ON-LINE REGISTRATION INSTRUCTIONS
(Training Server)

STEP 1 VISIT OUR WEBSITE: www.hr.fsu.edu/train
  ▪ Click Register On-line

STEP 2 FSU LOGIN PORTAL
  ▪ Type in your FSUID and your Password;
  ▪ Click Log In
  ▪ Click Yes to the pop-up box asking if you want to be “redirected to a connection….”

STEP 3 TRAINING SERVER
  ▪ If the class you wish to register for is one of the Upcoming Classes listed on the screen before you…….. simply click on the Class ID to enroll; then click Proceed to receive confirmation of your enrollment. (End)
  ▪ - OR -
  ▪ If the class is NOT one of the Upcoming Classes listed……. continue with steps 4-5

STEP 4 TO SEARCH FOR A CLASS
  ▪ Click on Search Schedule of Classes
  ▪ To view a complete listing of classes, click View Selected Listing or View All Classes
  ▪ - OR -
  ▪ If you already know the 4-digit Class ID number of the class you wish to take…….. simply enter the number in the Class ID box; then click View Selected Listing

STEP 5 TO REGISTER FOR A CLASS
  Once you find the class that you wish to register for, to enroll…..simply click on the Class ID number; then click Proceed to receive confirmation of your enrollment (End)