

# Register for Training

Once you find your desired course, add the course to your Shopping Cart by going to the “Register for Course” tab on the left-hand side of the page.

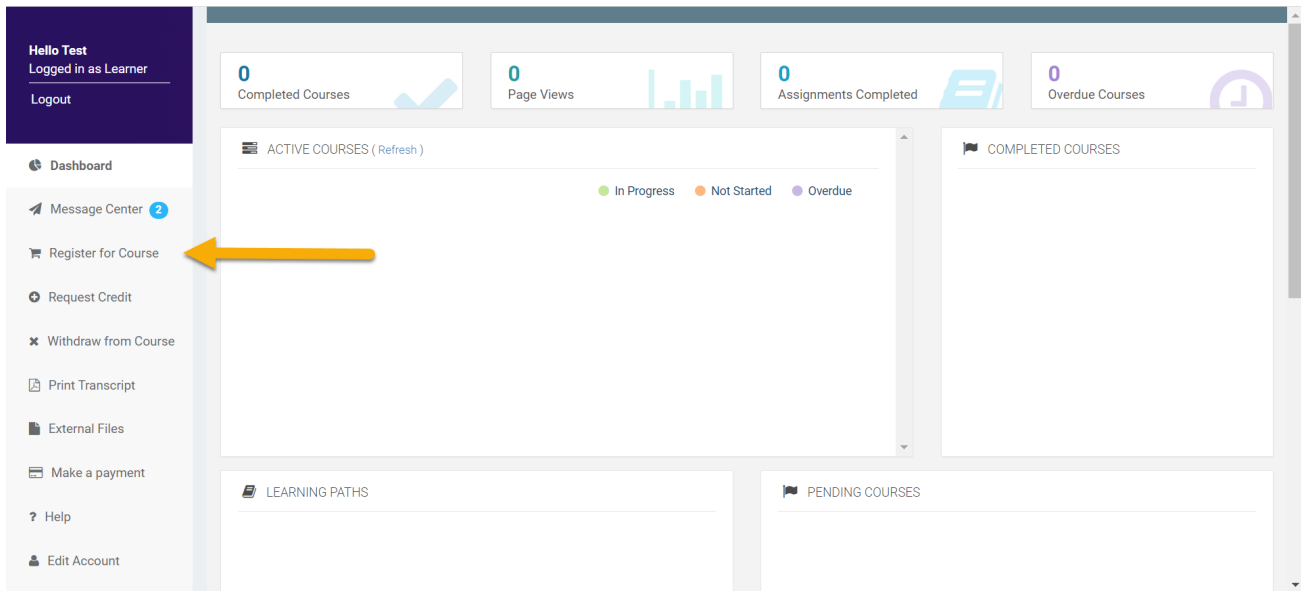


Figure 1: Dashboard / Register for Course

## A. Shopping Cart

The Shopping Cart lets you store the courses you want to take until you are ready to register.

You can add courses to your Shopping Cart the same way you would while shopping online. If you later decide that you do not want to enroll in a course, you can remove it from your cart prior to registration.

## a. Adding a course

Once you decide to enroll in a course, click on the “Register” button at the bottom of the course's tile.

