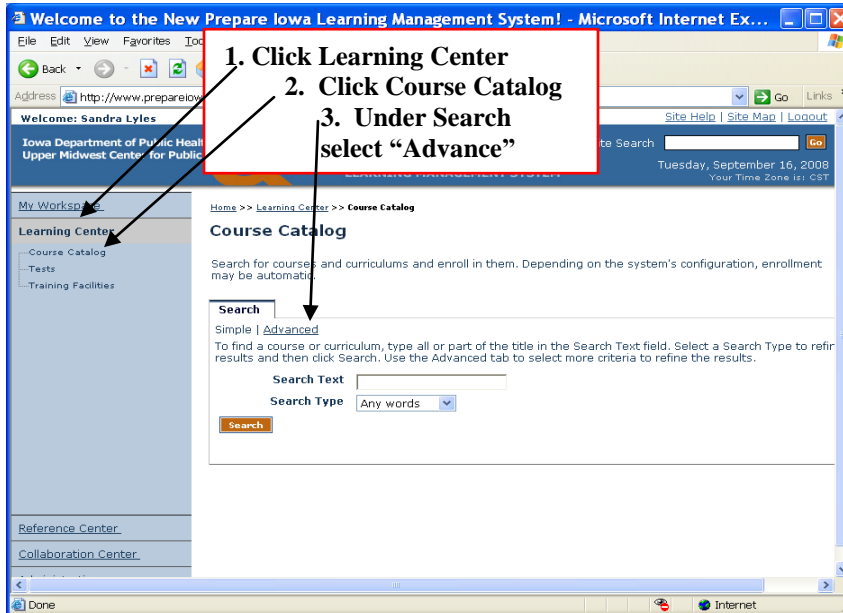


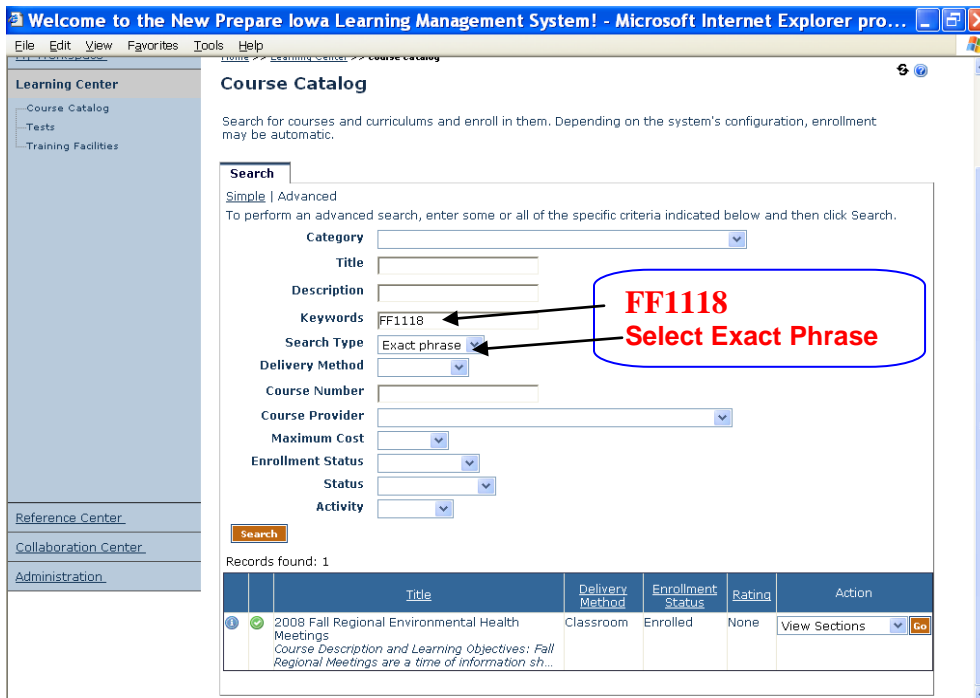
Log on to www.prepareiowa.com

How to Register for a Course



Next you do a search for the course (example uses course number)

1. Enter the **course number** in Keywords
2. Search Type field – arrow down to select **"Exact Phrase"**
3. Scroll down to the Course listing – select View Sections – Go



Select the Session you want to attend:

1. Click the "Go" tab next to the session you want to attend.
2. You will receive a confirmation message at the top of the screen and a email notification from the Prepare Iowa System Administrator

Welcome to the New Prepare Iowa Learning Management System! - Microsoft Internet Explorer pro...

