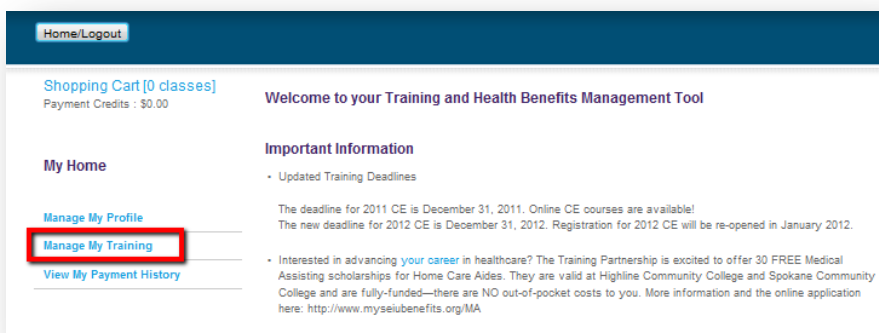


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How to Register for Basic Training

After logging in, Click on “Manage My Training”



If you see the following screen, follow the instructions below for “How to Register for a Series of Classes”

Basic Training Registration

Please input your training preferences to find a block of classes. Each block will contain all the required units.

Training Preferences

Please choose one location search option, (a) Zip Code and Mileage or (b) City. City search results will only yield classes in the city requested, if classes are available in that location.

Zip Code :	<input type="text" value="98188"/>	Distance (miles):	<input type="text" value="30"/>
OR	City: <input type="text"/>		
Preferred Month :	<input type="text" value="December"/> ▼		

If you see the following screen, follow the instructions below for “How to Register for Individual Classes”

Manage your training

▼ Recommended Training

Manage Row View

Class Name	Class Type	Date	Language	Start/End Time	Location	Instructor	Register
------------	------------	------	----------	----------------	----------	------------	----------

▼ Scheduled Training

Manage Row View

Class Name	Class Type	Date	Language	Start/End Time	Location	Instructor	<input type="button" value="Cancel All"/>
------------	------------	------	----------	----------------	----------	------------	---

How to Register for a Series of Classes

Enter your location information, press “Find Classes” and select the series you want.

Basic Training Registration

Please input your training preferences to find a block of classes. Each block will contain all the required units.

Training Preferences

Please choose one location search option, (a) Zip Code and Mileage or (b) City. City search results will only yield classes in the city requested, if classes are available in that location.

Zip Code : Distance (miles):

OR City:

Preferred Month :

Language :

▼ **Matching Classes** Manage Row View + -

	Dates/Times	Location
<input checked="" type="checkbox"/>	12/5/2011 For Individual Providers Only 8:00 AM - 8:30 AM	Training Partnership-Tukwila, Suite 200, Rm. B
	12/12/2011 Unit 1A: Rights & Roles 8:30 AM - 12:00 PM	635 Andover Park W.
	Unit 1B: Body Mechanics & Mobility 1:00 PM - 4:30 PM	
	12/13/2011 Unit 2A: Infection Control 8:30 AM - 12:00 PM	Tukwila, WA 98188
	Unit 2B: Skin & Body Care 1:00 PM - 4:30 PM	Map
	12/14/2011 Unit 3A: Medication & Communication 8:30 AM - 12:00 PM	
	Unit 3B: Personal Care 1:00 PM - 4:30 PM	
	12/15/2011 Unit 4A: Food Preparation & Mouth Care 8:30 AM - 12:00 PM	

Scroll to the bottom and click on “Save Selection and Continue”

Self-Care & Review 1:00 PM - 4:30 PM

On the next screen, review your selection and press “Confirm All Selections”

Unit 2B: Skin & Body Care	English	PM	Suite 200, Rm. B	Assigned	\$ 0.00 (3.5 credits)
Unit 3A: Medication & Communication	English	12/14/2011 8:30 AM	Training Partnership-Tukwila, Suite 200, Rm. B	Not Assigned	\$ 0.00 (3.5 credits)
Unit 3B: Personal Care	English	12/14/2011 1:00 PM	Training Partnership-Tukwila, Suite 200, Rm. B	Not Assigned	\$ 0.00 (3.5 credits)
Unit 4A: Food Preparation & Mouth Care	English	12/15/2011 8:30 AM	Training Partnership-Tukwila, Suite 200, Rm. B	Not Assigned	\$ 0.00 (3.5 credits)
Unit 4B: Self-Care & Review	English	12/15/2011 1:00 PM	Training Partnership-Tukwila, Suite 200, Rm. B	Ninh Truong	\$ 0.00 (3.5 credits)
Summary					
Total Classes :					9
Total Cost :					\$ 0.00
Back to Step 2			Confirm All Selections ->		

You are done! You can select "Print Confirmation" if you want to print out the classes you registered for.

