

Learning Management System Registering for an Instructor Led Training (ILT)

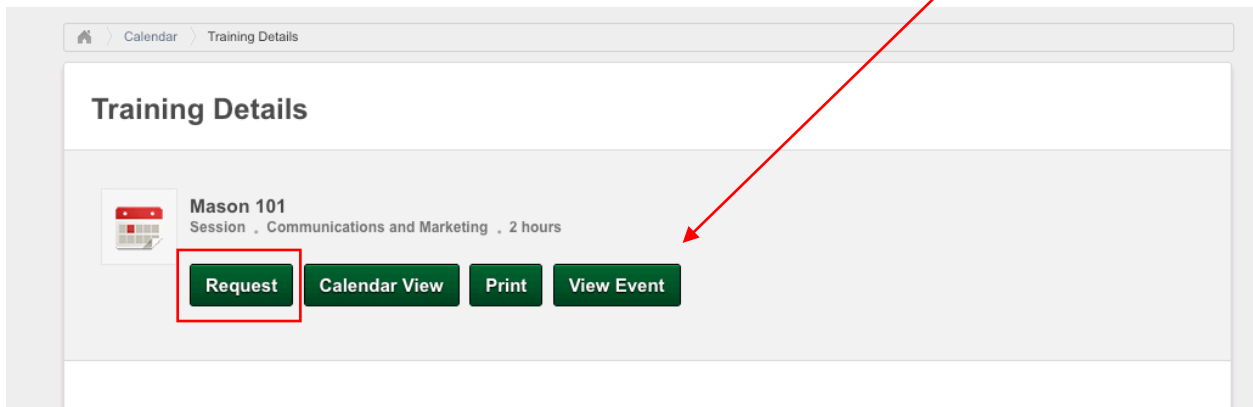
1. Login with your Mason NetID and Password at <https://shibboleth.gmu.edu/idp/profile/SAML2/Unsolicited/SSO?providerId=https%3A%2F%2Fgmucod.com>

2. Once logged in, you will see the welcome page. Hover over the Learning tab and click “Events Calendar”.

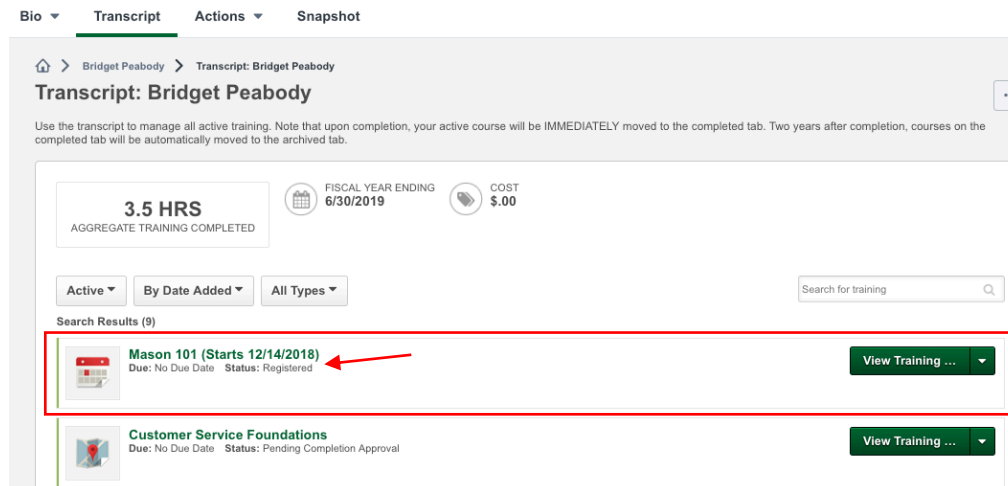
3. On the Events Calendar you can sort, search and filter training offerings. To register, and for additional details, click on the title of the session.

December, 2018						
SUN	MON	TUE	WED	THU	FRI	SAT
25	26	27	28	29	30	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15

4. Select "Request" to register. To view additional dates the course is offered, click "View Event".

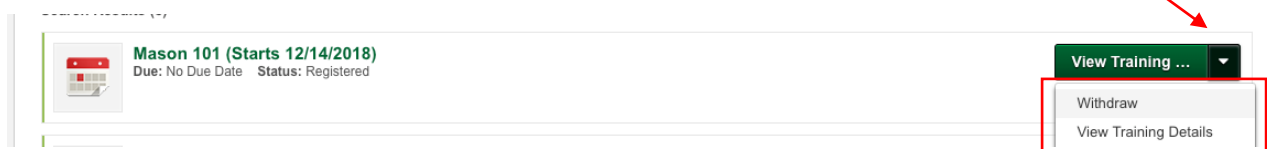


5. Once you click "Request", you will be redirected to your transcript and will have a status of registered.



6. A confirmation e-mail and calendar invite will be e-mailed shortly after registering, from csodlms@gmu.edu.

7. To withdraw from the training, or view details, click on the down arrow beside the green "View Training" box.



8. Once the session is marked "Completed" by the instructor, it will show up under the "Completed" tab of your transcript. Click the arrow beside "View Certificate" to fill out the course evaluation, view details, and view and print a certificate of completion.

