How to Register for a Training Class in the IT Training Registration System

1. Navigate to: [http://www.umb.edu/training](http://www.umb.edu/training)
   
   This will bring you to the Training Workshops page.

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Training Workshops

IT Training

Calendar | Contact us | All workshops

There are many topics offered by IT, as well as other departments across campus.

TECHNOLOGY
Blackboard & Related Tools | Media Production | Web | Statistics | MS Office 2013 | MS Office 365

LIBRARY
Mobile Apps | Research

HUMAN RESOURCES
Electronic PA Training | Professional Development | Supervising Students

OFFICE OF RESEARCH AND SPONSORED PROGRAMS
Grant Development | ORSP

FINANCE
Budget and Financial Planning | Contracts and Compliance | Controller Operations

EMERGENCY PREPAREDNESS AND SAFETY
Department Alert Administrator Training | Departmental Preparedness | ENS Training | Rape Aggression Defense

STUDENT ADMINISTRATION
General Training

Want to teach a workshop about a subject you are passionate about? Send an email to ITC@umb.edu and let’s talk about it!
2. On the Training Workshops page, click on a link under the training topic in which you are interested. This will take you to a page displaying the workshops available.

3. From this page, you can either choose a class by clicking on the **Add to cart** button below the class description or choose another topic by clicking in the list on the left.

4. When you select a class, it is placed in your shopping cart and the Add to Cart button is replaced by a **Checkout** button.

February, 2016
5. You may register for additional courses by clicking on the Add to cart button below each course you want to take.

6. When you have selected all the classes you want to take, click on any one of your green Checkout buttons.

7. Click OK on the message advising you that you will be redirected to a login page.

8. At the login page, enter your **full campus email address** (firstname.lastname@umb.edu) and your current email password.

   Click **Login**.
9. At the next screen, **click on your shopping cart** in the upper right corner.

10. To complete the registration process, click on **Checkout**.

11. A listing of the courses you have selected will be displayed. Click **Proceed to Next Step**.
12. The last page of the process will appear, showing the classes for which you have registered. You may:
   - Click on **Print Receipt** to view a printable summary of your registration.
   - Click on **Continue Shopping for Courses** to begin the registration process again.
   - Click **Back to User Home**, where you may search for more courses or log out of the system.
13. For each class, you will receive an email from ITC@umb.edu with Course Calendar Event in the Subject line. The message will contain two attachments.

If you want to add the class to your Outlook calendar, double-click on the attachment with the file extension of .ICS.

You will then see a message asking if you want to add this event to your Outlook calendar. Click Yes.

14. You will also receive an enrollment confirmation message and, as the date of your class approaches, you will receive email reminders.