# Training – GVTC Training Portal – Enrolling

The GVTC Training Portal is used to register for upcoming training events and/ webinars. This handout provides instructions on how to create an account, enroll in events, view enrollments, and unenroll from events.
Recommended browsers: Chrome and Firefox

Creating an Account

1. Open an internet browser, then navigate to the <u>GVTC Training Portal</u>[1].
2. Select **Register** in the upper-right corner.
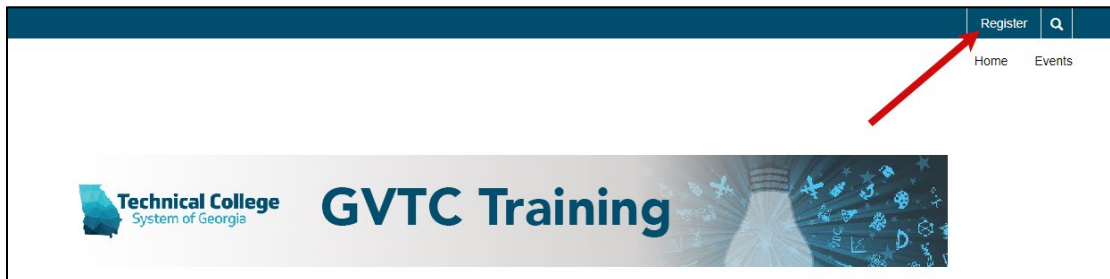
3. The Account Registration page will appear. Fill in all the required fields.
    a. **Display Name** – Enter your first and last name.
    b. **Email Address** - Enter your college email address for approval. **NOTE**: If a college email address is not provided, the request will be denied.
    c. **Username** – Enter your first initial and last name (e.g. jdoe).
    d. **Password** – Choose a password.
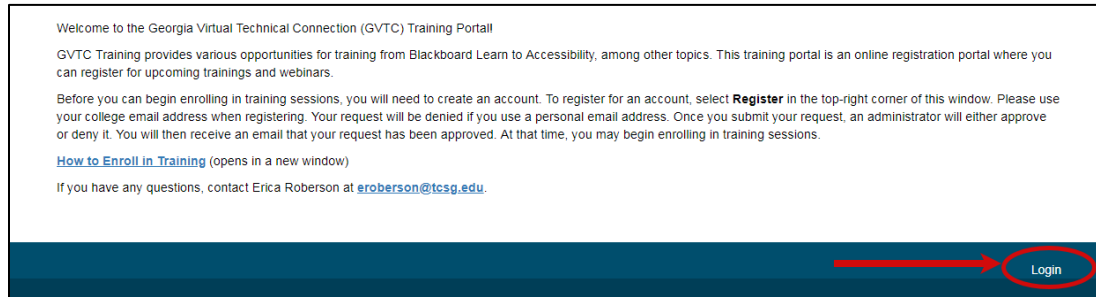   e. **Confirm Password** – Enter your chosen password again.
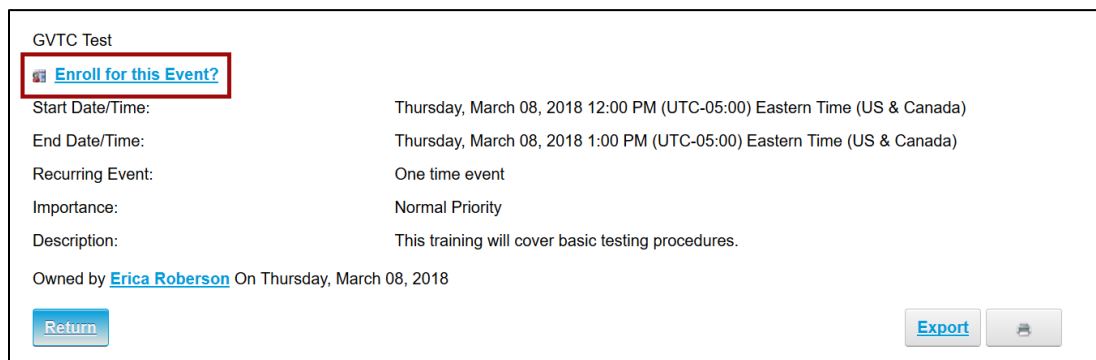4. Select **Register**.

