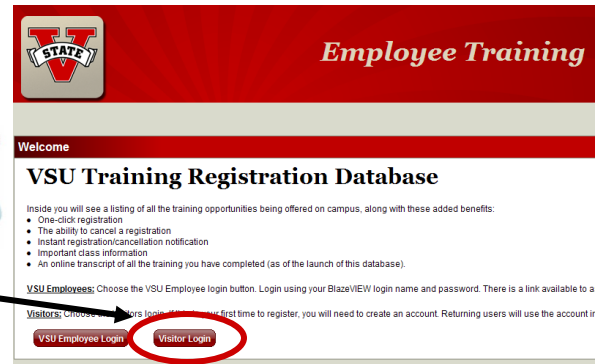


Employee Training Registration Database

Visitor Login & One-click Registration

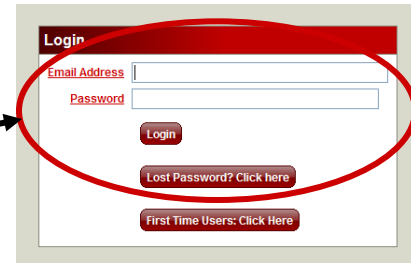
Accessing the Database:

- Go to the Employee and Organizational Development web page and click on the online registration icon (www.valdosta.edu/finadmin/training/)
- Click on the Visitor Login button.



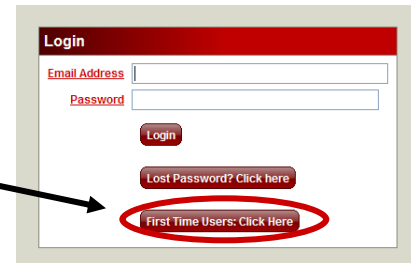
Returning Visitors

- Enter the Email Address and Password created on your initial visit (use the Lost Password? Button to help you if necessary)
- Click the Login button
- View classes scheduled in the Registration Database (see page 2)



First Time Visitors

- Click on the First Time Users: Click Here button
- Enter your First and Last Name and then enter an E-mail address that you would like to serve as your "username" (Use an active address as this will be used to communicate with you when necessary)
- Click the Create button to enter your choices

A screenshot of the "Enter Profile Information" form. It has four input fields: "Title" (with a dropdown menu set to "(None)"), "First Name", "Last Name", and "Email Address (This will be your username)*". At the bottom right, there are two buttons: "Cancel" and "Create". The "Create" button is circled in red, and an arrow points from the text "Click the Create button to enter your choices" to it.

**Continued on
Next Page
of Instructions**

A • Enter Address information

B • Enter Phone information

C • Enter Security Profile information as instructed below:

- Enter the characters you would like to use as a password **1**
- Retype those characters to confirm the password **2**
- Enter a "Security Question" you can use to help reset your password when necessary **3**
- Enter the answer to your "Security Question" **4**
- Retype to confirm the answer to your "Security Question" **5**
- Click the Save button

A Address

Street Address Line 1

Street Address Line 2

Street Address Line 3

City

State

Select Business Enter Non-Listed Business

Zip

B Phone

Country Prefix

Area Code

Phone Number

Extension

C Security Profile

Due to security protocols, we are not able to recover old passwords nor display your prior security profile. Your password reset question will allow you to reset your password should you forget your old password. (Use Lost Password button on log in page.) If you change your email address, your username will become the new address entered next time you log in.

New Password ← **1**

Retype New Password ← **2**

Enter or change your password reset question ← **3**

Enter or change your password reset answer ← **4**

Please re-type your password reset answer ← **5**

Save

- Enter your newly created Username (Email Address) and Password and click the Login button to enter the database (Please remember this information; you will use this to login to the database from this point forward)