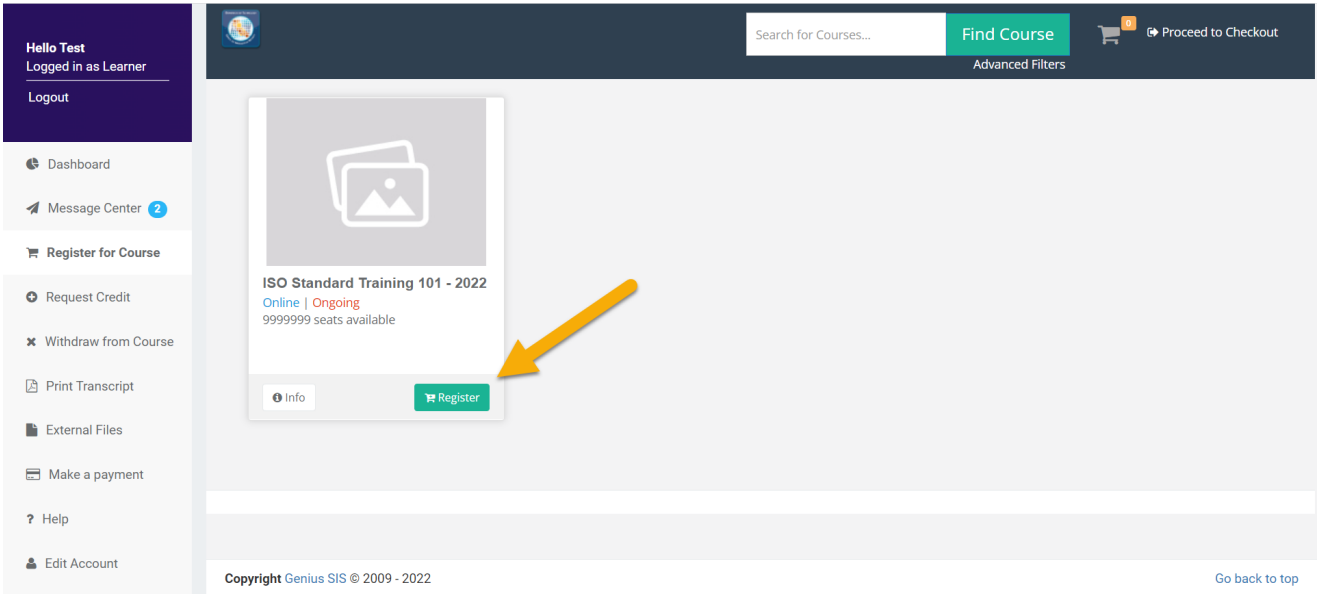


Figure 2: Register for Course/Add to Cart

Tip: Clicking the “Info” button on the bottom of the course tile will bring up the Course Description.

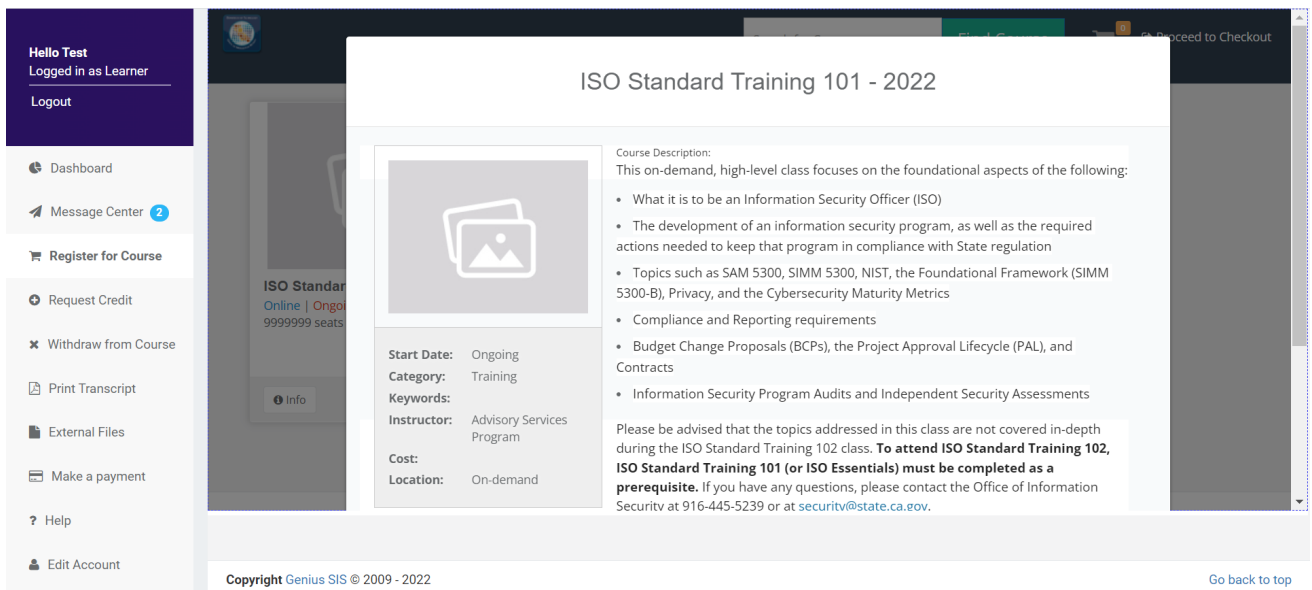


Figure 3: Info – Course Description

After clicking “Register,” the button will change to “Added to Cart” and a green box will appear at the upper middle of the screen saying the course was added to Cart.