NOTE: New users require approval. Once the request is submitted, the user will receive an email confirming registration. Once the account is approved the user will get an approval e-mail and can then login to register for events/training sessions.

Enroll in Events

1. Open an internet browser, then navigate to the training calendar portal.
2. Select **Login** in the bottom-right corner and enter login credentials.

Welcome to the Georgia Virtual Technical Connection (GVTC) Training Portal!

GVTC Training provides various opportunities for training from Blackboard Learn to Accessibility, among other topics. This training portal is an online registration portal where you can register for upcoming trainings and webinars.

Before you can begin enrolling in training sessions, you will need to create an account. To register for an account, select **Register** in the top-right corner of this window. Please use your college email address when registering. Your request will be denied if you use a personal email address. Once you submit your request, an administrator will either approve or deny it. You will then receive an email that your request has been approved. At that time, you may begin enrolling in training sessions.

How to Enroll in Training (opens in a new window)

If you have any questions, contact Erica Roberson at eroberson@tcsg.edu.
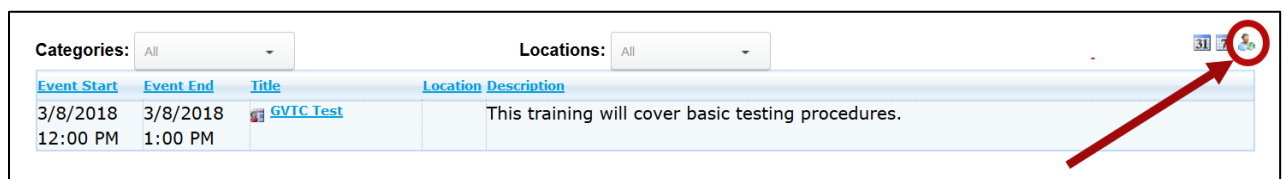
Login

3. Select **Events** in the upper-right corner and browse the sessions.
4. Select the event **title** to view additional details.
5. Select **Enroll for this Event?** to register.

GVTC Test

Enroll for this Event?

Start Date/Time:	Thursday, March 08, 2018 12:00 PM (UTC-05:00) Eastern Time (US & Canada)
End Date/Time:	Thursday, March 08, 2018 1:00 PM (UTC-05:00) Eastern Time (US & Canada)
Recurring Event:	One time event
Importance:	Normal Priority
Description:	This training will cover basic testing procedures.

Owned by **Erica Roberson** On Thursday, March 08, 2018

Return   Export   🖨

6. When prompted, confirm enrollment for the event. An approval message will appear.

View Enrollments

1. Open an internet browser, then navigate to the GVTC Training Portal[2].
2. Select **Login** in the bottom-right corner and enter login credentials.
3. Select **Events** in the upper-right corner.
4. Select the **My Enrollments** button (the icon that looks like a person) in the mini toolbar to the right. All registered events will appear.

Categories:	All			Locations:	All				📅 📧 👥
Event Start	**Event End**	**Title**		**Location**	**Description**				
3/8/2018 12:00 PM	3/8/2018 1:00 PM	GVTC Test			This training will cover basic testing procedures.				

Unenroll from Events

1. Open an internet browser, then navigate to the training calendar portal.
2. Select **Login** in the bottom-right corner and enter login credentials.
3. Select **Events** in the upper-right corner.
4. Select the **My Enrollments** button in the mini toolbar to the right. All registered events will appear.
5. Locate the event, then select the **checkbox**.
6. Select **Cancel Selected Enrollments**.

Select	Start	End	Event	Approved	Fee	Qty	Total
☑	3/8/2018 12:00 PM	3/8/2018 1:00 PM	**GVTC Test**	☑	0.00 USD	1	0.00 USD

Return Cancel Selected Enrollments

7. When prompted, confirm cancellation. The unenrollment has been processed.