

# Employee Training Registration Database

## Employee 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/](http://www.valdosta.edu/finadmin/training/))
- Click on the VSU Employee Login button.
- Use your BlazeVIEW login information to login to the registration database



**Employee Training**

Welcome

### VSU Training Registration Database

Inside you will see a listing of all the training opportunities being offered on campus, along with these added benefits:

- One-click registration
- The ability to cancel a registration
- Instant registration/cancellation notification
- Important class information
- An online transcript of all the training you have completed (as of the launch of this database).

**VSU Employees:** Choose the VSU Employee login button. Login using your BlazeVIEW login name and password. There is a link available to assist if you are having trouble gaining access to your account.

**VSU Employee Login**

Use link to help if you are having trouble logging in.

### VSU Single Sign-On

Enter your VSU Single Sign-On username and password to sign in.  
If this is your first time accessing this page, click the link below to synchronize this account with your BlazeVIEW account.

User Name  ← **BlazeVIEW Username**

Password  ← **BlazeVIEW Password**

[Click here if you are having problems logging in. You will be able to synchronize this account with your current BlazeVIEW username and password.](#)

Unauthorized use of this site is prohibited and may subject you to civil and criminal prosecution.

- 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	<a href="#">Register</a>	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	<a href="#">Register</a>	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	<a href="#">Register</a>	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	<a href="#">Register</a>	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	<a href="#">Register</a>	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	<a href="#">Register</a>	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	<a href="#">Register</a>	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	<a href="#">Register</a>	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	<a href="#">Register</a>	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	<a href="#">Cancel Registration</a>	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

