

Before You Start:

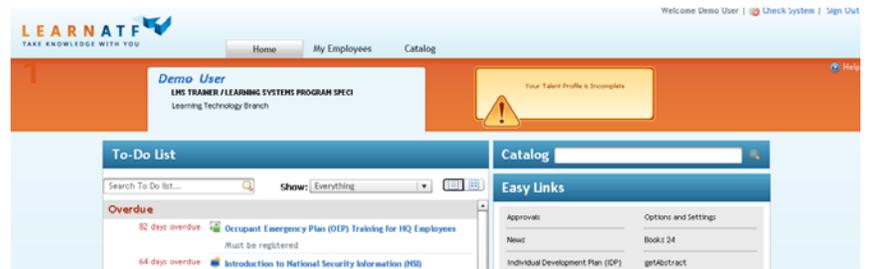
This job aid shows how to register for a scheduled offering of in-person or virtual training from your [To-Do List](#). Online training does not require registration and can be launched directly from your [To-Do List](#). If you want to register for training that is not on your [To-Do List](#), first search the [Catalog](#) for the course.

IMPORTANT:

- If you do not see a date or time that was previously listed, that date is now full and you will need to select another session.
- If there are no dates and times listed, there are currently no scheduled offerings available. To find out more, click on [Item Details](#) to find the course [Contact](#).

1.

Log in to [LearnATF](#).

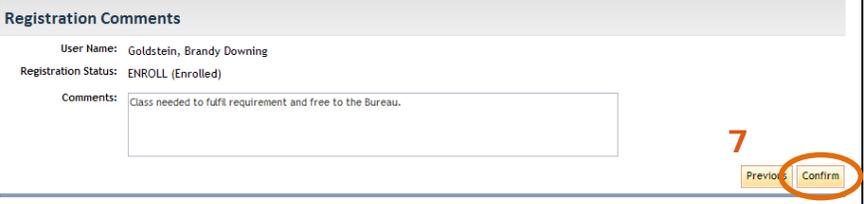


2.

On your [To-Do list](#), Scroll down to the training for which you would like to register.



<p>3.</p>	<p>Hover over the Course Title until the pop-up appears.</p>																						
<p>4.</p>	<p>Click on Register.</p>																						
<p>5.</p>	<p>A list of available dates and times will appear. Select the desired date and time and click the Register button.</p>	 <table border="1" data-bbox="683 1341 1536 1583"> <thead> <tr> <th>Day (s)</th> <th>Start</th> <th>End</th> <th>Location</th> <th>Available Seats</th> <th>Price</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>2/25/2011 08:00 AM EST</td> <td>2/25/2011 10:00 AM EST</td> <td>ATF Headquarters -</td> <td>unlimited</td> <td>0.00 (USD)</td> <td>View Details Register</td> </tr> <tr> <td>1</td> <td>2/28/2011 08:00 AM EST</td> <td>2/28/2011 10:00 AM EST</td> <td>-</td> <td>unlimited</td> <td>0.00 (USD)</td> <td>View Details</td> </tr> </tbody> </table>	Day (s)	Start	End	Location	Available Seats	Price	Action	1	2/25/2011 08:00 AM EST	2/25/2011 10:00 AM EST	ATF Headquarters -	unlimited	0.00 (USD)	View Details Register	1	2/28/2011 08:00 AM EST	2/28/2011 10:00 AM EST	-	unlimited	0.00 (USD)	View Details
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<p>6.</p>	<p>You will then have the opportunity to enter a Comment. No Comment is necessary, but if there is an approval process, any comments you enter will go to the approving official.</p>																						

<p>7.</p>	<p>Click on Confirm. You will receive an email confirmation once your registration process is complete.</p>	 <p>Registration Comments</p> <p>User Name: Goldstein, Brandy Downing</p> <p>Registration Status: ENROLL (Enrolled)</p> <p>Comments: Class needed to fulfill requirement and free to the Bureau.</p> <p>7</p> <p>Previous Confirm</p>
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