



Job Aid

Register and Withdraw from a PTS Session

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Introduction

This Job Aid will walk you through the process to register and withdraw from a PTS session.

Register for PTS Session

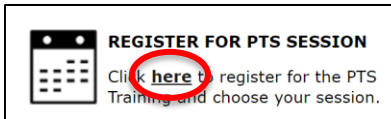
1. From the **Welcome** page, you can register for the PTS course through different methods:

- From the **Your Transcript** section (if the PTS course has been assigned to you), click on the **Select Session** link.

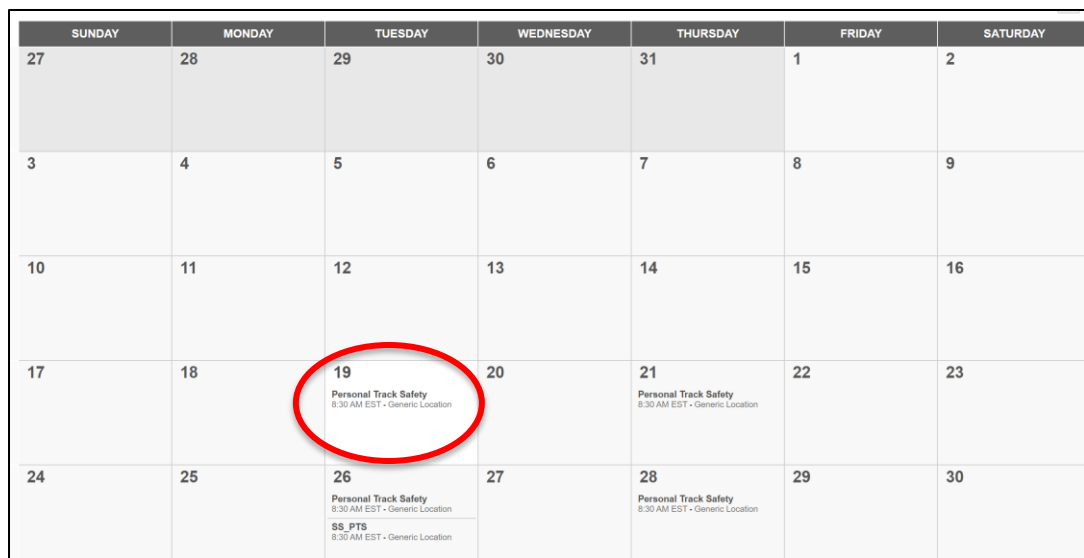


	Due Date	Action
Audit Verification Checklist_Test	None	Notify Observer
Personal Track Safety	None	Select Session

- Clicking the **here** link for the **Register for PTS Session** icon.



- From the **Learning tab** in the top navigation bar, select the **Events Calendar** option and locate the session.

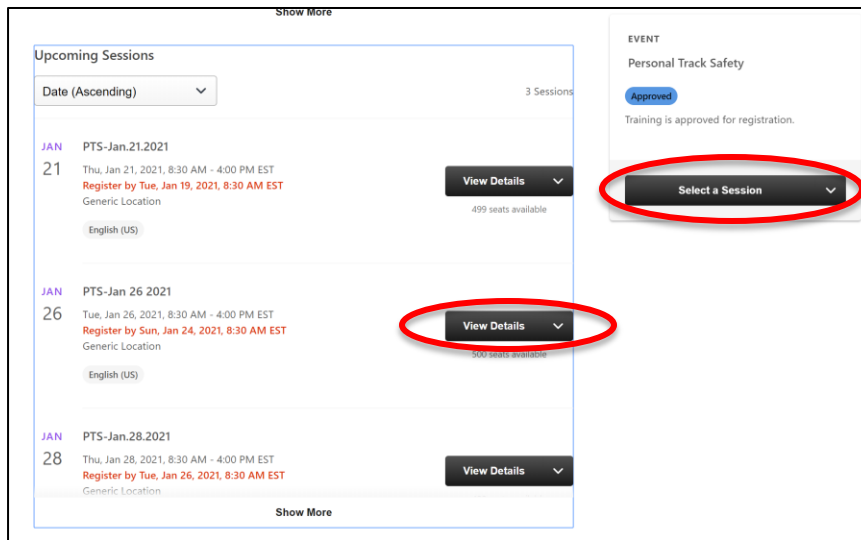


SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19 Personal Track Safety 8:30 AM EST - Generic Location	20	21 Personal Track Safety 8:30 AM EST - Generic Location	22	23
24	25	26 Personal Track Safety 8:30 AM EST - Generic Location SS PTS 8:30 AM EST - Generic Location	27	28 Personal Track Safety 8:30 AM EST - Generic Location	29	30

Please Note: Choose a notification option if there are no sessions available, this will email you when a session becomes available.