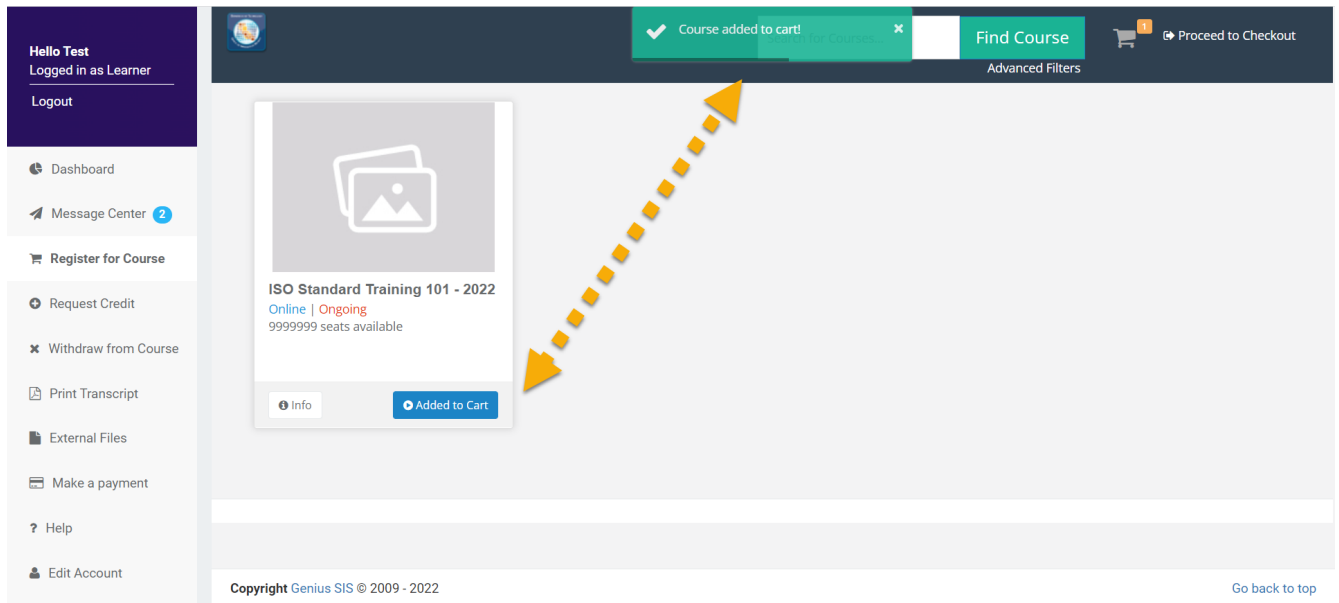


Figure 4: Course Added to Cart

### b. Check Out

After the course has been added, click on Shopping Cart/Proceed to Checkout in the upper right corner of the page (1). A box will appear (2) with a “Proceed to Checkout” button.

