Cornerstone Learning Management System User’s Guide: Registering for Training
Instructions for Registering for Training

In Cornerstone, registering for an upcoming training program begins with a request. Follow the step-by-step process to request training programs, sessions and workshops through Cornerstone. To learn how to search for training, review the User’s Guide: Browse for Training. Note that training refers to live presentations. To learn how to launch (any) online course, review the User's Guide: Lynda.com Courses.

Step One – Request

From the list of possible sessions that resulted from your search, select the one you’d like to take.

You can click on either the Event icon or the name of the session to access the next screen.

Cornerstone will display the Training Details page. It defaults to the Sessions Tab. You will be see the date and time of the session, be able to read the session description, see the length of the session, and, see how many seats are available.
You will be able to request the session or, if you are a supervisor, you will be able to assign the session to one or more members of your team. If you already know that you want to enroll or register for the session, click on Request.

However, sometimes you need a bit more information before deciding. No worries! Click on the Details Tab. It provides learning objectives, a list of the subject areas covered, special instructions, and the contact person for the training event.
When you are finished viewing the details, click on the **Sessions Tab** to get back to the screen where you can **Request** training.
Transcript - Registered

Your transcript will appear with the session you requested at the top. Note that the status is “Registered.”

You can always view the details of the session by selecting the View Training Details button at the right. Note that after registering, the details page that displays is gray and contains all of the session information.

Note that you can add the session to your Outlook calendar!
**Waitlisting**

What if the session you want to take is not available because all of the seats are taken?

You can add yourself to the waitlist. Here’s how to do it. First, click on the Request button right below the No Seats Available notice. A pop-up screen will appear.

By clicking on Yes, you are added to the waitlist. Your transcript status is updated to “Waitlisted.” If someone cancels, the system will notify you via e-mail that you can register for the class.
Cancelling

You are registered for a class and you had every intention of going, but now something is preventing you from attending. Here’s how to quickly and easily cancel so that someone else may be able to attend – possibly someone from the waitlist. Go to your transcript by clicking the Learning Tab on the navigation bar and selecting View Your Transcript, (or, click on the My Transcript button on the Welcome page), and find the session which you can no longer attend. Click on the View Training drop-down menu and click on Withdraw.

A pop-up window appears with a message and the options to provide a reason or comments.
**Reasons for Withdrawing**

Cornerstone requires you to provide a reason for withdrawing. For the organizer of the session, the information is helpful for understanding why a person is cancelling, especially if a lot of people cancel at the last minute, which sometimes happens.

After you click on the Submit button (see previous screen shot), your Transcript will automatically update your status.
Interest Tracking

What if you are interested in a program, but can't attend on the date or at the time it is being offered? You can tell the system to let you know the next time the session is available. Here's how to do it. After you clicked on the desired session from your list of search results, you get the Training Details page.

At the bottom of the screen, in small font off in the left corner, you can tell the system to notify you of new sessions. A pop-up window will appear. You can request the Williamsburg Campus, the VIMS campus, or both. You can also write a comment, such as a preferred time of day or day of the week, for the organizer to consider when scheduling the next program.
You won’t be able to see it listed on your transcript, but the organizer of the event gets a notification of interest.