File Edit View Favorites Tools Help

My Workspace

Learning Center

- Course Catalog
- Tests
- Training Facilities

Home >> Learning Center >> Course Catalog >> View Sections

2008 Fall Regional Environmental Health Meetings

Your enrollment for the selected course was cancelled.

View information about the sections for this course.

View Sections

Click the Information icon and/or the plus sign to view more information about sections and events for this course. Use the Action menu to enroll in a section or perform other tasks. If no information is displayed, then this course has no sections.

Title 2008 Fall Regional Environmental Health Meetings
Course Provider Iowa Department of Public Health
Course Cost (\$)

Records found: 6

Section	Enrollment Status	Section Status	Action
<input type="checkbox"/> ⓘ Title: Ainsworth EH Meeting Code: Number: 1 Dates: 10/1/2008 - 10/1/2008 Waitlist Type: Automatic Capacity (Max/Min): 40/5 Enrolled/Waitlisted/Pending: 0/0/0	Not Enrolled	Open	Enroll <input type="button" value="Go"/>
<input type="checkbox"/> ⓘ Title: Ankeny EH Meeting Code: Number: 2 Dates: 10/9/2008 - 10/9/2008 Waitlist Type: Automatic Capacity (Max/Min): 40/5 Enrolled/Waitlisted/Pending: 1/0/0	Not Enrolled	Open	Enroll <input type="button" value="Go"/>
<input type="checkbox"/> ⓘ Title: Mason City EH Meeting Code: Number: 3	Not Enrolled	Open	Enroll <input type="button" value="Go"/>

Click the Enroll Tab

Note: Once you enroll in this training it will be listed on your Home Page under Scheduled Trainings

Confirmation email - *Sample*

Dear Sandra Lyles,

This email is to confirm your enrollment in the following course and section:
Course: 2008 Fall Regional Environmental Health Meetings - Section # 1
Section Title: Ainsworth EH Meeting
Section Dates: 10/1/2008 - 10/1/2008

Event Details for this Section:

Event Title: Regional Environmental Health Meetings
Event Start Date: 10/1/2008
Event End Date: 10/1/2008
Event Start Time: 9:30:00 AM
Event End Time: 3:30:00 PM
Recurrence: One Day
Room Name: Conservation Center Conference Room
Room Location: 2943 Highway 92 Ainsworth, IA 52201
Instructors: Carmily Stone

This course was added to your Personal Learning Plan. If the course section has an active collaboration space, be sure to check it for the syllabus or any pre-work for the course at Prepare Iowa Learning Management System.

- Training Administrator

Cancel Enrollment

If your schedule changes and you can not attend please cancel your enrollment.

Click the "Go" button next to cancel – new window opens select cancel.

The screenshot shows the '2008 Fall Regional Environmental Health Meetings' course page. The 'View Sections' table lists two sections: 'Ainsworth EH Meeting' (Not Enrolled) and 'Ankeny EH Meeting' (Enrolled). The 'Ankeny EH Meeting' row has a 'Cancel Enrollment' button with a 'Go' button next to it, which is highlighted with a red box. An arrow points from the text above to this 'Go' button.

Records found: 6

Section	Enrollment Status	Section Status	Action
Title: Ainsworth EH Meeting Code: Number: 1 Dates: 10/1/2008 - 10/1/2008 Waitlist Type: Automatic Capacity (Max/Min): 40/5 Enrolled/Waitlisted/Pending: 0/0/0	Not Enrolled	Open	View Schedule <input type="button" value="Go"/>
Title: Ankeny EH Meeting Code: Number: 2 Dates: 10/9/2008 - 10/9/2008 Waitlist Type: Automatic Capacity (Max/Min): 40/5	Enrolled	Open	Cancel Enrollment <input type="button" value="Go"/>