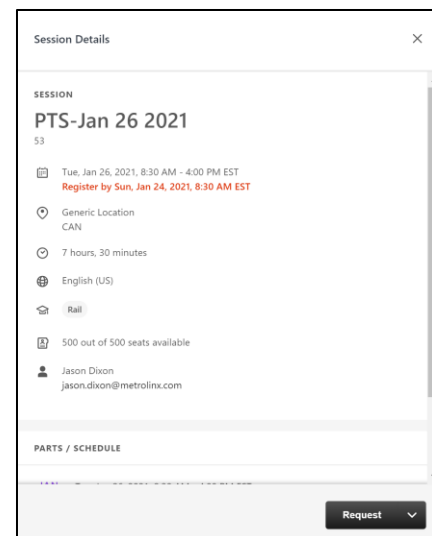
2. Now you are in the event (Persona Track Safety) where you can search, view details, and select your preferred session.

- Click on the **Select a Session** button to highlight all the sessions that are available.
- To view details and information for a session, click on the **View Details** button for that session.

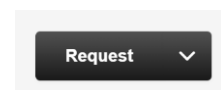


The following information will display:

- Session date and time, along with registration closing date and time.
- Location.
- Total hours and minutes of the session.
- Language the session is delivered in (e.g. English).
- Type of session (e.g. Rail).
- Number of seats available.
- Training contact for the session.

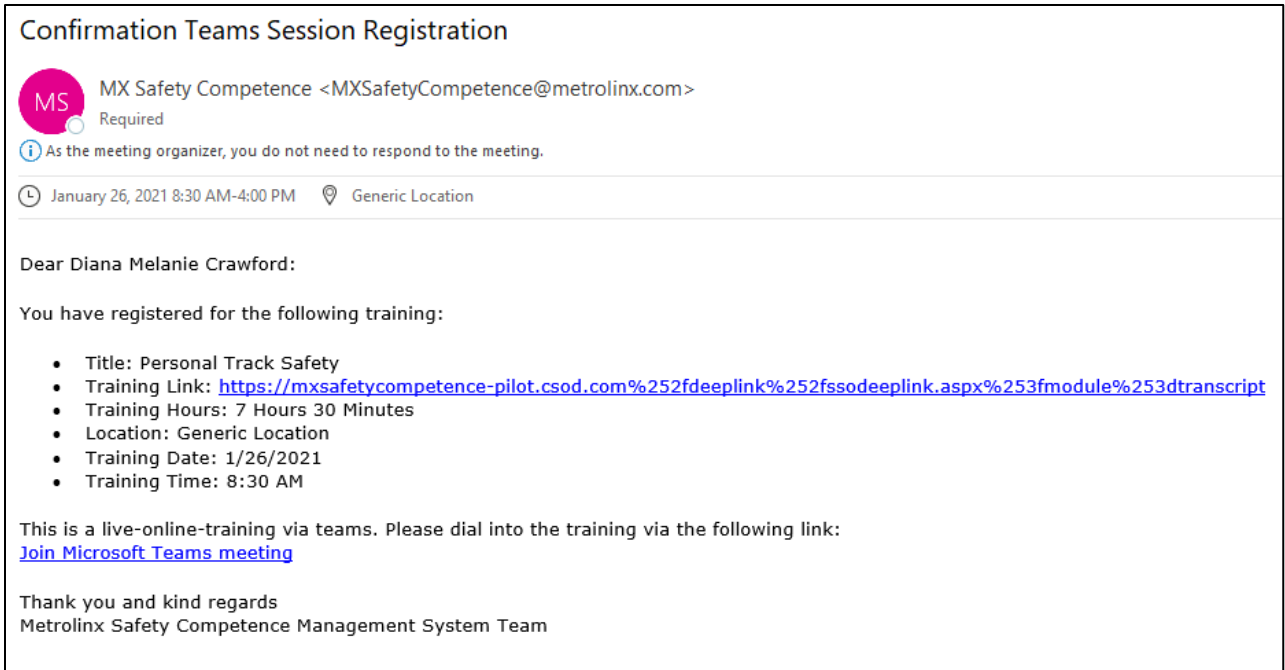


3. To register for the session, click on the **Request** button.
Note: If the registration date and time has passed, you will not have the option to register for the course.