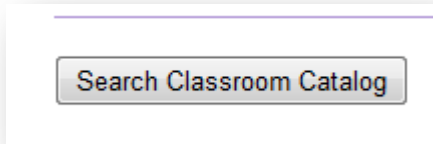
Print Confirmation

Basic Training Registration : Registration Confirmation

All set! Your registrations have been confirmed and are listed below.

How to Register for Individual Classes

Click on “Search Classroom Catalog”



Enter your search preferences and click on “Search”

Course Catalog

[Print](#)

Search Catalog

Please choose one location search option, (a) Zip Code and Mileage or (b) City. City search results will only yield classes in the city requested, if classes are available in that location.

Zip Code : Distance (miles):

OR City:

OR County: ▼

Month : ▼

Class Type : ▼

Keyword :

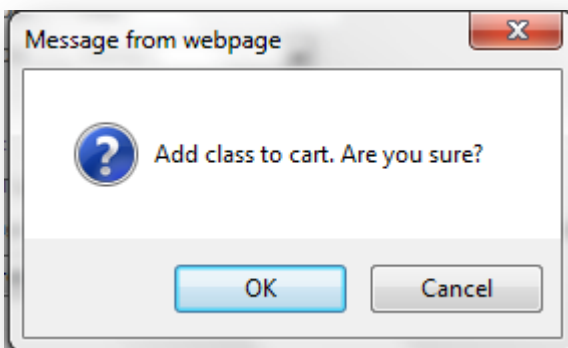
Language : ▼

Interpreter Eligible Only? Yes No

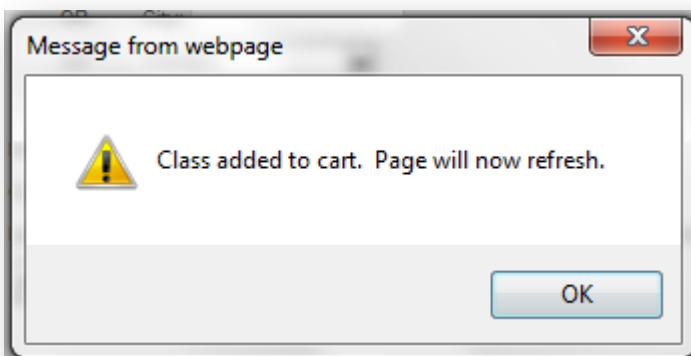
Find the course you want and click on “Add to Cart”

(0 credits)		98188 Map						
Modified FOC Self Study (7 credits)	Basic	12-8-11 Thursday	English	12:00 PM 1:00 PM	Mason County Fire District 4 Shelton, WA 98584 Map	Bonnie Manning	1	Add to Cart
Modified FOC T1: Written Test (0 credits)	Basic	12-8-11 Thursday	English	12:00 PM 1:00 PM	Mason County Fire District 4 Shelton, WA 98584 Map	Bonnie Manning	1	Add to Cart
Modified FOC T2: Skills Demo Test (0 credits)	Basic	12-8-11 Thursday	English	12:00 PM 1:00 PM	Mason County Fire District 4 Shelton, WA 98584 Map	Bonnie Manning	1	Add to Cart
Training								

Click on OK



Click on OK



Repeat the above steps for each class you want to take. When you are finished, click on "Shopping Cart"


Shopping Cart [1 classes]

Payment Credits : \$0.00

Click on "Checkout (Register all Classes)"


Shopping Cart

Student	Course	Date/Time	Location	Instructor	Cost	
TesterStudentKrista TesterMestonTCSNotABT (523913792446)	Modified FOC Self Study	12/8/2011 12:00 PM	Mason County Fire District 4	Bonnie Manning	\$0.00 (7 credits)	Remove Class
						Checkout (Register all classes)



