a new temporary password. If you do not have an account, click "Create a New Account" and enter the required information.



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After logging in, you will be directed to the course enrollment page. From that page, select enroll. If there are multiple dates/locations, first make your class selection.

### **CLASS ENROLLMENT CONFIRMATION**

You will receive a confirmation email once enrolled in a class. This email will include a calendar link. Double click on the link to add the class to your personal calendar.

### **TRANSCRIPT**

Once your attendance has been recorded, the class will be marked as complete in your Transcript. Under the Completion Status column, you should see that the Class is marked "Completed."

### **DROPPING A CLASS**

Go to My Required Learning or My Elective Learning, select the radio button next to the class you want to drop, and click the Drop Course button at the bottom of the screen.

### **SEARCHING FOR A COURSE/CLASS**

While logged into the Learning Center, select the Instructor Training icon from the home page for a list of upcoming classes. Search for online courses using the universal search located near the top right side of the page, or select the Catalog icon from the home page.



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## REGISTRATION PROCESS FOR INSTRUCTOR-LED (ILT) TRAINING COURSES

### STEP ONE: Select a Course

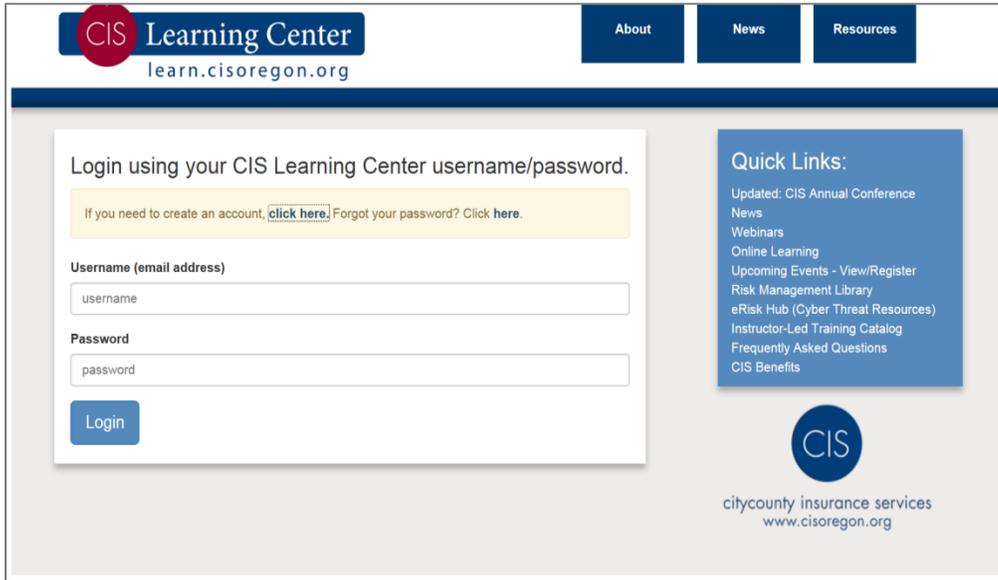
Instructor-Led Training (ILT) courses are listed on CIS' website (cisoregon.org) and CIS' Learning Center, (learn.cisoregon.org).

### STEP TWO: Review the Class Description

After selecting an ILT course from the upcoming trainings listed on cisoregon.org or from learn.cisoregon.org, on the next screen select "Register for Training".

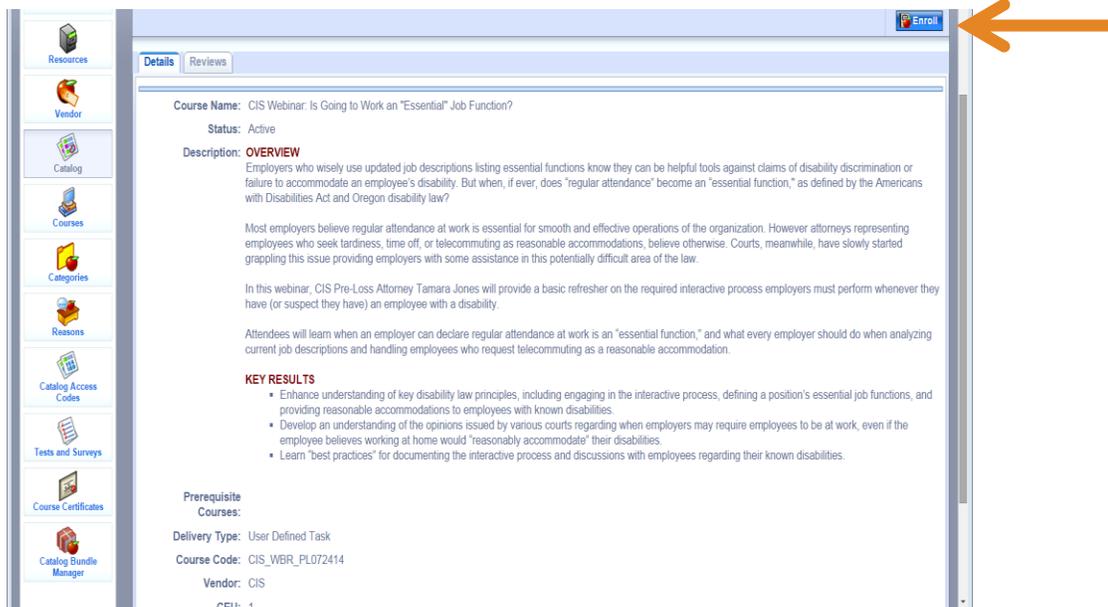
### STEP THREE: Log into the CIS Learning Center

A Learning Center login is required to register for both on-site ILT and online classes. If you do not have a login, please see our [Getting Started Guide](#) for “Learner” users. This guide will walk you through the process of creating a login.



### STEP FOUR: Arrive at the class Enrollment page.

After logging in, you will be directed to the course enrollment page. From that page, select enroll. If there are multiple dates/locations, first make your class selection.



## STEP FIVE: Confirmation Email

You will receive a confirmation email once enrolled in a class. This email will include a calendar link. Double click on the link to add the class to your personal calendar.