Login

Email Address

Password

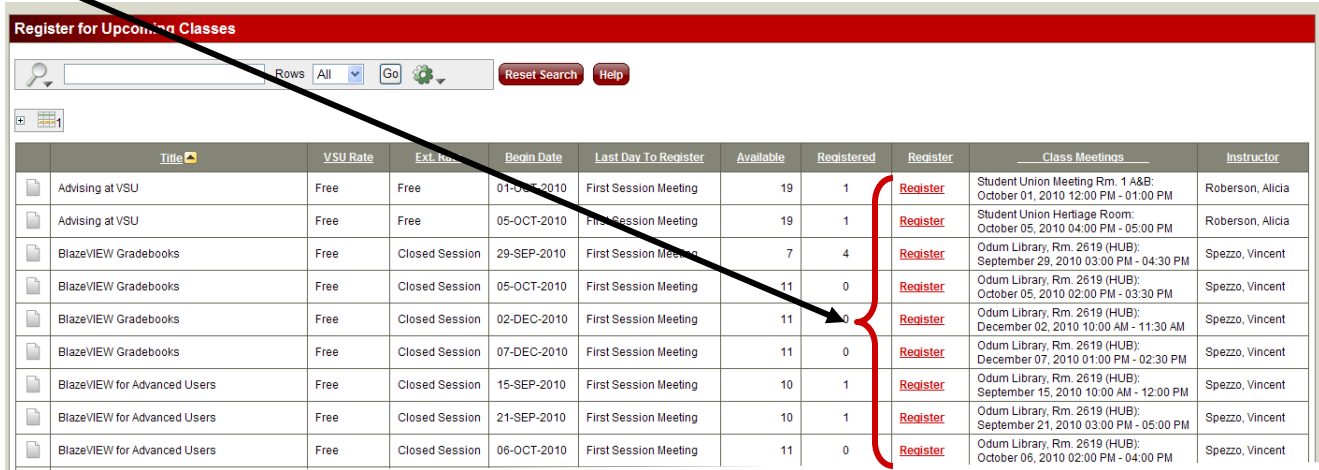
Login

Lost Password? Click here

First Time Users: Click Here

**Continued on
Next Page
of Instructions**

- Navigate to desired session; classes are listed in alphabetical order by default
- Click the “**Register**” link to be added to class; choose as many as desired during your login



Title	VSU Rate	Ext. Rate	Begin Date	Last Day To Register	Available	Registered	Register	Class Meetings	Instructor
Advising at VSU	Free	Free	01-OCT-2010	First Session Meeting	19	1	Register	Student Union Meeting Rm. 1 A&B: October 01, 2010 12:00 PM - 01:00 PM	Roberson, Alicia
Advising at VSU	Free	Free	05-OCT-2010	First Session Meeting	19	1	Register	Student Union Heritage Room: October 05, 2010 04:00 PM - 05:00 PM	Roberson, Alicia
BlazeVIEW Gradebooks	Free	Closed Session	29-SEP-2010	First Session Meeting	7	4	Register	Odum Library, Rm. 2619 (HUB): September 29, 2010 03:00 PM - 04:30 PM	Spezzo, Vincent
BlazeVIEW Gradebooks	Free	Closed Session	05-OCT-2010	First Session Meeting	11	0	Register	Odum Library, Rm. 2619 (HUB): October 05, 2010 02:00 PM - 03:30 PM	Spezzo, Vincent
BlazeVIEW Gradebooks	Free	Closed Session	02-DEC-2010	First Session Meeting	11	0	Register	Odum Library, Rm. 2619 (HUB): December 02, 2010 10:00 AM - 11:30 AM	Spezzo, Vincent
BlazeVIEW Gradebooks	Free	Closed Session	07-DEC-2010	First Session Meeting	11	0	Register	Odum Library, Rm. 2619 (HUB): December 07, 2010 01:00 PM - 02:30 PM	Spezzo, Vincent
BlazeVIEW for Advanced Users	Free	Closed Session	15-SEP-2010	First Session Meeting	10	1	Register	Odum Library, Rm. 2619 (HUB): September 15, 2010 10:00 AM - 12:00 PM	Spezzo, Vincent
BlazeVIEW for Advanced Users	Free	Closed Session	21-SEP-2010	First Session Meeting	10	1	Register	Odum Library, Rm. 2619 (HUB): September 21, 2010 03:00 PM - 05:00 PM	Spezzo, Vincent
BlazeVIEW for Advanced Users	Free	Closed Session	06-OCT-2010	First Session Meeting	11	0	Register	Odum Library, Rm. 2619 (HUB): October 06, 2010 02:00 PM - 04:00 PM	Spezzo, Vincent

- To cancel your registration, simply click on the “**Cancel Registration**” link that appears



Title	VSU Rate	Ext. Rate	Begin Date	Last Day To Register	Available	Registered	Register	Class Meetings	Instructor
Advising at VSU	Free	Free	01-OCT-2010	First Session Meeting	18	2	Cancel Registration	Student Union Meeting Rm. 1 A&B: October 01, 2010 12:00 PM - 01:00 PM	Roberson, Alicia

- Log out using the button in the upper-right corner of the database