Click on "Register Now"

Checkout

Student	Course	Language	Date/Time	Location	Instructor	Cost	
TesterStudentKrista TesterMestonTCSNotABT (523913792446)	Modified FOC Self Study	English	12/8/2011 12:00 PM	Mason County Fire District 4	Bonnie Manning	\$ 0.00 (7 credits)	Remove Class
Summary							
Total Classes :							1
Total Cost :							\$ 0.00
							<input type="button" value="Register Now"/>

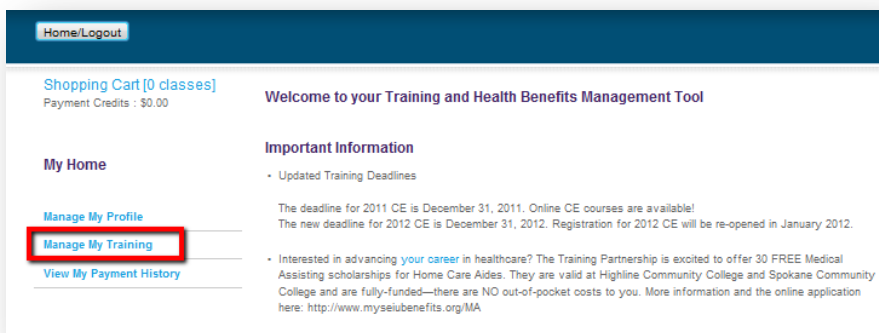
You are finished! You can click on "View Full Confirmation" to print if needed.

Class Registration(s) Confirmed!

Student	Course	Date/Time	Location	Instructor	Confirmation Code	
TesterStudentKrista TesterMestonTCSNotABT (523913792446)	Modified FOC Self Study	12/8/2011 12:00 PM	Mason County Fire District 4	Bonnie Manning	QQ6JWQ	View Full Confirmation

How to Register for Continuing Education

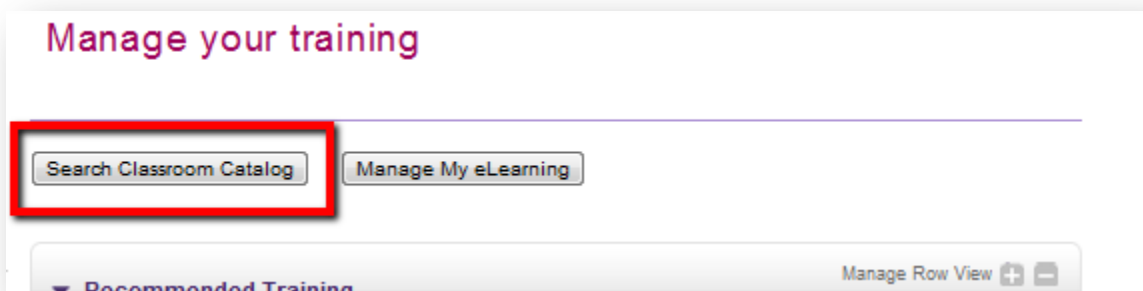
After logging in, Click on “Manage My Training”



Follow the directions below to take instructor-led classes, or to take online classes.

To Take Instructor-Led Classes

Click on “Search Classroom Catalog”



Enter your location preferences and press the “Search” button. When you see the class you want to take, click on “Add to Cart”

Search Catalog

Please choose one location search option, (a) Zip Code and Mileage or (b) City. City search results will only yield classes in the city requested, if classes are available in that location.

Zip Code : Distance (miles):

OR City:

OR County:

Month :

Class Type : Keyword :

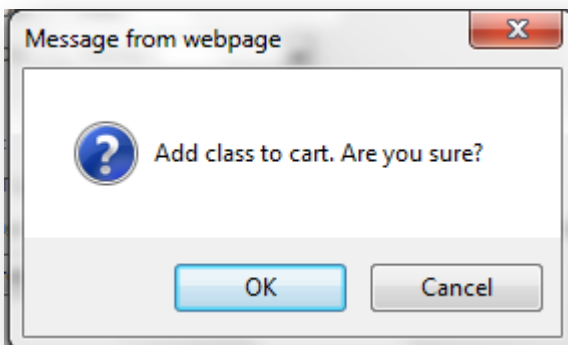
Language : Interpreter Eligible Only? Yes No

