



1. Go to Course Registration System

1. Open Internet Explorer.
2. Type CRS in the Address field.
3. Press the Enter key on your keyboard.

Log in for the First Time

Your username and password are the same that you use to log on to your computer for the first time each day.



1. Click My Account at the top of the window.
2. Type your username in the Username field.
3. Type your Windows password in the Password field.
4. Click .
5. The first time you log on, you will need to complete your profile. Additional information, such as department, supervisor, email address and your phone number are required.
6. When finished with your profile, click Submit.
7. You will see a summary screen, click on 'click here' to sign up for a class.

Welcome personnel Admin.

You are presently registered in [0 courses](#).

To sign up for a class [click here](#).
[Change your personal settings](#)



2. Register for a Course

1. Click the categories at the bottom of the Home Page to view the courses available by topic. Some topics will have sub-categories that you can select from.
2. Once you see a course listing, click the  button next to the course you would like to attend. The system will add it to your request list on the left side of the screen.
3. When you are through selecting courses, click the  button on the left side. You will see a list of the courses and times that you have selected.
4. Click  to finalize your registration. The system will display your course confirmation and a copy will be sent to you in Lotus Notes.
5. Review your Lotus Notes email. It will contain an attachment that creates a Lotus Notes Calendar Event and may have attachments and instructions for course prework.

Note

You must complete ALL steps above to register for a course.

3. Add the Course to your Lotus Notes Calendar

1. Open the confirmation email in Lotus Notes.
2. Double-click the attachment ending with .ics.
3. Click the Open button on the Attachment window.
4. Click the Import All button. You will receive an appointment invite for the course. Accept the invite and the course will be added to your Lotus Notes calendar.

Cancel a Course Registration

You may cancel course registration up to 14 days in advance of your course.

If you need to cancel after 14 days call x2800.

1. Click the Cancel Course Registration Link above your course list. A list of courses that you may cancel appears.
2. Click the radio button to select the course you would like to cancel.
3. Click the Cancel button. The system confirms your cancellation and sends a cancellation email to your Lotus Notes inbox.
4. Delete the calendar event from your Lotus Notes Calendar.

Email Tech_Support or call x2800 if you need assistance.

Note

FOR EU CLASSES ONLY: If you need to cancel your registration, please do so two weeks prior to the class date to avoid the \$50.00 cancellation fee.