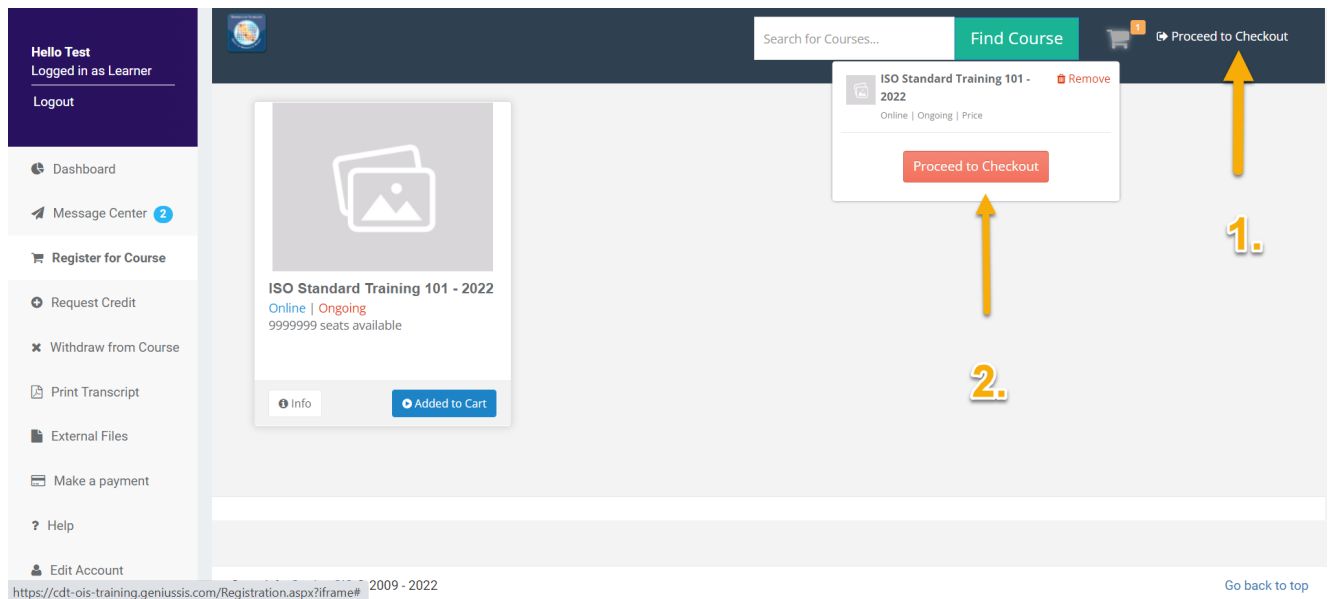


Figure 5: Proceed to Checkout

Select the course and click the “Conform” button at the bottom of the screen to enroll in the training.

The screenshot displays a user interface for a course catalog. On the left is a navigation sidebar with a user profile 'Hello Test' and various menu items like 'Dashboard', 'Message Center', and 'Register for Course'. The main content area is titled 'Welcome to the Course Catalog' and includes a 'Hello, Hello Test' greeting. Below this, the 'Items in your cart' section shows one item: 'ISO Standard Training 101' with a price of '\$0.00'. The course description states it is an on-demand, high-level class focusing on foundational aspects of information security. A list of topics includes Information Security Officer (ISO) roles, program development, compliance with regulations (SAM 5300, SIMM 5300, NIST, etc.), privacy, cybersecurity maturity metrics, compliance requirements, and security assessments. A prerequisite notice states that attending this class does not cover topics from ISO Standard Training 102, and that attending ISO Standard Training 102 or ISO Essentials must be completed as a prerequisite. The audience is identified as Department Information Security Officers (ISO) and back-ups, Agency Information Security Officers (AISO) and back-ups, Agency and Department Chief Information Security Officers (CIO), and State security professionals. Teachers are from the Advisory Services Program, and the start date is 'NA' with an on-demand location. A 'Remove item' button is present. At the bottom of the course details, a yellow arrow points to a green 'Confirm' button. To the right of the cart, a 'Cart Summary' shows a subtotal of \$0.00, a discount of \$0.00, and a total of \$0.00. Below the cart summary is a section for 'Other courses you may be interested'. The footer contains copyright information for Genius SIS and a 'Go back to top' link.

Figure 6: Confirm Course Enrollment

Upon enrollment, a message will pop up stating that your registration was received. Please click the “Go to Dashboard” button to return to your Learner dashboard.