Search

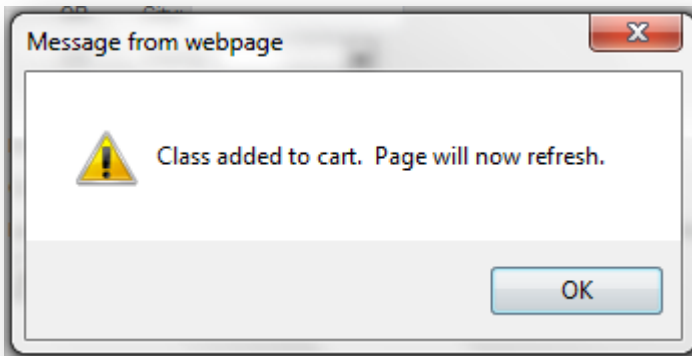
Course Catalog Manage Row View

Class	Class Type	Date	Language	Start Time End Time	Location	Instructor	Space	Register
Understanding Depression (4 credits)	CE	11-19-11 Saturday	Cambodian	8:30 PM 12:30 PM	ACRS-Rm. 108A Seattle, WA 98144 Map	TJ Bunkasem	40	Add to Cart
Blood Borne Pathogens (4 credits)	CE	11-20-11 Sunday	English	8:00 AM 12:00 PM	CCS Everett- College Plaza Mall, Suite A- 11 Everett, WA 98201 Map	Amy Russell	20	Add to Cart
					CCS Everett- College Plaza			

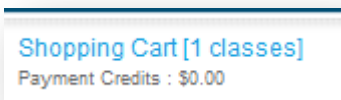
Click on OK



Click on OK




Repeat the above steps for each class you want to take. When you are finished, click on "Shopping Cart"



Click on "Checkout (Register all Classes)"


Shopping Cart

Student	Course	Date/Time	Location	Instructor	Cost	
TesterKrista TesterStudentCETCS (188158570461)	Understanding Depression	11/19/2011 8:30 PM	ACRS- Rm. 106A	TJ Bunkasem	\$0.00 (4 credits)	Remove Class

 [Checkout
\(Register all
classes\)](#)

Click on "Register Now"

Checkout

Student	Course	Language	Date/Time	Location	Instructor	Cost	
TesterKrista TesterStudentCETCS (188158570461)	Understanding Depression	Cambodian	11/19/2011 8:30 PM	ACRS- Rm. 106A	TJ Bunkasem	\$ 0.00 (4 credits)	Remove Class
Summary							
Total Classes :							1
Total Cost :							\$ 0.00
							<input type="button" value="Register Now"/>

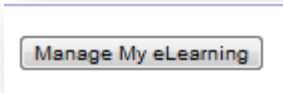
You are finished! You can click on “View Full Confirmation” to print if needed.

Class Registration(s) Confirmed!

Student	Course	Date/Time	Location	Instructor	Confirmation Code	
TesterKrista TesterStudentCETCS (188158570461)	Understanding Depression	11/19/2011 8:30 PM	ACRS- Rm. 106A	TJ Bunkasem	DHQ2KF	View Full Confirmation

To Take Online Classes

Click on “Manage My eLearning”



Click on “Search eLearning Catalog”

Manage eLearning

New to eLearning? Please visit the [eLearning FAQ](#) for important information on compatibility and requirements.

To receive credit for each course you **must** complete all slides and on the last slide you **must** click on the link that goes to our feedback form.

▼ Active eLearning Courses Manage Row View + -

Course Name	Date Started	Completed?	Current Screen	View
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Click on "Register" next to the class you want to take



▼ Course Catalog Manage Row View + -

Course Module	Category	Credits	Estimated Duration	Language	Register
Relationships between Consumers	CE	1	1 hour	EN	Register
Home Care Aides Make a Difference	CE	1	1 hour	EN	Register
Supporting Consumer Independence	CE	1	1 hour	EN	Register

Repeat these steps for each class you want to take.

When you are ready to view the class, click on "View Now"

▼ Active eLearning Courses

Manage Row View  

Course Name	Date Started	Completed?	Current Screen	View
An Introduction to Developmental Disabilities	11/16/2011	No	0/75	View Now