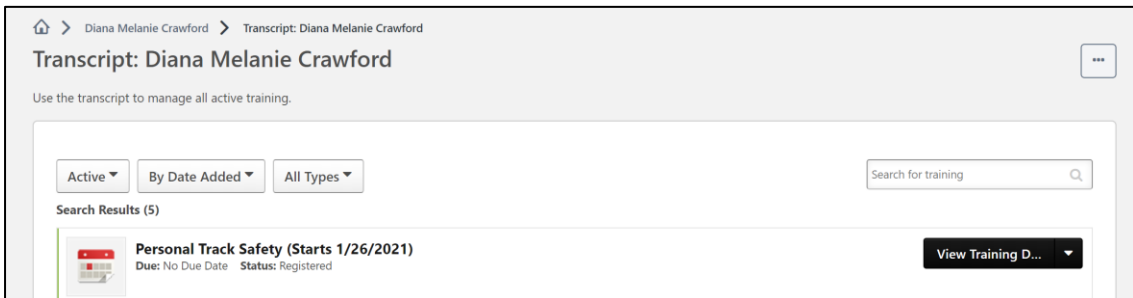
- Once you have successfully registered, you will receive a registration confirmation email containing the details for the course (if not received, check your Junk mail folder).

Please add this event to your calendar. You will not be issued a formal calendar invite email for the PTS session.



- The PTS session now appears in your **transcript** view.

View your Transcript from Learning tab (allows you to access training details)



Your Transcript section from Welcome page (cannot access training details)

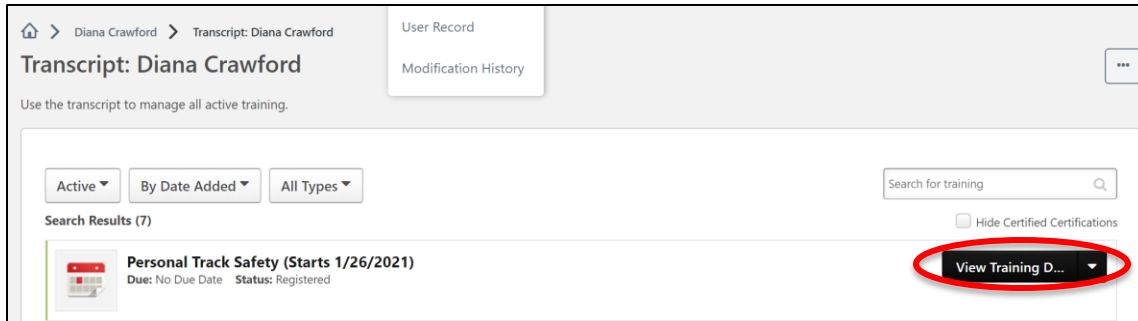
Your Transcript		
	Due Date	Action
Personal Track Safety	None	Withdraw

Congratulations! You have successfully registered for the PTS session.

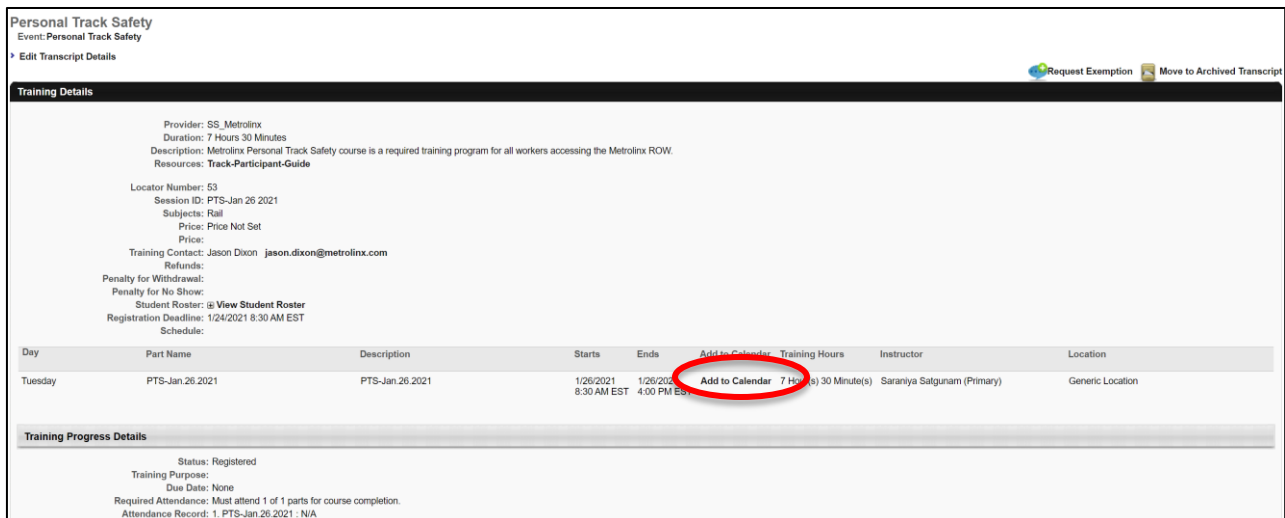
Adding PTS Session to you Calendar

After you have successfully registered for the PTS session, you can add the session to your calendar from within the **View Your Transcript** page.

