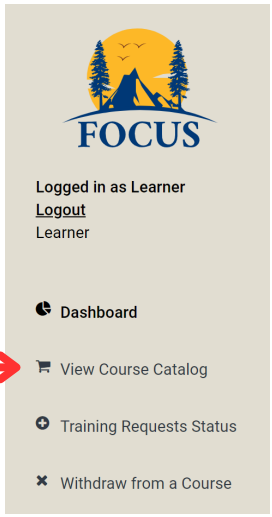
JOB AID

BEAR IN MIND

HOW TO REGISTER FOR A BIM CLASS ON FOCUS

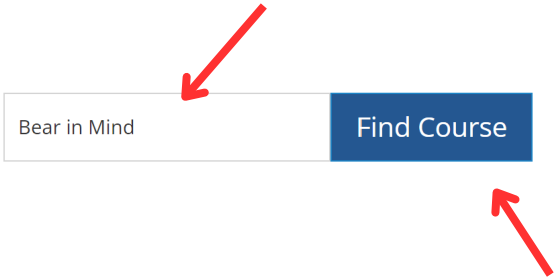
Step One

Select **View Course Catalog** from the panel on the left



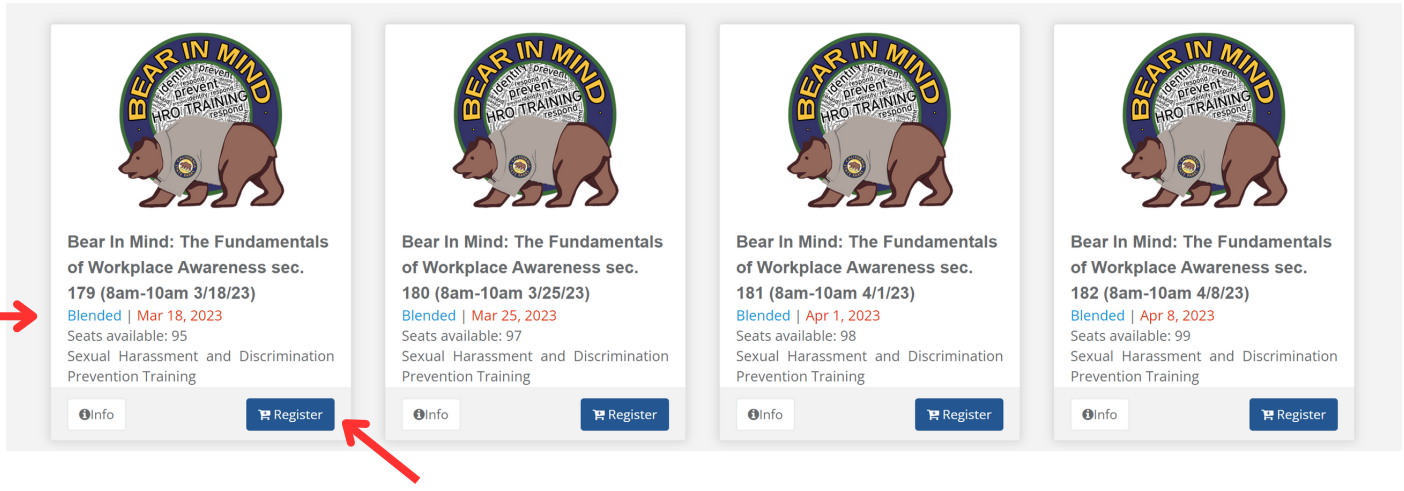
Step Two

In the search bar type "Bear in Mind" and click **Find Course**



Step Three

Choose a date and time to attend the course and click on **register**.



Step Four

Check out via your shopping cart.

Step Five

Your supervisor needs to **approve** the request, you'll receive an email when this is complete.

After approval, go back into your **FOCUS Dashboard** and click on the training in your Active Courses for the links to the Zoom training.

Please see the FOCUS Help File – Learner Role for more information
https://training.parks.ca.gov