Campus Learner: How To Register For Instructor-Led Training (ILT)
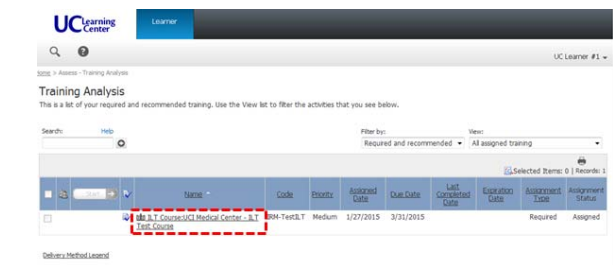
1	Visit the following link: **http://uclc.uci.edu/** and click **Login** * **If you need assistance with your login information, please contact Help Desk at x2222.**	

Accessing the Class from Assigned Training

1	To register for an assigned Instructor-Led Training (ILT): Click **Assigned Training** located on the home page.	
2	Locate the Instructor-Led Training you want to register for from the list of assignments and click on the name of the training.	
3	Click **Register** located underneath the **Activity Details** header. See steps 6-7, below.	

Accessing the Class from Search Results

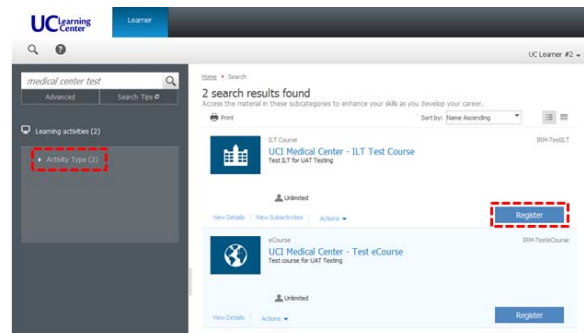|		
4	To search and register for an Instructor-Led Training (ILT): Search for the training in the *Activity Search…* field by typing the name of the training. Click the magnify glass to process the search result	

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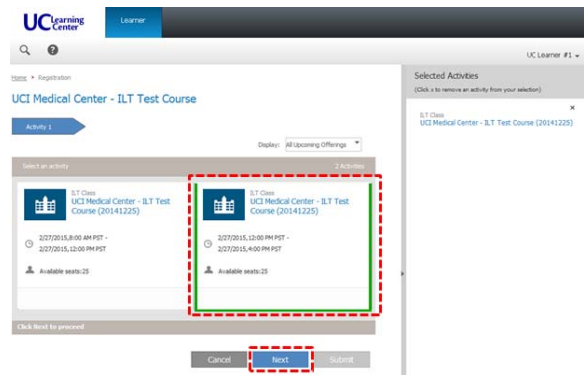|		
5	Locate the training you want to register for from the search result list. Click **Register**. *** Note: You can filter your search results by using the filter option in the left menu panel.**	
	After Selecting "Register"	
6	If option is provided, select a class (date and time) and click **Next**.	
7	Click **Submit** to complete the registration process.	