

How to Enroll in Instructor Led Training (ILT)

It is important to register for each Instructor Led Training (ILT) session you wish to attend so you can be updated of any changes and receive notifications regarding course material downloads.

- Clicking on a course title or enrollment link will direct you to the WSU Online Training System
 - If you are not already logged in you will be prompted to do so
- Below the course title and overview, locate the session you would like to attend
- Click "Enroll" to the right of the session you select
- Below the session you just selected you will be asked, "You are now enrolled in the above session. Would you like to add this to your learning page?"
 - Select "Yes"
 - On the resulting dialogue box click "Save", all other fields are optional

You can also enroll in ILT courses by logging into the [WSU Online Training System](#) and searching for a specific course title. The following Virtual Guided Tours will help you find just what you are looking for:

- [Site Navigation/Overview](#)
- [Browse the Library](#)

Registration help and answers to other questions about these sessions are available by contacting 509-335-4521 or hrstraining@wsu.edu.