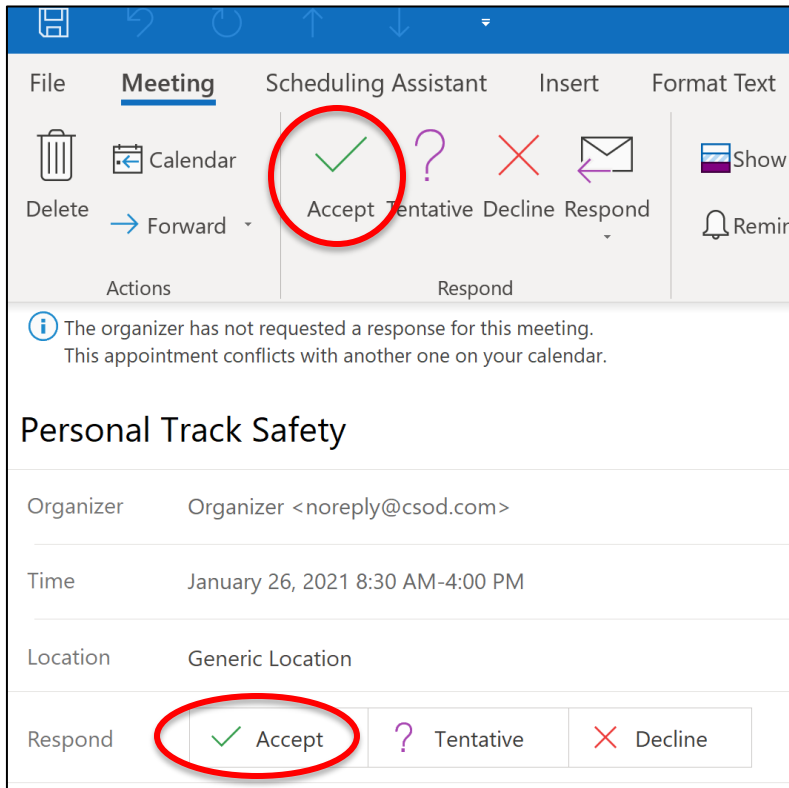
1. From the **Welcome** page, hover over the **Learning tab** in the top navigation bar and select the **View Your Transcript** option from the dropdown list.
2. Locate the session (Personal Track Safety) and click on the **View Training Details** button.



3. The **Training Details** page appears containing all the information relating to the session. Click on the **Add to Calendar** link.



4. The calendar invite will download on the bottom of the screen. Click on the **download folder** to open the invite in your calendar, then click on the **Accept** button. The session invite is now added to your calendar.



Withdraw from PTS Session

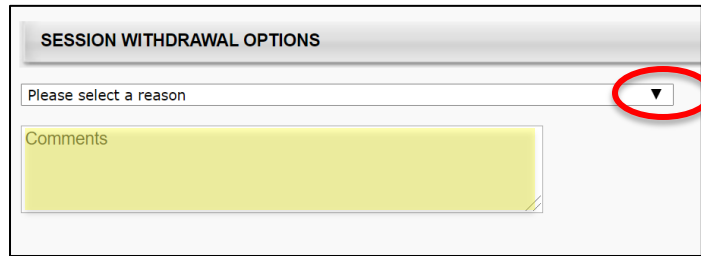
You are registered for a PTS session but are not able to attend it. No problem at all! You can withdraw from that session and register for another one.

1. From the **Welcome** page, you can withdraw from the PTS session you are currently registered for by clicking the **Withdraw** link located for the session in the **Your Transcript** section.

Your Transcript		
	Due Date	Action
Personal Track Safety	None	Withdraw

2. The **Withdraw Registration** page appears outlining the session details. In the **Session Withdrawal Options** section:
 - Select a reason for withdrawing by clicking on the **Select a Reason** field arrow. A list appears with options to select from.

- Enter any comments to support the withdrawal in the **Comments** text box.



The screenshot shows a web form titled "SESSION WITHDRAWAL OPTIONS". At the top, there is a dropdown menu with the text "Please select a reason" and a small downward-pointing arrow icon. This arrow icon is circled in red. Below the dropdown menu is a large, empty text area with a yellow background, labeled "Comments".

- Click on the **Submit** button. You are no longer registered for the session and can select another session to register.