Registering for a Course

Many courses in the On-Demand Subscription are available without a subscription. You must register for these courses before taking them. There is no cost for registration.

1. Locate a course using the Course Catalog (On-Demand Subscription Library > Course Catalog) or using the Learning Paths.

2. On the course details page, click Register.

You may also click Register if it is displayed within the Course Catalog.

3. When the Shopping Cart is displayed, click Checkout.
Note that the cost of the course is zero.

If you have not already logged in, you will be prompted to do so.

4. After logging in, the checkout process will resume. Accept the Terms and Conditions, then click Confirm Order.

You will receive 2 emails. One is an Order Confirmation email showing a zero cost (no action is required). The other is a Registration Successful email. The course is now available for you to take under My Training.