

Enrolling in Instructor-Led Classes

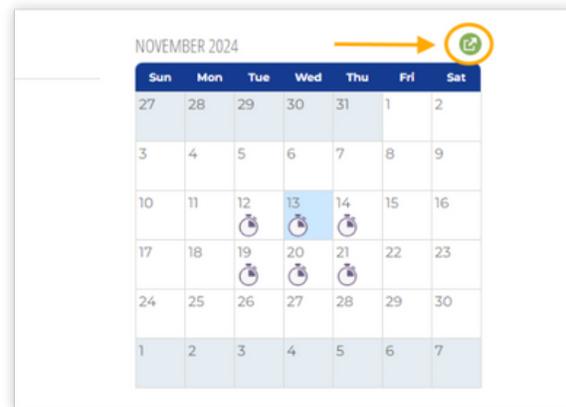
Step 1

Once logged in click the catalog icon at the top of the page



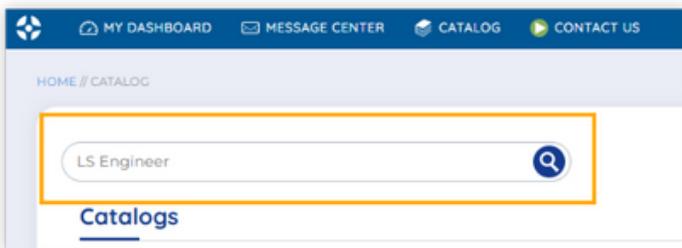
Step 2

To see the schedule for upcoming classes, please expand the calendar on the right. This will allow you to view which classes are taking place and on which dates.



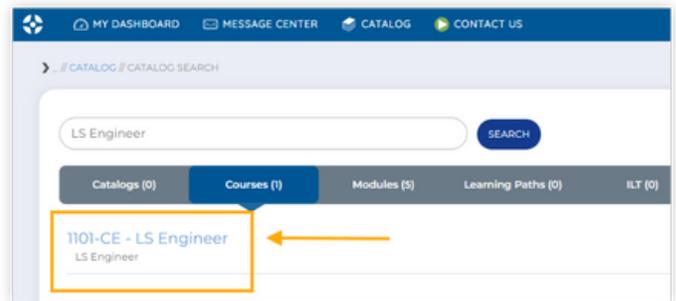
Step 3

Once you have identified the class you'd like to take, head to the search bar and look up that course.



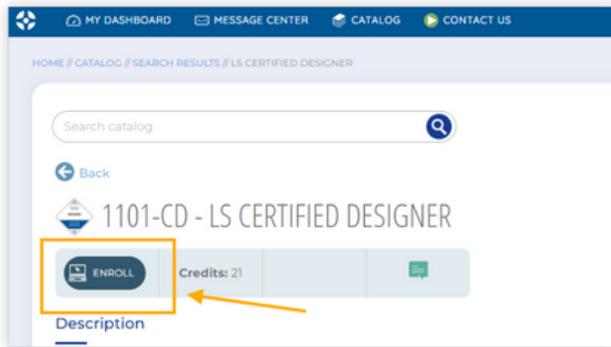
Step 4

Select the course in which you wish to enroll



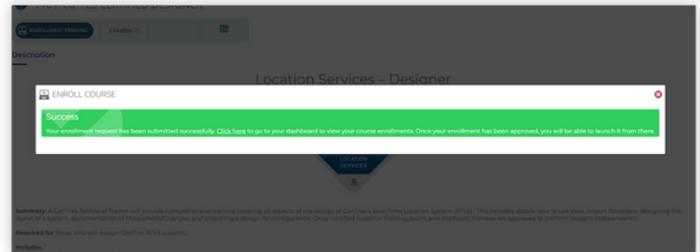
Step 5

Click Enroll



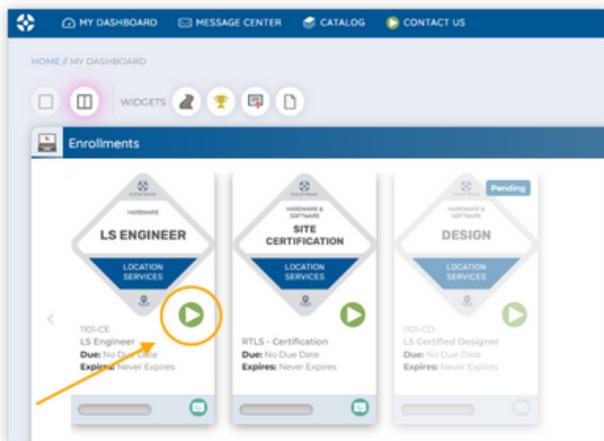
Step 6

After enrollment, you'll receive a message indicating that your approval is pending. You can check your status in the dashboard under the Enrollments section.



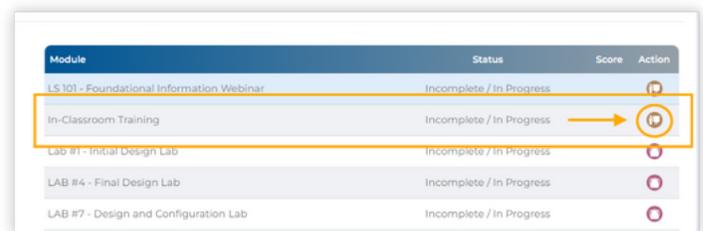
Step 7

Upon approval, you will receive a welcome email. Simply visit training.centrak.com, head to the dashboard, and click the green play button to access the course.



Step 8

In the action column of the In-Classroom training section, click on the icon to reveal the available class dates.



Step 9

Choose the date for the class you wish to attend, then click "OK."



Step 10

You have now successfully enrolled in an Instructor-Led Course.