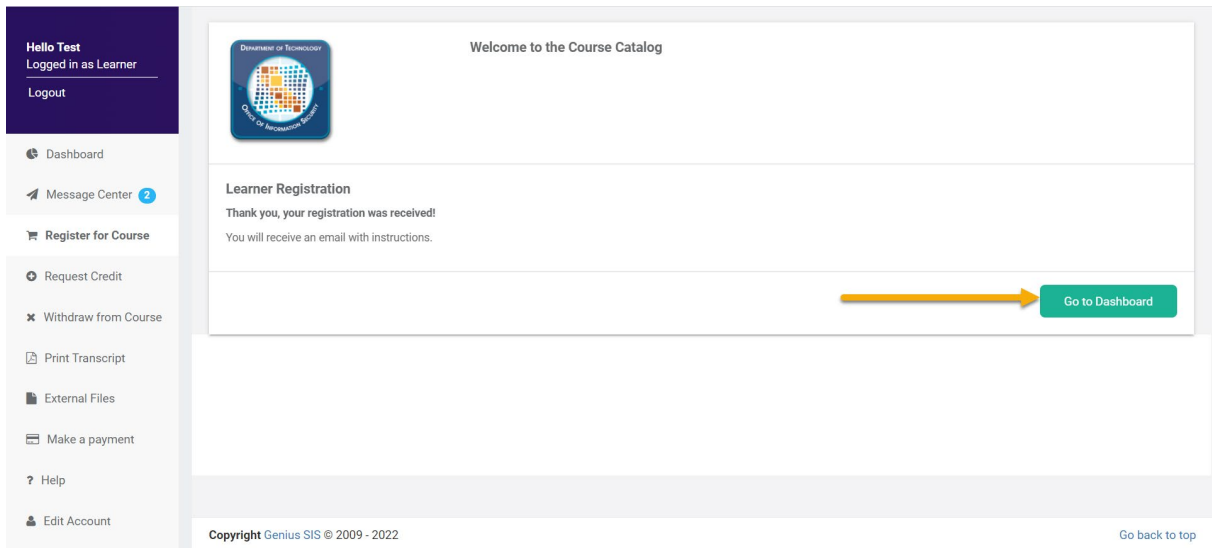


Figure 7: Registration Receipt

### c. Remove a Course

Using the “Proceed to Checkout” link next to the Cart icon. You will see the contents of your shopping cart. Use the “Remove” button next to each course to remove the course:

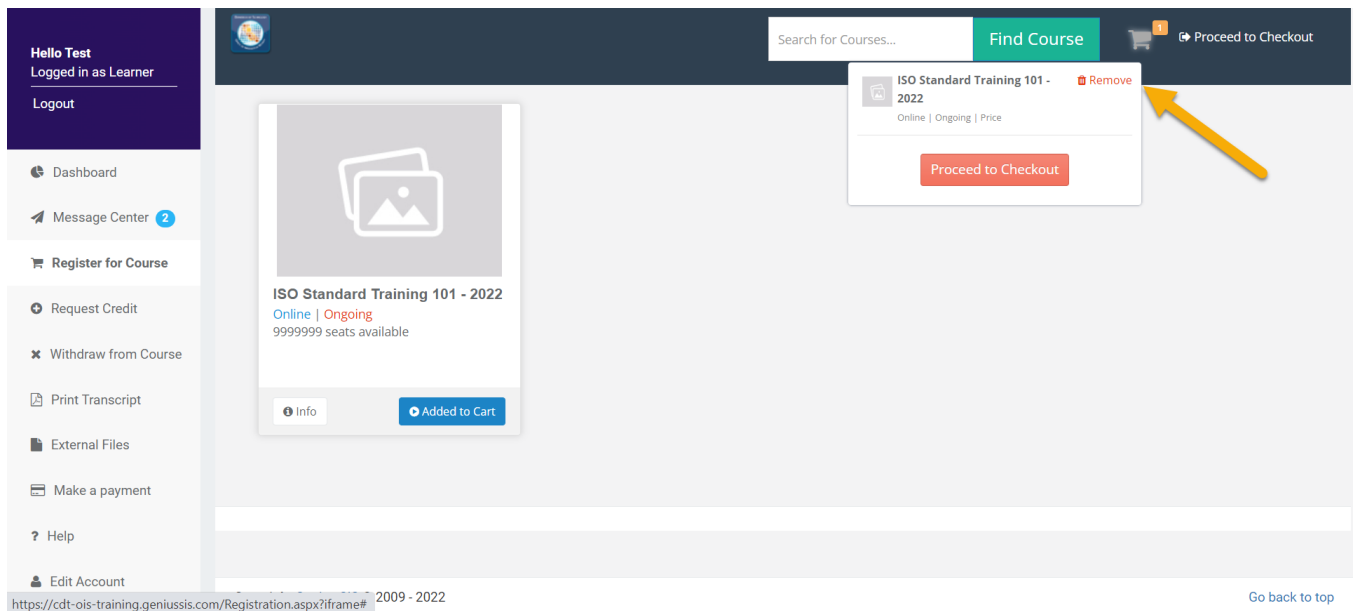


Figure 8: Remove a Course