

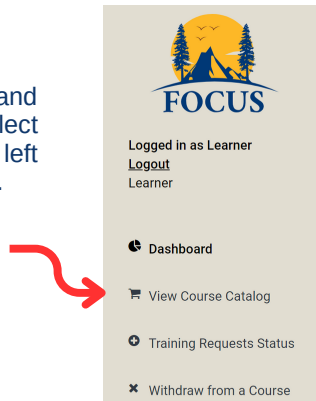
# JOB AID FOCUS

## HOW TO REGISTER FOR A CLASS



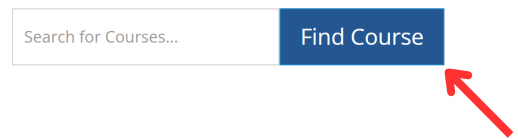
### Step One

To view all current internal and external training offerings, select **View Course Catalog** on the left side of the Learner Dashboard.



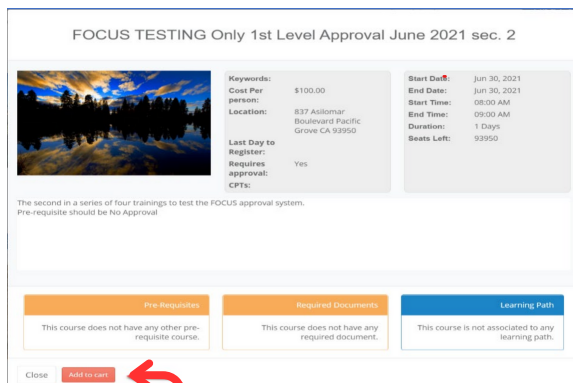
### Step Two

Type in a keyword to search for your specific training interest in the search at the top right corner and click on **Find Course**



### Step Three

Once you find the course you wish to register, you can click on the **info** button to review details of the training offering such as cost, location, start/end dates, start/end time, approval required, pre-requisites and more. Click **Add to cart** button to add course to your cart.



### Step Four

If you see the course(s) you want to register from the Course Catalog, you can click the **Register** button to add course to your cart. You will need to fill out a Course Request Form.

If you select Upward Mobility, you will be required to upload your **Career Development Plan** document. Please consult your Supervisor on what you need to provide as your Career Development Plan.

If you select Career Related, you will be required to upload your **Individual Development Plan** document. Please consult your Supervisor on what you need to provide as your Individual Development Plan.

Select your response and include a Reason for your Training request then select **Confirm Request** button to confirm your registration.

### Step Five

Once you have selected all the courses you wish to register and added them to your cart, select **Proceed to Checkout** link to proceed.



Review your selected courses information and click **Submit** to complete your registration.



### Step Six

Once your registration has been submitted successfully, you will see a confirmation displayed.

You will also receive an email confirmation from FOCUS if your course does not require an approval, or if your course requires approval and they have been met.

#### Confirmation of Enrollment / Approved Training Request

Dear Boudreaux,

This email confirms your enrollment for FOCUS TESTING Only 1st Level Approval June 2021 .

Course name: FOCUS TESTING Only 1st Level Approval June 2021  
Instructor/Training Specialist: TBD TBD  
Start Date: 6/14/2021  
End Date: 6/13/2022

If you have any questions, contact your Supervisor or the listed Instructor/Training Specialist.

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